EXCEL ENGINEERING COLLEGE
KOMARAPALAYAM – 637 303

Name of the Meeting: IQAC OVERALL CO-ORDINATOR's Meeting	**Ref No:** Meeting No **1/2016-17**
Venue: Kandhasamy Hall	**Date: 31.05.2016**

Held between: 10.30 AM to 12.00 Noon

MINUTES OF IQAC OVERALL COORDINATOR's MEETING

Members Present:

S NO	Name	Designation	Signature
1	Dr V.K. Shunmughanaathan	Principal	
2	Dr S. Anbu Karuppusamy	Academic Overall Coordinator	
3	Dr G. Nallakumarasamy	Activities OC	
4	Dr L. Kartheesan	Website, Newsletter OC	
5	Dr G. Vijayakumar	Industry&Institue Partnership OC	
6	Mr L. Bharathi	Teaching O C	
7	Mr N. Tamilselvan	Mech Activities Coordinator	
8	Mr A. Sabik Nainar	Placement & Training OC	
9	Mr A. Vasantharaj	ECE Placement Coordinator	

The Principal welcomed the members and following points relevant to IQAC have been discussed.

Criteria I Academic Responsibility

The Chief IQAC Academic coordinator (Dr S. Anbu Karuppusamy, Prof & HOD / ECE) must discuss with respective department academic coordinators about the file completion and updation for the current year (2016 – 17). Content beyond syllabus has to be added in all the laboratories and ensure they have been taught to the students for their future enhancement. The entire department should show their project models to the students, utilizing as a teaching aid for their curriculum enrichment. Under this totally 11 files has to be completed by each department Academic coordinators. The updated academic coordinator of individual department has to be contacted and in person inspect and report.

Criteria II Teaching, Learning and Evaluation

The Chief IQAC Teaching coordinator (Mr L. Bharathi ASP / ECE) must discuss with respective department teaching coordinators about the file completion and updation for the current year (2016 – 17). Lab manual has to be prepared for all the laboratories and the lab in-charge duty is to monitor the lab equipments and stock entry has to be done regularly. Under teaching, learning and evaluation of IQAC, totally 10 files has to be completed as per key aspects. The staff members designated as teaching coordinators are debuted to act as the Teaching coordinator of individual department.

Criteria III Research, Consultancy and Extension

The Chief IQAC Research coordinator (Dr R.Rajasekar, Prof & HOD / AERO) must discuss with respective department Research coordinators about the file completion and updation for the current year (2016 – 17). The department coordinators are advised to arrange at least one MOU per semester and even guest lecture or project will be utilized as the MOU based activities. Under academic responsibility of IQAC, totally 8 files have to complete as per key aspects. The staff members debuted to act as the Research coordinator of individual department has to report.

Criteria IV Industry Institute Partnership

The Chief IQAC IIPC coordinator (Dr G.Vijayakumar Prof / CIVIL) must discuss with respective department IIPC coordinators about the file completion and updation for the current year (2016 – 17). Under academic responsibility of IQAC, totally 9 files have to complete as per key aspects..

Criteria V Infrastructure and Learning Resources

The Chief IQAC infrastructure coordinator (Dr Rajendran Prof & HOD / CIVIL) must discuss with respective department infrastructure coordinators about the file completion

and updation for the current year (2016 – 17). Under academic responsibility of IQAC, totally 8 files have to complete as per key aspects.

Criteria VI Scholarship and PRO

The Chief IQAC Scholarship coordinator (Dr K.Geetha Prof / IT) must discuss with respective department Scholarship coordinators about the file completion and updation for the current year (2016 – 17). The students who are all got scholarship from various schemes are to be included. The details can be verified from OS in office. Under academic responsibility of IQAC, totally 8 files have to complete as per key aspects.

Criteria VII Placement

The Chief IQAC Placement coordinator (Mr A.Sabeek Nainar AP / AERO) must discuss with respective department placement coordinators about the file completion and updation for the current year (2016 – 17). Under academic responsibility of IQAC, totally 10 files have to be completed as per key aspects.

All the Chief IQAC coordinators have to finish the verification of their corresponding files on or before 07.06.2016 and the final review with the presentation of all overall coordinators individually will be held on 10.06.2016.

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

Principal

PRINCIPAL.
EXCEL ENGINEERING COLLEGE
KOMARAPALAYAM

To

All IQAC Chief Coordinators
Copy to the Dean IQAC
Copy to the Hon. Chairman /Vice Chairman