



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 / 2017-18/02

Date: 13.11.17

This is to inform that IQAC meeting is scheduled for the committee members on 17.11.17 at principal board room. The following points to be discussed in the meeting.

Agenda:

1. Review of previous meeting minutes
2. NBA accreditation progress
3. NBA mock inspection
4. Research proposal
5. Students counseling form updation
6. ICT enabled Teaching-Learning Process
7. Any other matter

Coordinator-IQAC

To
All IQAC Members

Copy to:
All HoDs



Chok
13.11.17
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KOMARAPALAYAM.



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| Name of the Meeting: IQAC Quarterly Meeting | Ref No: EEC/IQAC/meeting / 2017-18/02 |
| Venue: Principal Board room | Date: 17.11.17 |
| Time : 11AM to 12.30PM | |

The following members attended meeting:

| S.No | Name /Designation | Role | Signature |
|------|---|---|-----------|
| 1. | Dr.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 | |
| 14. | Mr.Sundarrajan, B.E., Manager | Quest Global, Bangalore | |
| 15. | Ms.A.Sangeetha, Alumni | Member | |
| 16. | Mr.Gopinath, final year/ECE | Member | |
| 17. | Mr.Vijay Nagaraj, final year/Mech | Member | |

The following points were discussed in the meeting

1. Chair person welcomed all members of IQAC and external members
2. Coordinator –IQAC explained action taken report of previous IQAC meeting held on 09.06.17
3. It was decided that external audit will be conducted on OBE assessment.
4. The Dean-IQAC has informed that external audit for NBA document will be arranged by December month.
5. Mr.sundarrajan, manager, Quest global, external member suggested that faculty members should deliver the lecture using ICT method.
6. It was decided to collect syllabus completion report from students before internal assessment exam
7. The chief-IQAC brought the brief summary of internal audit conducted during September and October – 2017.

Observations are

- (i) Bridge course/ refresh course are conducted, but not properly documented in few departments. Hence it is recommended to maintain the complete details.
 - (ii) Details of projects done by the students are not documented properly in departments. The quality of the projects need to be improved and documented properly
 - (iii) The student counseling details are maintaining but not in proper documentation
8. Best projects of the students are to be identified in all departments for Excel science expo. Students are to be motivated to exhibit innovative project in the exhibition. The best projects may be awarded with certificated and cash. Department level coordinators will be nominated for the above process.
 9. IQAC Coordinator explained the planning of various quality enhancement activities of IQAC.


Coordinator-IQAC

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


12-11-17
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Minutes of IQAC meeting held on 17.11.17

ACTION TAKEN REPORT

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1. CO-PO attainment of 2014-17 batches has been completed and documented for all courses.
2. ICT enabled Teaching-Learning Process and Quality issues in National Board of Accreditation programs were organized by IQAC on 30.06.17 and 08.12.17
3. Class rooms were converted into smart class rooms with LCD projectors and audio visual aids
4. Syllabus completion format was submitted to principal by HoDs and verified by principal.
5. Internal audit for NBA progress has done by HoDs and report was submitted to principal and chief IQAC coordinator
6. Research proposal was submitted to AICTE-AQIS scheme and TNSCST funding agency by all departments


Coordinator-IQAC




17/11/17
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