



EXCEL ENGINEERING COLLEGE

(Autonomous)

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

PERSPECTIVE PLAN OF THE INSTITUTION

- One in Top 50 colleges in Tamil Nadu state.
- More funded research and Industry sponsored activities.
- Accreditation with globally reputed organizations.
- Technology Incubators and collaboration with industries.
- (Rural)BPO's / ITES Centre –Skill training centre for meeting the local needs of the society.
- Having more than 90% Ph.D holders with outcome oriented in academic and research.
- NIRF, CII, ARIIA ranking.
- NBA for other eligible departments. 60% of courses are to be NBA accredited before 2024.
- Research Centres & Centre of Excellence for all departments.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref No: EEC/IQAC/Meeting/23-24/04

Date: 22.07.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 25.07.2023 at IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 3.00 PM in the Board meeting room.

Agenda:

1. Submission of AQAR 2022-23.
2. Submission of Extended Profile.
3. Submission of NBA files 2022-23 and Action plan 2023-24.
4. General Discussions.

All Coordinators must attend the meeting without fail.


Head-IQAC


Director - Academics


PRINCIPAL

Copy To:

1. IQAC & NBA Coordinators	2. All HoD's
3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File



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Minutes of Meeting




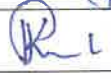


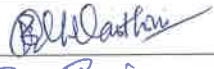


Ref:EEC/IQAC/Meeting/2023-24/04	Date : 25.07.2023
Venue : Board Room, B1 Block	Time : 4.00 pm
Members Attended the Meeting	

S.No	Department	Name with Designation	Signature
1.	Director Academic	Dr. C.KARTHIKEYINI	
2.	HEAD IQAC	Dr. A.KARTHIKEYAN	
3.	IQAC & PCT	Mr. C.P.SURESH KUMAR	
4.	IQAC	Mrs. D.PRIYADHARSINI	
5.	IQAC & SFE	Mr. N.PRITHIVIRAJ	
6.	AERO	Mr. K.VIJAY BABU	
7.	AGRI	Mr. V.BHARATH	
8.	AI & DS	Mrs L.SWARNA	
9.	BME	Dr. SATEESH REDDY.AVUTU	
10.	CIVIL	Mr. S.M.SAKTHIVEL	
11.	CSE	Mr. E.DEEPAN KUMAR	
12.	ECE	Mr. S.SATHEESH KUMAR	
13.	MECH	Mr. V.KARTHIKEYAN	
14.	FT	Mr. S.P,RAJESH	
15.	IT	Mrs. S.MOUNA	
16.	S & H	Dr. S.MOHANKUMAR	
17.	EEE	Ms. K.S.NANTHINI	
18.	MBA	Mr. P.K.JAWAHAR KUMAR	
19.	MCA	Mr. NAGESHWARAN	



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20.	AERO	Mr. S.BALASUNDARAM	
21.	BME	Ms. R.SANTHIYA	
22.	CIVIL	Dr. P.LOGANATHAN	
23.	CSE	Dr. P.KUMARI	
24.	ECE	Mr. N.RAJAGOPALA KRISHNAN	
25.	IT	Ms. SHYLU	
26.	MECH	MS.K.K.MEGAVARTHINI	
27.	FT	Mr. RAJA	
28.	S&H	Dr. S.KARUPPUSAMY	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 25.07.2023 in Board Room (B1 Block) at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Submission of NBA files	1. Existing NBA department coordinators should submit the file. 2. New NBA departments should submit the file in criteria wise before the mentioned deadline.	Dept. NBA Coordinators	31.06.2023
AQAR 2022-23	1. Organizing & Participation documents can be copied from the consolidated board meeting data which will be circulated to all the departments from IQAC. 2. AQAR 2022-23 files should be submitted at the end of July. 3. Faculty Profile template 2022-23 should be submitted on 28.07.2023. Extended profile should be submitted on or before 10.08.2023. 4. Pending Appointment order and Joining report for 2021-22 should be submitted by AGRI, CIVIL, CSE, CSBS, IT and MBA.	Dept. IQAC Coordinators	Continuous
Academics	1. Courses for the AY 2022-23 final year syllabus should be included. 2. Department wise Course title should be given for proposals regarding Skill development and Capacity building. 3. CO-PO mapping has been completed for the AY 2022-23. Individual copy is needed for NBA files. 4. CO-PO Attainment report has been discussed about the changes to be made and errors found while calculating the attainment. Faculty members are informed to rectify the changes while calculating the attainment in the upcoming semesters. 5. Action Plan Activities budget will be modified. Soft copy of all the activities should be collected immediately after the program for NAAC & AQAR purpose. 6. Video Lecturing session has been stopped presently due to technical issues. The session will be scheduled by next week from 31.07.2023 onwards.	Dept. IQAC Coordinators	Continuous

Head-IQAC

Director Academics

PRINCIPAL

Copy To:

1. IQAC Coordinators
2. All HoDs
3. Director Administration
4. Director Academic
5. Director Technical
6. Executive Director / Principal
7. Vice Chairman / Chairman office
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref No: EEC/IQAC/Meeting/23-24/06

Date: 26.08.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 30.08.2023 at IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 4.00 PM in the Board meeting room.

Agenda:

1. Submission of AQAR 2022-23.
2. Submission of Existing NBA department files 2022-23.
3. Action Plan Activities status report.
4. General Discussions.

All Coordinators must attend the meeting without fail.


Head-IQAC


Director - Academics


PRINCIPAL

Copy To:

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Minutes of Meeting

Ref:EEC/IQAC/Meeting/2023-24/06	Date : 30.08.2023
Venue : Board Room, B1 Block	Time : 4.00 pm
Members Attended the Meeting	

S.No	Department	Name with Designation	Signature
1.	Director Academic	Dr. C.KARTHIKEYINI	
2.	HEAD IQAC	Dr. A.KARTHIKEYAN	
3.	IQAC & PCT	Mr. C.P.SURESH KUMAR	
4.	IQAC	Mrs. D.PRIYADHARSINI	
5.	IQAC& SFE	Mr. N.PRITHIVIRAJ	
6.	AERO	Mr. K.VIJAY BABU	
7.	AGRI	Mr. V.BHARATH	
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10.	CIVIL	Mr. S.M.SAKTHIVEL	
11.	CSE	Mr. E.DEEPAN KUMAR	
12.	ECE	Mr. S.SATHEESH KUMAR	AB
13.	MECH	Mr. V.KARTHIKEYAN	AB
14.	FT	Mr. S.P.RAJESH	
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 25.07.2023 in Board Room (B1 Block) at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
NBA files	NBA Coordinators are informed to submit all NBA files for the academic year 2022-23.	Dept. IQAC/ NBA Coordinators	01.09.2023
AQAR 2022-23	AQAR 2023-24 templates have been formatted in the Google sheet and it has been circulated and explained to all the department IQAC Coordinators to get filled with the details for Criterion 1-7. The Google sheet should be filled and submitted on 30.09.2023.	Dept. IQAC Coordinators	30.09.2023
Academics	<ol style="list-style-type: none">Value Added courses documents should be verified for the pending department (Aero, Mech, PCT, MBA and MCA) (2022-23)NPTEL local chapters should be completed mandatorily by all the faculty members.Documents for Journal Publications, book chapters, MoU related activities should be verified by IQAC (2022-23).The report of the events conducted every month should be given to IQAC by the end of every month for AICTE Connect.Best Practices have been listed out from top NIRF Engineering colleges. It is informed to all the department coordinators to follow any one of the best practices.	Dept. IQAC Coordinators	02.09.2023
Board Meeting Data	Board meeting consolidated copy from Jan-June – 2023-24 will be circulated to all the departments for the reference.	IQAC	01.09.2023

Head-IQAC

Director Academics

PRINCIPAL

Copy To:

1. IQAC Coordinators	2. All HoDs
3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File

Received on 20/6/23



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Institution's Innovation Council (IIC)

Minutes of Meeting

Date: 16.06.2023

Ref: EEC / IIC / MOM / 2023-24 / 02

Name of the Meeting: IIC Coordinators	Ref No: Meeting No: 02 / 2023-24
Venue: B1 Block Board Room	Date: 16.06.2023
Held between: 03.30 p.m. to 04.30 p.m.	

