



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

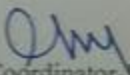
Ref No: EEC/IQAC/meeting / 2018-19/01

Date: 10.08.18

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 18.08.2018 at principal office board room. All the members of IQAC are requested to attend the meeting at 11AM.

Agenda:

1. Review of previous meeting minutes
2. IQAC Composition for the year 2018-19
3. COs & POs attainment for 2014-2018 batches
4. Bridge course status
5. Research proposal
6. Academic audit
7. Quality initiative program by IQAC for the AY 2018-19
8. New programmes introduced
9. AQAR submission
10. End Semester Results
11. ERP activities
12. Any other matters


Coordinator-IQAC

To
All IQAC Members

Copy to:
All HoDs




PRINCIPAL




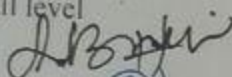
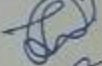
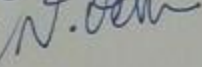

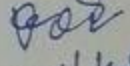
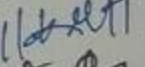
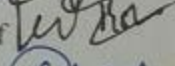
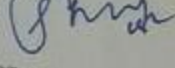
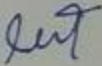
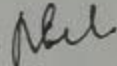
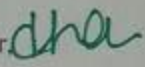
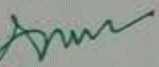
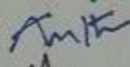
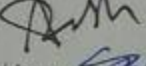
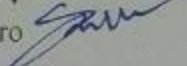
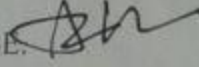
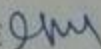
Excel Engineering College, Komarapalayam – 637303.

(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 / 2018-19/01
Venue: Principal office Board room	Date: 18.08.18
Time: 10 to 12.30pm	

Members Present:

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

The following points were discussed in the meeting

Agenda	Discussion	Responsibility	Target Date
Minutes	Review of previous meeting minutes was held on 25.05.18	-	-
Introduction	Chair person welcome all the members and introduced all IQAC peer members.	-	-
NBA Accreditation	Four programmes (MECH, CSE, AERO & ECE) have got NBA accredited for 3 years. We congratulate all staff members have worked for NBA	-	-
New Programmes Introduced	Based on the needs of society, we started new three programmes. They are 1. B.E. Biomedical Engineering 2. B.E. Agriculture Engineering and 3. B.Tech Food Technology	Principal	-
IQAC composition for the year 2018-19	It was decided to renew the composition of IQAC For the academic year 2018-19. Dr.G.Prakash, is identified as an IQAC coordinator	Principal	immediate
Academic audit	<ol style="list-style-type: none"> 1. IQAC peer members have conducted academic audit for all departments and submitted its report to the Principal and HoDs. 2. It is observed that reference lab manuals are not up to the level. Hence it is advised to update lab manual as per the requirements. 3. Few staff members are not completed CO-PO mapping 	IQAC peer members	25.08.18
AQAR submission	Annual Quality Assurance Report (AQAR) has to be submitted to NAAC every year has been prepared and submitted after approval.	IQAC peer members	October month
NAAC Re-assessment	<ol style="list-style-type: none"> 1. It was decided to submit NAAC reassessment report in the month of October to get high grade. 2. HoDs and IQAC members are requested to conduct internal audit for their department to enhance the NAAC documents. 	HoDs & IQAC	September month
Teaching Learning method	<ol style="list-style-type: none"> 1. It was suggested that external academic audit will be conducted for all departments 2. It was decided to collect the syllabus completion report from the students before every internal assessment exams. 3. In order to improve the analytical skill of the student's, all faculty members are instructed to adopt higher order thinking skills in Question paper preparation. 4. It was decided to focus on slow learners in order to improve the results. All staff members have to conduct coaching class for students having with more than 3 arrears during evening time and inform their progress to academic coordinator. 5. All staff members are give advised to calculate 	Staff members	continuous

	the COs and POs attainment after revaluation results		
Research work	1. It was suggested that all faculty members are encouraged to register for Ph.D. Programme. 2. All doctorates have to publish their paper in scopus index journals. 3. All doctorates are encouraged to apply for funds from government agency. 4. College has 2 (f) & 12(B) status. Therefore we are eligible to get finance assistance from University Grant Commission (UGC).	All Doctorates	continuous
Collaborations	HoDs and senior faculty members are requested to collaborate with leading academic institutions and Industries to get knowledge in advance technology.	HoDs	-
Results	Semesters result analysis has discussed with HoDs. It was asked to improve the university result pass percentage of students for better placements.	Staff members	continuous
ERP activities	Department ERP coordinators are requested to update the students database and monitor daily attendance marked by faculty members	ERP coordinators	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



Excel Engineering College

KOMARAPALAYAM – 637303.

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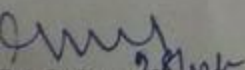
Minutes of IQAC meeting held on 18.08.18 in Principal Board room at 10AM

ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting / 2018-19/01

Date: 03.12.18

S.No	Decision taken	Action Taken
1.	IQAC composition for the AY 2018-19	Composition of IQAC for the academic year 2018-19 was formed as per NAAC guidelines.
2.	Academic audit	Reference lab manuals were submitted by Laboratory in-charges as per new format. All staff members were completed CO-PO mapping.
3.	AQAR submission	AQAR was submitted on 17.10.2018
4.	NAAC Re-assessment	NAAC-SSR will be submitted on or before 26.12.18
5.	Teaching Learning method	Coaching class was conducted during evening time for slow learners to improve the pass percentage
6.	Research funding proposal	Each department has applied two research proposals to AICTE AQIS Scheme.
7.	Improvement in ERP activities	All staff members were entered their class attendance and internal marks in CAMU software. Class attendance was entered in CAMU mobile app by using smart phone.
8.	Any other matters	IQAC coordinator, academic coordinator and teaching coordinator are taking quality enhancement activities through various programmes and audit.


IQAC Coordinator




Principal