

Regular Meeting of Internal Quality Assurance Cell (IQAC)

Academic Year 2022-23



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Pallakkapalayam, Komarapalayam, Namakkal Dt-637 303
Tamilnadu, India
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IQAC/2022 – 2023/01

Date: 05.09.2022

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 08.09.2022 at Library. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Conduction of programs
2. Curricular Aspects - Teaching Learning and Evaluation
3. Extension Activities
4. Celebration of National and International Days
5. Examination feedback collection
6. MOU
7. Membership in Professional Bodies
8. EDC
9. Cells, Centers, Clubs & Committees


CHIEF IQAC - COORDINATOR

Chief - IQAC
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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 01 / 2022 – 23
Venue: Library, ECCS	Date: 08.09.2022, 11.30 am

Members Present:

S.No	Name	Designation
1.	Dr. T. Shankar	Prof. of Microbiology/ CHIEF IQAC COORDINATOR
2.	Dr.M.Chitravathi	Head, Department of Commerce CA
3.	Dr.K.Munusamy	Head, Department of Computer Science
4.	Dr.P.Udhayaraja	Head, Department of Bioscience
5.	Dr.J.Gopikrishna	Head, Department of Tamil
6.	Dr.K.Kumar	Head, Department of Commerce
7.	Mr.M.Suresh	Head, Department of English
8.	Dr.M.Subha	Head, Department of Data Science
9.	My.S.Iyyappan	Head, CDF & TFD
10.	Mr.DV.Rajkumar	Head, Department of Computer Applications
11.	Mr.P.Varunkumar	Head, Department of BBA

S.No	Agenda	Discussion	Responsibility	Target Date
1.	Organizing Programmes	✓ It is informed to organize Guest Lectures, seminars, conference, and symposia for forthcoming semester.	HOD& All Faculty Members	-
2.	Celebrations	✓ National/ International Important Days through Department Association/Clubs	All Faculty Members	-
3.	Library usage	✓ All faculty members and students must use the library facilities daily.	All Faculty Members & Students	
4.	Internal Exams	✓ Prepare question papers as per Blooms Taxonomy	All Faculty Members	-
5.	MOU	✓ Sign MoU between Institution and Industries	All Faculty Members	


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6.	Placement & Training	<ul style="list-style-type: none"> ✓ Students to be trained for placement and training. ✓ Alumni registration compulsory. ✓ Parents and Students Register in Google. ✓ Class advisor maintain the record of students. ✓ Prepare syllabus for Placement & Training Class. 	Placement Coordinators Class advisor	Immediate
7.	IRRP & Research	<ul style="list-style-type: none"> ✓ Registration in IRINS Portal & Vidwan Portal ✓ Submit ORCID ID, Google Scholar ID, Web of Science ID ✓ Submit the list of Publications and Patents published 	IRRP Coordinators	Continue
8.	Infrastructure	<ul style="list-style-type: none"> ✓ Maintain cleanliness in all area ✓ Avoid damages (Black board, White board, Rest rooms) 	Infrastructure Coordinators	Immediate
9.	IIC	<ul style="list-style-type: none"> ✓ IIC establishment Certificate received. ✓ Follow IIC calendar to schedule IIC programmes 	IIC Coordinator	Immediate
10.	Cells, Centers, Clubs & Committees	<ul style="list-style-type: none"> ✓ Motivate all students to participate in all club activities and submit the reports on time. 	Club Coordinators	Immediate
11.	Others	<ul style="list-style-type: none"> ✓ Website updating ✓ File Maintenance 	All Faculty Members	Immediate

8/9/22
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R. Vimal Nishant 08/09/2022
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6. Placement & Training Cell
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IQAC/2022 – 2023/02

Date: 21.10.2022

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 24.10.2022 at Library. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Infrastructure
2. IIC & Research
3. Library usage
4. Placement & Training
5. IRRP & Research


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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 02 / 2022 – 23
Venue: Library, ECCS	Date: 24.10.2022, 04.00 pm

Members Present:

S.No	Name	Designation
1.	Dr. T. Shankar	Prof. of Microbiology/ CHIEF IQAC COORDINATOR
2.	Dr.M.Chitravathi	Head, Department of Commerce CA
3.	Dr.K.Munusamy	Head, Department of Computer Science
4.	Dr.P.Udhayaraja	Head, Department of Bioscience
5.	Dr.J.Gopikrishna	Head, Department of Tamil
6.	Dr.K.Kumar	Head, Department of Commerce
7.	Mr.M.Suresh	Head, Department of English
8.	Dr.M.Subha	Head, Department of Data Science
9.	My.S.Iyyappan	Head, CDF & TFD
10.	Mr.DV.Rajkumar	Head, Department of Computer Applications
11.	Mr.P.Varunkumar	Head, Department of BBA

S.No	Agenda	Discussion	Responsibility	Target Date
1.	Organizing Programmes	✓ Guest Lectures/ Seminars/ Symposia/ Conference/ Workshops/ FDP/ STTP/MDP / EDC	HOD & All Faculty Members	Before February 2022
2.	Curricular Aspects	✓ Submit the Attendance and Certificate for addon Courses. ✓ Update course materials in CamU. ✓ Conduct Class test for slow learners. ✓ Encourage fast learners to achieve University Rank.	All Faculty Members	-
3.	Teaching – Learning and Evaluation	✓ Submit the pass percentage of students in the last 5 years	All Faculty Members	-

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4	Extension Activities	<ul style="list-style-type: none"> ✓ Submit the report for extension activities carried out in the last 5 years 	All Faculty Members	-
5	Infrastructure	<ul style="list-style-type: none"> ✓ Submit the Geo tagged photos and expenditure bills for Infrastructure and Physical facilities available in the campus. ✓ Maintain cleanliness in all area ✓ Keep the campus clean and Green 	Infrastructure Coordinators	Immediate
6	Student Support	<ul style="list-style-type: none"> ✓ Scholarships and free ships provided by Government, Non-Government and Management 	All Faculty Members	-
7	Institutional Vision and Leadership	<ul style="list-style-type: none"> ✓ Frame the HR policy. ✓ Provide the screen Shot of CamU for implementation of E-governance 	All Faculty Members	-
8	Distinctiveness	<ul style="list-style-type: none"> ✓ Provide Institutional Distinctiveness in 1000 words 	All Faculty Members	-
9	Celebrations	<ul style="list-style-type: none"> ✓ Submit the report for celebration of National/ International Important Days through Department Association/Clubs 	All Faculty Members	-
10	Library usage	<ul style="list-style-type: none"> ✓ All faculty members and students must use the library facilities daily. ✓ Apply for Library Membership in N-List 	All Faculty Members & Students	
11.	Internal Exams	<ul style="list-style-type: none"> ✓ Submit the Model Exam answer scripts and marks foil sheet within one week. 	All Faculty Members	-
12.	MOU	<ul style="list-style-type: none"> ✓ Sign MoU between Institution and Industries. ✓ Submit the Bond sheet requirement list for MoU to be signed 	All Faculty Members	
13.	Placement & Training	<ul style="list-style-type: none"> ✓ Students to be trained for placement and training. ✓ Alumni registration compulsory. ✓ Inform students to apply for internship in Internshala. 	Placement Coordinators Class advisor	Immediate

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14.	IRRP & Research	<ul style="list-style-type: none"> ✓ Submit EDC activities report. ✓ Submit the list of Publications and Patents published. ✓ Microbiology Department Logo – applied for Copyrights. 	IRRP Coordinators	Continue
15	Membership in Professional Bodies	<ul style="list-style-type: none"> ✓ Membership certificate received for Microbiologist Society of India ✓ Apply for Membership in other professional bodies. 	All Faculty Members	-
16	IIC	<ul style="list-style-type: none"> ✓ Follow IIC calendar to schedule IIC programmes. ✓ Submit the IIC activities report ✓ Register patents in KAPILA portal 	IIC Coordinator	Immediate
17	NCC, YRC, RRC, YI, UBA, Cells, Centers, Clubs & Committees	<ul style="list-style-type: none"> ✓ Motivate the students to participate in all club activities and submit the last 5 years reports. 	Club Coordinators	Immediate
18	Others	<ul style="list-style-type: none"> ✓ Website updating – NAAC supporting documents. ✓ News Letter and Magazine. ✓ Upcoming events in websites. 	All Faculty Members	Immediate

