



# ERODE SENGUNTHAR ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,  
Accredited by National Board of Accreditation (NBA), New Delhi &  
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade  
**PERUNDURAI -638 057, TAMILNADU, INDIA.**



Academic Year: 2021 – 22  
Meet : 01  
Action Taken Report : 01

## Action taken Report of Meeting – 01 held on 08.07.2021

S.No.	Points Discussed	Action taken	Responsible Person	Target date / remarks
1	IQAC Coordinator welcomed the all the IQAC coordinators in the meeting	--	--	2021 - 22
2	IQAC chairperson, IQAC Convener and IQAC Coordinator briefed the responsibilities of each and every coordinator.	The responsibilities were given with brief working instruction manual and policy documents were draft for all IQAC responsibilities	IQAC Members	2021 - 22
3	<p>IQAC chairperson briefed the following responsibilities of Academic Coordinators</p> <ul style="list-style-type: none"> <li>• Course file and lecture notes preparation</li> <li>• Course outcome formation and mapping of course outcome with POs and PSOs</li> <li>• Syllabus completion status maintenance</li> <li>• Faculty Profile maintenance</li> <li>• Students Teachers ratio maintenance</li> <li>• Timetable preparation</li> <li>• Faculty Interaction with Outside world</li> <li>• Curriculum, PEOs and Outcomes</li> <li>• Mapping of Program Outcomes with PEOs</li> <li>• Mapping of courses Outcomes with PO&amp;PSO</li> <li>• Preparation of students list based on their academic performance</li> </ul>	<p>Lecture notes and preparatory work of course file contents were verified for all the courses before the commencement of all the classes in every semester</p> <p>Logbook updation and course files were verified periodically in the department by HoD and Director / Academics after end of every continuous assessment test</p> <p>Academic audits were conducted in end of every semester For odd semester – 10.02.2022 to 12.02.2022 For even semester – 20.07.2022 to 22.07.2022</p> <p>Faculty participation and interaction with outside world were reviewed in the HoDs meeting conducted in every week Friday</p>	IQAC Academic Coordinator	2021 - 22

	<ul style="list-style-type: none"> <li>• Allocation of mentors to the students</li> <li>• Students mentoring file maintenance</li> <li>• Department Minutes of the Meeting</li> </ul>			
4	<p>IQAC chairperson briefed the following responsibilities of Teaching Coordinators</p> <ul style="list-style-type: none"> <li>• Teaching Methods and Teaching Aids</li> <li>• E-Learning Modules</li> <li>• Content Beyond Syllabus</li> <li>• Lab Manual</li> <li>• Assessment and attainment of Course Mapping</li> <li>• Rubrics / Assessment Tools</li> <li>• Quality of student projects</li> <li>• Class Committee Meeting</li> <li>• Students Feedback about the faculty</li> <li>• Students and parents feedback about the college and the department</li> <li>• Students satisfaction survey on teaching learning process</li> <li>• Satisfaction survey for curriculum revision from stake holders</li> <li>• Stake holders survey forms for Attainment of POs-Direct &amp; Indirect (Alumni, Professional Society, Faculty Survey and Employer)</li> <li>• PAC/DAAC Meeting</li> </ul>	<p>Teaching methodology and conduction of classes (both theory and laboratory) with all required teaching aids were monitored by every department HoD and Director / Academics</p> <p>If any deviations found, immediately it is informed to the Principal sir knowledge and reported in Weekly report</p> <p>Quality of projects, assignments and laboratory observations were evaluated as per the rubrics framed by the department as per the nature of the course. Each review marks were submitted to HoDs notice and internal marks were calculated based on the evaluation.</p> <p>Feedback about the faculty, curriculum, department and the college were collected twice in every semester (mid and end). Remedial action for all grievances were taken immediately in the department and submitted the action taken report to Principal notice</p> <p>PAC meeting was conducted in the department twice in a year and the DAAC meeting was conducted once in a year</p> <p>Teaching audits were conducted in end of every semester For odd semester – 10.02.2022 to 12.02.2022 For even semester – 20.07.2022 to 22.07.2022</p>	IQAC Teaching Coordinator	2021 - 22



