



IQAC Overall Coordinators Meeting Agenda

The 1st IQAC Overall Coordinators meeting is scheduled on 14.07.2022 (Thursday) at 2.00 PM in the Conference Hall. All the HoD's are asked to present without fail.

Agenda

1. Review of previous meeting minutes
2. Roles and responsibilities of each coordinator
3. Any other matter

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. S. Christian Johnson	Director/ Academics	IQAC Convener IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr.T.S.Senthil	Prof./ Physics Director/ R & D	IQAC Research Coordinator	
5	Dr. S. Karthick	Director / IIPC	IQAC Industry-Institute Partnership Coordinator	
6	Dr. G. S. Satheesh Kumar	ASP / BME	IQAC Activity Coordinator	
7	Dr. R. Muthukumar	Director / CoE	IQAC Exam Coordinator	
8	Dr. G. Sivakumar	Prof. & Head / CSE	IQAC Website Coordinator	
9	Dr.M.Thangavel	Pro.&Head / DoCA	IQAC Scholarship and Admission Coordinator	
10	Dr.P.Karunakaran	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.& Head/ DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Dr. A. V. Santhosh Babu	ASP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	ASP/AI&DS	IQAC Internal Examination Coordinator	
14	Dr.P.G.Palanimani	Prof./Maths	IQAC Alumni Coordinator	
15	Dr.S.Navaneetha Krishnan	ASP/Mechanical	IQAC Continuous Learning Coordinator	
16	Dr.R.Kalaivani	Prof./Head ECE	IQAC Ranking and Recognition Coordinator	

M. Shyamalagowri
IQAC Coordinator

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2. All IQAC Coordinators



Principal / IQAC Chair Person

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IQAC Overall Coordinator's meeting minutes

Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC coordinators in the meeting	-	2022 – 23 Odd Sem	--
2	IQAC chairperson, IQAC Convenor and IQAC Coordinator briefed the responsibilities of each and every coordinator.	IQAC Members	2022 – 23 Odd Sem	--
3	IQAC chairperson briefed the following responsibilities of Academic Coordinators <ul style="list-style-type: none"> Course file and lecture notes preparation Course outcome formation and mapping of course outcome with POs and PSOs Syllabus completion status maintenance Faculty Profile maintenance Students Teachers ratio maintenance Timetable preparation Faculty Interaction with Outside world Curriculum, PEOs and Outcomes Mapping of Program Outcomes with PEOs Mapping of courses Outcomes with PO&PSO Preparation of students list based on their academic performance Allocation of mentors to the students Students mentoring file maintenance Department Minutes of the Meeting 	IQAC Members	2022 – 23 Odd Sem	--
4	IQAC chairperson briefed the following responsibilities of Teaching Coordinators <ul style="list-style-type: none"> Teaching Methods and Teaching Aids E-Learning Modules Content Beyond Syllabus Lab Manual Assessment and attainment of Course Mapping Rubrics / Assessment Tools Quality of student projects Class Committee Meeting Students Feedback about the faculty Students and parents feedback about the college and the department Students satisfaction survey on teaching learning process Satisfaction survey for curriculum revision from stake holders 	IQAC Members	2022 – 23 Odd Sem	--



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	<ul style="list-style-type: none"> Stake holders survey forms for Attainment of POs-Direct & Indirect (Alumni, Professional Society, Faculty Survey and Employer) PAC/DAC Meeting 			
5	<p>IQAC chairperson briefed the following responsibilities of Research Coordinators</p> <ul style="list-style-type: none"> Papers / articles / books published Research activities / Sponsored Research Consultancy activities Patents publications 	IQAC Members	2022 – 23 Odd Sem	—
6	<p>IQAC chairperson briefed the following responsibilities of IIPC Coordinators</p> <ul style="list-style-type: none"> MOUs In-plant Training Industrial Visit Internship IIT Remote Centre activities 	IQAC Members	2022 – 23 Odd Sem	—
7	<p>IQAC chairperson briefed the following responsibilities of Website Coordinators</p> <ul style="list-style-type: none"> Periodic website updation of all departmental activities 	IQAC Members	2022 – 23 Odd Sem	—
8	<p>IQAC chairperson briefed the following responsibilities of Activity Coordinators</p> <ul style="list-style-type: none"> Professional chapters and activities Association activities Club activities <p>Students participation in Co-curricular activities</p> <ul style="list-style-type: none"> Paper presentation / Project presentation Hackathon activities Workshop/ seminar / webinar / technical events Participation in national / international conference Publications in national / international journals <p>Students participation in Extracurricular activities</p> <ul style="list-style-type: none"> NSS activities NCC activities Sports activities 	IQAC Members	2022 – 23 Odd Sem	—
9	<p>IQAC chairperson briefed the following responsibilities of Examination Coordinators</p> <ul style="list-style-type: none"> Question Paper setting and Evaluation schemes Preparation of Hall invigilation and ensuring the proper conduction of examinations Hall ticket arrangements 	IQAC Members	2022 – 23 Odd Sem	—