24/10/22
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4. Chief IQAC Coordinator
5. Exam Cell



R. Vimal Nishant 24/10/2022
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IQAC/2022 – 2023/03

Date: 15.12.2022

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 22.12.2022 at Library. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Conduction of programs
2. Curricular Aspects - Teaching Learning and Evaluation
3. Extension Activities
4. Celebration of National and International Days
5. Examination feedback collection
6. MOU
7. Membership in Professional Bodies
8. EDC
9. Cells, Centers, Clubs & Committees
10. IIC & Research
11. Membership in Professional Bodies


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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 03 / 2022 – 23
Venue: Library, ECCS	Date: 22.12.2022, 04.00 pm

Members Present:

S.No	Name	Designation
1.	Dr. T. Shankar	Prof. of Microbiology/ CHIEF IQAC COORDINATOR
2.	Dr.M.Chitravathi	Head, Department of Commerce CA
3.	Dr.K.Munusamy	Head, Department of Computer Science
4.	Dr.P.Udhayaraja	Head, Department of Microbiology
5.	Dr.J.Gopikrishna	Head, Department of Tamil
6.	Dr.K.Kumar	Head, Department of Commerce
7.	Mr.M.Suresh	Head, Department of English
8.	Dr.M.Subha	Head, Department of Data Science
9.	My.S.Iyyappan	Head, CDF & TFD
10.	Mr.DV.Rajkumar	Head, Department of Computer Applications
11.	Mr.P.Varunkumar	Head, Department of BBA
12.	Dr.Sheeja S Rajan	Coordinator Biochemistry and CLT


S.No	Agenda	Discussion	Responsibility	Target Date
1.	Organizing Programmes	<input checked="" type="checkbox"/> Submit the action plan for Even Semester <input checked="" type="checkbox"/> Guest Lectures/ Seminars/ Symposia/ Conference/ Workshops/ FDP/ STTP/MDP / EDC	HOD & All Faculty Members	

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2	Curricular Aspects - Teaching Learning and Evaluation	<ul style="list-style-type: none"> ✓ Submit the report for addon Courses. ✓ Conduct Skill Development Programmes ✓ Update course materials in CamU. ✓ Conduct Class test for slow learners. ✓ Encourage fast learners to achieve University Rank. ✓ Submit the pass percentage of students in the last 5 years ✓ Submit Video Lectures 	All Faculty Members	-
3	Extension Activities	<ul style="list-style-type: none"> ✓ Submit the report for extension activities (NSS, RRC, YRC, YI) carried out in the last 5 years. ✓ UBA Status 	All Faculty Members	-
4	Infrastructure	<ul style="list-style-type: none"> ✓ Submit the Geo tagged photos and expenditure bills for Infrastructure and Physical facilities available in the campus. ✓ Maintain cleanliness in all area ✓ Keep the campus clean and Green ✓ Avoid damages 	Infrastructure Coordinators	Immediate
5	Student Support	<ul style="list-style-type: none"> ✓ Scholarships and freeships provided by Government, Non-Government and Management 	All Faculty Members	-
6	Institutional Vision and Leadership	<ul style="list-style-type: none"> ✓ Policies (Out of 20 policies only 8 policies received so far). ✓ Provide the screen Shot of CamU for implementation of E-governance 	All Faculty Members	-
7	Distinctiveness	<ul style="list-style-type: none"> ✓ Provide Institutional Distinctiveness in 1000 words 	All Faculty Members	-
8	Celebrations	<ul style="list-style-type: none"> ✓ Submit the report for celebration of National/ International Important Days through Department Association/Clubs 	All Faculty Members	-
9	Library usage	<ul style="list-style-type: none"> ✓ All faculty members and students must use the library facilities daily. ✓ Apply for Membership to access e- recourses 	All Faculty Members & Students	-


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10.	Internal Exams	<ul style="list-style-type: none"> ✓ Submit the Model Exam mark foil sheet within one week. ✓ Feedback collection, Analysis and Action Taken report ✓ Exam Cell Grievance Note book 	All Faculty Members	-
11.	MOU	<ul style="list-style-type: none"> ✓ Sign more numbers of MoU between Institution and Industries. ✓ Submit the Bond sheet requirement list for MoU to be signed 	All Faculty Members	
12.	Placement & Training	<ul style="list-style-type: none"> ✓ Students to be trained for placement and training. ✓ Concentrate on Communication and Aptitude skills ✓ Inform students to apply for internship in Internshala. ✓ Jobfair&Placementprogressboth on campus and off campus 	Placement Coordinators Class advisor	Immediate
13.	Alumni	<ul style="list-style-type: none"> ✓ Alumni registration and Alumni meet ✓ Alumni- database &Lecture series, prominent alumni details. 	Dr.K.Kumar	-
14.	IRRP & Research	<ul style="list-style-type: none"> ✓ Submit EDC activities report. ✓ Submit the list of Publications and Patents published. ✓ Microbiology Department Logo – applied for Copyrights. 	IRRP Coordinators	Continue
15	Membership in Professional Bodies	<ul style="list-style-type: none"> ✓ Membership certificate received for Microbiologist Society of India ✓ Apply for Membership in other professional bodies. 	All Faculty Members	-
16	IIC	<ul style="list-style-type: none"> ✓ Follow IIC calendar to schedule IIC programmes. ✓ Submit the IIC activities report ✓ KAPILA portal – Patent entry status 	IIC Coordinator	Immediate

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17	NCC, YRC, RRC, YI, UBA, Cells, Centers, Clubs & Committees	<ul style="list-style-type: none"> ✓ Motivate the students to participate in all club activities and submit the last 5 years reports. ✓ Anti-Narcotics Committee report to RJD ✓ Electoral Literacy Club activity for NAAC 	Club Coordinators	Immediate
18	Website	<ul style="list-style-type: none"> ✓ Website updating – NAAC supporting documents. ✓ News Letter and Magazine. ✓ Upcoming events in websites. 	All Faculty Members	Immediate
19	IQAC	<ul style="list-style-type: none"> ✓ 2(f) and 12(b) progress ✓ Timeextension for NAACworkstayback ✓ Metric Wise Coordinators reallocation. 	IQAC	-


22/12/22
CHIEF IQAC COORDINATOR

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22/12/2022
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IQAC/2022 – 2023/04

Date: 03.02.2023

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 08.02.2023 at Library. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Conduction of programs
2. Curricular Aspects - Teaching Learning and Evaluation
3. Extension Activities
4. Celebration of National and International Days
5. Examination feedback collection
6. MOU
7. Membership in Professional Bodies
8. EDC
9. Cells, Centers, Clubs & Committees
10. IIC & Research
11. Website
12. IQAC


3/2/23
CHIEF IQAC - COORDINATOR
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03/02/2023
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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 4 / 2022 – 23
Venue: Library, ECCS	Date: 08.02.2023, 04.00 pm

Members Present:

S.No	Name	Designation
1.	Dr. T. Shankar	Prof. of Microbiology/CHIEF IQAC COORDINATOR
2.	Dr.M.Chitravathi	Head, Department of Commerce CA
3.	Dr.K.Munusamy	Head, Department of Computer Science
4.	Dr.P.Udhayaraja	Head, Department of Microbiology
5.	Dr.J.Gopikrishna	Head, Department of Tamil
6.	Mr.Ramesh	Head, Department of Commerce
7.	Mr.M.Suresh	Head, Department of English
8.	Dr.M.Subha	Head, Department of Data Science
9.	My.S.Iyyappan	Head, CDF & TFD
10.	Mr.DV.Rajkumar	Head, Department of Computer Application
11.	Mr.P.Varunkumar	Head, Department of BBA
12.	Dr.Sheeja S Rajan	Coordinator Biochemistry and CLT

