



IQAC Overall Coordinators Meeting Agenda

The 1<sup>st</sup> IQAC Overall Coordinators meeting is scheduled on 08.08.2024 (Thursday) at 3.00 PM in the Conference Hall. All the HoD's are asked to present without fail.

Agenda

1. Review of previous meeting minutes
2. Institutional Quality Enhancement Goals
3. Coordination Across Departments
4. Review of Departmental Action Plans
5. Monitoring and Evaluation of Teaching–Learning Practices
6. Assessment of Research and Innovation Initiatives
7. Use of ICT and Technological Tools
8. Accreditation and Compliance
9. Best Practices for Student Support and Mentorship
10. IQAC Calendar for the Year
11. Any other matter

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. P. Selvan	Prof. & Head / EEE, Director / Academics	IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr. R. Kalaivani	Prof./ECE 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	



Erode Sengunthar Engineering College  
(Autonomous)  
Perundurai, Erode District.

INSTITUTIONS RECORDS

DOC.NO. : ESEC/IQAC  
Overall Coordinator/Agenda

ACADEMIC YEAR: 2024-25

DATE : 08.08.2024

PAGES : OF 2

IQAC Overall Coordinators Meeting Agenda

9	Dr.M.Thangavel	Pro.&Head/DoCA	IQAC Scholarship and Admission Coordinator	
10	Dr.E.Suresh	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Ms.S.Punithagowri	AP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	AP/M.Tech.CSE	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. Shyamal  
IQAC Coordinator

Principal / IQAC Chair Person

Dr. V.VENKATACHALAM, M.S.,M.Tech.,Ph.D.,  
PRINCIPAL  
Erode Sengunthar Engineering College,  
(Autonomous)  
Thudupathi, Perundurai, Erode -638 057.



Copy to,

1. IQAC File
2. All IQAC Coordinators



IQAC Overall Coordinators Meeting Minutes

The 1<sup>st</sup> IQAC Overall Coordinators meeting was held on 08.08.2024 (Thursday) at 3.00 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. P. Selvan	Prof. & Head / EEE, Director / Academics	IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr.R.Kalaivani	Prof./Head ECE 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.E.Suresh	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Ms.S.Punithagowri	AP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	AP/M.Tech.CSE	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	



IQAC Overall Coordinator's meeting minutes

Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed all the IQAC coordinators in the meeting	IQAC Overall Coordinator	2024 – 25	
2	<b>Institutional Quality Enhancement Goals:</b> The meeting began with a review of the institution's strategic quality goals for the academic year. The coordinators discussed how each department can contribute to achieving these goals, with an emphasis on improving academic standards, research output, and student satisfaction.	IQAC Overall Coordinator	2024 – 25	--
3	<b>Coordination Across Departments:</b> The coordinators discussed the need for improved coordination and communication across departments to ensure that quality assurance measures are uniformly applied. It was suggested that regular inter-departmental meetings be organized to share best practices and address common challenges.	IQAC Overall Coordinator	2024 – 25	--
4	<b>Review of Departmental Action Plans:</b> Each department coordinator presented their respective department's quality improvement action plan. The discussions highlighted key initiatives such as curriculum revisions, faculty development programs, research collaborations, and student support systems. IQAC coordinators provided feedback on aligning these plans with	IQAC Overall Coordinator	2024 – 25	<b>Inter-Departmental Coordination Meetings:</b> It was decided that regular inter-departmental meetings will be held on a quarterly basis to share quality improvement practices and address cross-departmental challenges. IQAC coordinators will take the lead in organizing these meetings.