Members Present:

S. No.	Name	Dept.	Responsibility	Signature
1	Dr.P.Karunakaran	Aero.	Chief-Coordinator - IIC/EEC	
2	Dr.K.Elamvazhuthi,	MBA	Co-Coordinator - IIC/EEC	ABSENT
2	Dr.K.Geetha	CSE&CSBS	Coordinator -R&D/EEC	K. Geetha 16/6
3	Dr.M.P.Murugesan	FT	Co-Coordinator-R&D/EEC	
4	Dr.R.Vinoth	Mech.&FS	Coordinator -IIPC/EEC	
5	Dr.S.Ponnusamy	S&H	Co-Coordinator-IIPC/EEC	S.P. Ponnusamy
6	Dr.E.R.Sivakumar	Mech.	Coordinator -EDC/EEC	E. R. Sivakumar
7	Dr.P.Loganathan	Civil	Co-Coordinator-EDC/EEC	P. Loganathan
8	Mr.Mohankumar Iyer	MBA	Coordinator -TBI/EEC	
9	Dr.R.Gunasekaran	EEE	Co-Coordinator-TBI/EEC	R. Gunasekaran
10	Dr.G.Jagajothi	ECE	Coordinator	G. Jagajothi 16/6/2023
11	Dr.N.Sundararajalu	IT	HOD/ Coordinator	N. Sundararajalu 16/06/2023
12	Mr.C.Manoj Prabhu	Agri.	Coordinator	C. Manoj Prabhu 16/6/23
13	Dr. Saroj Kumar Sah G. LAXMANA	BME	Coordinator	S. Saroj Kumar Sah 16/6/23
14	Mrs.S.L.Swarna	AIDS	Coordinator	S. L. Swarna
15	Dr.A.M.Sakthivel	PCT	Coordinator	A. M. Sakthivel 16/6/2023
16	Dr.U.Sridevi	MCA	Coordinator	U. Sridevi 16/6/2023
17	Mr.R.Nallappan	Aero.	Coordinator	R. Nallappan
18	Mrs.V.Baby	CSE	Coordinator	V. Baby

Dr (Head)
cert for a meeting

16/6/23

The Content of discussion: (16.06.2023)

S. No.	Agenda	Discussion	Responsibility	Target date																																																																																																																																				
1	Review of last meeting	The Chief-Coordinator welcomed the team members, previous minutes of meeting were reviewed and the followings points were discussed. All the coordinators are requested to update the Board Meeting, IIC, R&D and IIPC Google Sheets on daily basis.	Coordinators	As Mentioned																																																																																																																																				
2	Research and Patent Publications	The faculty members are asked to publish papers in conferences, SCI / WOS journals and patents asper the target given (Jan 2023 – June 2023). Board meeting data updated for the period from 01.01.2023 to 31.04.2023:	Dr.K.Geetha, Coordinators & Faculty Members	June 2023																																																																																																																																				
		<table border="1"> <thead> <tr> <th rowspan="2">Dept.</th> <th colspan="2">Conf. Publication</th> <th colspan="2">Journal Publication</th> <th colspan="2">Patent/ Copy Rights</th> </tr> <tr> <th>Comm.</th> <th>Attd.</th> <th>Comm.</th> <th>Publ.</th> <th>Comm.</th> <th>Sanct.</th> </tr> </thead> <tbody> <tr><td>AERO</td><td>8</td><td>0</td><td>8</td><td>0</td><td>1</td><td>3</td></tr> <tr><td>AGRI</td><td>5</td><td>2</td><td>5</td><td>0</td><td>1</td><td>0</td></tr> <tr><td>BME</td><td>5</td><td>0</td><td>5</td><td>0</td><td>1</td><td>0</td></tr> <tr><td>CIVIL</td><td>6</td><td>0</td><td>6</td><td>1</td><td>1</td><td>0</td></tr> <tr><td>CSE</td><td>10</td><td>0</td><td>10</td><td>7</td><td>1</td><td>1</td></tr> <tr><td>ECE</td><td>12</td><td>12</td><td>12</td><td>4</td><td>1</td><td>3</td></tr> <tr><td>FT</td><td>4</td><td>0</td><td>4</td><td>0</td><td>1</td><td>0</td></tr> <tr><td>IT</td><td>5</td><td>2</td><td>5</td><td>2</td><td>1</td><td>5</td></tr> <tr><td>MECH</td><td>11</td><td>0</td><td>11</td><td>3</td><td>1</td><td>1</td></tr> <tr><td>AIDS</td><td>3</td><td>0</td><td>3</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>S&F</td><td>3</td><td>0</td><td>3</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>EEE</td><td>6</td><td>0</td><td>6</td><td>0</td><td>1</td><td>0</td></tr> <tr><td>PCT</td><td>6</td><td>0</td><td>6</td><td>2</td><td>1</td><td>0</td></tr> <tr><td>S&H</td><td>22</td><td>5</td><td>22</td><td>0</td><td>1</td><td>1</td></tr> <tr><td>MBA</td><td>5</td><td>0</td><td>5</td><td>0</td><td>1</td><td>0</td></tr> <tr><td>MCA</td><td>1</td><td>0</td><td>1</td><td>0</td><td>1</td><td>0</td></tr> <tr><td>Total</td><td>108</td><td>21</td><td>107</td><td>22</td><td>16</td><td>15</td></tr> </tbody> </table>			Dept.	Conf. Publication		Journal Publication		Patent/ Copy Rights		Comm.	Attd.	Comm.	Publ.	Comm.	Sanct.	AERO	8	0	8	0	1	3	AGRI	5	2	5	0	1	0	BME	5	0	5	0	1	0	CIVIL	6	0	6	1	1	0	CSE	10	0	10	7	1	1	ECE	12	12	12	4	1	3	FT	4	0	4	0	1	0	IT	5	2	5	2	1	5	MECH	11	0	11	3	1	1	AIDS	3	0	3	1	1	1	S&F	3	0	3	2	1	0	EEE	6	0	6	0	1	0	PCT	6	0	6	2	1	0	S&H	22	5	22	0	1	1	MBA	5	0	5	0	1	0	MCA	1	0	1	0	1	0	Total	108	21	107	22	16	15
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15	MBA	2	0
16	MCA	2	0
TOTAL		32	0

The faculty members are asked to initiate the consultancy works as per the target mentioned for the period of Jan 2023 – June 2023.

4 MOU signed and activities

The MOU signed in the departments as follows, It is asked to increase the MOU activities of the MOU industries.

Sl. No.	Dept.	MoUs		
		Comm.	Exe.	Exist. MOU Act.
1	AERO	2	0	2
2	AGRI	2	0	2
3	BME	2	0	0
4	CIVIL	2	0	0
5	CSE	2	0	0
6	ECE	2	0	7
7	FT	2	0	2
8	IT	2	0	1
9	MECH	2	0	1
10	AI&DS	2	1	1
11	S&F	1	0	0
12	EEE	2	0	0
13	PCT	2	1	0
14	S&H	2	0	0
15	MBA	2	0	0
16	MCA	2	0	0
TOTAL		31	2	16

Dr.R.Vinoth,
Coordinators
&
Faculty
Members

June 2023

5 Internships of staff and students

Motivate the students to undergo 100% internships in the departments to enhance their skill. The students must submit their internship report after completing their internships.

Sl. No.	Dept	Faculty Internship		Student Internship	
		Comm.	Attd.	Comm.	Attd.
1	AERO	8	0	113	30
2	AGRI	5	0	85	168
3	BME	5	0	82	0
4	CIVIL	6	0	89	60
5	CSE	10	0	200	179
6	ECE	12	0	123	6
7	FT	4	0	60	6
8	IT	5	0	118	5
9	MECH	11	0	118	103
10	AI&DS	3	0	58	43
11	S&F	3	2	18	17
12	EEE	6	0	46	21
13	PCT	6	0	51	16

Dr.R.Vinoth,
Coordinators
&
Faculty
Members

June 2023

		14	S&H	22	3	560	0		
		15	MBA	5	0	118	16		
		16	MCA	1	1	60	0		
		TOTAL		108	6	1899	670		
		The faculty members are asked to submit 10 page report for their internships.							
6	Industrial Guest Lecture	The faculty members are asked to do industry Guest Lecture as per the target mentioned.							
				Industrial Guest Lecture					
		Sl. No.	Dept.	Comm.		Org			
		1	AERO	3		2			
		2	AGRI	3		0			
		3	BME	3		0			
		4	CIVIL	3		0			
		5	CSE	3		0			
		6	ECE	3		4			
		7	FT	3		0			
		8	IT	3		1			
		9	MECH	3		2			
		10	AI&DS	3		1			
		11	S&F	3		1			
		12	EEE	3		0			
		13	PCT	3		1			
		14	S&H	3		1			
		15	MBA	3		2			
		16	MCA	3		0			
		TOTAL		48	15				
		Dr.R.Vinoth, Coordinators & Faculty Members							
		June 2023							
7	Industry Projects	The faculty members are asked to motivate the students to undergo industry projects.							
				Industrial Project					
		Sl. No.	Dept.	Comm.		Exe.			
		1	AERO	5		16			
		2	AGRI	5		7			
		3	BME	5		0			
		4	CIVIL	5		0			
		5	CSE	5		0			
		6	ECE	5		4			
		7	FT	5		10			
		8	IT	5		0			
		9	MECH	5		3			
		10	AI&DS	0		0			
		11	S&F	0		0			
		12	EEE	5		0			
		13	PCT	5		13			
		14	S&H	0		0			
		15	MBA	5		30			
		16	MCA	5		29			
		TOTAL		65	112				
		Dr.R.Vinoth, Coordinators & Faculty Members							
		June 2023							
8	Any other points	The coordinators are requested to submit the supporting documents for the patent filed after 15th Oct 2021 onwards for KAPILA application.							
		Coordinators							
		20.06.2023							


17/6/2023
Chief Coordinator


17/6/23
Director Academics


17/6/23
Director Admin.