S.No	Agenda	Discussion	Responsibility	Target Date
1.	Organizing Programmes	<ul style="list-style-type: none">✓ Guest Lectures/ Seminars/ Symposia/ Conference/ Workshops/ FDP/ STTP/MDP / EDC✓ Conduct Seminars relevant to IPR, Research Methodology and Entrepreneurship	HODs& All Faculty Members	Before March 2023


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2	Curricular Aspects - Teaching Learning and Evaluation	<ul style="list-style-type: none"> ✓ Submit the syllabus for even semester addon Courses.. ✓ Conduct Skill Development Programmes on Life skills ✓ Health and Hygiene – Biochemistry and CLT Department ✓ ICT skills – Computer Science Department ✓ Language and Communication skills – English Department.. ✓ List of 200 Online Skill Development Courses shared to all faculty members. ✓ Submit the course file and update the course materials in CamU. 	All Faculty Members	20.02.2023
3	Extension Activities	<ul style="list-style-type: none"> ✓ Plan for more numbers of extension activities through NSS, RRC, YRC, YI, ELC and UBA. ✓ Collect the Certificate of Participation and apply for Awards. 	NSS, RRC, YRC, YI, ELC and UBA Coordinators	
4	Infrastructure	<ul style="list-style-type: none"> ✓ Maintain cleanliness in all area ✓ Keep the campus clean and Green 	Infrastructure Coordinators	Immediate
5	Student Support	<ul style="list-style-type: none"> ✓ Update the Scholarships and freeships provided by Government, Non-Government, Management and Philanthropist. 	Ms.Naveena& Scholarship Coordinators	
6	Celebrations	<ul style="list-style-type: none"> ✓ Celebrate National/ International Important Days through Department Association/Clubs. ✓ Follow February month National/ International important days' schedule. 	All Faculty Members	Before March 2023
7	Library	<ul style="list-style-type: none"> ✓ All faculty members and students must use the library facilities daily. ✓ List of Online Educational Resources Repository details provided to Librarian. ✓ Library Automation software purchase followup. 	Librarian	Daily
8	Examination	<ul style="list-style-type: none"> ✓ Exam Feedback collection, Analysis and Action Taken report ✓ Exam Cell Grievance Note book 	Exam Cell	
9	MOU	<ul style="list-style-type: none"> ✓ Sign more numbers of MoU between Institution and Industries. 	All Faculty Members	
10	Placement & Training	<ul style="list-style-type: none"> ✓ Students to be trained for placement and training. ✓ Concentrate on Communication and Aptitude skills ✓ Inform students to apply for internship in Internshala. ✓ Collect nearby Company addresses and Support Placement Cell.. 	Placement Coordinators	Immediate


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11	Alumni	<ul style="list-style-type: none"> ✓ Alumni registration and Alumni meet ✓ Alumni- database & Lecture series, prominent alumni details. 	Dr. Sheeja S Rajan	
12	EDC	<ul style="list-style-type: none"> ✓ Plan for EDC activities through all Departments EDC coordinators. ✓ Submit EDC activities reports. 	EDC Coordinators	Continue
13	Membership in Professional Bodies	<ul style="list-style-type: none"> ✓ Apply for Membership in professional bodies. ✓ List of Professional Body Membership details shared to all faculty members through email. 	All Faculty Members	Continue
14	IIC & Research	<ul style="list-style-type: none"> ✓ Follow IIC calendar 5.0 to schedule IIC programmes. ✓ KAPILA portal – Patent entry status ✓ Submit the list of Publications and Patents published. ✓ Apply for funding through private agencies. 	IIC Coordinator	Immediate
15	Cells, Centers, Clubs & Committees	<ul style="list-style-type: none"> ✓ Motivate the students to participate in all club activities ✓ Anti-Narcotics Committee report to RJD 	Club Coordinators	Immediate
16	Website	<ul style="list-style-type: none"> ✓ Website updating for NAAC supporting documents. ✓ News Letter and Magazine. ✓ Upcoming events in websites. 	All Faculty Members	Immediate
17	IQAC	<ul style="list-style-type: none"> ✓ NAAC review will be conducted on 25.02.2023 – Complete all metric works as early as possible ✓ 2(f) and 12(b) progress 	IQAC	
18	Annual Day	<ul style="list-style-type: none"> ✓ Monitor the Annual Day work assigned to the faculty Members. ✓ Submit the Annual Report 	All Faculty Members	

CHIEF IQAC COORDINATOR

Chief - IQAC

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1. VC/Chairman
2. Executive Director
3. Director-Technical
4. Chief IQAC Coordinator
5. Exam Cell

R. Vimal 08/02/2023

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6. Placement & Training Cell
7. IRRP/ R&D Coordinator
8. HODs
9. File

Regular Meeting of Internal Quality Assurance Cell (IQAC)

Academic Year 2021-22



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www.excelinstitutions.com

IQAC/2021 – 2022/01

Date: 08.07.2021

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 15.07.2021 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Academics
2. IQAC & Accreditation
3. Placement & Training and Alumni
4. IRRP and R & D
5. Infrastructure
6. Approval & Affiliation
7. Website / Newsletter/Events

[Handwritten Signature]

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

Copy to:

1. VC/Chairman
2. Executive Director
3. Director-Technical
4. IQAC Coordinator
5. Exam Cell
6. Placement & Training Cell
7. IRRP/ R&D Coordinator
8. HODs
9. File



[Handwritten Signature]
PRINCIPAL

Dr.R.Kamalam
Principal
Excel College for Commerce and Science
Komarapalayam - 637 303

[Handwritten Signature]

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
Excel College For Commerce And Science
Komarapalayam - 637 303



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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No:01/ 2021 - 22
Venue: Principal's Chamber	Date: 15.07.2021,10.00 AM

Members Present:

S.No	Name	Designation
1.	Dr.R.Kamalam	Principal
2.	Mr.M.Suresh	HoD /English
3.	Dr.K.Munusamy	HoD/CS
4.	Dr.P.Udhayaraja	HoD/Microbiology
5.	Mrs.C.Manikkal	HoD/Commerce
6.	Mr.S.Iyappan	HoD/TFD
7.	Dr.J.Gopikrishna	HoD/Tamil
8.	Dr.M.Chitravathi	HoD/Commerce CA

S.No	Agenda	Discussion	Responsibility	Target Date
1.1	Minutes of the Previous Meeting	➤ The minutes of the previous meeting has been reviewed and approved.	HoDs	-
1.2	Academics • Teaching & Test	<ul style="list-style-type: none"> ➤ HoDs are advised to submit workload for Odd semester. ➤ Faculty members should prepare materials to allotted subjects. ➤ HoDs should submit add on or value added course details before 16.07.2021 ➤ Subject materials should update immediately in CAMU. ➤ Odd semester will start on 01.08.2021 for II and III year students. 	HoDs All Faculty Members	
1.3	Website / News letter/Events • Event information and Photos	➤ It is informed to update function photos with information immediately after complete the program.	Website/Event In charges	Continuous
1.4	IQAC & Accreditation • Basic guidelines	➤ HoDs& Dept. coordinators are asked to go through the NAAC criteria for the getting applied in future.	HoDs	Immediate