	the institution's quality standards.			
5	<p><b>Monitoring and Evaluation of Teaching-Learning Practices:</b> The meeting focused on the importance of regularly monitoring teaching-learning practices. IQAC proposed establishing a mechanism for collecting student feedback, conducting peer reviews, and tracking the effectiveness of new teaching methodologies. Data from these evaluations will be used to inform future improvements.</p>	<p>IQAC Overall Coordinator</p>	<p>2024 – 25</p>	<p><b>Monitoring Framework for Teaching-Learning:</b> A standardized monitoring and evaluation framework for teaching-learning practices was approved. Each department will implement student feedback, peer reviews, and performance tracking tools starting next semester.</p>
6	<p><b>Assessment of Research and Innovation Initiatives:</b> IQAC discussed ways to enhance the research culture within the institution. Coordinators reviewed current research outputs and emphasized the need for increasing publications, patents, and collaborations with industry and other academic institutions. The creation of research incentive programs was also considered.</p>	<p>IQAC Overall Coordinator</p>	<p>2024 – 25</p>	<p><b>Research Incentive Program:</b> The committee approved the development of a research incentive program aimed at encouraging faculty to publish papers, file patents, and collaborate on research projects. Details will be shared in the next meeting.</p>
7	<p><b>Use of ICT and Technological Tools:</b> The discussion covered the role of ICT tools in improving quality across all institutional functions. Coordinators agreed on the need for uniform adoption of digital platforms (LMS, data analytics tools) for course management, student assessments, and performance tracking across departments.</p>	<p>IQAC Overall Coordinator</p>	<p>2024 – 25</p>	<p><b>ICT Tool Adoption:</b> Coordinators agreed to ensure the uniform adoption of ICT tools across all departments. Training will be provided to both faculty and students on how to effectively use LMS, assessment tools, and analytics platforms.</p>
8	<p><b>Accreditation and Compliance:</b> IQAC reviewed upcoming accreditation deadlines and</p>	<p>IQAC Overall Coordinator</p>	<p>2024 – 25</p>	<p><b>Accreditation Compliance:</b> Coordinators were reminded to ensure that all accreditation-</p>



IQAC Overall Coordinator's meeting minutes

	compliance with regulatory bodies. Coordinators from each department were reminded of the need to maintain updated records, including course files, faculty profiles, student performance data, and research activities, to ensure smooth accreditation processes.			related documentation is updated and ready for submission by the next review cycle. IQAC will provide assistance where needed.
9	<b>Best Practices for Student Support and Mentorship:</b> The meeting also focused on enhancing student support systems, including counselling, mentoring, and career guidance. The coordinators discussed establishing structured mentorship programs and increasing awareness among students about the available resources.	IQAC Overall Coordinator	2024 – 25	<b>Student Mentorship Program:</b> A structured student mentorship program was approved for implementation across all departments. Faculty members will be assigned as mentors to groups of students, and regular mentorship sessions will be scheduled.
10	<b>IQAC Calendar for the Year:</b> The IQAC coordinators discussed the finalization of the calendar of activities for the academic year. This includes the scheduling of IQAC meetings, faculty workshops, departmental audits, and student feedback cycles. A timeline for the submission of quality reports was also discussed.	IQAC Overall Coordinator	2024 – 25	--

IQAC Coordinator

PRINCIPAL

Copy to

1. IQAC File
2. To all IQAC Coordinators

Copy Submitted to

1. President / Secretary for kind information



Dr. V. VENKATACHALAM, M.S., M.Tech., Ph.D.,  
PRINCIPAL  
Erode Sengunthar Engineering College,  
(Autonomous)  
Thudupathi, Perundurai, Erode -638 057



IQAC Overall Coordinators Meeting Agenda

The 2<sup>nd</sup> IQAC Overall Coordinators meeting is scheduled on 13.11.2024 (Wednesday) at 3.00 PM in the Conference Hall. All the HoD's are asked to present without fail.

