

Academic Year: 2021 - 22  
Meet : 03  
Action Taken Report : 03



# 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.**



## Action taken Report of Meeting – 03 held on 11.02.2022

S.No.	Points Discussed	Action taken	Responsible Person	Target date / remarks
1	IQAC Coordinator welcomed the all the IQAC heads in the meeting	--	-	2021 - 22
2	The minutes of the previous meeting was reviewed and it is found all the points stand completed.	--	IQAC Members	2021 - 22
3	The IQAC Convener and Principal reviewed the Annual Quality Assurance Report for the academic year 2020 – 21.	Verified in the meeting and points to be improved was suggested	IQAC Members	2021 - 22
4	IQAC Chairperson and IQAC Convener reviewed the IQAC Audit report of 2021 – 22 Odd semester of all IQAC heads.	Verified the IQAC Audit report and the IQAC heads to be strengthened was detailed in the meeting	IQAC Members	2021 - 22
5	IQAC Chairperson suggested IQAC academic coordinator to concentrate more on academic activities in the department and to monitor the proper conduction all theory and laboratory classes and insisted him to ensure the proper completion of whole syllabus including content beyond the syllabus. And he insisted them to motivate all faculty members to participate in STTP / FDP / Hands on training programmes / Seminar / Webinar / National & International level conferences to enhance their teaching skills.	IQAC Chairperson insisted all HoDs to vigil all the classes both theory and laboratory in person for ensuring the proper conduction and completion of syllabus  IQAC Chairperson insisted IQAC Coordinator to collect the syllabus completion status one day before of every continuous assessment test.  Faculty participation details was reviewed in every week Friday meeting	IQAC Academic Coordinator	2021 - 22
6	IQAC chairperson suggested IQAC teaching coordinator to instruct all the	IQAC Chairperson insisted IQAC Coordinator to verify the	IQAC Teaching	2021 - 22



	faculty members to conduct their classes with innovative teaching methodologies. And he insisted her to ensure the proper action taken report of all grievances given by all stake holders.	Innovative practices report in the academic audit – Course file audit which is to be included in the index itself.  The action taken report of all grievances were reviewed in the every week Friday meeting	Coordinator	
7	IQAC chairperson suggested IQAC research coordinator to motivate all faculty members to submit papers / articles / books / book chapter in every semester. And he insisted him to suggest doctoral degree faculty members to submit research proposals to various funding agencies, consultancy activities and patents publications.	IQAC Chairperson reviewed the status of research proposal submission and journal publications in every week Friday meeting	IQAC Research Coordinator	2021 - 22
8	IQAC chairperson suggested IQAC IIPC coordinator to arrange many number of In-plant Training, Industrial Visit, Internship and IIT Remote Centre activities during the year 2021 – 22 even semester. And also he insisted them to establish MoU during the year 2021 – 22.	IIPC 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	IQAC IIPC Coordinator	2021 - 22
9	IQAC chairperson suggested IQAC website coordinator to publicize all the activities carried out in the Institution which promotes our Institution in all ranking and admission processes.	Details of website updation was reviewed in the HoDs meeting conducted in every week Friday  Website 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	IQAC Website Coordinator	2021 - 22
10	IQAC chairperson suggested IQAC activity coordinator to conduct many number of specific programmes in all professional chapters, association and club to enhance the skills of our students. And also he insisted all the HoDs and IQAC activity coordinator to motivate all the students to participate in national / international level events both in cocurricular and extracurricular activities	Details of all association, professional society, club activities conducted by the department and cocurricular & extracurricular activities of department students were submitted by HoDs in weekly report and were verified in HoDs meeting conducted in every Friday  Activity audits were conducted in end of every semester	IQAC Activity Coordinator	2021 - 22



		For odd semester – 10.02.2022 to 12.02.2022 For even semester – 20.07.2022 to 22.07.2022		
11	IQAC examination coordinator presented the result analysis of 2021 – 22 Odd semester both before and after revaluation. IQAC Chairperson insisted IQAC examination coordinator to submit the CGPA obtained by all the year students	External audits were conducted in Autonomous Examination Cell and results were published to the students after getting approval from result passing board.	IQAC Examination Coordinator	2021 - 22
12	IQAC chairperson suggested IQAC Internal examination coordinator to ensure the proper conduction of remedial classes and follow up actions in all continuous assessment tests to make the students with proper preparation for final end semester examination.	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	IQAC Internal Examination Coordinator	2021 - 22
13	IQAC chairperson suggested IQAC MIS coordinator to ensure the proper entry of E Nova attendance and test mark entry and proper maintenance of students and parents undertaking letters for less than 75% attendance. And also he insisted to ensure the proper communication to the parents for their wards less attendance.	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	IQAC MIS Coordinator	
14	IQAC chairperson suggested IQAC placement coordinator to conduct technical training for core / IT placements. And also he insisted to maintain the student's database and model question bank for IT and Core companies.	IQAC Chairperson reviewed the placement report in every week Friday meeting	IQAC Placement Coordinator	
15	IQAC chairperson suggested IQAC Scholarship and Admission coordinator to submit the FG, PMSS and Management Scholarship details.	IQAC Chairperson insisted the scholarship details to be maintained in the ESEC office and audited every year	IQAC Scholarship and Admission Coordinator	
16	IQAC chairperson suggested IQAC alumni coordinator to make cordial relationship with all alumni to enhance their contribution in the form of funding, placement support and motivation training program for their respective departments. And also he insisted to ensure the proper action taken report of alumni survey form for attainment of pos-direct & indirect and	IQAC Chairperson insisted all dept Alumni coordinators to coordinate with Alumni students for alumni contribution  The action taken report of alumni survey forms were reviewed in the Friday meeting	IQAC Alumni Coordinator	

	alumni feedback form on teaching learning process & curriculum revision			
17	IQAC chairperson suggested IQAC continuous learning coordinator to motivate all the students in participation of NPTEL, Infosys Springboard and value added courses and short term training programmes, workshops conducted in the department.	IQAC Chairperson verified the Cocurricular and extracurricular of all the department. And he insisted all the department HoDs and IQAC activity coordinator to motivate all the students to participate in smart Hackathon programmes	IQAC Continuous Learning Coordinator	
18	IQAC chairperson suggested IQAC Ranking and Recognition Coordinator to submit the all accreditation process in time.	IQAC Chairperson verified all the all accreditation process with their respective coordinators	IQAC Ranking and Recognition Coordinator	
19	IQAC chairperson suggested IQAC infrastructure coordinator to conduct stock verification of all laboratories and library for ensuring the physical availability and working of equipments.	IQAC Chairperson reviewed the Stock verification report	IQAC Infrastructure Coordinator	

*N. Shylu*  
IQAC Coordinator



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Principal  
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