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2.4	IQAC & Accreditation • Basic guidelines from IQAC, EEC	<ul style="list-style-type: none"> ➤ HoDs are asked to go through the PAC guidelines for the getting applied in future. ➤ We have planned to conduct meeting with IQAC, EEC team. 	HoDs & Coordinators	Immediate
2.5	Exam Cell • Semester Examinations	<ul style="list-style-type: none"> ➤ Faculty members should submit question paper for IAE-I 	HoDs	Immediate
2.6	Placement & Training and Alumni	<ul style="list-style-type: none"> ➤ HoDs are asked to collect interested faculty members for giving training for their department students. ➤ Placement and Training class should be engaged by tanner in scheduled Hour only. 	Placement Coordinators	Immediate
2.7	IRRP and R & D	<ul style="list-style-type: none"> ➤ It is requested to guide the project teams for getting quality project by the Coordinator 	All Faculty Members	Continuous
2.8	Infrastructure	<ul style="list-style-type: none"> ➤ It is informed to the Heads for their confirmation of class room allotment may change for Com CA department during the B.Ed inspection. 	HoDs	Immediate
2.9	Admission & Fees Follow up	<ul style="list-style-type: none"> ➤ Faculty members and Heads are asked to take care the admission and promotion for the forthcoming year. ➤ Students should pay their 50% of current semester fees before the IAE-I exam. ➤ HoDs are advised to give your opinion for the 2022-23 course fee fixations. 	HODs	Immediate
2.10	Approval & Affiliation	<ul style="list-style-type: none"> ➤ It is informed to the Heads we have applied for B.Sc CLT and DS and waiting for inspection progress. ➤ Concern Heads are advised to follow university website for syllabus. 	HODs	Immediate
2.11	Any Other Matters	<ul style="list-style-type: none"> ➤ Heads & Faculty members are encouraged to cooperate with Department for organizational growth and work as a team. 	HoDs	Continuous

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IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303



PRINCIPAL
Dr. R. Kamalam
Principal

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IQAC/2021 – 2022/02

Date: 03.09.2021

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 08.09.2021 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Academics
2. Website / News letter/Events
3. IQAC & Accreditation
4. Placement & Training and Alumni
5. IRRP and R & D
6. Infrastructure

M. AB 03/09/21

IQAC - COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

Copy to:

1. VC/Chairman
2. Executive Director
3. Director-Technical
4. IQAC Coordinator
5. Exam Cell
6. Placement & Training Cell
7. IRRP/ R&D Coordinator
8. HODs
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R.K. 03/09/21

PRINCIPAL

Dr.R.Kamalam

Principal
Excel College for Commerce and Science
Komarapalayam - 637 303

R.V. 03/09/21

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D

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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 02/ 2021-22
Venue: Principals Chamber	Date: 08.09.2021,10.00 AM

Members Present:

S. No	Name	Designation
1.	Dr.R.Kamalam	Principal
2.	Mr.M.Suresh	HoD /English
3.	Dr.K.Munusamy	HoD/Computer Science
4.	Dr.P.Udhayaraja	HoD/Microbiology
5.	Mrs.C.Manikkal	HoD/Commerce
6.	Mr.S.Iyappan	HoD/TFD
7.	Dr.J.Gopikrishna	HoD/Tamil
8.	Dr.M.Chitravathi	HoD/Commerce CA

S.No	Agenda	Discussion	Responsibility	Target Date
2.1	Minutes of the Previous Meeting	➤ The minutes of the previous meeting has been reviewed and approved.	HoDs	-
2.2	Academics • Workload Submission	<ul style="list-style-type: none"> ➤ It is informed to all the department should submit the workload and timetable of even semester. ➤ Syllabus completion status should be verified and minimum included for IAE-I. ➤ Activity and any other program should complete before start the IAE-I exam. ➤ It is informed to faculty members they should update materials in CAMU. Coordinator should verify the subjects. ➤ Notebook requirement details should be submitted. 	HoDs All Faculty Members CAs	Immediate Immediate
2.3	Website / News letter/Events • Event information and Photos	<ul style="list-style-type: none"> ➤ It is informed to update function photos with information immediately after complete the program. ➤ Next month action plan should submit on Thursday. 	 Website/Event In charges Dr. R. VIMAL NISHANT, M.Com., B.Phil., Ph.D. PRINCIPAL Excel College For Commerce And Science Komarapalayam 637 303	Continuous

	from IQAC,EEC	➤ IQAC coordinator is asked to submit IQAC cell requirements.	Coordinator	
1.5	Exam Cell • Semester Examinations	➤ CAs are advised to motivate the students to write well in PU exams.	CAs	Immediate
1.6	Placement & Training and Alumni	➤ Final year students should register alumni portal before submitting no due form.	Coordinators	Immediate
1.7	IRRP and R & D	➤ It is requested to guide the project teams for getting quality project.	All Faculty Members	Continuous
1.8	Infrastructure	➤ It is informed to the Heads; they should maintain department records properly.	HoDs	Immediate
1.9	Admission & Fees Follow up	➤ It is informed to the faculty members to make admission to the department ➤ CAs are asked to follow the fees pending students to pay the dues immediately.	HODs	Immediate
1.10	Approval & Affiliation	It is informed that Continuation approval inspection visit may expects in the month of September 2021.	HODs	Immediate
1.11	AOM (Any Other Matters)	➤ Heads and faculty members are encouraged to cooperate to strengthen the department admission 2022-23	HoDs	Continuous

M. Anand

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303
Copy to:

1. VC/Chairman
2. Executive Director
3. Directors-Technical, Academics & CTL
4. Head – IQAC
5. Exam Cell



R. Kamalam
PRINCIPAL

Dr.R.Kamalam

Principal
Excel College for Commerce and Science
Komarapalayam - 637 303

6. Placement & Training officer
7. IRRP/ R&D Coordinator
8. HODs
9. File

R. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D

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Copy to:

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2. Executive Director
3. Director-Technical
4. IQAC Coordinator
5. Exam Cell
6. Placement & Training Cell
7. IRRP/ R&D Coordinator
8. HODs
9. File

R. Vimal Nishant

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IQAC/2021 – 2022/03

Date: 03.01.2022

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 05.01.2022 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Academics
2. Website / Newsletter/Events
3. IQAC & Accreditation
4. Placement & Training and Alumni
5. IRRP and R & D
6. Infrastructure

M. S. S. 03/01/22

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303



R. Vimal Nishant 03/01/2022
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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 3/ 2021 - 22
Venue: Principal's Chamber	Date: 05.01.2022,10.00 AM

Members Present:

S. No	Name	Designation
1.	Dr.R.Vimal Nishanth	Principal
2.	Mr.M.Suresh	HoD /English
3.	Dr.K.Munusamy	HoD/Computer Science
4.	Dr.P.Udhayaraja	HoD/Microbiology
5.	Mrs.C.Manikkal	HoD/Commerce
6.	Mr.S.Iyappan	HoD/TFD
7.	Dr.J.Gopikrishna	HoD/Tamil
8.	Dr.M.Chitravathi	HoD/Commerce CA

S.No	Agenda	Discussion	Responsibility	Target Date
3.1	Minutes of the Previous Meeting	➤ The minutes of the previous meeting has been reviewed and approved.	HoDs	-
3.2	Academics • Teaching & Test	<ul style="list-style-type: none"> ➤ Re conducting charges submitted for first year students those who got low attendance. ➤ NR report should be avoided in camu for PG students. ➤ Value added or add on course should process immediately. ➤ Workload should be submitted to the principal's office. ➤ Activity and event should be conducted as per the schedule. ➤ Semester examination feedback can be collected from students. ➤ Clubs, Cells & committee coordinators should be submitted event details immediately. 	<p>HoDs</p> <p>Coordinator</p> <p>HODs</p> <p>HODs CAs</p>	