5	<p>IQAC chairperson briefed the following responsibilities of Research Coordinators</p> <ul style="list-style-type: none"> <li>• Papers / articles / books published</li> <li>• Research activities / Sponsored Research</li> <li>• Consultancy activities</li> <li>• Patents publications</li> </ul>	<p>Faculty publications, research proposal preparation work and consultancy activities were reviewed in the HoDs meeting conducted in every week Friday</p> <p>Research and Development audits were conducted in end of every semester</p> <p>For odd semester – 10.02.2022 to 12.02.2022</p> <p>For even semester – 20.07.2022 to 22.07.2022</p>	IQAC Research and Development Coordinator	2021 - 22
6	<p>IQAC chairperson briefed the following responsibilities of IIPC Coordinators</p> <ul style="list-style-type: none"> <li>• MOUs</li> <li>• In-plant Training</li> <li>• Industrial Visit</li> <li>• Internship</li> <li>• IIT Remote Centre activities</li> </ul>	<p>New establishment of MoU signed by the department was reviewed in the HoDs meeting conducted in every week Friday</p> <p>Details of students In plant training, Industrial visit, internship was submitted by Director / IIPC and it was reviewed in the HoDs meeting conducted in every week Friday</p> <p>IIPC audits were conducted in end of every semester</p> <p>For odd semester – 10.02.2022 to 12.02.2022</p> <p>For even semester – 20.07.2022 to 22.07.2022</p>	IQAC IIPC Coordinator	2021 - 22
7	<p>IQAC chairperson briefed the following responsibilities of Website Coordinators</p> <ul style="list-style-type: none"> <li>• Periodic website updation of all departmental activities</li> </ul>	<p>Details of website updation was reviewed in the HoDs meeting conducted in every week Friday</p> <p>Website audits were conducted in end of every semester</p> <p>For odd semester – 10.02.2022 to 12.02.2022</p> <p>For even semester – 20.07.2022 to 22.07.2022</p>	IQAC Website Coordinator	2021 - 22
8	<p>IQAC chairperson briefed the following responsibilities of Activity Coordinators</p> <ul style="list-style-type: none"> <li>• Professional chapters and activities</li> <li>• Association activities</li> </ul>	<p>Details of all association, professional society, club activities conducted by the department and cocurricular &amp; extracurricular activities of department students</p>	IQAC Activity Coordinator	2021 - 22

	<ul style="list-style-type: none"> <li>• Club activities</li> <li>• Students participation in Co-curricular activities</li> <li>• Paper presentation / Project presentation</li> <li>• Hackathon activities</li> <li>• Workshop/ seminar / webinar / technical events</li> <li>• Participation in national / international conference</li> <li>• Publications in national / international journals</li> <li>• Students participation in Extracurricular activities</li> <li>• NSS, NCC and Sports activities</li> </ul>	<p>were submitted by HoDs in weekly report and were verified in HoDs meeting conducted in every Friday</p> <p>Activity audits were conducted in end of every semester</p> <p>For odd semester – 10.02.2022 to 12.02.2022</p> <p>For even semester – 20.07.2022 to 22.07.2022</p>		
9	<p>IQAC chairperson briefed the following responsibilities of Examination Coordinators</p> <ul style="list-style-type: none"> <li>• Question Paper setting and Evaluation schemes</li> <li>• Preparation of Hall invigilation and ensuring the proper conduction of examinations</li> <li>• Hall ticket arrangements</li> <li>• Preparation of University Result analysis</li> <li>• Preparation of records for Successful completion of Program in 4<sup>th</sup> Years, 3<sup>rd</sup> Year/2<sup>nd</sup> Year</li> <li>• Preparation of Average Grade point (CGPA) (last 3 years data of students' CGPA/percentage)</li> <li>• Preparation of practical slots and internal external arrangements.</li> <li>• Preparation of Scheme of practical's</li> <li>• Ensuring the proper conduction of practical slots and submission answer scripts, marks statement in Exam cell</li> </ul>	<p>External audits were conducted in Autonomous Examination Cell and results were published to the students after getting approval from result passing board.</p>	IQAC Examination Coordinator	2021 - 22
10	<p>IQAC chairperson briefed the following responsibilities of Internal Exam Coordinators</p> <ul style="list-style-type: none"> <li>• Preparation of Internal assessment</li> </ul>	<p>E Nova Consolidated Continuous assessment test reports were submitted to Principal after end of every tests and remedial action were</p>	IQAC Internal Examination Coordinator	2021 - 22