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IQAC Overall Coordinator's meeting minutes

	<ul style="list-style-type: none"> Preparation of University Result analysis Preparation of records for Successful completion of Program in 4th Years, 3rd Year/2nd Year Preparation of Average Grade point (CGPA) (last 3 years data of students' CGPA/percentage) Preparation of practical slots and internal external arrangements. Preparation of Scheme of practical's Ensuring the proper conduction of practical slots and submission answer scripts, marks statement in Exam cell 			
10	<p>IQAC chairperson briefed the following responsibilities of Internal Exam Coordinators</p> <ul style="list-style-type: none"> Preparation of Internal assessment test and model exam timetable Collection of question paper with answer keys Preparation hall chart and hall invigilators list Maintenance of monitoring reports and squad reports Preparation of Test mark consolidated report along with the individual subject test marks, explanation letters for less pass percentage Maintenance of dispatch letters for assessment test marks to the parents Preparation of remedial classes and retest schedule & Maintaining the records Ensuring the Proper retest mark entry in E Nova Internal Mark preparation 	IQAC Members	2022 – 23 Odd Sem	—
11	<p>IQAC chairperson briefed the following responsibilities of MIS Coordinators</p> <ul style="list-style-type: none"> E Nova data entry before the commencement of the classes E Nova attendance and test mark entry monitoring Monthly E Nova attendance report preparation Maintenance of Students and parents undertaking letters for less than 75% attendance Ensuring the proper communication to the parents for their wards less attendance E Nova test report preparation Maintenance of all records at the end of the every semester 	IQAC Members	2022 – 23 Odd Sem	—
12	<p>IQAC chairperson briefed the following responsibilities of Placement Coordinators</p>	IQAC Members	2022 – 23 Odd Sem	—



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 <p>Erode Sengunthar Engineering College, Thudupathi, Erode District.</p>	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
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IQAC Overall Coordinator's meeting minutes

	<ul style="list-style-type: none"> Placement and Training activities Students database maintenance Model question bank maintenance for IT and Core companies Arrangement of technical training to the students Students Placement Higher studies Entrepreneurship 			
13	<p>IQAC chairperson briefed the following responsibilities of Scholarship and Admission Coordinators</p> <ul style="list-style-type: none"> Maintenance of Government and Management Scholarship details Details of the students applied for UG and PG Programmes Students admission details (GQ & MQ) with cut off ranges TANCET & Consortium Examination details for PG students Fees Collection status maintenance 	IQAC Members	2022 – 23 Odd Sem	—
14	<p>IQAC chairperson briefed the following responsibilities of Alumni Coordinators</p> <ul style="list-style-type: none"> Maintenance of alumni database Arranging the alumni meeting Arranging the Leaders talk in the department Maintenance of alumni contributions in the department Alumni survey form for Attainment of POs-Direct & Indirect Alumni Feedback form on teaching learning process & curriculum revision 	IQAC Members	2022 – 23 Odd Sem	—
15	<p>IQAC chairperson briefed the following responsibilities of Continuous Learning Coordinators</p> <ul style="list-style-type: none"> Maintenance of participation details in NPTEL, Infosys Springboard and value added courses Arranging the short term training programmes, workshops in the department Preparation of course module for all the activities 	IQAC Members	2022 – 23 Odd Sem	—
16	<p>IQAC chairperson briefed the following responsibilities of Ranking and Recognition Coordinators</p> <ul style="list-style-type: none"> Maintenance of NBA, NAAC, Autonomous, NIRF, ARIIA and all survey grant documents Preparation of all action taken reports Maintenance of Records of Overall Program Specific 	IQAC Members	2022 – 23 Odd Sem	—