Principal / ED

No steps taken to complete the target



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Institution's Innovation Council (IIC)

Date: 20.06.2023

Ref: EEC / IIC / Circular / 2023-24 / 03

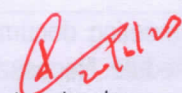
Circular

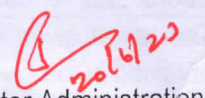
The IIC meeting is scheduled on 23.06.2023 at 3.30 p.m. in the B1 Block Board Room. All the IIC Coordinators are informed to attend the meeting and come with the details to discuss.

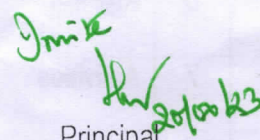
Agenda:

1. Review of last meeting
2. IIC activities and uploading of documents
3. Innovation Ambassador Training
4. IPR
5. YUKTI
6. KAPILA
7. Any other points


IIC Chief-Coordinator


Director Academics


Director Administration


Principal

Copy to:

1. All HOD's
2. IIC Coordinators
3. Director-Academics, Admin - File
4. ED/Principal
5. VC / Chairman
6. IIC file

The content of discussion: (23.06.2023)

S. No.	Agenda	Discussion	Responsibility	Target date
1	Review of last meeting	Chief-Coordinator welcomed the team members, previous minutes of meeting were reviewed by the principal and the followings points were discussed. All the coordinators are requested to update the Board Meeting, IIC, R&D and IIPC Google Sheets on daily basis.	Coordinators	As Mentioned
2	IIC activities and documents	The IIC / EDC / Event coordinators were asked to conduct activities effectively for internal and external participants as per the Quarter 4 - IIC Calendar & Schedule planned for the month of July 2023. The IIC portal was opened for the submission of Quarter 3 IIC programme documents. The coordinators were asked to upload the documents as per the format with the approval from the Principal.	Coordinators	Immediate
3	Innovation Ambassador Training	The Innovation Ambassadors were asked to conduct sessions on innovation and entrepreneurship for internal and external institutes / students. The five nominated faculty members were successfully completed the IIC Innovation Ambassador Basic and Advanced level trainings for the AY 2022-23 out of ten. The remaining five have to complete the training before 30.06.2023.	Innovation Ambassadors / Coordinators	30.06.2023
4	IPR	The IPR coordinators were asked to identify the best final year projects / innovative ideas / prototypes / products in the departments to file patent and upload the proposals / documents in the YUKTI portals.	IPR coordinators	Immediate
5	YUKTI	It is requested to submit at least 10 ideas per department in the YUKTI portal before 20.07.2023.	Dr.R.Gunasekaran / Coordinators	20.07.2023
6	KAPILA	The coordinators were asked to submit the data to KAPILA Coordinator for correction.	Dr.M.P.Murugesan / Coordinators	Immediate
7	Activities	The target given in the board meeting documents must be obtained in the given time of schedule. Necessary steps to be taken by the coordinators immediately to achieve the same.	Coordinators	Immediate

Dr Karunakaran Submit for approval

How they contribute further?

[Signature]
24/6/2023
Chief Coordinator

[Signature]
Director Academics

[Signature]
Director Admin.

[Signature]
Principal

⊕ No coordinators are having data about their department
 ⊕ no plan of action given by the coordinators
 ⊕ A-No-4, to be discussed
 ⊕ so much pending work/documents activities noticed.
 Plan as accepted and submit report
 We can't still compromise on target fixed.



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C.No:EEC/2023-24/Acad/02

Date: 17.07.2023

CIRCULAR

Academic & Autonomous Meeting has been arranged on 18.07.2023 at 3.30PM in Board Room, B1 block. HoD – Mechanical and all coordinators (Department) are informed to attend the meeting with the required data. The agenda of the meeting is as follows:

Agenda:

1. Review of previous meeting
2. CAMU Entry- Lesson plan, course material
3. Question Bank preparation and Verification status
4. Video Lectures preparation and recording
5. Course file audit- report discussion
6. NPTEL course registration
7. Any other matters


Director-Academics


Director-Admin


Principal

Copy to:

1. Academic Coordinators-Institute & Dept- To attend meeting with all necessary data
2. HoDs-Inform department coordinators
3. Head IQAC
4. COE
5. IIC coordinators
6. Placement Officer
7. Director-Technical
8. Executive Director
9. Chairman/Vice Chairman
10. Director Academic-File



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ACADEMIC MEETING ATTENDANCE

Date: 18.07.2023

S.No.	Name of the Faculty	Department	Mobile No	Signature
1.	Dr.C.Karthikeyini	Dir(Acad)	9787287722	
2.	Dr.N.Natarajan	HoD/Mech	9942334802	OD - RAN INDIA
3.	Mr.S.R.Arun	AP/Aero	9003980900	
4.	Mr.V.R.Vellingiri	AP/Agri	9865226369	
5.	Mr.D.Gurubatham	AP/English	9942230352	
6.	Dr.G.Prakash	Prof/BME	9842996917	
7.	Dr.K.P.Vishalakshi	AP/Civil	7373080906	
8.	Dr.P.Kumari	ASP/CSE	9486648966	
9.	Mr. B.Karthikprabu	AP/ECE	9843753358	
10.	Mr.S.Tharani	AP/FT	8122451567	
11.	Dr.S.Kayalvizhi	Prof/IT	8825652516	
12.	Mr.M.Sambathkumar	AP/Mech	9994426296	
13.	Dr.K.Gajalakshmi	AP/S&F	9345186661	
14.	Mrs.C.Rajeswari	AP/EEE	9842795549	
15.	Mr.P.Ilavalagan	AP/PCT	9123592750 9965692010	
16.	Mr.R.Mohanasundaram	AP/MBA	9344305783	
17.	Ms. C.Eben Exceline	AP/AI&DS	8508203179	

Director-Academic

Principal

Academic Domain Meeting - Minutes
[Meeting held on 18.07.2023]

S.No.	Agenda	Discussion	Target Date	Remarks
1.	Previous Meeting Review	<ul style="list-style-type: none"> Academic Target completion Timetable grievances Lesson plan, course material, Question bank Video Lecture 	5.7.23 7.7.23 11.7.23	Completed No complaints Follow up In progress
2.	CAMU Entry- Lesson plan, course material	<ul style="list-style-type: none"> It was discussed that, as informed in last meeting, the coordinators submitted report on CAMU entry for lesson plan, course material. Those not completed the target are informed to update by 19.7.23 	19.7.2023	
4.	Question Bank Verification	<ul style="list-style-type: none"> All coordinators are informed to verify the quality of Question Bank as per Blooms Level before uploading in COE portal. 	28.7.2023	
5	Video Lectures preparation and recording	<ul style="list-style-type: none"> Academic coordinators are informed to ensure to follow the video recording schedule. All coordinators are informed to give the faculty names for vide lecture recording on <u>21st, 22nd</u> and 28th of this month 	19.7.23	← Try to record at the earliest
6	Course file audit-report discussion	<ul style="list-style-type: none"> As scheduled course file audit was conducted on 13th and 14th July. And the remarks were discussed in the meeting. ✓ The pending files in all departments are instructed to complete by 19.7.23. ✓ 	19.7.23	
7.	NPTEL course registration	<ul style="list-style-type: none"> All department faculty members are instructed to register for NPTEL courses in their related domains for knowledge upgradation. ✓ All are informed to register in 12 weeks course 	25.7.23	
8.	Any Other Matters	<ul style="list-style-type: none"> All are informed to submit updated workload. It was suggested that for printer and stationary requirements request may be given by the departments ✓ 		

P 19/7/23
Director Academic

19/7/23
Principal

Copy to:

1. Academic Coordinators- Institute & Dept.
2. HODs-Inform department coordinators
3. Head- IQAC
4. CoE
5. IIC Coordinator
6. Placement Officer
7. Directors-Technical
8. Executive Director
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Category : Academic

Priority : Normal

C.NO: EEC/2023-24/EVENT/05

Date: 11.09.2023

CIRCULAR

Sub: Event Coordinators Meeting - Reg

All department Event coordinators are requested to attend the meeting on 12.09.2023, 3.30PM at B1 Block Board Room.

