



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

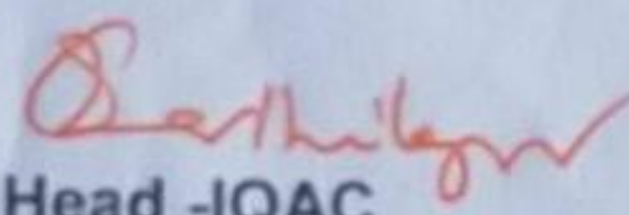
Ref No: EEC/IQAC/meeting/2020-21/03

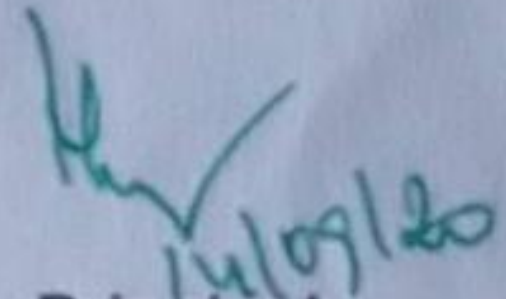
Date: 14.09.2020

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 24.09.2020 through online zoom. All the members of IQAC are requested to attend the meeting at 3.00PM.

Agenda:

1. Roles and Responsibilities of various domains
2. Mapping the responsibilities with NBA/NAAC/NIRF
3. Any other points


Head -IQAC


Principal

To
All IQAC Members

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



EXCEL ENGINEERING COLLEGE

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

Name of the Meeting: IQAC Meeting	Ref No : Meeting No: EEC/IQAC /2020-21/03
Online Zoom Meeting	Date: 24.09.2020
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	



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

The following points are discussed in the meeting:

Sl. No	Discussion	Responsibility	Target Date
1	Principal explained the objectives of different domains to be established in the process for efficient operation. He added that, to measure the outcomes of all domains, the Roles and Responsibilities of Head of all domains will be mapped to NBA, NAAC, NIRF, ATAL and other Ranking criteria.	--	--
2	Head-IQAC, 1. Gave clear view on the parameters involved in NBA -Tier, I,II NAAC-Autonomous and Affiliated/constituent colleges. NIRF 2. Explained the Roles of Administrative Coordinator with respect to NBA, NAAC and NIRF. Around 66 points are discussed for the administrative coordinator 3. Explained the Roles of Academic Coordinator with respect to NBA, NAAC and NIRF. Around 40 points are discussed for Academic Coordinator		
3	Executive Director suggested to fine tune the parameters for exact mapping of marks	Head-IQAC	01.10.2020
4	The team members discussed about R&D, IRRP roles.		
5	Mr.A.Sevukamoorthy, Director, Placement & Training suggested to follow the periodic work plan with the system support		
6	Dr.N.Natarajan, Head-Mech., suggested to keep all the supporting documents of the activities in CAMU software	--	--

Coordinator IQAC HEAD

Director (ADMIN)

PRINCIPAL

To:

1. All HODs
2. All coordinators

Copy to:

1. Vice Chairman
2. Executive Director
3. Principal
4. File



EXCEL ENGINEERING COLLEGE

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

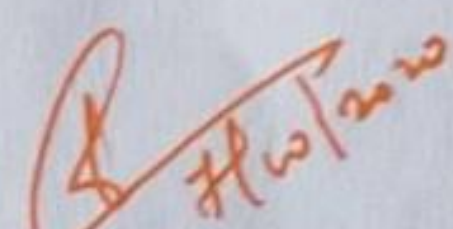
Minutes of IQAC meeting held on 24.09.2020 in Online Zoom at 10.30 AM

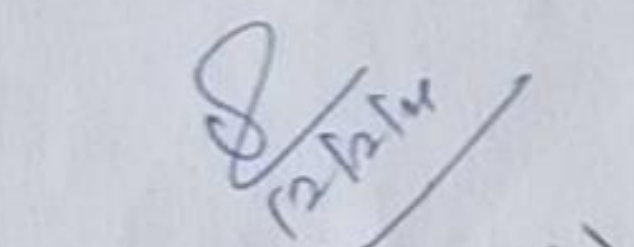
ACTION TAKEN REPORT


Ref No: EEC/IQAC/meeting/2020-21/03

Date: 7.10.2020

S.No	Decision taken	Action Taken
1.	The roles and responsibilities discussed for academic and administrative coordinators are to be followed.	The Parameters are communicated to the Director Admin and Academic i/c by Head IQAC for further follow up process
2.	Fine Tuning the parameters for mapping with NBA, NAAC and NIRF	Completed and Submitted by IQAC
3.	Periodic work plan	Uniform formats are under preparation for periodic submission


Head-IQAC


Director (ADMIN)


Principal