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IQAC Overall Coordinator's meeting minutes

	Improvements in the department			
17	<p>IQAC chairperson briefed the following responsibilities of Infrastructure and Newsletter Coordinators</p> <ul style="list-style-type: none"> • Budget Preparation • Maintenance of purchase order & Stock register • Purchasing of Equipments • Budget utilization preparation • Laboratory equipment Servicing • Preventive and breakdown register maintenance • Class room Cleanliness • Maintenance of Class room boards (Hall No, Vision, Mission Boards, PO & PSO boards, Notice board with timetable) • Maintenance of LCD Projector • Ensuring the proper working of Tube lights and Fans • Ensuring the condition of Windows and Doors • Equipment's and Lab facilities Maintenance & Cleanliness • Maintenance of Laboratory boards (Hall No, Lab in charge board, Equipment & Experiment boards, Vision, Mission Boards, PO & PSO boards, Notice board) • Maintenance of First aid boxes, Bucket with sand and Fire extinguishers • Ensuring the proper working of Tube lights and Fans • Ensuring the condition of Windows and Doors • Calibration of equipments • Content beyond the syllabus. • Nonteaching Profile maintenance • Nonteaching staff skill up gradation • Maintenance of documents of additional facilities created in the laboratory and the department • Preparation of Newsletter of the Department • Preparation of technical magazines 	IQAC Members	2022 – 23 Odd Sem	

M. Sengunthar
IQAC Coordinator



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IQAC Overall Coordinators Meeting Agenda

The 2nd IQAC Overall Coordinators meeting is scheduled on 17.11.2022 (Thursday) at 2.00 PM in the Conference Hall. All the HoD's are asked to present without fail.

Agenda

1. Review of previous meeting minutes
2. Preparations if AQAR 2021-22
3. IQAC and NBA file mapping & Work allocation for all coordinators
4. Document verification of all IQAC overall coordinators
5. Any other matter

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. S. Christian Johnson	Director/ Academic	IQAC Convener IQAC Academic Coordinator	
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IQAC Coordinator

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Principal / IQAC Chair Person

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IQAC Overall Coordinators Meeting Agenda

The 2nd IQAC Overall Coordinators, NAAC Coordinators and HoDs meeting was held on 17.11.2022 (Thursday) at 2.00 PM in the Conference Hall. The Following members were present.

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
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IQAC Overall Coordinator's meeting minutes

Minutes of the Meeting

Page No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC heads in the meeting	-	2022 - 23 Odd Sem	-
2	The minutes of the previous meeting was reviewed and it is found all the points stand completed.	IQAC Members	2022 - 23 Odd Sem	-
3	The IQAC Convenor and Principal initiated the preparation of Annual Quality Assurance Report for the academic year 2021 – 22. IQAC Coordinator allocated AQAR details to the concern IQAC heads.	IQAC Members	2022 - 23 Odd Sem	--
4	IQAC Convenor and Principal briefed the IQAC and NBA file mapping. They insisted them to work according to their work allocated and involve in that seriously in order to enhance their responsibilities and for the growth of our Institution.	IQAC Members	2022 - 23 Odd Sem	--
5	IQAC academic coordinator submitted the academic audit form of the 1 st , 2 nd , 3 rd and 4 th year classes in the meeting. And he briefed about the periodic submission of syllabus completion status of all classes before the commencement of continuous assessment tests. IQAC academic coordinator explained the faculty interaction with outside world documents, mentoring file and department meeting minutes file in the meeting.	IQAC Academic Coordinator	2022 - 23 Odd Sem	--
6	IQAC teaching coordinator briefed about the teaching methods and teaching aids used in the 2022 – 23 odd semester, e-learning modules developed and content beyond syllabus conducted both in theory and laboratory in the meeting. She explained about the rubrics / assessment tools defined for evaluation of assignment, lab manual and student projects. And She submitted the agenda and minutes of class / course committee meeting of 2022 – 23 odd semester of all department and action taken report of student's feedback about the faculty, students	IQAC Teaching Coordinator	2022 - 23 Odd Sem	-