Agenda:

1. Review of previous meeting minutes
2. Activities conducted for August Month and deviation report
3. Activities planned for September Month
4. Event Photos
5. Any other matters


DIRECTOR-ACADEMIC


DIRECTOR - ADMIN


PRINCIPAL

Copy to:

1. Event Coordinators-Institute & Dept- To attend meeting with all necessary data
2. HoDs-Inform department coordinators
3. Head IQAC
4. COE
5. IIC coordinators
6. Placement Officer
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KOMARAPALAYAM - 637303



EVENTS MEETING ATTENDANCE

Date: 12.09.2023

S.No.	Name of the Faculty	Department	Mobile No	Signature
1.	Dr.C.Karthikeyini	Dir(Acad)	9787287722	
2.	Mr.M.Nambirajan	AP/Aero	9789485627	
3.	Mr.C.Manojprabhu	AP/Agri	9842533781	
4.	Mrs.A.Yasmin	AP/AIDS	9944351802 9384496855	
5.	Dr.Sarojkumar sah (T.Sasikala)	AP/BME	9384643975 (8526717935)	
6.	Mr.S.M.Sakthivel	AP/Civil	9944131975	
7.	Mrs.K.Kalpana	AP/CSE	9443303127	
8.	Ms.S.Theivayanaki	AP/ECE	9942121644	
9.	Ms. G.Chitra	AP/FT	7373842794	
10.	Mr.V.S.Prabhu	AP/IT	9600369974	
11.	Dr.N.Venkatachalam	ASP/Mech	9489013193	
12.	Mr.S.Saravanakumar	AP/SF	7200140982	
13.	Mrs.P.Maheshwari	AP/EEE	9791271915	
14.	Mr.P.Santhosh	AP/PCT	9566842105	
15.	Mrs.G.Kiruthika Dr. S. Rajkumar	AP/MBA	9003775883 9994110139	
16.	Ms.B.Kavitha	AP/MCA	7708754052	
17.	Dr.K.Saravanan	AP/MBA	9344305783	

Director-Academic

Principal

Event Coordinators Meeting - Minutes
[Meeting held on 12.09.2023]

S.No.	Agenda	Discussion	Target Date	Remarks																																																																																																																																
1.	Previous Meeting Review	<ul style="list-style-type: none"> Previous meeting minutes discussed. 																																																																																																																																		
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4.	Event Photos	<ul style="list-style-type: none"> All coordinators are informed to take event photos both with G-tag and without G-tag 	20.9.23																																																																																																																																	
5	Any other matters	<ul style="list-style-type: none"> Coordinators are informed to give the proposal well in advance for processing. All are informed to complete the activities in time. 	Continuous																																																																																																																																	

Director Academic

Copy to:

1. Academic Coordinators- Institute & Dept.
2. HODs-Inform department coordinators
3. Head- IQAC
4. CoE
5. IIC Coordinator
6. Placement Officer
7. Directors-Technical
8. Executive Director
9. Chairman/Vice Chairman
10. Director Academic-File

Principal



EXCEL ENGINEERING COLLEGE

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KOMARAPALAYAM - 637303

OFFICE OF THE CONTROLLER OF EXAMINATIONS

C.No.:EEC/2022-23/EVEN/COE/9

DATE: 14-06-2023

CIRCULAR

Sub: Exam cell coordinators meeting – reg.

All Department Exam cell coordinators are requested to attend the meeting on 16.06.2023, 03.30am at Radhakrishnan hall.

S.No.	Agenda
1	First year IAE –III Examination
2	UG and PG internal mark submission,
3	First year Semester Examination – April /May 2023
4	Student profile correction in COE Software
5	Any Other Matters


COE 14/06/23


Executive Director/ Principal



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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Exam coordinators meeting - Attendance sheet

Date: 16-06-2023

S.No	Name	Designation	Signature
1.	Dr.L.Ashokkumar	COE	OD
2.	Mr.S.Karthik	ACOE	SK
3.	Mr.S.S.Jayaraman	ACOE	AB
4.	Mr.C.Arundoss	AP / CIVIL	Arundoss 16/6/23
5.	Dr.M.P.Murugesan	AP / FT	M.P.Murugesan
6.	Mr.P.Sathyaraj	AP / IT	P. Sathyaraj
7.	Ms.Kokila	AP / AI & DS	AB
8.	Ms.R.Geetha	AP / BME	R. Geetha
9.	Ms.S.Nathiya	AP / CSE	S. Nathiya
10.	Mr.K.Gopalakrishnan	AP / S&F	K. Gopalakrishnan
11.	Mr.D.Logachandran	AP / Agri	D. Logachandran 16/6/23
12.	Mr.M.K.Anand Kumar	AP / EEE	AB
13.	Mr.C.S.Arviyth Kumar	AP/PCT	AB
14.	Mr.P.Mahendra Boopathy	AP/MBA	P. Mahendra Boopathy
15.	Ms.Sudha	AP/ Maths	P. Sudha
16.	Ms.M.K.Nageswari	AP/MBA	M.K.Nageswari

DRS or leave
Be clear

All must attend
if they are in Campus



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Name of the Meeting: Exam Coordinators	Meeting No: Exam /9/ 2022-23/Even semester
Venue: Radhakrishnan Hall	Date: 16.06.2023, 03.30 PM

Members Present:

S.No	Name	Designation
1.	Mr.S.Karthik	ACOE
2.	Mr.C.Arundoss	AP / CIVIL
3.	Dr.M.P.Murugesan	AP / FT
4.	Mr.P.Sathyaraj	AP / IT
5.	Ms.R.Geetha	AP / BME
6.	Ms.S.Nathiya	AP / CSE
7.	Mr.K.Gopalakrishnan	AP / S&F
8.	Mr.D.Logachandran	AP /Agri
9.	Mr.M.K.Nageswqaran	AP / MCA
10.	Mr.P.Mahendra Boopathy	AP/MBA
11.	Ms.Sudha	AP/ Maths

S.No	Agenda	Discussion	Responsibility	Target Date	Remarks
1	First year IAE – III Exam	<ul style="list-style-type: none"> ➤ I Year IAE-III Exam starts from 05.07.2023 ➤ Last date to enter question bank in coxco software is 30.06.2023. 	Exam Coordinator and HoD	30.06.2023	
2	UG and PG internal mark submission.	<ul style="list-style-type: none"> ➤ All Departments should submit internal mark softcopy in prescribed format given by COE office before 17.06.2023, after getting approval from HOD and director academic. 	Exam Coordinators and class advisors	17.06.2023	
3	First year Semester Examination – April /May 2023	<ul style="list-style-type: none"> ➤ First year Semester exam starts from 11.07.2023 	COE and ACOE	Continuous	
4	Student profile correction in COE Software	<ul style="list-style-type: none"> ➤ Students profile correction in COE portal should be done before 21.06.2023. 	Class Advisor, Exam Coordinator and HoD	21.06.2023	

5	Any Other Matters	➤ All departments should submit Anna university student database in prescribed format given by Anna university on or before 20.06.2023	Exam Coordinators and class advisors	20.06.2023	
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Prepared by: S.Karthik, ACOE


COE 20/6/23


Executive Director / Principal

Copy to:

1. VC/Chairman
2. Principal
3. All Director's
4. All HoD's
5. Principal office File
6. File copy

Received on 21.06.2023



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Name of the Meeting: HoDs Meeting 02	Meeting No: 02/ 2023-24
Venue: B1 Block Board Room,	Date: 14.06.2023, 11.00am

Members Present:

S.No	Name	Designation	Signature
1.	Dr.K. Bommanna Raja	Principal	
2.	Dr.C.Karthikeyini	Academics	Spell leave
3.	Dr.S.Anbu Karuppusamy	Admin	
4.	Dr.L.Ashok Kumar	COE	
5.	Dr.V.S.Arulmurugan	First year Coordinator	
6.	Dr.S.P.Venkatesan	HOD / AERO	
7.	Prof.V.R.Vellingiri	HOD i/c / AGRI	
8.	Mrs.P.Jayaprabha	Dept.Coordinator, AI & DS & MCA	
9.	Dr.B.Balasubramanian	HOD / BME	
10.	Dr.S.Shanmugasundaram	HOD / CIVIL	
11.	Dr.P.C.Senthil Mahesh	Dept.Coordinator, CSE & CSBS	
12.	Dr. K.Tamilarasi	Dept.Coordinator, ECE	
13.	Dr.M.Karuppaiya	HOD / FT	
14.	Dr.M.Vadivel	HOD i/c / IT	
15.	Dr.N.Natarajan	HOD / MECH	
16.	Dr.R.Gunasekaran	HOD i/c /EEE	
17.	Dr.E.R.Sivakumar	HOD i/c /PCT, EDC Coordinator	
18.	Dr.K.Elamvazhuthi	HOD/MBA	
19.	Dr.A.Karthikeyan	Head IQAC	
20.	Dr.R. Yuvaraj	Placement Officer	Spell leave
21.	Dr.P.Karunakaran	IIC Coordinator	
22.	Dr.K.Geetha	R &D Coordinator	
23.	Dr.R.Vinoth	IIPC Coordinator	
24.	Dr.G.Prakash	Alumni Coordinator	Spell leave
25.	Prof. K.Sabarinathan	Infra coordinator	Leave
26.	Prof.D.Vadivel	Scholarship Coordinator	Leave
27.	Prof.Mohankumar Iyer	Professor/MBA	Leave
28.	Prof.D.Mani	Assistant Professor	

DIRECTOR ADMIN

DIRECTOR ACADEMIC

PRINCIPAL

S.No	Agenda	Discussion	Responsibility	Target Date	Remarks
2.01	Minutes of the Previous Meeting	<ul style="list-style-type: none"> ➤ The minutes of the previous meeting has been reviewed and approved. 	HoDs		
2.02	Academics & Autonomous	<ul style="list-style-type: none"> ➤ HoDs are instructed to discuss with our students regarding poor marks in IAE II. ➤ University practical starts on 14th July, 2023 for I year students. ➤ Exam fee circular has been circulated for first UG & PG students. ➤ HoDs are requested to submit the list of not credited Post Matric Scholarship amount. ➤ Auditing is going to held on 15th & 20th June, 2023 for laboratory in the aspect of verifying the equipments. ➤ HoDs are requested to handover the Service Request Form. ➤ HoDs are requested to submit the new name list for laboratory. ➤ HoDs are instructed to handover the finalized Elective Papers to the CoE. ➤ HoDs are requested to give the dates for spell leave. ➤ HoDs are requested to submit the list if deficiency such as fans, windows, door etc. ➤ HoDs are requested to submit the list of promotion within Saturday (17.06.2023) 	<p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p>	<p>14.07.2023</p> <p>15.06.2023 & 20.06.2023</p> <p>17.06.2023</p>	
2.03	Admission, Scholarship & Fees Follow up	<ul style="list-style-type: none"> ➤ Fees pending students (PG – PMS) will not be allowed to write the examination and they should be inactivated in Camu. ➤ Fee structure has been modified for non – circuit branches (75000-55000). ➤ Students should be promoted to the next semester, only if they have cleared all fees. 	Coordinators, Chief Mentors & Mentors		

		➤ In odd semester (2023-24), July 07 is the last date for paying the fees.		07.07.2023
2.04	COE	➤ COE requested to give the demonstration of new software on Wednesday 14, May 2023 by 4.30pm.		14.06.2023
	IQAR	➤ COE requested to handover the mark sheets to passed out students within one week. ➤ 30 th July, 2023 will be the last date for submitting the NBA files.	Organize a special meeting on 24/06/23 for NBA submission 23-24	30.07.2023
2.05	Placement	➤ In special case, the students those got placement during 7 th semester may be permitted to go for jobs but no reduction in tuition fee and hostel fee.		
2.06	Others	➤ Interview is going to be conducted on Friday 16, June 2023. ➤ TACM workshop will be conducted on 22 nd and 23 rd , June 2023 for students. ➤ This month end review will be conducted for proposals.	Need staff promotion	16.06.2023 23.06.2023


DIRECTOR -ADMIN


DIRECTOR -ACADEMIC

PRINCIPAL

Copy to:

1. VC/Chairman
2. Executive Director
3. Directors-Technical,
4. Head – IQAC
5. CoE
6. Placement & Training officer
7. IIC/ R&D Coordinator
8. HODs
9. File



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Name of the Meeting: HoDs Meeting 03	Meeting No: 03/ 2023-24
Venue: B1 Block Board Room.	Date: 24.06.2023, 03.00pm

Members Present:

S.No	Name	Designation	Signature
1.	Dr.K. Bommanna Raja	Principal	<i>[Signature]</i>
2.	Dr.C.Karthikeyini	Academics	<i>[Signature]</i>
3.	Dr.S.Anbu Karuppusamy	Admin	<i>[Signature]</i>
4.	Dr.L.Ashok Kumar	COE	leave
5.	Dr.V.S.Arulmurugan	First year Coordinator	<i>[Signature]</i>
6.	Dr.S.P.Venkatesan	HOD / AERO	<i>[Signature]</i>
7.	Prof.V.R.Vellingiri	HOD i/c / AGRI	<i>[Signature]</i>
8.	Mrs.P.Jayaprabha	Dept.Coordinator, AI & DS & MCA	<i>[Signature]</i>
9.	Dr.B.Balasubramanian	HOD / BME	<i>[Signature]</i>
10.	Dr.S.Shanmugasundaram	HOD / CIVIL	<i>[Signature]</i>
11.	Dr.P.C.Senthil Mahesh	Dept.Coordinator, CSE & CSBS	<i>[Signature]</i>
12.	Dr. K.Tamilarasi	Dept.Coordinator, ECE	<i>[Signature]</i>
13.	Dr.M.Karupaiya	HOD / FT	<i>[Signature]</i>
14.	Dr.M.Vadivel	HOD i/c / IT	<i>[Signature]</i>
15.	Dr.N.Natarajan	HOD / MECH	<i>[Signature]</i>
16.	Dr.R.Gunasekaran	HOD i/c /EEE	<i>[Signature]</i>
17.	Dr.E.R.Sivakumar	HOD i/c /PCT, EDC Coordinator	<i>[Signature]</i>
18.	Dr.K.Elamvazhuthi	HOD/MBA	<i>[Signature]</i>
19.	Dr.A.Karthikeyan	Head IQAC	<i>[Signature]</i>
20.	Dr.R. Yuvaraj	Placement Officer	<i>[Signature]</i>
21.	Dr.P.Karunakaran	IIC Coordinator	<i>[Signature]</i>
22.	Dr.K.Geetha	R &D Coordinator	<i>[Signature]</i>
23.	Dr.R.Vinoth	IIPC Coordinator	<i>[Signature]</i>
24.	Dr.G.Prakash	Alumni Coordinator	leave leave
25.	Prof. K.Sabarinathan	Infra coordinator	leave leave
26.	Prof.D.Vadivel	Scholarship Coordinator	leave leave
27.	Prof.Mohankumar Iyer	Professor/MBA	leave leave
28.	Prof.D.Mani	Assistant Professor	<i>[Signature]</i>

[Signature]
24/6/23
DIRECTOR ADMIN

[Signature]
24/6
DIRECTOR ACADEMIC

[Signature]
24/6/23
PRINCIPAL

S.No	Agenda	Discussion	Responsibility	Target Date	Remarks
3.01	Minutes of the Previous Meeting	<ul style="list-style-type: none"> The minutes of the previous meeting has been reviewed and approved. 	HoDs		
3.02	Academics & Autonomous	<ul style="list-style-type: none"> HoDs are asked to submit the Course registration details Value added course and one credit course to COE. College will reopen on 3rd July, 2023 for III year students. Final year students should report to college on 28.06.2023 for Hexaware Training. Faculty Members are requested to submit the list of video lecture with title. NPTEL approved courses must be finalized and submit to the Academic Director in the given format. Mechanical HoD is requested to submit the list of NPTEL passing grade on 23.6.2023. HoDs are requested to follow up the coordinators for receiving the certificates from the students. Faculty Members are requested to complete their target by June 2023. 26th June, 2023 will be the last date for submitting the proposals then only spell leave will be given. Faculty Members are asked complete their appraisal form within given date. 	<p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p> <p>HoDs</p>	<p>03.07.2023</p> <p>28.06.2023</p> <p>23.06.2023</p> <p>26.06.2023</p>	<p><i>IV year also discussed, but not updated in MoM.</i></p> <p><i>not receiving for approval</i></p> <p><i>Mention clearly, what certificates.....</i></p> <p><i>Internship status of III & IV year students</i></p> <p><i>Submit list of proposals</i></p>