R. Vimal
Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D

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3.3	Website / News letter/Events • Event information and Photos	<ul style="list-style-type: none"> ➤ It is informed to prepare details to update the event photos to website and newsletters. ➤ Faculty members and students should support to bring e-magazine and newsletter. 	Website/Event In charges	Continuous
3.4	IQAC & Accreditation • Basic guidelines from IQAC	<ul style="list-style-type: none"> ➤ Video presentation should be given by each faculty members. ➤ Criteria Heads should take the responsibilities to complete the work. 	HoDs & Coordinator	Immediate
3.5	Exam Cell • Semester Examinations	<ul style="list-style-type: none"> ➤ Fees pending students can get their Hall tickets after paying their fees. ➤ PU internal marks can be prepared by the subject faculty members. ➤ Model exam result analysis should submit immediately. ➤ Feedback can be collected after the semester examination. 	CAs	Immediate
3.6	Placement & Training and Alumni	<ul style="list-style-type: none"> ➤ Placement training classes should be conducted domain wise. ➤ Department can get alumni talk from out gone students. ➤ 16 companies identified for the campus interview. 	Coordinators	Immediate
3.7	IRRP and R & D	<ul style="list-style-type: none"> ➤ It is requested to guide the teams for getting quality project. ➤ Faculty members are advised to publish research papers with in a week. 	All Faculty Members	Continuous
3.8	Infrastructure	<ul style="list-style-type: none"> ➤ Infra complaints can register 24x7 and mention in campus report with details. 	HoDs	Immediate
3.9	Admission & Fees Follow up	<ul style="list-style-type: none"> ➤ CAs are advised to verify the nominal roll and camu regularly. ➤ Faculty members should engage School visit and get the database. 	All Faculty Members	Immediate
3.10	Approval & Affiliation	<ul style="list-style-type: none"> ➤ It is informed that Continuation approval inspection visit for CS and TFD ➤ M.Sc TFD, (CS, BCA, DS, Micro) proposed new courses for the AY 2022-23 ➤ Heads are advised to take care the concern department. 	All Faculty Members	Immediate


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3.11	Any Other Matters	➤ Faculty members are encouraged to support the NAAC work. ➤ Faculty members are advised to follow the EGI norms.	All Faculty Members	Continuous
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M. Anandhi 11/22

IQAC- COORDINATOR

Coordinator - IQAC
 Excel College For Commerce And Science
 Komarapalayam - 637 303



R. Vimal Nishant 05/01/2022

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- | | |
|------------------------|------------------------------|
| 1. VC/Chairman | 6. Placement & Training Cell |
| 2. Executive Director | 7. IRRP/ R&D Coordinator |
| 3. Director -Technical | 8. HODs |
| 4. IQAC Coordinator | 9. File |
| 5. Exam Cell | |



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IQAC/2021 – 2022/04

Date: 04.03.2022

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 10.01.2022 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. IQAC & Accreditation
2. Planning for semester examination
3. IRRP and R & D
4. Admission & Fees Follow up
5. Approval & Affiliation


IQAC - COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 04/ 2021 - 22
Venue: Principal's Chamber	Date: 10.03.2022,10.00 AM

Members Present:

S. No	Name	Designation
1	Dr.R.Vimal Nishanth	Principal
2.	Mr.M.Suresh	HoD /English & IQAC Coordinator
3.	Dr.K.Munusamy	HoD/Computer Science
4.	Dr.P.Udhayaraja	HoD/Microbiology
5.	Mrs.C.Manikkal	HoD/Commerce
6.	Mr.S.Iyappan	HoD/TFD
7.	Dr.J.Gopikrishna	HoD/Tamil
8.	Dr.M.Chitravathi	HoD/commerce CA

S.No	Agenda	Discussion	Responsibility	Target Date
4.1	Minutes of the Previous Meeting	➤ The minutes of the previous meeting has been reviewed and approved.	HoDs	-
4.2	Academics • Teaching & Test	<ul style="list-style-type: none"> ➤ Course file and feedback should be submitted ➤ HoDs are advised to submit their PPT for ARM meeting. ➤ Subject faculty members should update attendance immediately. ➤ HoDs should verify the CAMU. ➤ Student's dress code should be followed. 	HoDs Coordinator CAs	
4.3	Website / News letter/Events • Event information and Photos	<ul style="list-style-type: none"> ➤ It is informed to prepare details to update the event photos to website and newsletters. ➤ Faculty members and students should support to bring e-magazine and newsletter. 	Website/Event In charges	Continuous
4.4	IQAC & Accreditation • Basic guidelines from IQAC, EEC	➤ Criteria <i>Heads</i> should take the responsibilities to complete the work. Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D PRINCIPAL	HoDs & Coordinator	Immediate

4.5	Exam Cell • Semester Examinations	<ul style="list-style-type: none"> ➤ Faculty members are asked to take care their allotted duties. ➤ Faculty members should alter their duty in case of taking leave. ➤ Subject faculty members should submit their papers within three days. ➤ CAs should submit concern class result. 	CAs Coordinator	Immediate
4.6	Placement & Training and Alumni	<ul style="list-style-type: none"> ➤ Placement training classes should be conducted domain wise. ➤ Department coordinator can conduct more training to the final year students. ➤ Department can get alumni talk from out gone students. ➤ Alumni should be registered and need to open new account. 	Coordinators	Immediate
4.7	IRRP and R & D	<ul style="list-style-type: none"> ➤ It is requested to guide the teams for getting quality project. ➤ Faculty members should publish minimum two papers. ➤ Department coordinators are advised to submit the hard copies for Patent right. 	All Faculty Members	Continuous
4.8	Infrastructure	<ul style="list-style-type: none"> ➤ Infra complaints can register 24x7 and mention in campus report with details. 	HoDs	Immediate
4.9	Admission & Fees Follow up	<ul style="list-style-type: none"> ➤ Fees pending students should pay immediately. ➤ Exam fees should pay before the deadline. ➤ CAs advisors should submit the name list for re conducting class. ➤ Faculty members should engage School visit and get the database. 	All Faculty Members	Immediate
4.10	Approval & Affiliation	<ul style="list-style-type: none"> ➤ It is informed that Continuation approval inspection visit may expects in the month of November 2022. 	All Faculty Members	Immediate
4.11	Any Other Matters	<ul style="list-style-type: none"> ➤ Faculty members are encouraged to support the NAAC work. ➤ Faculty members are advised to avoid loose talk in campus. 	All Faculty Members	Continuous

M. S. S. 10/10/22
IQAC- COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303



R. Vimal Nishan 10/10/2022
PRINCIPAL

DR. R. VIMAL NISHAN, M. Sc., B. Ed., M. Phil., Ph.D.
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Excel College For Commerce And Science
Komarapalayam - 637 303

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2. Executive Director
3. Director-Technical
4. IQAC Coordinator
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7. IRRP/ R&D Coordinator
8. HODs
9. File



Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
Excel College For Commerce And Science
Komarapalayam - 637 303

Regular Meeting of Internal Quality Assurance Cell (IQAC)

Academic Year 2020-21



EXCEL COLLEGE FOR COMMERCE AND SCIENCE

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IQAC/2020 – 2021/01

Date: 10.07.2020

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 15.07.2020 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Academics
2. IQAC & Accreditation
3. Placement & Training and Alumni
4. IRRP and R & D
5. Infrastructure
6. Approval & Affiliation
7. Website / News letter/Events

M. Anitha
IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

Copy to:

1. VC/Chairman
2. Executive Director
3. Director-Technical
4. IQAC Coordinator
5. Exam Cell



R. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
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Dr. R. Kamalam
PRINCIPAL

Dr.R.Kamalam

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6. Placement & Training Cell
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EXCEL COLLEGE FOR COMMERCE AND SCIENCE

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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 01/ 2020 - 21
Venue: Principal's Chamber	Date: 15.07.2020,10.00 AM

Members Present:

S.No	Name	Designation
1.	Dr.R.Kamalam	Principal
2.	Mr.M.Suresh	HoD /English & IQAC Coordinator
3.	Dr.K.Munusamy	HoD/Computer Science
4.	Dr.P.Udhayaraja	HoD/Microbiology
5.	Mrs.C.Manikkal	HoD/Commerce
6.	Mr.S.Iyappan	HoD/TFD
7.	Dr.J.Gopikrishna	HoD/Tamil
8.	Dr.M.Chitravathi	HoD/Commerce CA