	<p>test and model exam timetable</p> <ul style="list-style-type: none"> <li>• Collection of question paper with answer keys</li> <li>• Preparation hall chart and hall invigilators list</li> <li>• Maintenance of monitoring reports and squad reports</li> <li>• Preparation of Test mark consolidated report along with the individual subject test marks, explanation letters for less pass percentage</li> <li>• Maintenance of dispatch letters for assessment test marks to the parents</li> <li>• Preparation of remedial classes and retest schedule &amp; Maintaining the records</li> <li>• Ensuring the Proper retest mark entry in E Nova</li> <li>• Internal Mark preparation</li> </ul>	<p>provided for the failures and absentees in the department</p> <p>Internal marks were prepared for all courses as per the norms of autonomous regulations by considering all retest marks and submitted to Principal notice</p> <p>Internal exam audits were conducted in end of every semester For odd semester – 10.02.2022 to 12.02.2022 For even semester – 20.07.2022 to 22.07.2022</p>		
11	<p>IQAC chairperson briefed the following responsibilities of MIS Coordinators</p> <ul style="list-style-type: none"> <li>• E Nova data entry before the commencement of the classes</li> <li>• E Nova attendance and test mark entry monitoring</li> <li>• Monthly E Nova attendance report preparation</li> <li>• Maintenance of Students and parents undertaking letters for less than 75% attendance</li> <li>• Ensuring the proper communication to the parents for their wards less attendance</li> <li>• E Nova test report preparation</li> <li>• Maintenance of all records at the end of the every semester</li> </ul>	<p>E Nova attendance report was taken at every month starting. Students &amp; parents undertaking letter were collected for less than 75% attendance by educating the autonomous regulation of minimum criteria of attendance requirement for appearing in end semester examinations</p> <p>MIS audits were conducted in end of every semester For odd semester – 10.02.2022 to 12.02.2022 For even semester – 20.07.2022 to 22.07.2022</p>	IQAC MIS Coordinator	2021 - 22
12	<p>IQAC chairperson briefed the following responsibilities of Placement Coordinators</p> <ul style="list-style-type: none"> <li>• Placement and Training activities</li> <li>• Students database maintenance</li> </ul>	<p>Placement &amp; Training activities and placement details were submitted to the Principal notice immediately for every company visit.</p>	IQAC Placement Coordinator	2021 - 22

	<ul style="list-style-type: none"> <li>Model question bank maintenance for IT and Core companies</li> <li>Arrangement of technical training to the students</li> <li>Students Placement</li> <li>Higher studies</li> <li>Entrepreneurship</li> </ul>			
13	<p>IQAC chairperson briefed the following responsibilities of Scholarship and Admission Coordinators</p> <ul style="list-style-type: none"> <li>Maintenance of Government and Management Scholarship details</li> <li>Details of the students applied for UG and PG Programmes</li> <li>Students admission details (GQ &amp; MQ) with cut off ranges</li> <li>TANCET &amp; Consortium Examination details for PG students</li> <li>Fees Collection status maintenance</li> </ul>	<p>Effective Admission cell was functioning in the campus for taking care of all admission and scholarship related activities. The fees fixation was done by the Principal and management for every student in their admission form itself. Scholarship related works were carried out in office</p>	<p>IQAC Scholarship and Admission Coordinators</p>	<p>2021 - 22</p>
14	<p>IQAC chairperson briefed the following responsibilities of Alumni Coordinators</p> <ul style="list-style-type: none"> <li>Maintenance of alumni database</li> <li>Arranging the alumni meeting</li> <li>Arranging the Leaders talk in the department</li> <li>Maintenance of alumni contributions in the department</li> <li>Alumni survey form for Attainment of POs-Direct &amp; Indirect</li> <li>Alumni Feedback form on teaching learning process &amp; curriculum revision</li> </ul>	<p>Alumni database and arrangement of alumni meetings were taken care of alumni coordinator</p> <p>The report of leaders talk in the department was submitted by HoDs in weekly report for HoDs meeting conducted in every week Friday</p> <p>Alumni survey form for Attainment of POs-Direct &amp; Indirect and Alumni Feedback form on teaching learning process &amp; curriculum revision was collected in the department and discussed in PAC / DAAC meeting and all necessary actions were taken immediately in the department and submitted to the Principal notice</p>	<p>IQAC Alumni Coordinator</p>	<p>2021 - 22</p>
15	<p>IQAC chairperson briefed the following responsibilities of Continuous Learning Coordinators</p> <ul style="list-style-type: none"> <li>Maintenance of participation details in NPTEL, Infosys Springboard and value added</li> </ul>	<p>Details of NPTEL participation was given by Dr. S. Navaneetha Krishnan, ASP / EEE and the details of Infosys Springboard participation was submitted by Dr. S. Selvi, Coordinator / Infosys Spring board</p>	<p>IQAC Continuous Learning Coordinators</p>	<p>2021 - 22</p>