3.03	Admission, Scholarship & Fees Follow up	<ul style="list-style-type: none"> ➤ Scholarship students should be followed regularly by Chief Mentors and Mentors and that should be reported to HoDs. ➤ PMS pending students should be followed by Chief Mentors and Mentors. ➤ Action Plan should be kept readily for the academic year 2023-24. 	Chief Mentors & Mentors		
3.04	IQAC	<ul style="list-style-type: none"> ➤ IIC pending work should be completed as per the plan. ➤ 30th July, 2023 will be the last date for submitting the NBA files. 	<p style="color: green;">Follow up and report in person</p> <p style="color: green;">Mention dept.</p>	30.07.2023	
3.05 3.06	Placement Others	<ul style="list-style-type: none"> ➤ Higher studies or GATE exam training should be given for 30 hours. ➤ Students are requested to avoid strictly using electronic devices such as mobile, head phone, smart watch etc. ➤ AICTE regarding activities should be uploaded in AICTE portal. ➤ Academic Calendar should be verified while making Action Plan and submit the same to the Academic Director. 	<p style="color: green;">Regular follow up need. Who has been assigned the work?</p> <p style="color: green;">Not clear</p>		


DIRECTOR -ADMIN


DIRECTOR -ACADEMIC


PRINCIPAL

Copy to:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. VC/Chairman 2. Executive Director 3. Directors-Technical, 4. Head - IQAC 5. CoE | <ol style="list-style-type: none"> 6. Placement & Training officer 7. IIC/ R&D Coordinator 8. HODs 9. File |
|--|--|



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ACADEMIC YEAR: 2022-23

ANTIRAGGING COMMITTEE MEETING CIRCULAR

Ref:EEC/ARC/2022-23/001

Date: 14.09.2022

An Anti-ragging committee of our college for the year 2022-23 is formed, comprising of the following members. They are requested to attend the meeting on **16.09.2022** at 2.30 PM. Venue: Board Room.

ANTI-RAGGING COMMITTEE

Sl. No.	Name of the Member	Designation / Dept	Role
1.	Dr.K.Bommanna Raja	Principal	Chairman
2.	Dr.S.Anbu Karuppusamy	Director Admin	Member
3.	Dr.D.Dyneswar	Psychologist	Member
4.	Dr.N.Natarajan	HoD / Mech	Member
5.	Dr.V.S.Arulmurugan	HoD / S&H	Member
6.	Mr.S.Balasundaram	AP/AERO	Member
7.	Mr.M.Sanjay	AP/AERO cum Deputy Warden / Boys Hostel	Member
8.	Ms.S.Theivanayaki	AP / ECE cum Deputy Warden / Girls Hostel	Member
9.	Mr.M.Subramani	F/o. Ms.S.Kiruthika, III Year/ CSE	Member
10.	Mr.S.Praveenkumar	IV Year / ECE	Member
11.	Ms.Anjali Jenu	IV Year / CSE	Member
12.	Mr.Mithlesh Kumar Ramdev Mandal	IV Year / IT	Member
13.	Mr.Faheem E K	III Year / SF	Member
14.	Mr.N.Gowtham	III Year / Aero	Member
15.	Mr.Akshya S Prasad	III Year / Food Tech	Member
16.	Mr K.Aravind Kumar	II Year / ECE	Member
17.	Mr.Rohan Rajeev K T	II Year / CSE	Member
18.	Ms.Anjali Kumari	II Year / IT	Member


Coordinator


Principal



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ACADEMIC YEAR: 2022-23

MINUTES OF ANTIRAGGING COMMITTEE

Ref:EEC/ARC/2022-23/002

Date: 17.09.2022

Anti-Ragging committee meeting was held on 16.09.2022 at 2.30 pm in the Board Room, Excel Engineering College. The meeting was chaired by Dr. K.Bommanna Raja, Principal, Excel Engineering College as Chairman, Anti Ranging Committee.

The following members were attended the meeting

Sl. No.	Name of the Member	Designation / Dept	Signature
1.	Dr.K.Bommanna Raja	Principal	
2.	Dr.S.Anbu Karuppusamy	Director Admin	
3.	Dr.D.Dyneswar	Psychologist	
4.	Dr.N.Natarajan	HoD / Mech	
5.	Dr.V.S.Arulmurugan	HoD / S&H	
6.	Mr.S.Balasundaram	AP/AERO	
7.	Mr.M.Sanjay	AP/AERO cum Deputy Warden / Boys Hostel	
8.	Ms.S.Theivanayaki	AP / ECE cum Deputy Warden / Girls Hostel	
9.	Mr.M.Subramani	F/o. Ms.S.Kiruthika, III Year/ CSE	
10.	Mr.S.Praveenkumar	IV Year / ECE	
11.	Ms.Anjali Jenu	IV Year / CSE	
12.	Mr.Mithlesh Kumar Ramdev Mandal	IV Year / IT	
13.	Mr.Faheem E K	III Year / SF	
14.	Mr.N.Gowtham	III Year / Aero	
15.	Mr.Akshya S Prasad	III Year / Food Tech	
16.	Mr K.Aravind Kumar	II Year / ECE	
17.	Mr.Rohan Rajeev K T	II Year / CSE	
18.	Ms.Anjali Kumari	II Year / IT	



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UPDATED ANTI-RAGGING COMMITTEE FOR THE ACADEMIC YEAR: 2022-23

Sl. No.	Name of the member	Designation/Dept	Role
1.	Dr.K.Bommanna Raja	Principal	Chairman
2.	Dr.S.AnbuKaruppusamy	Director Admin	Member
3.	Dr.D.Dyneswar	Psychologist	Member
4.	Dr.N.Natarajan	HoD / Mech	Member
5.	Dr.V.S.Arulmurugan	HoD / S&H	Member
6.	Mr.S.Balasundaram	AP/AERO	Member
7.	Mr.M. Sanjay	AP/AERO cum Deputy Warden / Boys Hostel	Member
8.	Ms.S.Theivanayaki	AP / ECE cum Deputy Warden / Girls Hostel	Member
9.	Mr.M.Subramani	F/o. Ms.S.Kiruthika, III Year/ CSE	Member (Parent Representative)
10.	Mr.Praveenkumar S	IV Year / ECE	Member
11.	Ms.AnajliJenu	IV Year / CSE	Member
12.	Mr.Mithlesh Kumar Ramdev Mandal	IV Year / IT	Member
13.	Mr.Faheem E K	III Year / SF	Member
14.	Mr.N.Gowtham	III Year / Aero	Member
15.	Mr.Akshya S Prasad	III Year / Food Tech	Member
16.	MrK.Aravind Kumar	II Year / ECE	Member
17.	Ms. Rohan Rajeev K T	II Year / CSE	Member
18.	Ms.AnjaliKumari	II Year / IT	Member
19.	Mr. MuhammedHasif N H	I Year / SF	Member
20.	Mr.M.NithyaKalyani	I Year / Agri	Member
21.	Ms.M.Dineshwaran	I Year / BME	Member
22.	Mr.T.A.Dhavamani	Police Inspector	Member
23.	Mr.K.Shanmugavelu	Tahsildar	Member
24.	Mr.P.Srinivasan	Official of NGO	Member

Chairman
Anti Ragging Committee



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ACADEMIC YEAR: 2022-23

ANTIRAGGING COMMITTEE MEETING CIRCULAR

Ref:EEC/ARC/2022-23/004

Date: 03.04.2023

This is to inform that to conduct Anti- ragging committee meeting on 05.04.2023 at 2.30 p.m in Board room. All the listed committee members are asked to attend the meeting.

