



Excel Engineering College, KOMARAPALAYAM – 637303.

(Approved by AICTE, Affiliated to Anna University, Chennai)
Accredited by NAAC with B+ grade

Internal Quality Assurance Cell (IQAC)

CIRCULAR

Ref No: EEC/IQAC/meeting / 2017-18/01

Date: 05.06.17

This is to inform that IQAC meeting is scheduled for the committee members on 09.06.17 at our office board room. The following points to be discussed in the meeting.

Agenda:

1. Review of previous meeting minutes
2. COs & POs attainment
3. Bridge course planning
4. Research proposals
5. PAC meeting date to be finalized
6. Academic audit date to be finalized
7. Academic Calendar
8. Quality initiative program by IQAC for the AY 2017-18
9. Any other matters


Chief Coordinator-IQAC



To
All IQAC Members

Copy to:
All HoDs



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EXCEL ENGINEERING COLLEGE
KOMARAPALAYAM.



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Minutes of IQAC meeting

Name of the Meeting: IQAC Meeting	Ref No: EEC/IQAC/meeting / 2017-18/01
Venue: Principal Board room	Date: 09.6.17
Time: 11AM to 12.30PM	

The following members attended meeting:

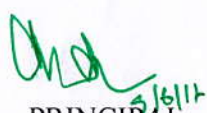
S.No	Name /Designation	Role	Signature
1.	Dr.N.MathanKarthick, MBBS., M.H.Sc.,	Vice Chairman	
2.	Dr.V.K.Shunmughanaathan	Principal	
3.	Dr.S.Christian Johnson, Dean	IQAC Coordinator	
4.	Dr.S.Anbukaruppusamy, Prof/HoD/ECE	Academic coordinator	
5.	Dr.G.Nallakumarasamy, Prof/HoD/Mech	Activity coordinator	
6.	Dr.M.Selvam, Prof/HoD/CSE	Website, News letter & Annual report (MIS) coordinator	
7.	Dr.S.Shanmugasundram, Prof/HoD/Civil	Infrastructure coordinator	
8.	Dr.P.Karunakaran, Prof/HoD/Aero	Research coordinator	
9.	Prof. L.Bharathi, ECE	Teaching Coordinator	
10.	Prof.A.Karthikeyan, Aero	Exam Coordinator	
11.	Dr.K.Geetha,ASP/ECE	Scholarship coordinator	
12.	Dr.G.Vijayakumar,Prof./Civil	Industry-Institute Partnership Coordinator (IIPC)	
13.	Prof. A.Sabik Nainar	Placement & Training coordinator	

The following points were discussed in the meeting

1. Chair person welcomed all the members of IQAC.
2. MECH, AERO, CSE and ECE departments have applied for NBA accreditation
3. Principal informed the HoDs are requested to allocate NBA files to all faculty members.
4. IQAC members are advised to follow the academic calendar to conduct the entire academic and non-academic programme.
5. All faculty members are requested to discuss CO-PO mapping of all subjects with subject expert of their department.
6. COs and POs Attainment should be calculated by every faculty members before the commencement of external audit.
7. HoDs are requested to prepare and submit action taken report on student feedbacks
8. It was suggested by members to conduct academic audits on various quality parameters of research and technical education
9. It was decided to apply two funded project proposals from each department.
10. HoDs are requested to conduct PAC meeting for this academic year.
11. It was suggested that orientation programme will be conducted on OBE assessment and its importance
12. HoDs are requested to inform Principal about status of bridge course arranged for lateral entry students
13. Committee members discussed the various activities of Academic calendar 2017-18 and its follow up by IQAC.
14. Chief IQAC Coordinator explained Quality initiative programs to be organized by IQAC for the AY 2017-18.


Coordinator-IQAC

To
All IQAC Members
Copy to: HoDs,
Copy submitted to Director (Technical) & Vice Chairman


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Minutes of IQAC meeting held on 09.06.17

ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting / 2017-18/01

08.11.17

1. HoDs and subject experts have refined CO-PO mapping for all subjects
2. CO-PO attainment of 2013-16 batches had completed and documented for all courses.
3. Awareness on Outcome Based Education system(OBE) was organized by IQAC on 14.06.17
4. HoDs and subject experts had verified course outcomes with blooms Taxonomy level.
5. Orientation programme and Bridge course for lateral entry was conducted by all departments
6. Department of ECE and CSE was conducted PAC meeting. Mechanical and Aeronautical department yet to be conducted.
7. Academic calendar was issued to all the students, staff members through webportal and notice board and follow-up activities are done by IQAC

Coordinator-IQAC



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31/11/17

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Coordinator-IQAC

