



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 / 2017-18/04

Date: 20.05.18

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 25.05.2018 at principal board room. All the members of IQAC are requested to attend the meeting at 11AM.

Agenda for meeting:

1. Action taken of the previous meeting minutes
2. Action plan for academic year 2018-19
3. Administrative and Academic Audit
4. Faculty development programme
5. Course file as per NBA format
6. Admission process
7. Initiation of NBA for Civil and IT
8. Academic Calendar
9. New programme approval
10. Any other matters

Chief Coordinator-IQAC

To
All IQAC Members

Copy to: HoDs,



[Signature]
PRINCIPAL
25/5

**PRINCIPAL
EXCEL ENGINEERING COLLEGE
KOMARAPALAYAM.**



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Minutes of IQAC meeting

Name of the Meeting: IQAC Meeting	Ref No: EEC/IQAC/meeting / 2017-18/04
Venue: Principal Board room	Date: 25.05.2018
Time: 10.30AM to 12.30PM	

Members Present:

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.Santhosh, Aargee equipments, Bangalore	Member	

The following points were discussed in the meeting

1. Chair person welcomed all members of IQAC and external members
2. NBA team has visited our institution on April 06, 07 & 08, 2018 and visit was successfully completed for four departments.
3. We expected to get NBA results by next month.
4. All faculty members are instructed to prepare course file for next academic year as per NBA format.
5. It was proposed to conduct faculty development programme to enrich the faculty skill.
6. All staff members are advised to attend at least one faculty development programme per year in tier I institution.
7. It was suggested that all faculty members are asked to attend internship in industry related to their domain at least one visit per year.
8. Engineering admission is very poor; all staff members are advised to make engineering admission for forth coming academic year.
9. All departments have to conduct laboratory audit and submit lab stock verification report to principal.
10. All departments are asked to maintain NBA criteria files in common room for easy access.
11. It was decided that administrative and academic audit has to be conducted by IQAC
12. Principal informed that three new programmes will be applied for this AY 2018-19 .
13. It is decided to prepare and submit NAAC AQAR report on or before 20.08.18 to the management for approval. In this regard, IQAC coordinators have to collected the data from respective departments on or before 10.08.18

Chief 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 25.05.18

ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting / 2017-18/04

Date: 02.08.18

1. Four departments have got provisionally accredited. Validity period: 2018-19 to 2020-21
2. Faculty development programme for all faculty members was conducted on 27, 28 & 29 June 2018
3. Course file was submitted by all staff members as per NBA format
4. Laboratory stock verification has been done by other department faculty members. Stock verification report was submitted to principal by infrastructure coordinator.
5. Academic and Administrative Audit by internal members (HoDs and senior faculty) was conducted to all departments. Report and recommendation was submitted to principal.
6. The following three new programmes have been approved by AICTE and Anna University for admission:
 1. B.E. Biomedical Engineering
 2. B.E. Agriculture Engineering
 3. B.Tech Food Technology

Chief IQAC Coordinator



Principal

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