



EXCEL ENGINEERING COLLEGE

KOMARAPALAYAM – 637 303

Name of the Meeting: IQACs Meeting	Ref No: Meeting No: 03/2016-17
Venue: Principal's Room	Date: 21.11.2016
Held between: 11.00 Am – 01.30 PM	

Members Present:

S NO	Name <i>Designation</i>	Designation <i>NAME</i>	Signature
1	Principal	Dr. V. K. Shunmughanaathan	<i>Ch</i>
2	Chief IQAC Coordinator	Dr. S. Christian Johnson	<i>Amey</i>
3	Academic Coordinator	Dr.S. Anbukaruppusamy	<i>Amey</i>
4	Teaching Coordinator	Prof. L. Bharathi	<i>L. Bharathi</i>
5	Research Coordinator	Dr.P.Karunakaran	<i>Dr. P. Karunakaran</i>
6	Industry-Institute Partnership Coordinator	Dr.G.Vijayakumar	<i>Dr. G. Vijayakumar</i>
7	Activity Coordinator	Dr. G. Nallakumarasamay	<i>Dr. G. Nallakumarasamay</i>
8	Exam Coordinator	Prof. A. Karthikeyan	<i>Prof. A. Karthikeyan</i>
9	Infrastructure Coordinator	Dr.P.Subramaniyan	<i>Dr. P. Subramaniyan</i>
10	Website, News Letter & Annual Report (MIS) Coordinator	Dr. M. Selvam	<i>Dr. M. Selvam</i>
11	Scholarship & Public Relationship Coordinator	Dr.K.Geetha	<i>Dr. K. Geetha</i>
12	Placement & Training Coordinator	Prof.A.Sabik Nainar	<i>Prof. A. Sabik Nainar</i>

Points Discussed:

- It is proposed to verify the updating of NAAC files in various departments before the 2nd mock inspection as scheduled below.
- 06.12.2016: 9.30am -11.00 am - Civil Dept.
 - : 11.30 am -1.00 pm - ECE Dept.
 - : 2.00 pm - 4.00 pm - CSE &IT Dept.
 - : 4.00 pm - 5.30 pm - Mech Dept.
 - : 5.30 pm -7.00 pm - Aero Dept.
- All the overall IQAC Coordinators are requested to accompany me and the Principal during this process. I want the overall coordinators IQAC functioning in EEC to be vibrant and take positive initiatives for successful completion of NAAC PEER TEAM visit.

- In this connection, It is reiterated that, the IQAC over all coordinators of Academic, Teaching, Research, Industry Institute Partnership, Activity, Exam, Infrastructure, website cum Newsletter cum MIS, Scholarship cum PRO, Placement and Training, may monitor, verify and update the files uniformly.
- Ambiguities/doubts if any may kindly be brought to our notice now and then to rectify.
- PRO coordinator (Dr.Geetha, IT) is reminded to identify parents, alumni and students (10 from each category and each department). Please invite them to come on the day of mock inspection day on 07.9.2016. This will familiarize them to answer the queries of NAAC PEER Team members during their visit on 22nd to 24th September 2016.
- Completed files so far will be verified by me/Principal this afternoon in all the department.
- Attn: All IQAC overall coordinators:
- Check list for verifying the files/documents which need improvements as pointed out by the mock inspection team.
- Apart from the following files, other NACC files also have to be verified.
- All the staff members within the department have to be oriented in such a way that they may locate the files quickly and produce, when asked by the NAAC PEER Team members during their inspection.
- PG coordinators may invite the PG students to take part in the class from 19.12.2016 to 24.12.2016
- All the lab equipment have to be made fully operational and the respective staff members be made familiarized about the equipment/experiments

1. Academic:

- Class and Master time table (UG/PG)
- Course files with essential documents
- Feedback improvement of curricula from the alumni, parents/guardians, academic peers and other institutions
- Internal and External audit
- Lab deficiencies
- Lesson plan for the courses
- Orientation programmes and bridge courses for the students
- Class committee meeting
- Lab manuals (UG/PG)
- Faculty Profile
- Hand book, etc.,

2. Teaching:

- Remedial class files
- Project files (UG/PG)
- Innovative projects
- Student feedback form (Uniformity)
- Elective details (academic flexibility)
- Content beyond syllabus
- Selection of value added courses, etc.,

3. Research:

- Conferences and publishing research papers in referred journals
- Research facilities available in the dept
- Research scholars file
- Students participation in design contest
- Industrial visit report
- Research labs
- Consultancy services with proof for money transactions

4. IIPC

- Original MOUs
- Consultancy works carried out through MOU
- IPT- Planned and executed through MOU
- IV Planned and executed through MOU
- Industrial and innovative projects
- Visitors note book within the dept
- ED cell activities
- Governing council, Committees- Academic counseling, personal counseling and career counseling
- Women development cell
- Eco club
- Industry Institute Partnership Cell
- Students grievance redressal cell, womn's anti-sexual harassment cell and anti ragging

5. Activity:

- Documents related to symposiums, seminars, workshop, guest lectures, and value added courses conducted by dept.
- Professional society activities and membership by the dept. faculties/students
- Financial assistance for faculty and students participation in various events such as workshops, seminars, conferences, and training programmes outside the campus
- Students achievements and participation in co curricular and Extra - Curricular activities
- Social relevant (NSS, RRC, YRC) activities, etc.,

6. Exam coordinator

- Remedial classes - Improvemnet in results
- IAE- Over all pass percentage
- Result analysis- IAE/AU
- Batch wise pass percentage, etc.,

7. Infrastructure Coordinator

- Stock verification files
- Stock register
- Class room and lab dimension size,
- Provision of First aid kit
- Provision of dust bin, Suggestion box and fire extinguishers
- Procurement and installation of name boards, quotes, posters etc. in the dept as well as in the common areas

- fixing vision and mission boards, rectification of electrical fittings white wash, etc
- General upkeep of all the infrastructure earmarked for EEC.
- Budget, Library, computer centers
- Seating arrangements for the staff members within the dept
- Arrangement for LCD/Projectors etc. to the class rooms
- Department library

8. Web site, News letter, and MIS

- Uploading faculty data in the website
- Uploading of course wares in the EEC website department wise
- Excel Express magazine
- EIJ TEAM Journal
- Internet, wi-fi and data centre
- Department newsletters
- Office level documents (General office documents and IQAC related separately)
- Department meetings by HOD

9. PRO and Scholarship

- Alumni data bok
- Alumni re union
- Alumni guest lecture
- Alumni feed back
- Complete information about scholarship
- Feedback from students, parents, alumni and employers
- Students, alumni, parents have to be invited during mock and NAAC PEER team visit (10 persons from each category and from each department)

10. Placement and training

- Placement on /off campus
- Dual, thrice placements
- Student strength
- Separate file for placements, higher education and entrepreneurship
- Value added course- feed back- course content cd and certificate
- SWOT analysis after every interview
- Recruiters feedback,
- Placement training attendance


 24/11
 PRINCIPAL
 EXCEL ENGINEERING COLLEGE
 KOMARAPALAYAM.