	<p>courses</p> <ul style="list-style-type: none"> <li>• Arranging the short term training programmes, workshops in the department</li> <li>• Preparation of course module for all the activities</li> </ul>	<p>Details of Value added courses and short term training programmes, workshops conducted in the department was submitted by HoDs in weekly report and reviewed in HoDs meeting conducted in every week Friday</p>		
16	<p>IQAC chairperson briefed the following responsibilities of Ranking and Recognition Coordinators</p> <ul style="list-style-type: none"> <li>• Maintenance of NBA, NAAC, Autonomous, NIRF, ARIIA and all survey grant documents</li> <li>• Preparation of all action taken reports</li> <li>• Maintenance of Records of Overall Program Specific Improvements in the department</li> </ul>	<p>All ranking, NBA, NAAC Autonomous, NIRF, ARIIA and all survey documents were prepared and carried over with the permission of Principal sir and reviewed in HoDs meeting conducted in every week Friday</p>	<p>IQAC Ranking and Recognition Coordinators</p>	<p>2021 - 22</p>
17	<p>IQAC chairperson briefed the following responsibilities of Infrastructure and Newsletter Coordinators</p> <ul style="list-style-type: none"> <li>• Budget Preparation</li> <li>• Maintenance of purchase order &amp; Stock register</li> <li>• Purchasing of Equipments</li> <li>• Budget utilization preparation</li> <li>• Laboratory equipment Servicing</li> <li>• Preventive and breakdown register maintenance</li> <li>• Class room Cleanliness</li> <li>• Maintenance of Class room boards (Hall No, Vision, Mission Boards, PO &amp; PSO boards, Notice board with timetable)</li> <li>• Maintenance of LCD Projector</li> <li>• Ensuring the proper working of Tube lights and Fans</li> <li>• Ensuring the condition of Windows and Doors</li> <li>• Equipment's and Lab facilities Maintenance &amp; Cleanliness</li> <li>• Maintenance of Laboratory boards (Hall No, Lab in charge board, Equipment &amp; Experiment boards,</li> </ul>	<p>Budget requirement meeting was conducted in the Institution before commencement of every academic year based on the requirement submitted by the department to meet out the all affiliation and accreditation norms.</p> <p>New equipments purchased details were submitted in Governing council meeting</p> <p>The physical availability and working condition of all equipments were verified in Stock verification</p>	<p>IQAC Infrastructure and Newsletter Coordinators</p>	<p>2021 - 22</p>

	<p>Vision, Mission Boards, PO &amp; PSO boards, Notice board)</p> <ul style="list-style-type: none"> <li>• Maintenance of First aid boxes, Bucket with sand and Fire extinguishers</li> <li>• Ensuring the proper working of Tube lights and Fans</li> <li>• Ensuring the condition of Windows and Doors</li> <li>• Calibration of equipments</li> <li>• Content beyond the syllabus</li> <li>• Nonteaching Profile maintenance</li> <li>• Nonteaching staff skill up gradation</li> <li>• Maintenance of documents of additional facilities created in the laboratory and the department</li> <li>• Preparation of Newsletter of the Department</li> <li>• Preparation of technical magazines</li> </ul>			
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*M. Sanyal*  
IQAC Coordinator



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Principal  
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