Agenda

1. Review of previous meeting minutes
2. Institutional Quality Enhancement Goals
3. Coordination Across Departments
4. Review of Departmental Action Plans
5. Monitoring and Evaluation of Teaching–Learning Practices
6. Assessment of Research and Innovation Initiatives
7. Use of ICT and Technological Tools
8. Accreditation and Compliance
9. Best Practices for Student Support and Mentorship
10. IQAC Calendar for the Year
11. Any other matter

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. P. Selvan	Prof. & Head / EEE, Director / Academics	IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr.R.Kalaivani	Prof./Head ECE 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	



Erode Sengunthar Engineering College  
(Autonomous)  
Perundurai, Erode District.

INSTITUTIONS RECORDS

DOC.NO. : ESEC/IQAC  
Overall Coordinator/Agenda

ACADEMIC YEAR: 2024-25

DATE : 13.11.2024

PAGES : OF 2

IQAC Overall Coordinators Meeting Agenda

10	Dr.E.Suresh	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Ms.S.Punithagowri	AP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	AP/M.Tech.CSE	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. Suresh  
IQAC Coordinator

Principal / IQAC Chair Person

Dr. V.VENKATACHALAM, M.S.,M.Tech.,Ph.D.  
PRINCIPAL  
Erode Sengunthar Engineering College,  
(Autonomous)  
Thudupathi, Perundurai, Erode -638 057.

Copy to,

1. IQAC File
2. All IQAC Coordinators





IQAC Overall Coordinators Meeting Minutes

The 2<sup>nd</sup> IQAC Overall Coordinators meeting was held on 13.11.2024 (Wednesday) at 3.00 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. P. Selvan	Prof. & Head / EEE, Director / Academics	IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr.R.Kalaivani	Prof./Head ECE 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.E.Suresh	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Ms.S.Punithagowri	AP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	AP/M.Tech.CSE	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	



Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC coordinators in the meeting	IQAC Overall Coordinator	2024 – 25	--
2	<b>Strategic Planning for Quality Assurance:</b> The meeting began with a discussion on the institution's strategic goals for enhancing quality assurance in academics, research, and administration. Coordinators outlined the objectives for improving student outcomes, faculty development, and infrastructure upgrades for the current academic year.	IQAC Overall Coordinator	2024 – 25	--
3	<b>Strengthening Cross-Departmental Collaboration:</b> The need for enhanced collaboration among departments was highlighted. Coordinators agreed that greater synergy is required to ensure consistent application of quality standards across all departments. This includes sharing best practices, aligning curriculum updates, and coordinating on interdisciplinary programs.	IQAC Overall Coordinator	2024 – 25	<b>Increased Inter-Departmental Coordination:</b> The committee approved quarterly inter-departmental meetings to facilitate collaboration, share resources, and address common challenges. IQAC coordinators will organize these meetings and oversee the implementation of cross-departmental initiatives.
4	<b>Review of Previous IQAC Initiatives:</b> A review of ongoing initiatives from previous meetings was conducted. IQAC coordinators discussed the progress of implementing ICT tools in teaching, the introduction of new teaching methodologies (e.g., flipped classrooms, blended learning), and faculty development workshops. Challenges in achieving set goals were noted, and solutions were proposed	IQAC Overall Coordinator	2024 – 25	--



IQAC Overall Coordinator's meeting minutes

	for ensuring timely completion.			
5	<b>Improving Research and Development (R&amp;D) Outcomes:</b> IQAC emphasized the importance of increasing research output and improving the quality of publications. There was a discussion on how to incentivize faculty members for research activities and collaborations with industry. The idea of creating dedicated R&D cells within each department was proposed, along with offering seed funding for research projects.	IQAC Overall Coordinator	2024 – 25	<b>Establishment of Departmental R&amp;D Cells:</b> The decision was made to establish dedicated R&D cells in each department to promote research activities and collaborations with industry. Seed funding will be allocated for high-potential research projects.
6	<b>Student-Centric Initiatives:</b> The coordinators discussed strategies to enhance student support services, such as mentorship programs, career counseling, and mental health resources. Student feedback mechanisms were also addressed, with a focus on improving the response rates and making the feedback system more action-oriented.	IQAC Overall Coordinator	2024 – 25	--
7	<b>Implementation of Continuous Evaluation and Feedback Mechanisms:</b> The need to implement a structured continuous evaluation system across all departments was highlighted. The IQAC proposed that more formative assessments, such as weekly quizzes and project-based assessments, be integrated into the learning process to provide real-time feedback and improve learning outcomes.	IQAC Overall Coordinator	2024 – 25	<b>Expansion of Continuous Evaluation Methods:</b> IQAC approved the introduction of continuous evaluation methods across all courses. Faculty members will integrate project-based assessments, quizzes, and peer reviews into their teaching plans.
8	<b>Preparation for Upcoming Accreditations:</b> A significant part of the meeting was dedicated to ensuring readiness for upcoming accreditation processes	IQAC Overall Coordinator	2024 – 25	<b>Accreditation Preparedness Plan:</b> Coordinators agreed to form a task force in each department to ensure all necessary



