



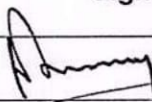
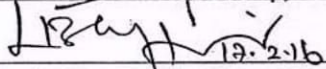
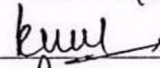
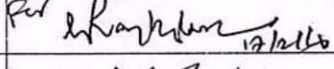

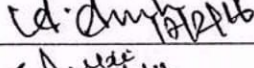
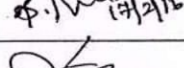
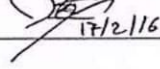
# EXCEL ENGINEERING COLLEGE

KOMARAPALAYAM – 637 303

Name of the Meeting: IQAC TEACHING CO-ORDINATOR's Meeting	Ref No: Meeting No 2 /2015-16
Venue: Radhakrishnan Hall	Date: 16.02.2016
Held between: 2.30 P M to 3.15 PM	

## MINUTES OF TEACHING COORDINATOR MEETING

### Members Present:

S NO	Name	Designation	Signature
1	Dr. S.Christian Johnson	DEAN	
2	Mr.L.Bharathi	ASP / ECE	
3	Mr. K.V.Karthikeyan	AP / AERO	
4	Mr. S.S.Jayaraman	AP / Mech	
5	Mr. A.Alagar	AP / CSE	
6	Mrs.A.Anitha Rani	AP / ECE	
7	Mrs.S.Arulmozhi	AP / CIVIL	
8	Mr.D.Gurubatham	AP / S & H	

### General:

The Dean, IQAC welcomed the members and following points relevant to teaching have been discussed.

### Innovative teaching methods:

Innovative teaching methods should be followed for each and every individual subject. Teaching coordinators have to monitor periodically and a brief on the innovative

methods followed be provided in the course file and recorded in the personal log book too.

#### **Tutorials:**

The students have to be educated to solve the problems in the tutorial classes. The problems of concern subject must be given to the students in advance. Entries made in the personal log book, Tutorial note book, and the tutorial files are to be updated.

#### **Demonstration:**

The teaching coordinators are to ensure whether the faculty members are creating/making suitable or relevant model for their subject for helping the students to understand the subject concept. The students also can be guided to do some demonstration in their subject for sharing of knowledge and learning through interaction. This also needs to be coordinated by the teaching coordinator.

#### **Case study:**

Case studies relevant to the syllabus of the subject are to be incorporated in the class room to enrich the learning. This can be even shown as an innovative teaching method. Reality to be monitored by the teaching coordinator.

#### **Students feedback:**

Based on the individual students feedback, faculty members can know the students level of subject understanding, and their expectations. Suitable implementations of such feedback in the class room by the faculty members are to be encouraged and verified by the teaching coordinator.

#### **Slow learners and Advanced Learners:**

The teaching methodologies have to be differentiated between slow and advanced learners. Additional cares have to be bestowed for the slow learners by conducting Coaching class, Retest etc regularly. This has to be verified/ensured by the teaching coordinator. For advanced learners additional inputs like GATE, GRE and Placement preparations may be facilitated. Practice and demonstration of such activities have to be monitored by the respective department teaching coordinator.

#### **NPTEL video:**

Teaching coordinators have to encourage the fellow faculty members to download NPTEL course material (Videos) and to show to the students for giving indepth knowledge. Documentation of such things in the appropriate files to be ensured.



### **Lab Experiments:**

The teaching coordinators have to monitor the conduction of experiments in the lab classes as per the guidelines and procedure described in the lab manual.

The chief teaching IQAC coordinator has been requested to monitor the practice of points discussed and to report before 03.03.2016.

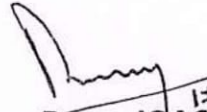
Finally the Dean, IQAC motivated the teaching coordinator to ensure the practice of above points within their department by coordinating with the co-faculty members and guidance of HODs.

To:

All HODs and IQAC Chief Coordinators

Copy to the Principal

Copy to the Hon. Chairman /Vice Chairman

  
Dean, IQAC 17/2/16  
Dr. S. Christian Johnson, Ph.D.  
Dean, Excel Engineering College,  
Salem Main Road, NH-47,  
Pallakapalayam, Sankari West-637 303.