



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/20-21/05

Date : 25.01.2021

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 27.01.2021 at IQAC Hall.
All the members of IQAC are requested to attend the meeting at 3.00 PM.

Agenda:

- i) Course File Discrepancy Report
- ii) AQAR 2018-19, 2019-20 & 2020-21 Data Completion
- iii) IQAC Google Sheet Data Completion
- iv) Updation of work completed by Department IQAC Coordinators
- v) NIRF Data Completion
- vi) Any other points to be discussed


IQAC-Head


Dir(Admin)


PRINCIPAL

To:

1. All HODs
2. All coordinators

Copy to:

3. Vice Chairman
4. All Directors
5. Principal



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Minutes of Meeting

Ref:EEC/IQAC/Meeting/2020-2021/05	Date : 27.01.2021
Venue : IQAC Hall	Time : 3.00 Pm
Members Attended the Meeting	

S.No	Department	Name with Designation	Signature
1.	IQAC	Dr C.KARTHIKEYINI	
2.	IQAC	Dr A.VASANTHARAJ	
3.	IQAC	Mr A.KARTHIKEYAN	
4.	Aero	Dr P.KARUNAKARAN,	
5.	Agri	Mr V.R.VELLINGIRI,	
6.	BME	Ms M.K.PRABAVATHI,	
7.	Civil	Mr S.M. SAKTHIVEL,	
8.	CSE	Mrs P.KUMARI	
9.	ECE	Dr N.NANDHAGOPAL ,	
10.	FT	Dr. J.BALACHANDRAMOHAN,	
11.	IT	Mrs C.SHARMILA	
12.	Mech	Dr N.VENKATACHALAM,	
13.	S & H	Ms.R.M. SAM UKTHAA	



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Minutes of IQAC meeting held on 27.01.2021 in IQAC Hall at 3.00 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Academic Schedule	Head- IQAC conveyed that academic schedule is submitted for approval and soon it will be circulated to all the faculty members.	--	--
Course File Verification Report	Head-IQAC informed to submit the intra department course file verification report to IQAC as per deadline. Also Instructed the coordinators to complete the verification process within this week. Department IQAC Coordinators are also instructed to keep ready with the course files for the upcoming semester (atleast 2 units per subject) of all the faculty members.	Department Teaching Coordinator	30.01.2021
AQAR Data	The supporting documents of the data submitted for the academic year 2018-19 should be submitted by Feb15th. All are informed to update the academic year 2019-20 and 2020-21 data in the google sheet immediately as per the given target for the departments.	IQAC Coordinators	03.02.2021
NIRF & IQAC – Google Sheet Data Completion	Head IQAC informed that the last date for submission of NIRF is 5 th Feb. Hence all departments are informed to update the data by 2 nd Feb. Also requested to update Faculty Performance, NPTEL courseware registration details and Lecture videos Prepared data.	IQAC Coordinators	03.02.2021
Updation of work done by Department IQAC coordinators	Head-IQAC informed that it has been scheduled that department IQAC Coordinators have to present the updation of work done in their respective department from next month onwards.	IQAC Coordinators	-

[Signature]
 Coordinator
 (Head - IQAC)

[Signature]
 Dir (Admin)

[Signature]
 05/02/21
 PRINCIPAL

To:

1. All HODs
2. All coordinators

Copy to:

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4. All Directors
5. Principal

IQAC
 1) Submit the list of video lectures available, we may upload in YouTube
 2) NPTEL courses - completed, may be posted in notice board / FB / circulate in various WhatsApp group.
[Signature]



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Topic	Discussion	Action Taken
Academic Schedule	Head- IQAC conveyed that academic schedule is submitted for approval and soon it will be circulated to all the faculty members.	Approved Academic schedule sent to all
Course File Verification Report	Head-IQAC informed to submit the intra department course file verification report to IQAC as per deadline. Also Instructed the coordinators to complete the verification process within this week.	Course file audit completed as per schedule
	Department IQAC Coordinators are also instructed to keep ready with the course files for the upcoming semester (atleast 2 units per subject) of all the faculty members.	
AQAR Data	The supporting documents of the data submitted for the academic year 2018-19 should be submitted by Feb15th. All are informed to update the academic year 2019-20 and 2020-21 data in the google sheet immediately as per the given target for the departments.	2018-19 documents received 2019-20 data entry under progress
NIRF & IQAC – Google Sheet Data Completion	Head IQAC informed that the last date for submission of NIRF is 5 th Feb. Hence all departments are informed to update the data by 2 nd Feb. Also requested to update Faculty Performance, NPTEL courseware registration details and Lecture videos Prepared data.	NIRF Data entry completed on 4 th Faculty performance details, NPTEL certificate courses and lecture videos preparation are made mandatory



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Snapshot at Meeting

