



EXCEL ENGINEERING COLLEGE
KOMARAPALAYAM -637303
(Approved by AICTE, Affiliated to Anna University, Chennai)
Accredited by NBA (Aero, Mech, CSE, ECE)
Academic Year 2019-20



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref No: EEC/IQAC/meeting/2019-20/01

Date: 06.08.2019

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 17.08.2019 at Principal board room. All the members of IQAC are requested to attend the meeting at 3.00PM.

Agenda:

1. Selection of IQAC committee members
2. Role of responsibility of IQAC member
3. Arrangement of quality with check list
4. Uniform format for all documents
5. Change of physical space of IQAC cell
6. Planning for NIRF ranking

Prepared by
Dr.G.Prakash


IQAC-Head


Principal

To
All IQAC Members

Copy to: HoDs.
Copy submitted to Director (Technical) & Vice Chairman



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Name of the Meeting: IQAC Meeting	Ref No: Meeting No: 1/ 2019-20
Venue: Board Room	Date: 17.08.2019
Time: 03.00 PM TO 04.30 PM	

Members present:

S NO	Name	Designation	Signature
1	Dr. S. Poornachandra	Principal	
2	Dr. A.Vasantharaj (Asso.Prof. /ECE) Mr.A.Karthikeyan (Asso.Prof. /Aero)	IQAC monitoring committee	
3	Dr. G.Prakash (Prof. / ECE)	IQAC Academic and CAMU Coordinator	
4	Dr.G. Vijayakumar (Asso.Prof. / Agri)	IQAC Teaching and Learning Coordinator	
5	Dr.K.Geetha (Asso.Prof. / ^{CSE} Mech)	IQAC Research Coordinator	
6	Dr. N.Venkatachalam (Asso.Prof. / Mech)	IQAC Activity Coordinator	
7	Dr. R. Karunakaran (Prof./ Aero)	IQAC Industry Linkage Coordinator	
8	Dr. K.Sabarinathan (Assis.Prof. / Civil)	IQAC Infrastructure Coordinator	
9	Dr. N.Nandhagopal (Asso.Prof. /ECE)	IQAC Placement Coordinator	
10	Mr. B.Vadivel (Asst.Prof. /Aero)	IQAC Scholarship Coordinator	
11	Mr.Suresh	IQAC Placement Coordinator	
12	Mr.N.Naveen (Asst.Prof /IT)	IQAC Website coordinator	
13	Mr.M.Ramesh(Asst.Prof/ECE)	Exam cell coordinator	

The content of discussion:

Sl. No.	Discussion	Responsibility
1.	IQAC Chairperson (Principal) welcomed all the IQAC members for the meeting	
2.	Principal has announced the team members of IQAC of the college. Each member is responsible for a definite work as assigned by the IQAC. IQAC will hold the documents of the entire department in the central database unit. Upon the completion of each event/activity, the department needs to submit the documents to the IQAC.	IQAC Team
3.	IQAC Committee Members and their roles are finalized Dr A.Vasantharaj & Mr A.Karthikeyan - overall incharge of IQAC - responsible for the documentation work of accreditation process. Dr G. Prakash - IQAC coordinator for Academic planning and CAMU updation Dr. G. Vijayakumar - IQAC coordinator for Teaching & Learning process Dr. K. Geetha - IQAC coordinator for Research activities of the college Dr. K. Karunakaran - IQAC coordinator for Industrial linkage which includes EDC cell Dr. N. Venkatachalam -IQAC coordinator for college activities (co-curricular, extra-curricular and extension activities) Mr. K. Sabarinatha - IQAC coordinator for Infrastructure maintenance Dr. N. Nandagopal - IQAC coordinator for Placement & Training activities of the college Mr. S. Prashanth - IQAC coordinator for Alumni activities and transport Mr.N.Naveenkumar - IQAC coordinator for institute website	IQAC Team
4.	Principal informed all the IQAC members to prepare the checklist for each and every activity which is coming under their responsibilities. Target Date 30.10.2019	All IQAC Members
5.	IQAC Team members are responsible for streamlining all the activities in the college. Preparation of uniform format for all circulars, documents and college level data	All IQAC members & Faculty members
6.	Principal insisted to work towards NAAC /IQAC/ AQAR /NBA / NIRF and data from the department are to be received as softcopy, hard copy and scanned copy format	All IQAC Members
7.	It is planned to shift the IQAC Cell to Exam cell (first floor ,Main block) before 30.09.2019	IQAC Infra coordinator
8.	The IQAC coordinators are informed to maintain all the files in IQAC Cell in the closed cub board	IQAC Monitoring Committee

Finally IQAC Head thank all the Principal and IQAC members for successful conduction of meeting.

Next meeting planned on: 10.11.2019



PRINCIPAL

To, HODs
CC, All members, Chairman, Vice-Chairman



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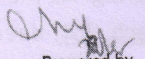
Minutes of IQAC meeting held on 17.08.2019 in Principal Board room at 3.00PM

ACTION TAKEN REPORT


Ref No: EEC/IQAC/meeting/2019-20/01

Date: 20.08.2019

S.No	Decision taken	Action Taken
1.	NBA/NAAC/NIRF	Target sheet has been prepared to achieve the target and communicated to all departments
2.	Check list for activity	Prepared by IQAC coordinators
3.	Change of place	IQAC cell started to work from new place- MB109
4.	Files Maintenance in IQAC	Requisition given for Cupborads


Prepared by
Dr.G.Prakash


IQAC-Head


Principal

S.No	Utilization	Amount Required
1.	Remuneration to Resource Person (Rs 300/- for session)	Rs 300/-
2.	Overhead Charges including CD, Proceedings etc. -	Rs 2437/-
	Total	Rs 2737/-