



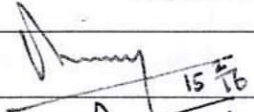
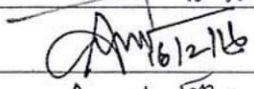
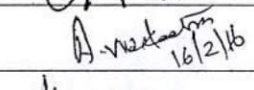
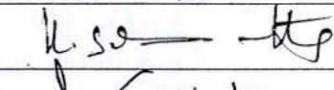
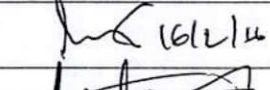
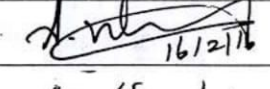
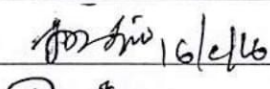
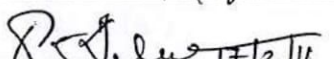
EXCEL ENGINEERING COLLEGE

KOMARAPALAYAM – 637 303

Name of the Meeting: IQAC ACADEMIC CO-ORDINATOR's Meeting	Ref No: Meeting No 2 /2015-16
Venue: Radhakrishnan Hall	Date: 15.02.2016
Held between: 3.30 P M to 4.30 PM	

MINUTES OF ACADEMIC COORDINATOR MEETING

Members Present:

S NO	Name	Designation	Signature
1	Dr. S.Christian Johnson	DEAN	
2	Dr. S.Anbu Karuppusamy	HOD / ECE	
3	Mr. A.Vivekanandhan	ASP / AERO	
4	Mr. K.Sabarinathan	ASP / CIVIL	
5	Mr. Thiruvengkatasuresh, M. P.	AP / CSE	
6	Mr. A.Vasantharaj	AP / ECE	
7	Mr.R.UdaiyaKumar	AP / MECH	
8	Mrs P.Kavitha	AP / S & H	

General:

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

Guest Lecture:

Academic coordinators of the respective department must discuss with the subject staff members and arrange for at least one guest lecture per subject during this even semester for giving more light on the subject to the students.

Academic Audit:

Updation of the course files for this even semester has to be monitored by the academic coordinators pertaining to their department and report the status on or before 03-03-2016.

User & Reference Manual:

Reference manuals presently available in many laboratories are not in full shape. It is the responsibility of the laboratory handling staffs to bring them in full shape by printing the institute and Department Vision, Mission including PEOs and POs for wide dissemination among the students. This should be completed on or before 04-3-2016. The following lab handling staff may expedite the respective manuals.

ECE		
Semester	Laboratory	In-charge (Handling Staff)
II	Circuits & Devices Lab	Mr M.Srinivasan & Mr N.Ragagopalakrishnan
	Physics & Chemistry Lab II	Mr P.Gunasekaran & Mr S.Udayakumar
IV	LIC Lab	Mr J.Sakthivel & Mrs A.Anitharani
	Electrical Engg & Control System Lab	Mr R.Rajarajan & Mr R.Ragulkannan
	Electronic Circuit II lab	Mr L.Bharathi & Mr M.Srinivasan
VI	Networks Lab	Mrs P.Malini & Mrs M.Tamilarasi
	VLSI Lab	Mr K.Raja & Mrs K.Tamilarasi
	Communication Skills Lab	Mr D.Gurubatham
AERO		
Semester	Laboratory	In-charge (Handling Staff)
II	CADD Lab	Mr S.Karthi
	Physics & Chemistry Lab	Mr Boopalan
IV	CADD Lab	Mr N.Sreenivasa raja
	Aerodynamics lab	Mr A.Vivekanandhan
	Aircraft structures lab	Mr D.vadivel
VI	Airframe & Aeroengine Lab	Mr A.Vivekanandhan
	Aircraft Design Project lab	Mr S.Veeramani
	CADD & Simulation Lab	A.Karthikeyan
VIII	Comprehension Lab	Dr R.Rajasekar
MECH		
Semester	Laboratory	In-charge (Handling Staff)
II	Physics & Chemistry Laboratory-II	Mr. P.Gunasekaran, Mr. C.P. Sureshkumar & Mr.Palaniswamy

	Computer Aided Drafting and Modeling Laboratory	Mr. V. Karthikeyan & Mr. V. Logachandran
IV	Strength of Materials Laboratory	Mr. K. Boopathy
	Manufacturing Laboratory-II	Mr. S.S. Jayaraman
	Thermal Engineering Laboratory-I	Mr. N. Tamilselvan & Mr. S.L. Vimal
VI	CAD/CAM Laboratory	Mr. V. Sathishkumar
	Communication Laboratory	Mrs T.J.Thilagavathi
CIVIL		
Semester	Laboratory	In-charge (Handling Staff)
II	Physics & Chemistry Laboratory-II	Mr S.Vigneshwaran
	CADD Lab	Mr R.Praveen Kumar & Mr P.RajKumar
IV	Strength of Materials	Mr V.Chandrasekar & Mr.S.Arunkumar
	Hydraulic Engg lab	Dr G.Vijayakumar & Mr K.G.Pradeep kumar
	Survey Practical II	S.M.Sakthivel & Mr S.Paul Nayanar
VI	Concrete and highway Engg Lab	Ms D.Mythili & Mrs M.Sudha
	Environmental Engg Lab	Mrs S.Arulmozhi & Mrs M.Tamilarasi
CSE & IT		
Semester	Laboratory	In-charge (Handling Staff)
II	Physics & Chemistry Laboratory-II	Mr. Gunasekaran & Mr S.Udayakumar
	Digital laboraory	Mr R.RagulKannan & Mr N.Rajagopalakrishnan
	Programing & Data structures Laboratory	Mr P.Dineshkumar
IV	Microprocessor and Microcontroller Laboratory	Mrs.A.Anitharani & Mr.A.Vasantharaj
	Networks Laboratory	Mrs.J.Nirmaladevi & Mr.M.P.Thiruvengkatasuresh
	Operating Systems Laboratory	Mr.K.G.Arunkumar & Ms.J.V.Bhavithra.