S.No	Agenda	Discussion	Responsibility	Target Date
1.1	Minutes of the Previous Meeting	➤ The minutes of the previous meeting has been reviewed and approved.	HoDs	-
1.2	Academics <ul style="list-style-type: none">Teaching & Test	➤ HoDs are advised to submit workload for Odd semester. ➤ Faculty members should prepare materials to allotted subjects. ➤ HoDs should submit add on or value added course details before 16.07.2020 ➤ Subject materials should update immediately in CAMU. ➤ Odd semester will start on 01.08.2020 for II and III year students.	HoDs All Faculty Members	
1.3	Website / News letter/Events Event information and Photos	➤ It is informed to update function photos with information immediately after complete the program.	Website/Event In charges	Continuous
1.4	IQAC & Accreditation	➤ HoDs & Dept. coordinators are asked to go through the NAAC criteria for the	HoDs & Coordinator	Immediate

Dr. R. VIMAL NISHANT, M.Com., M.Phil., Ph.D

PRINCIPAL

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	<ul style="list-style-type: none"> Basic guidelines from IQAC, EEC 	<ul style="list-style-type: none"> getting applied in future. ➤ IQAC coordinator is asked to submit IQAC cell requirements. 			
1.5	Exam Cell	<ul style="list-style-type: none"> Semester Examinations 	<ul style="list-style-type: none"> ➤ CAs is advised to motivate the students to write well in PU exams. 	CAs	Immediate
1.6	Placement & Training and Alumni		<ul style="list-style-type: none"> ➤ Final year students should register alumni portal before submitting no due form. 	Coordinators	Immediate
1.7	IRRP and R & D		<ul style="list-style-type: none"> ➤ It is requested to guide the project teams for getting quality project. 	All Faculty Members	Continuous
1.8	Infrastructure		<ul style="list-style-type: none"> ➤ It is informed to the Heads; they should maintain department records properly. 	HoDs	Immediate
1.9	Admission & Fees Follow up		<ul style="list-style-type: none"> ➤ It is informed to the faculty members to make admission to the department and to college each 10 admissions. ➤ CAs are asked to follow the fees pending students to pay the dues immediately. 	HODs	Immediate
1.10	Approval & Affiliation		<ul style="list-style-type: none"> ➤ It is informed that Continuation approval inspection visit may expect in the month of September 2020. 	HODs	Immediate
1.11	AOM (Any Other Matters)		<ul style="list-style-type: none"> ➤ Heads and faculty members are encouraged to cooperate to strengthen the department admission 2021-22 	HoDs	Continuous

M. Vimal Nishant
15/5/20

IQAC - COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303



Dr. R. Kamalam
15/5/20

PRINCIPAL

Dr.R.Kamalam
Principal
Excel College for Commerce and Science
Komarapalayam - 637 303

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1. VC/Chairman
2. Executive Director
3. Director-Technical
4. IQAC Coordinator
5. Exam Cell
6. Placement & Training Cell
7. IRRP/ R&D Coordinator
8. HODs
9. File

R. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
Excel College For Commerce And Science
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IQAC/2020 – 2021/02

Date: 09.10.2020

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 14.10.2020 at Google Meet. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Portal Entry
2. Fees pending
3. Placement Training
4. Admission plan for 2021-22
5. Library –Book requirements

M. [Signature]
IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
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[Signature]
PRINCIPAL

Dr.R.Kamalam

PRINCIPAL
Excel College For Commerce And Science
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[Signature]
Dr. R. VIMAL NISHANT, M.Com., M.Phil., Ph.D
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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 02/2020 - 21
Venue: Google Meet	Date: 14.10.2020, 10.00 AM

Members Present:

S. No	Name	Designation
1.	Dr.R.Kamalam	Principal
2.	Mr.M.Suresh	HoD /English
3.	Dr.K.Munusamy	HoD/ Computer Science
4.	Dr.P.Udhayaraja	HoD/Microbiology
5.	Mrs.C.Manikkal	HoD/Commerce
6.	Mr.S.Iyappan	HoD/TFD
7.	Dr.J.Gopikrishna	HoD/Tamil
8.	Dr.M.Chitravathi	HoD/Commerce CA

S.No	Agenda	Discussion	Responsibility	Target Date
1	Portal entry	<ul style="list-style-type: none"> ➤ PU portal entry is not able to update due to poor network. ➤ As per the HODs requisition, we have send the letter to university to rectify the issues. 	HOD	
2	Fees pending	<ul style="list-style-type: none"> ➤ First years fees pending students are not permitted to apply portal entry. ➤ As per the HODs request, students may allow to pay their 50% of current semester fees in account section, they can pay exam fees. ➤ Second and Third years fees paid status should update and submit it. 	HOD	
3	Placement Training	<ul style="list-style-type: none"> ➤ Placement training will be given for second and first years basic skills from trainers. ➤ Students should get letter from parent if they are not interested to involve in training. ➤ Third year students can get separately required skills from trainers. 	All Faculty members	

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4	Admission plan for 2020-21	<ul style="list-style-type: none"> ➤ HoDs should submit admission plan for forthcoming year. ➤ You are advised to take step to fill the department admission. 	HOD	
5	Library – Book Requirements	<ul style="list-style-type: none"> ➤ HoDs are advised to prepare the Text book and reference book list as per the PU recent communication. ➤ List should be submitted before Friday. 	HOD	
6	AOM: (Any Other Matters)	<ul style="list-style-type: none"> ➤ Heads & Faculty members are encouraged to cooperate with Department for organizational growth and work as a team. 	All Faculty members	

M. Srinivasan

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

Copy to:

1. VC/Chairman
2. Executive Director
3. Director-Technical
4. IQAC Coordinator
5. Exam Cell



Dr. R. Kamalam

PRINCIPAL

Dr.R.Kamalam

PRINCIPAL
Excel College For Commerce And Science
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6. Placement & Training Cell
7. IRRP/ R&D Coordinator
8. HODs
9. File

R. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
Excel College For Commerce And Science
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IQAC/2020 – 2021/03

Date: 03.01.2021

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 07.01.2021 at Google Meet. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Events
2. Exam cell
3. Placement Training
4. Library –Book requirements
5. Infrastructure

M. Kamal

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

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1. VC/Chairman
2. Executive Director
3. Director-Technical
4. IQAC Coordinator
5. Exam Cell



Dr. R. Kamalam

PRINCIPAL

PRINCIPAL
Excel College For Commerce And Science
Komarapalayam - 637 303

P. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
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6. Placement & Training Cell
7. IRRP/ R&D Coordinator
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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 03/2020 - 21
Venue: Google Meet	Date: 07.01.2021, 10.00 AM

Members Present:

S. No	Name	Designation
1.	Dr.R.Kalamam	Principal
2.	Mr.M.Suresh	HoD /English
3.	Dr.K.Munusamy	HoD/Computer Science
4.	Dr.P.Udhayaraja	HoD/Microbiology
5.	Mrs.C.Manikkal	HoD/Commerce
6.	Mr.S.Iyappan	HoD/TFD
7.	Dr.J.Gopikrishna	HoD/Tamil
8.	Dr.M.Chitravathi	HoD/Commerce CA

S.No	Agenda	Discussion	Responsibility	Target Date
1	Events	<ul style="list-style-type: none">➤ It is informed that the entire department should conduct seminars or conference or Workshop in event semester.➤ Clubs and association events reports should be submitted immediately.	All Faculty members	
2	Exam cell	<ul style="list-style-type: none">➤ Portion should be completed minimum 2 units for IAE-I exam.➤ Result analysis should submit within a week.	HOD	
3	Placement Training	Placement training will be given for second and first years basic skills from trainers. <ul style="list-style-type: none">➤ Students should get letter from parent if they are not interested to involve in training.➤ Third year students can get separately required skills from trainers.	All Faculty members	
4	Admission plan for 2020-21	<ul style="list-style-type: none">➤ HoDs should submit admission plan for forthcoming year.➤ You are advised to take step to fill the department admission.	 Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D PRINCIPAL Excel College For Commerce And Science Komarapalayam - 637 303	