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 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
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IQAC Overall Coordinator's meeting minutes

Page 3	<p>and parent's feedback about the college and the department, students satisfaction survey on teaching learning process, satisfaction survey for curriculum revision from stake holders.</p> <p>She briefed the stake holders survey forms for attainment of POs- direct & indirect (alumni, professional society, faculty survey and employer) and PAC/DAAC Meeting documents in the meeting</p>			
7	IQAC research coordinator briefed the papers / articles / books / book chapter published, research activities / sponsored research, consultancy activities and patents publications of all department during the year 2022 – 23 Odd Semester.	IQAC Research Coordinator	2022 - 23 Odd Sem	—
8	IQAC IIPC coordinator briefed the In-plant Training, Industrial Visit, Internship and IIT Remote Centre activities of all department during the year 2022 – 23 Odd Semester. And also he briefed the MoU signed and existing during the year 2022 – 23.	IQAC IIPC Coordinator	2022 - 23 Odd Sem	—
9	IQAC website coordinator briefed the Periodic website updation of all departmental activities.	IQAC Website Coordinator	2022 - 23 Odd Sem	—
10	IQAC activity coordinator briefed the professional chapters and activities, association activities and club activities during the academic year 2022 – 23. He submitted the report of students participation in co-curricular activities, paper presentation / project presentation, Hackathon activities, workshop/ seminar / webinar / technical events, participation in national / international conference, publications in national / international journals, students participation in extracurricular activities, NSS activities, NCC activities and Sports activities	IQAC Activity Coordinator	2022 - 23 Odd Sem	—
11	IQAC examination coordinator briefed the process of end semester examination in the meeting.	IQAC Examination Coordinator	2022 - 23 Odd Sem	—
12	IQAC Internal examination coordinator briefed the process of conduction of continuous assessment test and follow-up actions carried out during the year 2022 – 23.	IQAC Internal Examination Coordinator	2022 - 23 Odd Sem	—



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IQAC Overall Coordinator's meeting minutes

13 Page 4	IQAC MIS coordinator briefed the periodic submission of E Nova attendance and test mark entry, monthly E Nova attendance report and the maintenance of students and parents undertaking letters for less than 75% attendance & ensuring the proper communication to the parents for their wards less attendance.	IQAC MIS Coordinator	2022 - 23 Odd Sem	—
14	IQAC placement coordinator briefed the placement and training activities and arrangement of technical training in the meeting. He explained the student's database and model question bank maintenance for IT and Core companies. He submitted the details of Placed students, Higher studies and Entrepreneur upto 2022 – 23 odd semester in the meeting	IQAC Placement Coordinator	2022 - 23 Odd Sem	—
15	IQAC Scholarship and Admission coordinator briefed the Government and Management Scholarship details and students admission details (GQ & MQ) with cut off ranges in the meeting	IQAC Scholarship and Admission Coordinator	2022 - 23 Odd Sem	—
16	IQAC alumni coordinator briefed the alumni database, alumni meeting details, leaders talk conducted in the department and alumni contributions in the department. They submitted the alumni survey form for attainment of pos-direct & indirect and alumni feedback form on teaching learning process & curriculum revision	IQAC Alumni Coordinator	2022 - 23 Odd Sem	—
17	IQAC continuous learning coordinator briefed the maintenance of participation details in NPTEL, Infosys Springboard and value added courses and short term training programmes, workshops conducted in the department. And also he submitted the course module for all the activities	IQAC Continuous Learning Coordinator	2022 - 23 Odd Sem	—
18	IQAC Ranking and Recognition Coordinator briefed the NBA, NAAC, Autonomous, NIRF, ARIIA and all survey grant documents and action taken reports. She submitted the records of overall program specific improvements in the department	IQAC Ranking and Recognition Coordinator	2022 - 23 Odd Sem	—
19	IQAC infrastructure coordinator briefed the budget preparation, purchasing of equipments, budget utilization, purchase order & stock register, laboratory equipment servicing and preventive and	IQAC Infrastructure Coordinator	2022 - 23 Odd Sem	—



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IQAC Overall Coordinator's meeting minutes