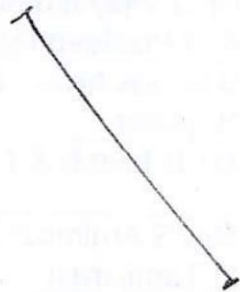
VI	Mobile Application Development Laboratory	MrA.Alagar & Mr.D.Vaduganathan
	Compiler Laboratory	Mrs.K.Geetha & Mrs.C.Sharmila.
	Communication and Soft Skills - Laboratory	Mrs.K.Yuvarani

Class Committee Meeting:


Class committee meeting that should have been conducted before internal assessment examinations may be expedited before the end of this month.

Parent Teacher Meeting:

The coordinators to notify the class advisor to arrange the parent teacher's meeting after declaring of university exams.



The Dean, IQAC thanked the members and assigned responsibility to the Chief Academic coordinator to monitor and report for further progress in this connection.


16/2/16
Dean, IQAC

To

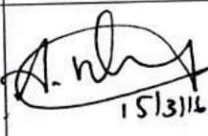
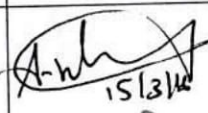
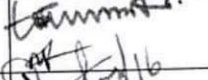
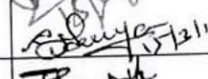
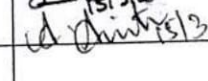
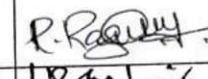
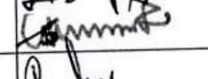
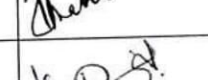
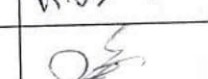



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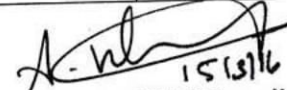
All IQAC Chief Coordinators

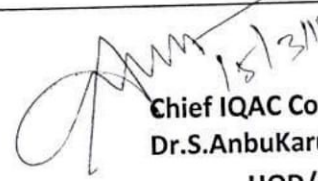
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Copy to the Hon. Chairman /Vice Chairman

Action Taken Report for 2nd IQAC Academic Meeting held on 15.02.2016

S.No	Points Discussed on Meeting	Target Date	Corresponding Incharge	Action Taken		Signature
1	To arrange for at least one guest lecture per subject	Within end of this semester	Academic Coordinator (ECE)	Arranged Guest lecture on wireless Technology in agriculture On 07.03.2016		 15/3/16
2	Updation of course files	3-3-2016	Academic Coordinator (ECE)	Updated till Internal examination - I		 15/3/16
3	Reference manuals by printing the institute and Department Vision, Mission including PEOs and POs	4-3-2016	Respective Lab In-charges	<div>Circuits & Devices Lab</div> <div>Physics & Chemistry Lab II</div> <div>LIC Lab</div> <div>Electrical Engg & Control System Lab</div> <div>Electronic Circuit II lab</div> <div>Networks Lab</div> <div>VLSI Lab</div> <div>Communication Skills Lab</div>	<div>Mr M.Srinivasan & Mr N.Ragagopalakrishnan</div> <div>Mr P.Gunasekaran & Mr S.Udayakumar</div> <div>Mr J.Sakthivel & Mrs A.Anitharani</div> <div>Mr R.Rajarajan & Mr R.Ragulkannan</div> <div>Mr L.Bharathi & Mr M.Srinivasan</div> <div>Mrs P.Malini & Mrs M.Tamilarasi</div> <div>Mr K.Raja & Mrs K.Tamilarasi</div> <div>Mr D.Gurubatham</div>	 15/3/16  15/3/16  15/3/16  15/3/16  15/3/16  15/3/16  15/3/16  15/3/16
4	Class committee meeting before internal assessment examinations	Before every internal exam	Academic Coordinator (ECE)	First class committee meeting has been conducted and the same has been updated in file.		 15/3/16
5	Coordinators to arrange the parent teacher's meeting	After university exam result declared	Academic Coordinator (ECE)	Parent Teacher meeting has been arranged in the respective dates. For, III Year – 16.03.2016 II Year & IV Year - 18.03.2016		 15/3/16


 Department IQAC Coordinator
 A.Vasantharaj,Ap/ECE
 (Academic coordinator/ECE)


 Chief IQAC Coordinator
 Dr.S.AnbuKaruppusamy
 HOD/ECE