5	Library –Book Requirements	<ul style="list-style-type: none"> ➤ HoDs are advised to prepare the Text book and reference book list as per the PU recent communication. ➤ List should be submitted before Friday. 	HOD	
6	AOM (Any Other Matters)	<ul style="list-style-type: none"> ➤ Heads & Faculty members are encouraged to cooperate with Department for organizational growth and work as a team. 	All Faculty members	

M. Amritha
7/11/21
IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
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Copy to:

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2. Executive Director
3. Director-Technical
4. IQAC Coordinator
5. Exam Cell



R. Vimal Nishant
PRINCIPAL

Dr.R.Kamalam

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6. Placement & Training Cell
7. IRRP/ R&D Coordinator
8. HODs
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R. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., Ph.D
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IQAC/2020 – 2021/04

Date: 04.02.2021

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 11.02.2021 at Google Meet. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Publication
2. Participation
3. Clubs and Reports
4. Conduction of model exam

M. Kamal

IQAC-COORDINATOR

**Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303**



R. Kamalam

PRINCIPAL
Dr.R.Kamalam

**PRINCIPAL
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R. Nishant

**Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
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Internal Quality Assurance Cell (IQAC)

Name of the Meeting: IQAC Meeting	Meeting No: 04 / 2020 - 21
Venue: Google Meet	Date: 11.02.2021, 10.00 AM

Members Present:

S. No	Name	Designation
1.	Dr.R.Kamalam	Principal
2.	Mr.M.Suresh	HoD /English
3.	Dr.K.Munusamy	HoD/CS
4.	Dr.P.Udhayaraja	HoD/Microbiology
5.	Mrs.C.Manikkal	HoD/Commerce
6.	Mr.S.Iyappan	HoD/TFD
7.	Dr.J.Gopikrishna	HoD/Tamil
8.	Dr.M.Chitravathi	HoD/Commerce CA

S. No	Agenda	Discussion	Responsibility	Target Date
1	Publication	<ul style="list-style-type: none">➤ It is informed that all the faculty members should contribute to strengthen department wise.➤ Books, patent, research papers needed.	HOD	
2	Participation	<ul style="list-style-type: none">➤ Faculty members should submit the event Participation certificate to IQAC next day.	All Faculty members	
3	Model exam	<ul style="list-style-type: none">➤ It is informed to the students we have scheduled model exam.➤ Faculty members are asked to submit the question papers before Wednesday.	All Faculty members.	
4	Clubs and Reports	<ul style="list-style-type: none">➤ Club Coordinators can be arranged program.➤ Event report should be submitted properly.➤ Skill development programme can be arranged department wise.➤ Career Guidance programme will be conducted to all the departments.	All Faculty members  Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D PRINCIPAL	
5	AOM	<ul style="list-style-type: none">➤ Heads & Faculty members are encouraged to	Excel College For Commerce And Science Komarapalayam - 637 303	

	(Any Other Matters)	Cooperate with Department for organizational growth and work as a team.	Faculty members	
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N. Smith
11/2/21

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
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R. Kamalam
PRINCIPAL

Dr.R.Kamalam

Principal
Excel College for Commerce and Science
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4. IQAC Coordinator
5. Exam Cell
6. Placement & Training Cell
7. IRRP/ R&D Coordinator
8. HODs
9. File

R. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
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Regular Meeting of Internal Quality Assurance Cell (IQAC)

Academic Year 2019-20



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IQAC/2019-2020/01

Date: 10.08.2019

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 19.08.2019 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. Department annual Objectives
2. Standard templates – Certificate / Invitation/Presentation template
3. Objectives Clubs and Centres
4. Log book audit
5. News letters
6. Video presentation

M. Anand
10/08/19

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

Copy to:

1. Chairman/Vice Chairman
2. Principals Office
3. IQAC Office
4. All Heads and Members

T.R. Vijayan
10/08/19

PRINCIPAL

Dr.T.R.Vijayan

PRINCIPAL
Excel College For Commerce And Science
Komarapalayam - 637 303



R. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
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MINUTES OF THE MEETING

Venue: Principal's Chamber

Date: 19.08.2019

Members Present:

S.NO	NAME	DESIGNATION
1.	Dr.T.R.Vijayan	Principal
2.	Mr.M.Suresh	HoD/English & IQAC Coordinator
3.	Mr.P.Arumugam	AP/BCA
4.	Mrs.K.Udhayapriya	AP/English
5.	Mrs.N.Sudha	AP/CS

The following points were discussed in the meeting:

1. Annual objectives of the department shall be chalked out by the HoD of the concerned department. Periodic review shall be done to analyze the achievement of objectives and suggestion for improvement, if any required
2. In order to enhance the documentation quality, it is decided to design standard template for Certification/ Invitation/PPT Presentation etc.
3. Clubs and Centers functioning at College shall decide their respective objectives and function accordingly
4. Monthly audit of log book shall be done to closely monitor the effectiveness of Teaching Learning process
5. Frame work for the IQAC News Letter for the AY 2019 -2020 was discussed & the contents were discussed.
6. In order to have easy access for our students to the diverse set of video lectures from our faculty members.

M. Arumugam
19/8/19
IQAC - COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
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R. Vimal Mishant
Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
Excel College For Commerce And Science
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Dr. T.R. Vijayan
19/8/19
PRINCIPAL

Dr.T.R.Vijayan
PRINCIPAL
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IQAC/2019-2020/02

Date:10.12.2019

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 18.12.2019 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 11.00 AM.

Agenda:

1. Confirmation of the previous IQAC meeting (19.08.2019)
2. Affixing photo of students in the mark statement of students
3. Parent Teacher Association meeting
4. Teaching learning process
5. Infrastructure

M. Anand
10/12/19

IQAC - COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
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R. Kamalam

PRINCIPAL

Dr.R.Kamalam
PRINCIPAL
Excel College For Commerce And Science
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Copy to:

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2. Principals Office
3. IQAC Office
4. All Heads and Members

R. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
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MINUTES OF THE MEETING

Venue: Principal's Chamber

Date: 18.12.2019

Members Present:

S.NO	NAME	DESIGNATION
1.	Dr.R.Kamalam	Principal
2.	Mr.M.Suresh	HoD/English & IQAC Coordinator
3.	Mr.P.Arumugam	AP/BCA
4.	Mrs.K.Udhayapriya	AP/English
5.	Mrs.N.Sudha	AP/CS

The following points were discussed in the meeting:

1. Minutes of the previous meeting were confirmed.
2. To affix photo of students in the Mark statements admitted from the Academic year 2019 – 2020.
3. Necessary arrangements to convene Faculty wise PTA meeting in the Month of September shall be done.
4. Faculty members advised to update ICT in their teaching methods.
5. Infrastructure should be enhanced for the upcoming year.

M. Suresh

IQAC - COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

R. Vimal

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
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Komarapalayam - 637 303



Dr. R. Kamalam
PRINCIPAL

Dr.R.Kamalam

PRINCIPAL
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IQAC/2019-2020/03

Date:30.01.2020

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 07.02.2020 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.30 AM.

Agenda:

1. Confirmation of the previous IQAC meeting (18.12.2019) minutes
2. Constitution Student Committee
3. Skill development program
4. Students discipline
5. FDP

M. Kamal
30/1/20

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

R. Kamalam
30/1/20

PRINCIPAL

Dr.R.Kamalam

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3. IQAC Office
4. All Heads and Members

P. Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
Excel College For Commerce And Science
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MINUTES OF THE MEETING

Venue: Principal's Chamber

Date:07.02.2020

Members Present:

S.NO	NAME	DESIGNATION
1.	Dr.R.Kamalam	Principal
2.	Mr.M.Suresh	HoD/English & IQAC Coordinator
3.	Mr.P.Arumugam	AP/BCA
4.	Mrs.K.Udhayapriya	AP/English
5.	Mrs.N.Sudha	AP/CS

The following points were discussed in the meeting:

1. Minutes of the previous meeting were confirmed
2. Nomination from the students were screened by a committee constituted and the members were selected based on their involvement in Academic, Co curricular and extracurricular activities
3. All the department should conduct skill development program semester wise
4. Students are instructed to maintain the discipline and dress code inside the campus.
5. All the faculty members should attend FDP.