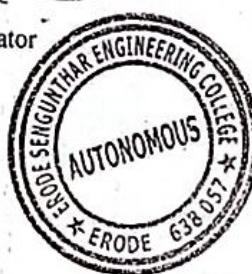
Page 15	breakdown register of all departments during the academic year 2022 – 23. And also he explained about the process of ensuring the cleanliness of class rooms, laboratories, HoD and faculty room and maintenance of Hall No, Vision and Mission Boards, PO & PSO boards, Notice board with timetable in both class rooms & laboratories. And he submitted the newsletter and technical magazines of all the department.			
20	IQAC Chairperson and IQAC Convenor reviewed all IQAC works and they insisted IQAC Coordinator to conduct an IQAC Audit in all the heads and submit the audit report in the forth coming meeting.	IQAC Coordinator	2022 - 23 Odd Sem	—

M - Seng *Dw*
IQAC Coordinator

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IQAC Overall Coordinators Meeting Agenda

The 3rd IQAC Overall Coordinators meeting is scheduled on 14.02.2023 (Thursday) at 2.00 PM in the Conference Hall. All the HoD's are asked to present without fail.
Agenda

1. Review of previous meeting minutes
2. Verifications of AQAR 2021-22
3. Verifications IQAC and NBA file mapping & Work allocation for all coordinators
4. Suggestion of all IQAC overall coordinators
5. Any other matter

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M. Shyamalagowri
IQAC Coordinator



Principal / IQAC Chair Person

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IQAC Overall Coordinators Meeting Agenda

The 3rd IQAC Overall Coordinators, NAAC Coordinators, and HoDs meeting was held on 14.02.2023 (Tuesday) at 2.00 PM in the Conference Hall. The following members were present

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
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Principal / IQAC Chair Person



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Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC heads in the meeting	-	2022 - 23 Even Semester	--
2	The minutes of the previous meeting was reviewed and it is found all the points stand completed.	IQAC Members	2022 - 23 Even Semester	--
3	The IQAC Convenor and Principal reviewed the Annual Quality Assurance Report for the academic year 2021 – 22.	IQAC Members	2022 - 23 Even Semester	--
4	IQAC Chairperson and IQAC Convenor reviewed the IQAC Audit report of 2022 – 23 Odd semesters of all IQAC heads.	IQAC Members	2022 - 23 Even Semester	--
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 Academic Coordinator	2022 - 23 Even Semester	--
6	IQAC chairperson suggested IQAC teaching coordinator to instruct all the 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 stakeholders.	IQAC Teaching Coordinator	2022 - 23 Even Semester	--
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 Research Coordinator	2022 - 23 Even Semester	--
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 2022 – 23 even semester. And also he insisted them to establish MoU during the year 2022 – 23.	IQAC IIPC Coordinator	2022 - 23 Even Semester	--



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IQAC Overall Coordinator's meeting minutes

Page 3	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.	IQAC Website Coordinator	2022 - 23 Even Semester	—
	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			
	11	IQAC examination coordinator presented the result analysis of 2022 – 23 Odd semester both before and after revaluation. IQAC Chairperson insisted IQAC examination coordinator to submit the CGPA of all students.	IQAC Examination Coordinator	2022 - 23 Even Semester	—
	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.	IQAC Internal Examination Coordinator	2022 - 23 Even Semester	—
	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.	IQAC MIS Coordinator	2022 - 23 Even Semester	—
	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 Placement Coordinator	2022 - 23 Even Semester	—
	15	IQAC chairperson suggested IQAC Scholarship and Admission coordinator to submit the FG, PMSS and Management Scholarship details.	IQAC Scholarship and Admission Coordinator	2022 - 23 Even Semester	—
	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 alumni feedback form on teaching learning process & curriculum revision	IQAC Alumni Coordinator	2022 - 23 Even Semester	—



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 Erode Sengunthar Engineering College, Thudupathi, Erode District.	INSTITUTION RECORDS	DOC.NO. : ESEC / MoM
	ACADEMIC YEAR: 2022 – 23 Even Semester	DATE : 14.02.2023

IQAC Overall Coordinator's meeting minutes

Page	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 Continuous Learning Coordinator	2022 - 23 Even Semester	—
4	18	IQAC chairperson suggested IQAC Ranking and Recognition Coordinator to submit the all accreditation process in time.	IQAC Ranking and Recognition Coordinator	2022 - 23 Even Semester	—
	19				
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 Infrastructure Coordinator	2022 - 23 Even Semester	—	—

M. Srinivas
IQAC Coordinator

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Dr. V. VENKATACHELALAM

Engr. M. Venkatachalam
 Engg. M. Venkatachalam
 Thudupathi, Erode - 638 052

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IQAC Overall Coordinators Meeting Agenda

The 4th IQAC Overall Coordinators meeting is scheduled on 10.04.2023 (Tuesday) at 2.00 PM in the Conference Hall. All the HoD's are asked to present without fail.