ANTI-RAGGING COMMITTEE

Sl. No.	Name of the Member	Designation / Dept	Role
1.	Dr.K.Bommanna Raja	Principal	Chairman
2.	Dr.S.Anbu Karuppusamy	Director Admin	Member
3.	Dr.D.Dyneswar	Psychologist	Member
4.	Dr.N.Natarajan	HoD / Mech	Member
5.	Dr.V.S.Arulmurugan	HoD / S&H	Member
6.	Mr.S.Balasundaram	AP/AERO	Member
7.	Mr.M. Sanjay	AP/AERO cum Deputy Warden / Boys Hostel	Member
8.	Ms.S.Theivanayaki	AP / ECE cum Deputy Warden / Girls Hostel	Member
9.	Mr.M.Subramani	F/o. Ms.S.Kiruthika, III Year/ CSE	Member
10.	Mr.Praveenkumar S	IV Year / ECE	Member
11.	Ms.Anjali Jenu	IV Year / CSE	Member
12.	Mr.Mithlesh Kumar Ramdev Mandal	IV Year / IT	Member
13.	Mr.Faheem E K	III Year / SF	Member
14.	Mr.N.Gowtham	III Year / Aero	Member
15.	Mr.Akshya S Prasad	III Year / Food Tech	Member
16.	Mr K.Aravind Kumar	II Year / ECE	Member
17.	Ms. Rohan Rajeev K T	II Year / CSE	Member
18.	Ms.Anjali Kumari	II Year / IT	Member
19.	Mr. Muhammed Hasif N H	I Year / SF	Member
20.	Mr.M.Nithya Kalyani	I Year / Agri	Member
21.	Ms.M.Dineshwaran	I Year / BME	Member


Coordinator


Principal

Meeting Minutes

The Chairman welcomed the gathering and informed that the campus is presently a ragging free campus and appreciated the members of Anti Ragging committee for their efforts in preventing the ragging incidents, both in the Hostel as well as in the college campus. He explained about the Rules and Regulations and consequences of ragging as per Anna University and AICTE guidelines.

The members took an active part in the discussion and recommend the following measures to prevent ragging both in the hostels and in the College Campus.

1. Formation of Anti-ragging squad
2. To place or fix posters and banners in the college, hostels, Library, Store, canteen & others places mentioning the consequences of Ragging.
3. The students should be motivated to have confidence in facing such activities and report to the concerned authority immediately.
4. Members are directed to prevent the ragging in and outside the campus. If anything found, members are asked to bring it the notice to the Committee chairman immediately.
5. The Anti Ragging committee to be tightened during night time.


Chairman

Anti-Ragging Committee



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Students Grievance Redressal Committee

Ref. No: EEC/Grievance Cell /2022-23 / 01

17.08.2022

Circular

Students Grievance Redressal Committee meeting is scheduled on 19.08.2022 at 4:00 pm in Thiruvalluvar Hall, A1 block, EEC. All the Committee Members are requested to attend the meeting for Grievance Redressal cell.


Principal

Copy To:

All HODs

Office

IQAC



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KOMARAPALAYAM - 637303

Students Grievance Redressal Committee

Minutes of the Meeting

Date: 19.08.2022

Minutes of the Students Grievance Redressal Committee held on 19.08.2022
at 4.00 pm in the Thiruvalluvar hall , A1 block, EEC.

The following members were present.

S.No	Name	Designation and Department	Status
1.	Dr. K. Bommanna Raja,	Principal	Chairman
2.	Dr. S. Anbukaruppusamy	HOD/ECE	Member
3.	Dr. S. P. Venkatesan	HOD/Aero	Member
4.	Dr. N. Prabhu	Professor/Physics	Member
5.	Dr. S. Kavitha	AP/Maths	Member
6.	Naveenkumar.A	III AERO	Student Member
7.	Jaykishore.S	IV AERO	Student Member
8.	Praveen.M	III ECE	Student Member
9.	Irfan. A	IV ECE	Student Member
10.	Krishna.K	III IT	Student Member
11.	Santhosh.J	IV IT	Student Member
12.	Deepika S	IV CSE	Student Member

13.	Moorthy.G	III CSE	Student Member
14.	Pavithra S	IV FDT	Student Member
15.	Arun.C	III FDT	Student Member
16.	Deva K	IV Mech	Student Member
17.	Karthik.M	III Mech	Student Member
18.	Pooja K	IV Agri	Student Member
19.	Kabilan.B	III Agri	Student Member
20.	Vishnu Kumar K	IV Civil	Student Member
21.	Kannan.H	III Civil	Student Member

Grievances aired:

1. Deepika S IVth year CSE student said that the 2 tube lights and 2 fans were not working in A1 Block # A110 and in #A102 one tube light is not burning .
2. Kabilan.B III^{ed} year AGRI student complained in the civil block that there was R.O water filter not working in past one week.
3. Praveen.M III^{ed} year ECE student complained in the main block that there was R.O water filter was not working

The meeting ended at 4.45 pm as there were no other points for discussion. The students were assured that their grievances would be made known to the management and ensured that action would be taken very shortly.


Principal



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ACTION TAKEN REPORT

OF

Students' Grievances Redressal Committee

Minutes of the Meeting

Dated: 19.08.2022

ACTION TAKEN REPORT Date: 24.08.2022

Item No. 1:

The electrical staff rectified the problem by replacing the faulty tubes and changing the switches of the fans on 20.08.2022.

Item No. 2:

The electrical staff rectified the problem in R.O water filter on 23.08.2022.

Item No. 3:

The electrical staff rectified the problem in R.O water filter on 23.08.2022.


Principal



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Name of the Meeting: Fee Follow up Meeting	Meeting No: / 2023-24
Venue: Admission Cell	Date: 12.08.2023, 11:30 am

S.No	Name	Designation	Signature
1	Dr. K. Jambalavasi	HOD/ECE	K. Jambalavasi 12/8/23
2	Dr. S. Sankarananth	HOD/EEF	S. Sankarananth 12/8/23
3	Dr. G. Srinivasan	HOD/PCT	G. Srinivasan 12/8/23
4	Dr. R. Gunaselvan	AP/EEE	R. Gunaselvan 12/8/23
5	Mr. C. S. Arinthikumar	AP/PCT	C. S. Arinthikumar 12/8/23
6	V. Vaseeh	TA/ARDS	V. Vaseeh 12/8/23
7	P. Jayaprabha	HOD/ARDS	P. Jayaprabha 12/8
8	A. Anitha Rani	AP/ECE	A. Anitha Rani 12/8/23
9	S. ARUMKUMAR	AP/CIVIL	S. Arumkumar
10	M. Vijayanthe	AP/Agri	M. Vijayanthe
11	S. Giranajothi	TA/IT	S. Giranajothi
12	Dr. S. Shannugasundaram	HOD/CML	S. Shannugasundaram 12/8/23
13	K. ARUL KUMAR	AP/MECH	K. Arul Kumar
14	Dr. V. Prabhu	Prof/Phy	V. Prabhu
15	DR. P. C. SENTHIL MAHESH	ASP/HOD/CSE	P. C. Senthil Mahesh 12/8/23
16	N. Nandakumar	Asst. Prof/CSE	N. Nandakumar
17	Dr. S. Ramasamy	AP/Physics	S. Ramasamy
18	D. VADIVEL	AP/AERO	D. Vadivel
19	Dr. P. Karunakaran	HOD/Aero	P. Karunakaran
20	B. Surender	AP/SFE	B. Surender



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Name of the Meeting: Admission & Fees Follow up	Meeting No: 1st / 2023-24
Venue: Admission Cell – Main Block	Date: 12.08.2023, 11.30 am

Members Present:

All the Director Admin, Fee Follow-up & Scholarship Coordinators, Chief Mentors and Mentors.

S.No	Agenda	Discussion	Responsibility	Remarks
1.1	Admission	<ul style="list-style-type: none">➤ TNEA-23 first round counselling is completed. Second round counselling admitted students are asked to report on or before 19.08.2023, 4 pm with all original certificates and 50 % of fees.➤ All the department admission coordinators are instructed to follow AY- 23-24 admitted UG and PG students.➤ Discussed about to increase PG admission.➤ Deputed 12 faculty members to admission cell for attending the reported students' certificate verification.	Admission coordinators, Chief Mentors Mentors	
1.2	Fee Follow Up	<ul style="list-style-type: none">➤ Instructed the Chief Mentors and Mentors to call the parents and inform the fees details.➤ Instructed the Chief Mentors and Mentors to address and update fee follow on daily basis.➤ Instructed the 2nd year students to pay the fees through CAMU on 18.08.2023.➤ Instructed the 3rd and 4th year students to pay pending fee through CAMU at the earliest.(16.08.23)➤ Instructed the students to pay mess bill through CAMU.	Chief Mentors Mentors	

format → Dir Admin)

1.3	Scholarships	<ul style="list-style-type: none"> ➤ All the SRET, TART, Sports and etc. Scholarship availing students are requested to submit the request letter with semester mark statement or TART exam Mark statement for continuing their scholarship on or before 25.08.2023. ➤ DRCC students are requested to submit transaction receipt for auditing. ➤ PMS pending students should report to Scholarship coordinator immediately. <i>for payment of fees</i> ➤ Scholarship renewal application is available in college office; eligible students should renewal on time. ➤ During renewal Final year students should submit their individual bank pass book. If they have merger account with college, no need to attach passbook. 	<p><i>format/should be made ready for approval</i></p> <p>Chief Mentors Mentors</p> <p><i>what's scholarship</i></p>	
1.4	Others	<ul style="list-style-type: none"> ➤ Chief mentors are requested to check the parent mobile number in CAMU, whether they are receiving the absentees message or not. ➤ Girl's hostellers are not allowed to use mobile phone beyond 8,30 pm. ➤ Semester results not received students' list need to prepare and submit to Director Admin. ➤ Fee follow up note should be updated as on date. ➤ All the faculty member should ensure their students discipline. 	<p>HoD Chief Mentors Mentors</p>	

