



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

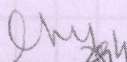
Ref No: EEC/IQAC/meeting/2019-20/03

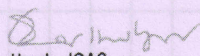
Date: 29.01.2020

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 7.02.2020 at Principal board room.
All the members of IQAC are requested to attend the meeting at 3PM.

Agenda:

1. Action Taken of the previous meeting minutes
2. Extension of NBA accreditation for ECE, MECH, AERO and CSE Departments
3. Placement activities
4. R&D activities
5. Extension activities
6. Status of AQAR submission
7. Any other matters


Prepared by
Dr.G.Prakash


Head - IQAC


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: EEC/IQAC/meeting/2019-20/03
Venue: Principal Board room	Date: 07.02.2020
Time: 3PM to 4.30PM	

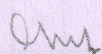
Members present:

S NO	Name	Designation	Signature
1	Dr. S. Poornachandra	Principal	
2	Dr.C.Karthikeyini, Professor/ECE	Head - IQAC	
3	Dr. A.Vasantharaj (Asso.Prof. /ECE) Mr.A.Karthikeyan (Asso Prof. /Aero)	IQAC monitoring committee	
4	Dr. G.Prakash (Prof. / ECE)	IQAC Academic and CAMU Coordinator	
5	Dr.G. Vijayakumar (Asso.Prof. / Agri)	IQAC Teaching and Learning Coordinator	
6	Dr.K.Geetha (Asso.Prof. / Mech)	IQAC Research Coordinator	
7	Dr. N.Venkatachalam (Asso Prof. / Mech)	IQAC Activity Coordinator	
8	Dr. K. Karunakaran (Prof. / Aero)	IQAC Industry Linkage Coordinator	
9	Dr. K.Sabarinathan (Asst.Prof. / Civil)	IQAC Infrastructure Coordinator	
10	Dr. N.Nandhagopal (Asso.Prof. /ECE)	IQAC Placement Coordinator	
11	Mr.A.Vadivel (Asst.Prof. /Aero)	IQAC Scholarship Coordinator	
12	Mr. Suresh	IQAC Placement Coordinator	
13	Mr.N.Naveen (Asst.Prof. /IT)	IQAC Website & News Letter Committee	
14	Mr.M.Ramesh (Asst.Prof. /ECE)	Exam Cell Coordinator	


The following points were discussed in the meeting

S.No.	Discussion	Responsibility	Target Date
1	Review of previous meeting minutes was held on 22.11.2019.	-	-
2	Chair person welcomed all the members and Introduced new IQAC Members	-	-
3	The Head of the four departments such as ECE, MECH, CSE and AERO) are asked to prepare compliance report for NBA accreditation and schedule, execute the required activities to be conducted properly. IQAC is requested all the HODs to submit the files related to the academic year 2019-20 immediately. IQAC has been requested to prepare the deviation report at the earliest.	HoDs & IQAC Team	
4	Since placement drives begin from February month, Dr. Devakumar informed HODs and placement coordinators to motivate the students to participate in the drive with interest and preparation. Dr. Devkumar requested the HODs to submit the database of III year students interested in placement.	Hods and Department Placement coordinators	
5	Dr. Devakumar briefed various proposals called by AICTE. For RPS/ MODROB - Informed to apply from NBA accredited department. Other schemes, non-accredited department can apply. It is also recommended to have PhD holder to be the Principal Investigator. Principal asked the HODs to submit the planned industrial lectures so that Dr. Devakumar could arrange the industrialist for the same	R&D Coordinators	
6	Extension activities The students' participation for Hackathon was excellent. HODs are requested to encourage advanced learners to participate in the Hackathon competition. It is also recommend to include a mentor for each team so that each batch of students are trained from the department for the participation	Activity Coordinators	
7	All HoD are requested to submit the 2018-19 AQAR data to IQAC	HoDs , IQAC	

The Meeting ended with a summary of the discussions and vote of thanks by Dr. Karthikeyini, Head – IQAC



Prepared by
Dr.G.Prakash



IQAC-Head



Principal

To
All IQAC Members

Copy to: HoDs,
Copy submitted to Directors & Vice Chairman

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Minutes of IQAC meeting held on 07.02.2020 in Principal Board room at 3PM

ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting/2019-20/03

Date: 25.02.2020

S.No	Decision taken	Action Taken
1.	3 rd year students database for placement	Submitted to placement coordinator
2.	Research proposals	As discussed proposals are received from concerned departments

Prepared by
Dr.G.Prakash

IQAC-Head

Principal