

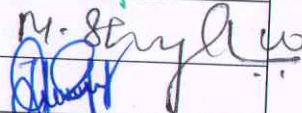

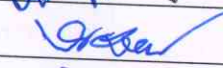
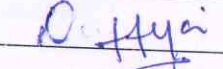
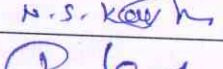
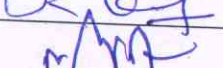

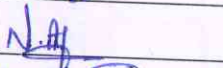
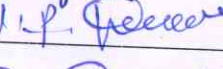

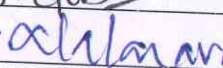
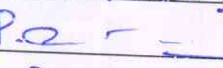
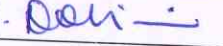



 <b>Erode Sengunthar Engineering College,</b> <b>Thudupathi, Erode District.</b>	<b>INSTITUTION RECORDS</b>	<b>DOC.NO. : ESEC / MoM</b>
	<b>ACADEMIC YEAR:</b>	<b>DATE : 16.02.2023</b>
	<b>2022 - 23 Even Semester</b>	<b>PAGE : OF 2</b>
<b>IQAC Teaching Coordinator's meeting minutes</b>		

### CIRCULAR


The 3<sup>rd</sup> IQAC Teaching Coordinator's meeting was held on 16.02.2023 (Thursday) at 01.30 pm in the Director / Academics Cabin / Civil block. The following members were present

S.NO	NAME OF THE STAFF	DESIGNATION	Signature
1	Dr. V. Venkatachalam	Principal / IQAC Chairperson	
2	Dr. S. Christian Johnson	Director / Academics, IQAC Convenor	
3	Dr. M. Shyamalagowri	ASP / EEE IQAC Teaching Coordinator	
4	Mr. J. Arun Prasad	AP / Civil	
5	Mr. K. A. Damodharan	AP / CSE	
6	Dr. Deepa Priya	AP / AI & DS	
7	Ms. N. S. Kavitha	AP / IT	
8	Dr. R. Kannan	ASP / EEE	
9	Mr. M. Karthikkumar	AP / ECE	
10	Mr. P. Senthil Kumar	AP / EIE	
11	Ms. K. Ageela	AP / BME	
12	Mr. V. P. Krishnamurthy	AP / Mech	
13	Dr. C. Nateshamurthi	AP / RA	
14	Ms. S. Gokila	AP / Chemical	
15	Dr. V. Malaravan	AP / MBA	
16	Mr. P. Natarajan	AP / MCA	
17	Ms. M. S. Devimani	AP / Maths	

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### Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	The minutes of the previous meeting was reviewed. All the points stand completed.	IQAC Teaching Coordinator	2022 - 23 Even Sem	--
2	<b><u>Class Committee Meeting</u></b> IQAC Convener reviewed the Class / Course Committee Meeting minutes of all the department. And he enquired all the teaching coordinators about the constitution of class committee meeting and standard operating procedure for conducting class committee meeting. He revised the format for CCM minutes and he insisted to include the action taken report in the minutes.	IQAC Teaching Coordinator	2022 - 23 Even Sem	--
3	<b><u>Innovative teaching methodology</u></b> IQAC Convener enquired all the department teaching coordinators about their dept innovative teaching methods. He insisted to create a record for innovative teaching methods like Quiz, participative learning, YouTube videos and Power point presentation – use of ICT Tools. He insisted to improve their teaching methodology based on the criticism.	IQAC Teaching Coordinator	2022 - 23 Even Sem	--
4	<b><u>OBE Assessment</u></b> IQAC Convener instructed that, the internal assessment should be fixed by the subject handling faculty members. He insisted that, PAC meeting should be arranged in every semester to analyse the outcome assessment and that assessment should be discussed in DAAC meeting.	IQAC Teaching Coordinator	2022 - 23 Even Sem	--
5	<b><u>Project</u></b> IQAC Convener insisted all the department teaching coordinators to maintain the UG PG Project diary in every department. He insisted to verify the project schedule, project evaluation rubrics. He informed that, the faculty may insist to present project during NBA visit.	IQAC Teaching Coordinator	2022 - 23 Even Sem	--
6	<b><u>Feedback</u></b> IQAC convener insisted to prepare a format for student's satisfaction survey regarding Curriculum, content delivery, assessment, student's support systems and teaching learning process. He insisted to collect the survey for the academic year 2021 – 22.	IQAC Teaching Coordinator	2022 - 23 Even Sem	--

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7	<u><b>Mentoring through admission</b></u> IQAC convener insisted to improve the mentoring system in micro level in every department to improve their dept admission.	IQAC Teaching Coordinator	2022 - 23 Even Sem	--
8	<u><b>Any other matter</b></u> IQAC Convener informed that, the next meeting will be conducted on 26.03.2022 and he insisted all the department teaching coordinators to bring the documents for all discussed matters.	IQAC Teaching Coordinator	2022 - 23 Even Sem	--

  
**IQAC Teaching Coordinator**

  
**IQAC Convener**

  
**Principal / IQAC Chairperson**

**Dr.V.VENKATACHALAM, M.S., M.Tech., Ph.D**  
**PRINCIPAL**  
**Erode Sengunthar,**  
**Engineering College,**  
**Thudupathi, Erode 638 057**

Copy to

1. IQAC File
2. All IQAC Coordinators

