



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 / 2017-18/03

Date: 31.01.18

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 02.02.2018 at principal board room. All the members of IQAC are requested to attend the meeting at 11AM.

Agenda for meeting:

1. Review of previous meeting minutes
2. NBA- SAR status to be finalised
3. Course file as per NBA format
4. NBA mock inspection by External members
5. Even semester Academic Calendar
6. Value added courses
7. Internship/field trip for students
8. Guest lecture
9. Any other matter

Coordinator-IQAC

To
All IQAC Members

Copy to:
All HoDs

PRINCIPAL

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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 / 2017-18/03
Venue: Principal Board room	Date: 02.02.18
Time: 10AM to 12PM	

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. G.Shanmugasundram, Rotary member	Member	
15.	Mr.Gopinath, final year/ECE	Member	
16.	Mr.Vijay Nagaraj, final year/Mech	Member	


The following points were discussed in the meeting

1. HoDs and IQAC members are requested to conduct internal audit for their department to enhance the NBA documents. Mock inspection by external members schedule will be circulated.
 2. It was suggested that NBA ppt presentation should present by HoDs during external audit time.
 3. IQAC members and criterion in-charges are asked to submit NBA files as per NBA format with box file for final verification.
 4. All departments should think innovative ways to encourage the students to apply what is taught in class, inculcate creative thinking, and make teaching more interactive.
 5. Management has accepted to create smart class rooms to all departments.
 6. It was decided to collect syllabus completion report from students before internal assessment exam.
 7. All staff members are instructed to adopt higher order thinking skills in Question paper preparation.
 8. It was suggested that all faculty members are asked to attend internship in industry related to their domain at least one per year.
 9. It was suggested that all faculty members are encouraged to register for Ph.D. Programme.
 10. Principal informed that, 12(B) status has applied to UGC.
 11. Awareness program on Gate and Competitive Exams has to conduct on this month.
 12. Chief coordinator-IQAC requested HoDs to arrange guest lecture for difficult subjects.
- Principal informed the guest lecture for guest should be from tier 1 institution.


IQAC Coordinator

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




Principal

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Minutes of IQAC meeting held on 09.06.17

ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting / 2017-18/03

Date: 10.05.18

1. External audit has scheduled on 21.02.18 and audited by experts from P.A. College of engineering and technology
2. HoDs was presented power presentation to external audit
3. All staff members were submitted criteria wise files and also submitted their course files.
4. Gate and Competitive Exams Awareness Program was conducted on 27.02.18
5. Swatch Bharath cleaning Processing Union office, komarapalayam was organized on 19.02.18.
6. ICT smart class rooms were established in all departments. No. of smart class rooms are 6.
7. NBA-SAR was uploaded criteria wise by NBA coordinator of each department.

Chief IQAC Coordinator



Principal

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