



EXCEL ENGINEERING COLLEGE

KOMARAPALAYAM – 637 303

Name of the Meeting: IQACs Meeting	Ref No: Meeting No: 07/2016-17
Venue: Principal's Room	Date: 21.03.2017
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>One</i>
2	Chief IQAC Coordinator	Dr. S. Christian Johnson	<i>Dr. S. Christian Johnson</i>
3	Academic Coordinator	Dr.S. Anbukaruppusamy	<i>Dr. S. Anbukaruppusamy</i>
4	Teaching Coordinator	Prof. L. Bharathi	<i>Prof. L. Bharathi</i>
5	Reasarch 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>K. Geetha</i>
12	Placement & Training Coordinator	Prof.A.Sabik Nainar	<i>Prof. A. Sabik Nainar</i>

Points Discussed:

As already intimated, we will have our IQAC inspection as scheduled below.

Keep all the NBA files and the related documents ready and ensure the presence of CO/PO attainment level starting from the academic year 2011-12 beside proof for functioning of PAC, DAAC, Internal assessment scrutiny committee, Project Review Committee and Internal Auditing Cell in a chronological way.

ECE: 23.03.2017: 2 PM

CSE: 24.03.2017: 9.30 AM

AERO: 24. 03.2017: 2 PM

MECH: 25. 03.2017 : 9.30 AM

In this connection file in-charges are hereby asked to fill-in the NBA file completion report attached herewith and get it signed from

1. Department Various Coordinator
2. NBA enabler
3. HoD
4. Dean
5. Principal

in support of completion of files. Thus completed files should be kept under the custody of file in-charges with proper intimation to the Department NBA Coordinator/HoD.

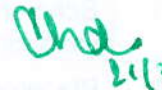
IQAC PRO Coordinator Prof. Kumari is reminded to speed up the work for alumni meet on 21.09.2016 and compilation of Excel Express Magazine. Please arrange a meeting in this connection on 16.09.2016, Monday and expedite.

IQAC Research Coordinator (HoD/Aero) and Prof. Thiruvengkatasuresh, ASP/CSE to expedite Faculty Performance appraisal system documents for the present and previous 3 years.

IQAC Infrastructure coordinator (HoD/Civil) along with HoD/S&H and Dr. Vijaykumar to segregate and fine tune the budget figures under proper account head in discussion with Mr. Kamal/Finance. Once this is over we can arrange for GC meeting during the first week of November.

IQAC Industry institute Partnership Coordinator (Dr. Vijakumar) to speed up the minutes of Planning and monitoring board, Anti Ragging Committee, Grievance redressal cell. Women empowerment cell, etc.,

All the HoDs to conduct a series of Internal academic audit using IAC (Internal auditing Cell) within the department in support of ACEDMIC AUDIT as mentioned NBA criteria 7, in addition to IQAC audit which we call us external audit.



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