



EXCEL ENGINEERING COLLEGE (Autonomous)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NBA, NAAC with "A+" and Recognised by UGC (2f & 12B)
KOMARAPALAYAM - 637303

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

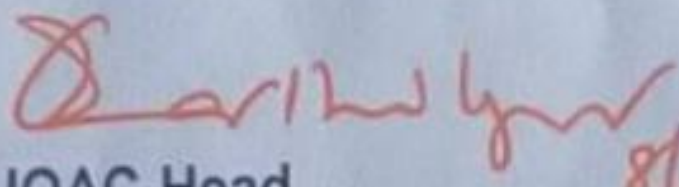
Ref No: EEC/IQAC/Meeting/2020-21/01

Date: 08.09.2020

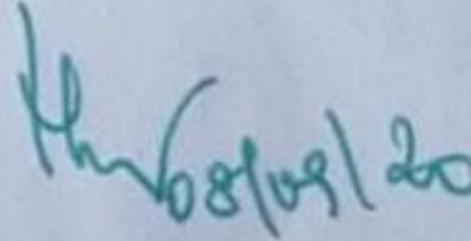
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 18.09.2020 through online (Zoom Meeting). All the members of IQAC are requested to attend the meeting at 3.00 PM.

Agenda:

1. Activities held in 2019-20.
2. Introduction of new administrative structure.
3. Presentation of parameter for different domains.
4. IQAC audit.
5. Centralized documentation system.
6. Any other points to be discussed.


IQAC-Head

8/09/2020


Principal

To
All IQAC Members

Copy to:

1. Vice Chairman
2. All Directors
3. Principal
4. File



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Name of the Meeting: IQAC Meeting	Ref No : Meeting No: EEC/IQAC /2020-21/01
Online Zoom Meeting	Date: 18.09.2020
Held between: 3.00 PM to 4.30 PM	

Members Present:

S.No	Name of the Members	Designation	Signature
1.	Dr.K.Bommanna Raja	Principal	
2.	Dr.C.Karthikeyini	Head -IQAC	
3.	Mr.A.Karthikeyan	Asso.Prof/Aero, IQAC co-ordinator.	
4.	Dr.A.Vasanthraj	Asso.Prof /ECE, IQAC co-ordinator.	
5.	Dr.R.Nallusamy	Director-Administration.	
6.	Dr.N.Natarajan	Prof & HOD / Mech	
7.	Dr.S.P. Venkatesan	Asso.Prof & HOD /Aero	
8.	Dr.G.Vijayakumar	Prof & HoD, AGRI	
9.	Dr. Shanmugasundaram	Prof & HOD / Civil	
10.	Dr.S.Sreethar	Prof & HOD/ CSE	
11.	Dr.S.Anbu Karuppusamy	Prof & HoD / ECE, Admission co-ordinator.	
12.	Dr.G.Prakash	Prof & HoD,BME, Alumini co-ordinator.	
13.	Mr.M.Vadivel	Asst.Prof /IT	
14.	Dr.J.Balachandramohan	Asso.Prof & HOD/ FT	
15.	Dr.P.Karunakaran	Prof/Aero, IRRP co-ordinator.	
16.	Mr.A.Sevukamoorthy	Director, Placement	
17.	Dr.L.Ashok kumar	CoE	



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Minutes of IQAC meeting held on 18.09.2020 in Online Zoom at 3.00 PM

ACTION TAKEN REPORT

Ref No: EEC/IQAC/meeting/2020-21/01

Date: 05.10.2020

S. No	Discussion	Action Taken
1.	Decentralizing the responsibilities	Coordinators are core responsible person for all activity. HoDs are informed to instruct the coordinators to allocate a responsibility to each and every faculty member under them and the outcome will be monitored by department IQAC coordinator and IQAC Team
2.	Involvement of all faculty members.	
3.	Preparation of common Formats	Common Academic formats for course file, class committee meeting, Course allocation and workload are prepared by IQAC Team and communicated to all. Periodicity of the reports are finalized. Daily Report- Attendance, Fee collection, Admission Bimonthly Report- Syllabus Coverage Monthly Report- Syllabus coverage, class committee Meetings, R&D, Publications, Academic, Extra & Co curricular Activities
4.	Preparation of parameters of different domains.	IQAC team prepared and submitted the parameters of various domains for approval. 1. Room has been identified to keep the documents 2. The cupboards required to keep the documents are placed in the room. 3. The documents submitted for NAAC are collected from the departments after verification.
5.	Centralized documentation system	

Head-IQAC

Dir(Admin)

Principal



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The following points are discussed in the meeting:

Sl. No	Discussion	Responsibility	Target Date
1	Head - IQAC narrated the IQAC activities happened during 2019-20	--	--
2	Dr.Prakash, - HoD/BME, represented that the responsibilities allocated to the coordinators may be decentralized for effective outcome	IQAC	--
3	HoD ECE, Dr.Anbu karuppusamy, conveyed that all members should be involved in the process	HoD	--
4	Dr.Natarajan, HoD/Mech, represented that all developmental activities should come under IQAC	Under Process	--
5	Head-Aero requested to provide common format for data submission and to categorize as Daily, weekly, Monthly and Semester wise report formats.	IQAC	31/12/2020
6	Principal explained about the quality process to be executed by IQAC through hierarchy as given below. <ul style="list-style-type: none"> • :Head IQAC • Institute Level Coordinators • Department Level Coordinators The Institute Level Coordinators are <ul style="list-style-type: none"> • Administration- Dr.R.Nallusamy • Academics- Dr.C.Karthikeyini • Examination Process-Dr.L.Ashokkumar • Placement and Training - Dr.Sevukamoorthy • R & D, Industry relation -Dr.D.Devakumar • Admission -Dr.N.Sengottian 	--	--
7.	Executive Director informed to prepare the parameters to be executed by different domains that will meet the requirement of NBA, NAAC and NIRF	IQAC	24.09.2020
8.	IQAC is informed to submit the monthly audit report for all domains.	IQAC	--
9.	Vice chairman and ED suggested to follow the centralized documentation storage system to enable for different Accreditation and ranking purpose.	IQAC and coordinators	--

[Signature]
Coordinator
Head - IQAC

[Signature]
Dir(Admin)

[Signature]
PRINCIPAL

To:

1. All HODs
2. All coordinators

Copy to:

5. Vice Chairman
6. All Directors
7. Principal