Agenda

1. Review of previous meeting minutes
2. Submission of summary report of all IQAC overall coordinators
3. Review of all audit reports
4. Any other matter

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. S. Christian Johnson	Director/ Academic	IQAC Convener IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr.T.S.Senthil	Prof./ Physics Director/ R & D	IQAC Research Coordinator	
5	Dr. S. Karthick	Director / IIPC	IQAC Industry-Institute Partnership Coordinator	
6	Dr. G. S. Satheesh Kumar	ASP / BME	IQAC Activity Coordinator	
7	Dr. R. Muthukumar	Director / CoE	IQAC Exam Coordinator	
8	Dr. G. Sivakumar	Prof. & Head / CSE	IQAC Website Coordinator	
9	Dr.M.Thangavel	Pro.&Head/DoCA	IQAC Scholarship and Admission Coordinator	
10	Dr.P.Karunakaran	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Dr. A. V. Santhosh Babu	ASP/CSE	IQAC MIS Coordinator	
13	Mr. K. A. Dhamodharan	ASP/AI&DS	IQAC Internal Examination Coordinator	
14	Dr.P.G.Palanimani	Prof./Maths	IQAC Alumni Coordinator	
15	Dr.S.Navaneetha Krishnan	ASP/Mechanical	IQAC Continuous Learning Coordinator	
16	Dr.R.Kalaivani	Prof./Head ECE	IQAC Ranking and Recognition Coordinator	

M. Shyamalagowri
IQAC Coordinator

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Principal / IQAC Chair Person

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IQAC Overall Coordinators Meeting Agenda

The 4th IQAC Overall Coordinators meeting was held on 10.04.2023 (Tuesday) at 2.00 PM in the Conference Hall.
The following members were present

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. S. Christian Johnson	Director/ Academic	IQAC Convener IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
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11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
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13	Mr. K. A. Dhamodharan	ASP/AI&DS	IQAC Internal Examination Coordinator	
14	Dr.P.G.Palanimani	Prof./Maths	IQAC Alumni Coordinator	
15	Dr.S.Navaneetha Krishnan	ASP/Mechanical	IQAC Continuous Learning Coordinator	
16	Dr.R.Kalaivani	Prof./Head ECE	IQAC Ranking and Recognition Coordinator	

Principal / IQAC Chair Person

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2022 – 23 Even Semester

DATE : 10.04.2023

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IQAC Overall Coordinator's meeting minutes

Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC heads in the meeting	-	2022 - 23 Even Semester	--
2	The minutes of the previous meeting was reviewed and it is found all the points stand completed.	IQAC Members	2022 - 23 Even Semester	--
3	Each and every IQAC heads briefed about the summary of their responsibility in the meeting.	IQAC Members	2022 - 23 Even Semester	--
4	IQAC Chairperson and IQAC Convenor reviewed all IQAC works and they insisted IQAC Coordinator to conduct an IQAC Audit in all the heads and submit the audit report in the forth coming meeting.	IQAC Members	2022 - 23 Even Semester	--
5	IQAC Chairperson motivated all the IQAC heads to concentrate more on academic, research and all outreach activities in the forthcoming semester for the growth of our Institution and students	IQAC Members	2022 - 23 Even Semester	--

M. Sathyamurthy
IQAC Coordinator

✓
PRINCIPAL

Dr. V. VENKATACHALAM, M.Sc., M.Tech., Ph.D

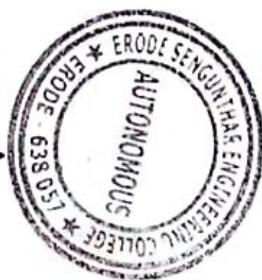
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