



Excel Engineering College, KOMARAPALAYAM – 637303.

(Approved by AICTE, Affiliated to Anna University, Chennai)
Accredited by NBA (AE, CSE, ECE& ME) & NAAC with B+ grade



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref No: EEC/IQAC/meeting / 2018-19/03

Date: 28.02.2019

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 12.03.2019 at Principal board room. All the members of IQAC are requested to attend the meeting at 10.30AM.

Agenda:

1. Action Taken of the previous meeting minutes
2. NAAC reassessment process
3. NAAC Peer Team Visit
4. Academic Audit
5. Research proposal
6. Admission orientation programme
7. Anna University Inspection process
8. Result analysis
9. Any other matters


Coordinator-IQAC


PRINCIPAL

To
All IQAC Members

Copy to:
All HoDs

Dr. S. POORNACHANDRA
Principal
Excel Engineering College,
NH-544, Salem Main Road,
Pallakkapalayam, Komarapalayam - 637 303.



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Name of the Meeting: IQAC Meeting	Ref No: EEC/IQAC/meeting / 2018-19/03
Venue: Principal Board room	Date: 12.03.2019
Time: 10.30AM to 1PM	


Members Present:

- Chairperson: Dr.S.Poornachandra, Principal
- Teachers to represent all level
 - Dr.L.Bharathi, Prof *LB*
 - Dr.J.Nirmaladevi, Prof *JN*
 - Dr.N.Venkatachalam, Prof *N. Venk*
 - Mr.A.Karthikeyan, ASP *A*
 - Mr.D.Vadivel, AP *DVP*
 - Mr.K.Sabrinathan, AP *Sab*
 - Dr.G.Vijayakumar, Prof *G*
 - Mr.J.Nirmalkumar, AP *JN*
 - Mr.Suresh, Placement officer
 - Mr. M.P.Thiruvenkatasuresh, AP *M.P.*
- Member from the Management:
Dr.N.MathanKarthick, Vice Chairman, *N*
- Senior administrative officers:
 - Dr.V.K Shanmuganathan, Director Administrator, *VK*
 - Dr.Balusubramani,B.E.,MBA, Executive Officer,
- Nominee from local society, Students and Alumni
 - Mr. G.Shanmugasundram, Rotary member *G*
 - Ms.Anitha Princy, final year/ECE *A*
 - Mr.Naresh, Alumni (Mech) *N*
 - Mr.G.Sabrinathan, final year/Aero *G*
 - Ms.Sanjudhamala, Alumni (CSE)
- Nominee from Employers /Industrialists/Stakeholders
 - Mr.Soundarrajan, HCL Technologies, Bangalore. *S*
 - Mr.Sundramoorthy, MD, Sunshiv Electronics, CBE *S*
- Coordinator of the IQAC: Dr.G.Prakash, Professor/ECE *G*

The following points were discussed in the meeting

Agenda	Discussion	Responsibility	Target Date
Minutes	Review of previous meeting minutes held on 15.12.2018.	-	-
Introduction	Chair person welcomed all the members	-	-
NAAC PEER Committee Visit	NAAC Peer team has accepted to visit our college on 25 & 26.03.2019.	All Faculty Members	25.03.2019 & 26.03.2019
NAAC re-assessment process (First Cycle)	Criteria wise documents were submitted and DVV report received. Correction has been done. Principal presented the Criteria wise document to all IQAC members and HoDs.	NAAC coordinators/ HoD	Submitted
Research Proposal	All Doctorates must submit proposal to TNSCT scheme. Each department has to submit minimum one proposal in TNSCT-DIT	HoDs	19.03.19
Academic audit	1. NAAC documents has been verified by Directors and HoDs. Audit report submitted to management 2. It is observed that CO attainment has to be improved.	All faculty members	20.03.19
Result Analysis	HoDs are requested to prepare for Management Review Meeting (MRM) with result analysis of their department as per guidelines given by principal.	HoDs	March
Anna University Inspection	Anna University coordinator informed the routine process of Anna University affiliation. Vice Chairman instructed the coordinators to ensure the details are to be submitted in time through respective web portals.	HoDs	Submitted
Admission Orientation programme	Admission coordinator instructed the faculty members to visit education stall and distribute our college brochure to visitors.	Coordinators	30.04.2019
Any other matters	Members reviewed CO- attainment (odd Semester) for internals and informed to prepare action plan for course outcome.	Internal Members	continuous

The Meeting ended with a summary of the discussions and vote of thanks by Dr.G.Prakash,
IQAC Coordinator


IQAC Coordinator


Principal

To
All IQAC Members

Copy to: HoDs,
Copy submitted to Director (Technical) & Vice Chairman



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Minutes of IQAC meeting held on 12.03.19 in Principal Board room at 10.30AM


ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting / 2018-19/03

Date: 25.05.19

S.No	Decision taken	Action Taken
1.	Online submission of NAAC re-assessment process	Online submission of NAAC re-assessment data after DVV verification was submitted in NAAC web portal
2.	Research Proposal	The following proposals were submitted. TNSCT-3, ICMR-1 and CSIR-2
3.	Academic audit	Academic audit report was submitted to management. Course file and assessment record was submitted and got signature from principal
4.	Admission Orientation programme	Few faculty members were visited education stall nearby district to promote our college.
5.	ANNA University affiliation- process	All the details were submitted in ANNA University web portals for affiliation.
6.	Result Analysis	HoDs were presented their department results to management as per guidelines given by principal.


IQAC Coordinator


Principal

Dr. S. POORNACHANDRA
Principal
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NH-544, Salem Main Road,
Pallakkapalayam, Komarapalayam - 637 303.