IQAC Overall Coordinator's meeting minutes

	(NAAC, NBA, etc.). Coordinators discussed the status of compliance with accreditation bodies' requirements, focusing on documentation, student performance tracking, faculty profiles, and infrastructure updates.			documentation and processes are in place for upcoming accreditations. Regular audits will be conducted to monitor progress.
9	<b>Utilization of ICT Tools and Data Analytics for Quality Monitoring:</b> IQAC reviewed the use of ICT tools, such as Learning Management Systems (LMS) and data analytics platforms, to monitor teaching effectiveness, student progress, and faculty performance. Coordinators agreed on the need for training faculty members on these tools to maximize their benefits for academic quality enhancement.	IQAC Overall Coordinator	2024 – 25	<b>Faculty Training on ICT and Data Analytics Tools:</b> A series of training workshops will be organized to help faculty members effectively use ICT tools and data analytics for monitoring student performance and improving teaching quality.
10	<b>Sustainability and Green Campus Initiatives:</b> The meeting included discussions on promoting sustainability initiatives within the campus. Coordinators explored the possibility of reducing the institution's carbon footprint by introducing paperless processes, encouraging energy efficiency, and creating awareness about sustainable practices among students and staff.	IQAC Overall Coordinator	2024 – 25	<b>Launch of Sustainability Initiatives:</b> The committee approved a proposal to adopt sustainability initiatives on campus, including paperless administrative processes, energy-efficient systems, and awareness campaigns on sustainable practices

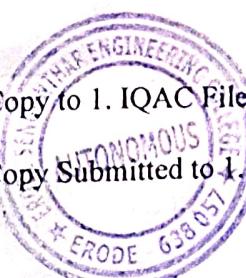
  
M. Sengunthar

IQAC Coordinator

PRINCIPAL

Copy to 1. IQAC File 2. To all IQAC Coordinators

Copy Submitted to 1. President / Secretary for kind information



Dr. V. VENKATA RAM, M.S., M.Tech., Ph.D.  
PRINCIPAL  
Erode Sengunthar Engineering College,  
(Autonomous)  
Thudupathi, Perundurai, Erode - 638 057



The 3<sup>rd</sup> IQAC Overall Coordinators meeting is scheduled on 17.02.2025 (Monday) at 3.00 PM in the Conference Hall. All the HoD's are asked to present without fail.

Agenda

1. Review of previous meeting minutes
2. Institutional Quality Enhancement Goals
3. Coordination Across Departments
4. Review of Departmental Action Plans
5. Monitoring and Evaluation of Teaching–Learning Practices
6. Assessment of Research and Innovation Initiatives
7. Use of ICT and Technological Tools
8. Accreditation and Compliance
9. Best Practices for Student Support and Mentorship
10. IQAC Calendar for the Year
11. Any other matter

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. P. Selvan	Prof. & Head / EEE, Director / Academics	IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr. R. Kalaivani	Prof./Head ECE 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	



Erode Sengunthar Engineering College  
(Autonomous)  
Perundurai, Erode District.