M. Arumugam
7/2/20

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

P. Vimal
Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
Excel College For Commerce And Science
Komarapalayam - 637 303



Dr. R. Kamalam
PRINCIPAL

Dr.R.Kamalam

PRINCIPAL
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IQAC/2019-2020/04

Date: 09.04.2020

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 15.04.2020 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 11.30 AM.

Agenda:

1. Confirmation of the previous IQAC meeting (07.02.2020) minutes
2. News letters
3. Portion and materials
4. Publications
5. Participation of events

M. Anand

IQAC-COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

Copy to:

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2. Principals Office
3. IQAC Office
4. All Heads and Members

R. Kamalam
PRINCIPAL

Dr.R.Kamalam



P. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
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MINUTES OF THE MEETING

Venue: Principal's Chamber

Date: 15.04.2020

Members Present:

S.NO	NAME	DESIGNATION
1.	Dr.R.Kamalam	Principal
2.	Mr.M.Suresh	HoD/English & IQAC Coordinator
3.	Mr.P.Arumugam	AP/BCA
4.	Mrs.K.Udhayapriya	AP/English
5.	Mrs.N.Sudha	AP/CS

The following points were discussed in the meeting:

1. Minutes of the previous meeting were confirmed
2. Frame work for the Faculty wise Newsletter, IQAC, and Placement cell was discussed & the contents were discussed.
3. Faculty members are advised to complete the portion unit wise and materials should be given for the student's betterment.
4. All the faculty members should publish their articles in UGC-CARE Journals.
5. Students and faculty members should participate in workshop or conference.

M. Suresh

IQAC - COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303



P. Vimal Nishant

Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D
PRINCIPAL
Excel College For Commerce And Science
Komarapalayam - 637 303

Dr. R. Kamalam

PRINCIPAL

Dr.R.Kamalam

PRINCIPAL
Excel College For Commerce And Science
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Regular Meeting of Internal Quality Assurance Cell (IQAC)

Academic Year 2018-2019



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IQAC/2018 – 2019/01

Date: 10.08.2018

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 19.08.2018 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.00 AM.

Agenda:

1. NAAC criteria wise discussion
2. Certificate programme and value added course
3. Quality program by IQAC
4. Constitution of clubs and cells
5. Enhancement of infrastructure.

IQAC - COORDINATOR

Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

PRINCIPAL

Dr.T.R.Vijayan

Principal
Excel College for Commerce and Science
Komarapalayam - 637 303

Copy to:

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2. Principals Office
3. IQAC Office
4. All Heads and Members



Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D

PRINCIPAL

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EXCEL COLLEGE FOR COMMERCE AND SCIENCE



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Komarapalayam – 637303

Venue: Principal's Chamber

Date: 19.08.2018

Members Present:

S.NO	NAME	DESIGNATION
1.	Dr.T.R. Vijayan	Principal
2.	Mr.P.Dhineshkumar	AP/Computer Science & IQAC Coordinator
3.	Mr.B.Arulraj	AP/English
4.	Mr.P.Arumugam	AP/BCA
5.	Mrs.K.Udhayapriya	AP/English

The following points were discussed in the meeting:

1. Criterion in charges and work allotment has been categorized.
2. Certificate programme has been planned to conduct immediately. Value added / Addon programme should be conducted department wise.
3. Quality initiative activities should be organized as per the guidelines of IQAC.
4. Clubs, Cells and Committees should frame immediately and coordinators have to finalize.
5. Infrastructure should be enhanced for the AY 2019 -2020
6. Bridge course can be conducted for the fourth coming Academic Year.

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Dr. R. VIMALA KRISHNAN, M.Com., M.Phil., Ph.D.

PRINCIPAL

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Dr. T.R. Vijayan

Principal

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IQAC/2018-2019/02

Date: 10.12.2018

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 18.12.18 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 11.00 AM.

Agenda:

1. Academic Calendar
2. News letter
3. Placement training
4. Faculty development Programme
5. New course plan for AY 2019-20


10/12/18

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Coordinator - IQAC
Excel College For Commerce And Science
Komarapalayam - 637 303

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10/12/18

PRINCIPAL

Dr.T.R. Vijayan

PRINCIPAL
Excel College For Commerce And Science
Komarapalayam - 637 303



Dr. R. VIMAL NISHANT, M.Com., M.Phil., PH.D

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MINUTES OF THE MEETING

Venue: Principal's Chamber

Date: 18.12.2018

Members Present:

S.NO	NAME	DESIGNATION
1.	Dr.T.R. Vijayan	Principal
2.	Mr.P.Dhineshkumar	AP/Computer Science & IQAC Coordinator
3.	Mr.B.Arulraj	AP/English
4.	Mr.P.Arumugam	AP/BCA
5.	Mrs.K.Udhayapriya	AP/English

The following points were discussed in the meeting:

1. The minutes of the previous meeting has been reviewed and approved.
2. Academic Calendar and action plan for the forth coming Semester should be finalized.
3. It is informed that News letter coordinator has to collect all the previous semester events and published.
4. It is informed that placement training can be given weekly one hour to our students.
5. Faculty Development Programme can be conducted for our faculty members for their improvement.
6. It is informed that members can suggest new course for AY 2019-20 within three days.


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IQAC/2018-2019/03

Date: 01.02.2019

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 07.02.19 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 10.30 AM.

Agenda:

1. Research and Funds
2. Seminar and Conference
3. Annual Budget
4. Remedial Class
5. Result Analysis


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MINUTES OF THE MEETING

Venue: Principal's Chamber

Date: 07.02.2019

Members present:

S.NO	NAME	DESIGNATION
1.	Dr.T.R. Vijayan	Principal
2.	Mr.P.Dhineshkumar	AP/Computer Science & IQAC Coordinator
3.	Mr.B.Arulraj	AP/English
4.	Mr.P.Arumugam	AP/BCA
5.	Mrs.K.Udhayapriya	AP/English

The following points were discussed in the meeting:

1. Eligible Faculty members are advised to apply Govt and NGOs to getting funds before the deadline dates.
2. Department wise activities have to improve for the betterment of the students.
3. Annual budget has to submit for the AY- 2019-20.
4. Previous semester result has to improve to all the department and focus to rank holder.
5. Remedial class can be arranged for failure students to subject wise.
6. Faculty members are encouraged to publish research articles in UGC care listed journals.


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IQAC/2018-2019/04

Date: 09.04.2019

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members on 15.04.2019 at Principal's Chamber. The following points to be discussed in the meeting. All the members of IQAC are requested to attend the meeting at 11.30 AM.

Agenda:

1. MoU
2. Academic Audit
3. Teaching Learning Process
4. Performance Appraisal
5. Revised IQAC composition

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MINUTES OF THE MEETING

Venue: Principal's Chamber

Date: 15.04.2019

Members Present:

S.NO	NAME	DESIGNATION
1.	Dr.T.R. Vijayan	Principal
2.	Mr.P.Dhineshkumar	AP/Computer Science & IQAC Coordinator
3.	Mr.B.Arulraj	AP/English
4.	Mr.P.Arumugam	AP/BCA
5.	Mrs.K.Udhayapriya	AP/English

The following points were discussed in the meeting:

1. Department coordinators have to identify company to get MoU and make them for students benefits
2. Academic Audit should be finalized for the AY 2019-20.
3. Faculty members can be utilizing the E-content development for teaching learning process.
4. Parameters were calculated for Performance appraisal.
5. IQAC composition has been revised from 15.04.2019.
6. Faculty members are advised to plan for admission for forthcoming year.


15/4/19
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15/4/19
PRINCIPAL

Dr.T.R. Vijayan

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