[Signature]
COORDINATOR

[Signature]
DIRECTOR ADMIN

[Signature]
DIRECTOR TECHNICAL

Copy to:

1. Executive Director & Principal
2. Director - Academic
3. Head - IQAC
4. CoE
5. Placement Director/Officer
6. HODs
7. File

[Signature]
18/08/23

Submit the minutes in time

EXCEL GIRLS HOSTEL

KOMARAPALAYAM

MINUTES OF MEETING

Name of Meeting: Staff Meeting	Meeting No.: 13
Date: 23-09-2023	Time: 3:00pm to 4:00pm
Venue: Girls Hostel Mess Hall	

MEMBERS PRESENT:

S.NO.	MEMBERS	SIGNATURE
1	Dr.C.Karthikeyini, Chief Warden	
2	Ms.S.Theivanayaki, Deputy Warden	
3	Ms. Nivethini, Floor Warden	
4	Ms. P.Saranya, Full Time Warden	
5	Mrs.Reshma Das, Floor Warden	
6	Ms. B.Sujeetha, Full Time Warden	
7	Mrs.R.M. Shanthi, Full Time Warden	
8	Dr. Jini Thomas, Floor Warden	
9	Ms. T.Karunya Devi, Full Time Warden	
10	Ms. Dharshini Devi, Full Time Warden	

MEMBERS ABSENT:

S.NO.	MEMBERS
1	Dr.P.Deepika, Floor Warden
2	Mrs.V.Kasthuri, Mess Supervisor
3	Dr. Chitra, Floor Warden
4	Ms. Priyadharshini, Warden
5	Dr. Aishwarya, Floor Warden
6	Dr. Janani, FloorWarden
7	Dr. Monisha, Warden
8	Dr. Sangeeetha, Warden
9	Dr. Jananandhini, Warden
10	Ms.Vijayalakshmi, Warden

POINTS DISCUSSED:

❖ Smart Hostel

1. All the floor wardens are asked to add biometric Id for all new students. - 23 Batch.
2. All the floor wardens are instructed to add the new students admission number in the attendance register.
3. Discussed about the 2023 batch enabling process in smart hostel website.

❖ Long absentees

1. Discussed about the Long absent students. All the Floor wardens are asked to remove their names, if they are not going to continue.

❖ Food Committee

1. Discussed about the need of 1 ayamma permanently for main block girls hostel.
2. As per the chief warden mam instruction, added one or two staff for lunch mess duty for 10 days to manage the crowd. (26/9/23 to 7/10/23)
3. Discussed about the school and college sweepers lunch timings.
4. Discussed about the food complaints of students that the milk is too watery and it needs to be little thick.

❖ Maintenance Committee

1. All the floor wardens are asked to instruct students strictly, that they should not throw the food waste in napkin waste dustbin.
2. All the floor wardens are asked to inform the students that they should submit the room key compulsorily, if they registered any maintenance complaints.
3. Discussed about the window glasses broken that has to be rectified.

4. Discussed about the water leakage problem in main block girls hostel at 2nd and 3rd floor which was informed to Prasanth sir.

5. As per the Chairman sir instruction, the list of parlor used students & faculty details should submit on 25th of every month to account section.

❖ Wardens responsibility


1. All the floor wardens are instructed to be present for morning and evening time warden office duty as per the duty chart.


T. Karunya Devi
26/9/23

Prepared by,

T. Karunya Devi


Chief Warden


Director (Tech)


Executive Director


Vice Chairman



GPS Map Camera

Namakkal, Tamil Nadu, India
CQWC+XHM, Tamil Nadu 638008, India
Lat 11.447748°
Long 77.770777°
23/09/23 03:49 PM GMT +05:30

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Name of the Meeting : Women's Empowerment Cell	Ref No: Meeting No:01/2022-23
Venue: MB205 main building	Date: 07.10.2022
Time :3.00 to 3.30pm	

Minutes of Meeting

S.No	Name of the Students Coordinators	Department	Signature
1.	Mohana priya- -IT	CSE	
2.	C.Glory gifta	Civil	
3.	Loganashilal	BME	
4.	Abirami	IT	
5.	Mahalakshmi	Agri	
6.	Shruthi	AI	
7.	Dharmavarthini	ECE	
8.	Ohmsakthi, Narmatha	Food Technology	

Points Discussed:

1. Student Coordinators are allocated some responsibilities to conduct the international day for girl child in effect manner.
2. Rally is also planned on Saturday this week we need fullest cooperation and prepare accordingly.
3. We are planning to conduct at least two programs in this semester .Ask the students to use this opportunity and kindly cooperate in this cell.
4. All the department coordinators are requested to identify the problems that are faced by the women students.
5. To encourage the students to participant more activities in our department.

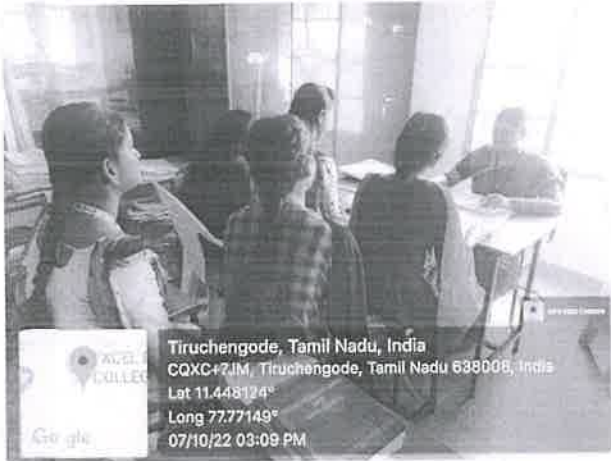
6. Commitment of academic year has been given to principal office after the discussion.

A. Anitha
Coordinator 11/10/22

[Red Signature]
12/10/22

[Green Signature]
Principal 12/10/22

(Women's Empowerment Cell)





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KOMARAPALAYAM – 637303.

Date: 12.10.2022

AGENDA FOR MEETING

- The regular Women Empowerment Cell Meeting will be held in MB205 staff Cabin at 1.00pm
- The Following department Coordinator members are asked to attend the meeting without fail.

S.No	Name of the staff Members	Designation
1.	Mrs.A.Anitha rani	Chairperson ,AP/ECE
2.	Mrs.Kalyani	ASP/CSE
3.	Mrs.P.Narmatha	AP/ECE
4.	Mrs.Sheeba	AP/IT
5.	Ms.D.Mythili	AP/CIVIL
6.	Ms.Nivedha	AP/FT

The following Points to be discuss:

1. Requirements for program activities for next academic year .
2. Steps of prevent ragging
3. Any other matter.

W. Anitha
12/10/22



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Name of the Meeting : Women's Empowerment Cell	Ref No: Meeting No:02/2022-23
Venue: MB205 main building	Date: 13.10.2022
Time :1.00 to 1.30pm	

Minutes of Meeting

S.No	Name of the Students	Department	Signature
	Coordinators		
1.	Mohana priya- -IT	CSE	<i>Mohana L.</i>
2.	C.Glory gifta	Civil	<i>C.Glory gifta</i>
3.	Loganashilal	BME	<i>Loganashilal</i>
4.	Abirami	IT	<i>Abirami</i>
5.	Mahalakshmi	Agri	<i>Mahalakshmi</i>
6.	Shruthi	AI	<i>Shruthi</i>
7.	Dharmavarthini	ECE	<i>Dharmavarthini</i>
8.	Ohmsakthi, Narmatha	Food Technology	<i>Ohmsakthi</i>

Points Discussed:

1. The convener advised all the members to see that all the faculty to monitor carefully the places like parking cars and buses etc.
2. The Committee should organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.
3. Regarding measures to be taken for further improvising and strengthening of the Cell, it was decided that the Cell will bring awareness programmes on gender sensitization, gender equity involving all the students and staff of the college.
4. The women student representatives be included in the committee so that the girl students will be able to share with fellow students, the measure that are being taken towards sexually harassed students in the college.

A. Dhirk
Coordinator
13/10/22
(Women's Empowerment Cell)



A. Dhirk
Principal
13/10/22