INSTITUTIONS RECORDS

DOC.NO. : ESEC/IQAC  
Overall Coordinator/Agenda

ACADEMIC YEAR: 2024-25

DATE : 17.02.2025

PAGES : OF 2

IQAC Overall Coordinators Meeting Agenda

10	Dr.E.Suresh	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Ms.S.Punithagowri	AP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	AP/M.Tech.CSE	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	

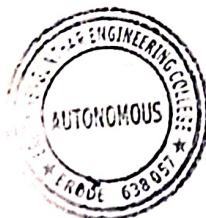
M. Suresh  
IQAC Coordinator

Principal / IQAC Chair Person

Dr. V.VENKATACHALAM, M.S.,M.Tech.,Ph.D.,  
PRINCIPAL  
Erode Sengunthar Engineering College,  
(Autonomous)  
Thudupathi, Perundurai, Erode -638 057.

Copy to,

1. IQAC File
2. All IQAC Coordinators





IQAC Overall Coordinators Meeting Minutes

The 3<sup>rd</sup> IQAC Overall Coordinators meeting was held on 17.02.2025 (Monday) at 3.00 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. P. Selvan	Prof. & Head / EEE, Director / Academics	IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr.R.Kalaivani	Prof./Head ECE 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.E.Suresh	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Ms.S.Punithagowri	AP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	AP/M.Tech.CSE	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	



Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC coordinators in the meeting	IQAC Overall Coordinator	2024 – 25	--
2	<b>Review of Institutional Quality Assurance Objectives:</b> The meeting began with an overview of the institution's quality assurance objectives for the upcoming academic year. Coordinators discussed the institution's goals for academic excellence, faculty development, student performance improvement, and infrastructure development. A comprehensive strategy to achieve these goals was outlined.	IQAC Overall Coordinator	2024 – 25	--
3	<b>Departmental Performance Review and Reporting:</b> Each departmental coordinator presented a report on their department's performance over the last quarter. The reports covered areas such as curriculum delivery, faculty research, student feedback, and exam results. IQAC coordinators provided feedback on the need for consistency in reporting formats and data collection methods across departments.	IQAC Overall Coordinator	2024 – 25	<b>Departmental Reporting Formats:</b> It was agreed that a standardized reporting format will be adopted across all departments to ensure uniformity in performance reviews and data collection. A template will be provided to each department for quarterly reporting.
4	<b>Faculty Development Initiatives:</b> The discussion emphasized the importance of continuous faculty development. Coordinators discussed upcoming faculty training programs focused on innovative teaching methods, digital pedagogy, and research skill enhancement. It was noted that all departments should actively encourage faculty	IQAC Overall Coordinator	2024 – 25	<b>Faculty Development Program Schedule:</b> The committee approved a detailed schedule for faculty development programs on innovative teaching, research skills, and ICT usage. Attendance will be mandatory for faculty members to ensure upskilling.



	participation in these initiatives to improve teaching quality and research output.			
5	<b>Monitoring and Evaluation of Student Learning Outcomes:</b> The meeting focused on improving the systems for monitoring student learning outcomes. Coordinators discussed the implementation of continuous internal assessments, student feedback mechanisms, and performance analytics to track progress. IQAC suggested adopting a standardized method for assessing the effectiveness of teaching and learning strategies.	IQAC Overall Coordinator	2024 – 25	<b>Continuous Monitoring of Student Outcomes:</b> IQAC approved the implementation of continuous evaluation methods across departments. This will include weekly quizzes, student projects, and peer assessments, along with regular student feedback mechanisms.
6	<b>Research and Innovation Promotion:</b> Coordinators discussed the current state of research activities within the institution. The need to increase faculty and student involvement in research was emphasized, with suggestions for creating research clusters, promoting interdisciplinary research, and establishing collaborations with external academic and industrial partners.	IQAC Overall Coordinator	2024 – 25	<b>Research and Collaboration Initiatives:</b> The formation of research clusters and interdisciplinary research groups was approved. Faculty members will be encouraged to apply for research grants and collaborate with external partners.
7	<b>Accreditation and Compliance Preparedness:</b> IQAC reviewed the institution's status regarding compliance with accreditation bodies (NAAC, NBA, etc.). Coordinators discussed the preparation for the upcoming accreditation cycles, including the collection and organization of data, submission of reports, and ensuring that all departments adhere to the required standards.	IQAC Overall Coordinator	2024 – 25	<b>Accreditation Task Forces:</b> IQAC coordinators agreed to establish task forces within each department to oversee the preparation for upcoming accreditation processes. These task forces will ensure that all necessary documentation is completed on time.
8	<b>Student Support and Counseling:</b> IQAC discussed the need for	IQAC Overall	2024 – 25	<b>Enhancement of Student Support Programs:</b>



