



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 / 2018-19/04

Date: 25.05.2019

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 05.06.2019 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 Grade
3. Lab setup and requirements for new courses
4. AQAR preparation
5. Admission Process
6. Autonomous work
7. Self appraisal form
8. Quality initiatives programme by IQAC
9. Any other matters (new staff joining, CAMU)


Coordinator-IQAC

To
All IQAC Members

Copy to:
All HoDs


PRINCIPAL

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



Excel Engineering College, Komarapalayam – 637303.

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



Name of the Meeting: IQAC Meeting	Ref No: EEC/IQAC/meeting / 2018-19/04
Venue: Principal Board room	Date: 05.06.2019
Time: 10.30AM to 1PM	

Members Present:

- Chairperson: Dr.S.Poornachandra, Principal
- Teachers to represent all level
 - Dr.L.Bharathi, Prof *L.B*
 - Dr.J.Nirmaladevi, Prof *J.N*
 - Dr.N.Venkatachalam, Prof *N.V*
 - Mr.A.Karthikeyan, ASP *A.K*
 - Mr.D.Vadivel, AP *D.V*
 - Mr.K.Sabrinathan, AP *K.S*
 - Dr.G.Vijayakumar, Prof *G.V*
 - Mr.J.Nirmalkumar, AP *J.N*
 - Mr.Suresh, Placement officer *S*
 - Mr. M.P.Thiruvengkatasuresh, AP *M.P*
- Member from the Management:

Dr.N.MathanKarthick, Vice Chairman, *N.M*
- Senior administrative officers:
 - Dr.V.K Shanmuganathan, Director Administrator, *V.K*
 - Dr.Balusubramani,B.E.,MBA, Executive Officer, *B.B*
- Nominee from local society, Students and Alumni
 - Mr. G.Shanmugasundram, Rotary member *G.S*
 - Ms.Anitha Princy, final year/ECE *A.P*
 - Mr.Naresh, Alumni (Mech) *N*
 - Mr.G.Sabrinathan, final year/Aero *G.S*
 - Ms.Sanjudhamala, Alumni (CSE) *S*
- 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.P*

The following points were discussed in the meeting

Agenda	Discussion	Responsibility	Target Date
Minutes	Review of previous meeting minutes was held on 12.03.2019.	-	-
Introduction	Chair person welcomed all the members.	-	-
NAAC GRADE	Accredited by National Assessment and Accreditation Council (NAAC) with A+ grade. CGPA-3.26 and Valid up to 27.03.2024	-	-
Lab setup and requirements for new courses	BME, AGRI & FT departments HoDs are informed to establish new lab setup and purchase all equipments as per AU norms before starting of the semester.	BME, AGRI & FT HoDs	25.09.19
AQAR Preparation	HoDs and IQAC members are requested to prepare AQAR for the academic year 2018-19. Last date for Submission is on 12.09.2019	HoDs/IQAC members	10.10.2019
Admission Process	Director administrator informed faculty members to guide the plus two students for online counseling process through our computer centre.	S&H faculty members	30.06.2019
Autonomous work	UGC peer team visit for autonomous approval visit is planned during the first week of the August. All the HoDs are informed to prepare their departments meticulously to face the committee.	HoDs	15.07.2019
Self appraisal form	Principal has presented revised appraisal form to committee member. This appraisal form is accepted by members with minimum corrections	Chair person	25.06.19
Quality initiative program	It is decided that to conduct minimum two quality initiative program for faculty members and students on every semester.	IQAC Coordinators	Continuous
Any other matters	All HoDs are informed to conduct the students symposium in this semester. Symposium may be conducted on Saturdays.	HoDs	Continuous

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


IQAC Coordinator

To
All IQAC Members

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


Principal

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



Excel Engineering College

KOMARAPALAYAM – 637303.

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



Minutes of IQAC meeting held on 05.06.2019 in Principal Board room at 10.30AM

ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting / 2018-19/04

Date: 08.09.19

S.No	Decision taken	Action Taken
1.	Lab setup and requirements for new courses	Purchase orders has been released and sent to particular vendors
2.	AQAR Preparation	Under preparation
3.	Autonomous work	UGC Peer team have visited on 9 th & 10 th august 2019
4.	Self appraisal form	Self appraisal form for the academic year 2017-18 has submitted to principal office
5.	Quality initiative program	The following program were approved by management <ol style="list-style-type: none">1. Faculty Rejuvenation program2. Presentation on 'IQAC Planning and Activities for the year 2019-203. Orientation Program on 'Internal Question paper setting using Revised Blooms Taxonomy4. Students Induction program for First year


IQAC Coordinator


Principal

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