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/21-22/01

Date : 06.09.2021

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 08.09.2021 at IQAC Hall.

All the Department coordinators of IQAC are requested to attend the meeting at 3.00 PM.

Agenda:

i)   2019-20 AQAR documents submission.

ii)   2020-21, 2021-22 data collection as per new target.

iii)   2020-21 Students Satisfactory Survey feedback action taken report.

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 IQAC meeting held on 08.09.2021 in IQAC Hall at 3.00 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
AQAR 2019-20 Document Submission	All the department IQAC coordinators are informed to submit the AQAR Document for the academic Year 2019-20 without fail.	Department IQAC Coordinators	Phase I - 22.09.2021 & Phase II- 08.10.2021
AQAR 2020-21 Data Submission	Head IQAC informed the IQAC coordinators to provide the AQAR Data for the academic year of 2020-21. Three Phase Audits are planned to collect the required data from all the Departments.	Department IQAC Coordinators	I - 14.10.2021, II – 28.10.2021 & III – 18.11.2021
Time Table	The timings for offline classes are discussed and finalized for IV year students.	Academic Coordinators	14.09.2021
IQAC Data Collection	For the Academic year of 2020-21 & 2021-22, New targets have been discussed and finalized based on Tier I format.	Department IQAC Coordinators	-

Head- IQAC   Director-Admin   PRINCIPAL

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