IQAC Overall Coordinator's meeting minutes

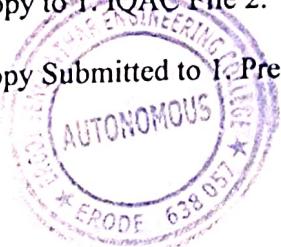
	improving student support systems. The coordinators reviewed existing mentorship and counseling programs and identified gaps in student engagement. They suggested more proactive involvement of faculty in providing academic and personal guidance to students, along with organizing workshops on mental health and career planning.	Coordinator		IQAC approved the expansion of the student mentorship program, with more faculty members involved as mentors. Career counseling services will also be improved by offering regular workshops and one-on-one guidance.
9	<b>Use of ICT in Teaching and Learning:</b> The discussion also focused on the integration of Information and Communication Technology (ICT) tools in teaching. Coordinators shared updates on the current use of Learning Management Systems (LMS) and other digital platforms for content delivery, assessments, and student communication. The meeting highlighted the need for further faculty training in these tools to ensure uniform usage across departments.	IQAC Overall Coordinator	2024 – 25	<b>ICT Tools Training:</b> The committee decided that additional training workshops on the use of LMS and other ICT tools will be organized for faculty members. A team will be designated to ensure the consistent implementation of these tools across departments.
10	<b>Sustainability and Green Initiatives on Campus:</b> IQAC discussed the implementation of sustainability practices on campus. Suggestions included minimizing paper usage through digital processes, promoting energy efficiency, and organizing awareness campaigns on sustainability for students and staff.	IQAC Overall Coordinator	2024 – 25	<b>Green Campus Initiatives:</b> The committee approved initiatives aimed at promoting sustainability on campus, including reducing paper use, optimizing energy consumption, and organizing environmental awareness events.

IQAC Coordinator

PRINCIPAL

Copy to 1. IQAC File 2. To all IQAC Coordinators

Copy Submitted to 1. President / Secretary for kind information



Dr. V. VENKATACHALAM, M.S., M.Tech., Ph.D.,  
PRINCIPAL  
Erode Sengunthar Engineering College,  
(Autonomous)  
Thudupathi, Perundurai, Erode - 638 057.



IQAC Overall Coordinators Meeting Agenda

The 4<sup>th</sup> IQAC Overall Coordinators meeting is scheduled on 28.05.2025 (Wednesday) at 3.00 PM in the Conference Hall. All the HoD's are asked to present without fail.

Agenda

1. Review of previous meeting minutes
2. Institutional Quality Enhancement Goals
3. Coordination Across Departments
4. Review of Departmental Action Plans
5. Monitoring and Evaluation of Teaching–Learning Practices
6. Assessment of Research and Innovation Initiatives
7. Use of ICT and Technological Tools
8. Accreditation and Compliance
9. Best Practices for Student Support and Mentorship
10. IQAC Calendar for the Year
11. Any other matter

S.NO	NAME OF THE STAFF	DESIGNATION	IQAC RESPONSIBILITY	SIGNATURE
1	Dr. V. Venkatachalam	Principal	IQAC Chairperson	
2	Dr. P. Selvan	Prof. & Head / EEE, Director / Academics	IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr. R. Kalaivani	Prof./ ECE 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	



Erode Sengunthar Engineering College  
(Autonomous)  
Perundurai, Erode District.

