



**EXCEL ENGINEERING COLLEGE, KOMARAPALAYAM - 637303.**

(Approved by AICTE, Affiliated to Anna University, Chennai)  
NAAC Accredited



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

**Ref No: EEC/IQAC/meeting / 2016-17/01**

**Date: 07.06.16**

It is proposed to conduct IQAC meeting on 12.06.16 at 3.30PM in principal office board room.

The members are requested to attend the meeting.

**Agenda:**

1. Review of previous meeting minutes
2. Academic calendar
3. NAAC criteria wise discussion
4. Course file audit
5. Quality program by IQAC
6. Certificate programme and value added course
7. Result analysis meeting
8. Innovation process in teaching and learning.
9. MoU activities
10. Final year projects publication
11. Placement and training details
12. Womens day celebration
13. ERP activities
14. Any other matters

Coordinator-IQAC



To

IQAC members

Copy to: HoDs,

*Chal*  
7/6/16  
PRINCIPAL

**PRINCIPAL  
EXCEL ENGINEERING COLLEGE  
KOMARAPALAYAM**



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Name of the Meeting: IQAC Meeting	Ref No: IQAC/meeting / 2016-17/02
Venue: Principal Board room	Date: 12.06.16
Time: 3.30 to 4.45pm	

The following members attended meeting

S.No	Name /Designation	Role	Signature
1.	Dr.V.K.Shunmughanaathan	Principal	
2.	Dr.S.Christian Johnson, Dean	Chief QAC Coordinator	
3.	Dr.S.Anbukaruppusamy, Prof/HoD/ECE	Academic coordinator	
4.	Dr.G.Nallakumarasamy, Prof/HoD/Mech	Activity coordinator	
5.	Dr.L.Kartheesan, Prof/HoD/CSE	Website, News letter & Annual report (MIS) coordinator	
6.	Mr. S.Paul Nayanar, AP/Civil	Infrastructure coordinator	
7.	Dr.R.Rajasekar, Prof/HoD/Aero	Research coordinator	
8.	Prof. L.Bharathi, ECE	Teaching Coordinator	
9.	Prof.A.Karthikeyan, Aero	Exam Coordinator	
10.	Dr.K.Geetha,ASP/ECE	Scholarship coordinator	
11.	Dr.G.Vijayakumar,Prof./Civil	Industry-Institute Partnership Coordinator (IIPC)	
12.	Prof. A.Sabik Nainar,	Placement & Training coordinator	

The following points were discussed in the meeting

1. Review of minutes of meeting held on 31.05.2016
2. Academic calendar for the year 2016-17 was discussed. Principal informed, HoDs have to include department activities of their departments.
3. IQAC team has discussed NAAC criteria wise files for the academic year 2016-17. The



following staff members are coordinator for NAAC criteria

- (i) Criteria 1 Dr.S. Anbu Karuppusamy, Prof./ECE
- (ii) Criteria 2 Mr.L.Bharathi, ASP/ECE
- (iii) Criteria 3 Dr.R.Rajasekar, Prof./Aero
- (iv) Criteria 4 Dr.G.Vijayakumar, Prof./Civil
- (v) Criteria 5 Mr.Paul Nayanar AP/Civil
- (vi) Criteria 6 Dr.K.Geetha, Prof./IT
- (vii) Criteria 7 Mr.A.Sabeek Nainar, AP/Aerol

4. HoDs are requested to verify their department faculty course files and report has to be submitted to principal
5. Chief Coordinator-IQAC informed about CAMU software for maintaining students database, students attendance and examination work.
6. Chief Coordinator-IQAC and academic coordinator have explained about CO-PO assessment tools
7. Entrepreneurship Awareness Camp for students was discussed.
8. FDP on "Communication and Etiquette / Teaching Methodology for staff members were discussed.
9. Principal informed, the HoDs are requested to conduct value added course for interested students after college hour. Each department should be conducted atleast minimum two courses per year.
10. Certificate course for interested students was discussed.
11. HoDs are requested to prepare Management Review Meeting (MRM) with result analysis for their department as per guidelines given by principal.
12. Innovation process and follow-up activities in teaching learning process was discussed. HoDs are requested to motivate the faculty members to teach subject as an activity based learning.
13. Principal informed placement director & coordinators are requested to identify the core companies for signing MoU. HoDs are requested to follow the MoU activities carried out on every year.
14. HoDs are requested to encourage final year students to present their project in national and international conferences
15. Training cell has planned to arrange gate coaching class and other competitive exam. In this connection, HoDs are requested to give interested students name list to placement and training cell for arranging gate coaching class or other competitive exam.
16. It was informed by the Principal that the women empowerment cell coordinator is requested to organize health awareness programme during women day celebration.

17. Senior ladies faculty and women empowerment cell coordinator are asked to arrange motivational speech on problems facing by the Girls and motivational speech on sexual harassment.

18. The member discussed various quality initiative programme to be organized for faculty members. The Chief IQAC coordinator requested to conduct Awareness about ERP CAMU software for Faculty members. The Chief IQAC coordinator was informed that the usage of papers should be reduced as minimum as possible

The Meeting ended with a summary of the discussions and vote of thanks by Dr.S.Christian Johnson, Chief IQAC coordinator.


  
IQAC Coordinator

To

IQAC members

Copy to: HoDs,

Copy submitted to Director (Technical) & Vice Chairman

  
Principal

24/6/16  
**PRINCIPAL**  
**EXCEL ENGINEERING COLLEGE**  
**KOMARAPALAYAM.**







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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 12.06.16 in Principal Board room at 3.30pm

#### ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting / 2016-17/02

1. Coaching class was conducted for more than three arrears student during evening time from 4.30pm to 6pm.
2. Faculty advisor and HoDs were given counseling and motivation to 1-2 arrears students.
3. 75 % of NAAC documents have completed and submitted to NAAC coordinator and Principal.
4. Course file completion status had submitted to principal by all HoDs.
5. College Automation software CAMU has explained to all faculty members by Mr.Mahadevan, ERP coordinator.
6. Chief IQAC and Academic coordinators were explained about direct indirect assessment tool for CO-PO attainment calculation.
7. Entrepreneurship awareness camp was conducted on 18.10.2016. 74 students were benefited for this programme.
8. FDP on "Communication and Etiquette / Teaching Methodology for staff members were conducted on 13.12.16. 104 staff members were attended for this programme.
9. Management Review Meeting (MRM) with result analysis was presented by HoDs for their departments on 12.08.16. Vice Chairman and Principal were reviewed about end semester results.
10. 11 Certificate programs were conducted by all departments for the academic year 2016-17.
11. Value added course was conducted by all departments during evening time from 5pm to 7pm. 1486 students were completed value added course from all departments for the academic year 2016-17. The following course was conducted as follows: Embedded System, Networking, Dot Net, ANSYS 2.0, CATIA V6, C++, wind turbine, Revit and Staad Pro and Aptitude and Communication Six phrase training.
12. Most of the faculty members were used multimedia to modify the contents of the course material for meaningful
13. About 80% of staff members were used ICT tool for their subjects.

14. The number of solar panel installed is 843. The power from renewable energy source: 266.6KW.
15. In accordance with the decision of meeting held on 12.06.17, the energy audit report of the campus was submitted.
16. Women's Day Celebration was organized on 08.03.17. Motivational Speech on Sexual Harassment was organized on 12.08.16. Healthy Girls make the country wealthy was conducted on 29.07.16

IQAC Coordinator



Principal

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