INSTITUTIONS RECORDS

DOC.NO. : ESEC/IQAC  
Overall Coordinator/Agenda

ACADEMIC YEAR: 2024-25

DATE : 28.05.2025

PAGES : OF 2

IQAC Overall Coordinators Meeting Agenda

8	Dr. G. Sivakumar	Prof. & Head / CSE	IQAC Website Coordinator	
9	Dr.M.Thangavel	Pro.&Head/DoCA	IQAC Scholarship and Admission Coordinator	
10	Dr.E.Suresh	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Ms.S.Punithagowri	AP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	AP/M.Tech.CSE	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. Sivakumar  
IQAC Coordinator

Principal / IQAC Chair Person

Dr. V.VENKATACHALAM, M.S.,M.Tech.,Ph.D.  
PRINCIPAL  
Erode Sengunthar Engineering College,  
(Autonomous)  
Thudupathi, Perundurai, Erode - 638 057.

Copy to,

1. IQAC File
2. All IQAC Coordinators





IQAC Overall Coordinators Meeting Minutes

The 4<sup>th</sup> IQAC Overall Coordinators meeting was held on 28.05.2025 (Wednesday) at 3.00 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. P. Selvan	Prof. & Head / EEE, Director / Academics	IQAC Academic Coordinator	
3	Dr. M. Shyamalagowri	Professor / EEE	IQAC Coordinator, IQAC Teaching Coordinator	
4	Dr.R.Kalaivani	Prof./Head ECE 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.E.Suresh	Director/Placement	IQAC Placement and Training Coordinator	
11	Dr.A.Ravishankar	Prof.&Head/DoMS	IQAC Infrastructure and News Letter Coordinator	
12	Ms.S.Punithagowri	AP/CSE	IQAC MIS Coordinator	
13	Mr.A.K. Dhamodharan	AP/M.Tech.CSE	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	



IQAC Overall Coordinator's meeting minutes

16	Dr. R. Kalaivani	Prof & Head / ECE	IQAC Ranking and Recognition Coordinator	<i>R. K.</i>
----	------------------	-------------------	---	--------------

Minutes of the Meeting

S.No.	Minutes	Responsible Person	Target date	Remarks
1	IQAC Coordinator welcomed the all the IQAC coordinators in the meeting	IQAC Overall Coordinator	2024 – 25	--
2	<b>Review of Institutional Quality Objectives:</b> The meeting opened with a review of the institution's quality goals for the year. IQAC coordinators highlighted the focus areas, including improving academic performance, research outputs, and student engagement. Emphasis was placed on aligning departmental activities with these objectives to ensure overall quality enhancement.	IQAC Overall Coordinator	2024 – 25	--
3	<b>Cross-Departmental Collaboration:</b> Coordinators discussed the need for better collaboration between departments to share best practices in teaching, research, and administrative processes. IQAC recommended organizing bi-monthly inter-departmental meetings to facilitate communication and collaboration.	IQAC Overall Coordinator	2024 – 25	--
4	<b>Implementation of New Teaching-Learning Strategies:</b> The committee reviewed the effectiveness of newly implemented teaching methods, such as blended	IQAC Overall Coordinator	2024 – 25	--



IQAC Overall Coordinator's meeting minutes

	learning, flipped classrooms, and problem-based learning. Feedback from faculty and students indicated positive outcomes, but further faculty training and student orientation sessions were proposed to improve adoption rates across all departments.			
5	<p><b>Accreditation and Compliance Updates:</b> IQAC coordinators provided updates on preparations for upcoming accreditations (NAAC, NBA, etc.). Coordinators were reminded to ensure that documentation related to curriculum, student outcomes, and faculty credentials is kept up-to-date to meet accreditation standards.</p>	IQAC Overall Coordinator	2024 – 25	<p><b>Accreditation Task Force:</b> IQAC agreed to form an accreditation task force in each department to oversee documentation and ensure compliance with NAAC and NBA standards.</p>
6	<p><b>Faculty Development Initiatives:</b> The meeting highlighted the importance of continuous professional development for faculty. IQAC recommended launching additional workshops and seminars focused on modern teaching techniques, research methodologies, and the use of ICT tools. All departments were urged to encourage faculty participation in these programs.</p>	IQAC Overall Coordinator	2024 – 25	<p><b>Enhanced Faculty Training:</b> IQAC approved additional training programs for faculty on the use of ICT tools, innovative teaching methods, and research skills. The goal is to provide ongoing support and upskilling opportunities for faculty.</p>
7	<p><b>Student Feedback and Learning Outcome Assessment:</b> IQAC reviewed the current mechanisms for gathering student feedback on teaching and learning experiences. It was suggested that a more structured approach be adopted, ensuring that feedback is gathered regularly and used to improve course</p>	IQAC Overall Coordinator	2024 – 25	<p><b>Improved Student Feedback Mechanism:</b> A new structured feedback system will be implemented to gather more frequent and comprehensive student input on courses, teaching methods, and overall satisfaction.</p>



IQAC Overall Coordinator's meeting minutes

	content, teaching methods, and assessments.			
8	<p><b>Research and Innovation:</b> Coordinators discussed strategies to increase research output and innovation. The formation of research groups within departments and interdisciplinary collaborations were proposed. Additionally, incentives for faculty members publishing research papers and securing funding for projects were discussed.</p>	IQAC Overall Coordinator	2024 – 25	<p><b>Research Incentive Program:</b> A research incentive program will be introduced to motivate faculty to publish papers and engage in funded research projects. Specific incentives and funding opportunities will be developed.</p>
9	<p><b>ICT in Education and Administrative Processes:</b> The role of ICT in both teaching and administration was discussed. IQAC encouraged departments to fully integrate Learning Management Systems (LMS) into their curriculum delivery and use digital tools for assessments and tracking student progress. Administrative processes should also move toward digitalization to improve efficiency.</p>	IQAC Overall Coordinator	2024 – 25	<p><b>Digitalization of Administrative Processes:</b> IQAC approved a digital transformation plan to streamline administrative processes, reduce paper use, and enhance efficiency across departments.</p>
10	<p><b>Student Support Systems and Mentorship Programs:</b> IQAC emphasized the need to strengthen student support services, particularly mentorship programs and mental health resources. Coordinators agreed to formalize mentorship structures, where each student is assigned a faculty mentor to provide academic and personal guidance throughout their studies.</p>	IQAC Overall Coordinator	2024 – 25	<p><b>Formalizing Mentorship Programs:</b> A structured mentorship program will be implemented in all departments, ensuring each student has access to a faculty mentor for academic and personal guidance</p>



IQAC Overall Coordinator's meeting minutes

11	<p><b>Sustainability Initiatives:</b> The discussion included promoting sustainability on campus. Coordinators agreed on a plan to reduce paper use by moving to digital processes, optimize energy use, and involve students in sustainability projects as part of their coursework.</p>	IQAC Overall Coordinator	2024 – 25	--
----	---	--------------------------------	-----------	----

*M. Sugunan*

IQAC Coordinator

*✓*  
PRINCIPAL

Copy to

1. IQAC File
2. To all IQAC Coordinators

Copy Submitted to

1. President / Secretary for kind information



*✓*  
Dr. V. VENKATA CHALAM, M.S., M.Tech., Ph.D.  
PRINCIPAL  
Erode Sengunthar Engineering College,  
(Autonomous)  
Thudupathi, Perundurai, Erode -638 057.