



# 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)

Ref No: EEC/IQAC/Meeting/21-22/13

### CIRCULAR

Date: 25.06.2022

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 28.06.2022 at IQAC Cell. All the Department coordinators of IQAC are requested to attend the meeting at 1.30 PM.

### Agenda:

- i) Action Plan for July 2022
- ii) Activity Plan for Academic Year 2022-23
- iii) Students Satisfaction Survey 2021-22
- iv) NBA/NAAC File Submission Procedure

  
Head-IQAC

  
PRINCIPAL

### Copy To:

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



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## Minutes of Meeting

Ref:EEC/IQAC/Meeting/2021-22/13	Date : 28.06.2022
Venue : IQAC Hall	Time : 1.30 Pm
Members Attended the Meeting	

S.No	Department	Name with Designation	Signature
1.	Director Academic & Head IQAC	Dr C.KARTHIKEYINI	
2.	IQAC	Dr A.KARTHIKEYAN	
3.	IQAC	Dr A.VASANTHARAJ	
4.	IQAC	Dr M.R. MOHANRAJ	
5.	Aero	Mr K.VIJAYA BABU	
6.	Agri	Mr V.BHARATH .	
7.	AI & DS	Dr R.GEETHA	
8.	BME	Dr SATEESH REDDY. ANUTA	
9.	Civil	Mr S.M.SAKTHIVEL	
10.	CSE	Mrs P.KUMARI	
11.	ECE	Mr S.SATHEESH KUMAR	
12.	MECH	Mr V.KARTHIKEYAN	
13.	FT	Mr P.NALLASAMY	
14.	IT	Mrs S.MOUNA	
15.	SFE	Mr N.PRITHIVIRAJ	
16.	S & H	Dr S.MOHANKUMAR	
17.	EEE	Ms K.S.NANTHINI	
18.	PCT	Mr C.HARSAAVARDHAN	
19.	MBA/MCA	Ms S.LOGESWARI MRS G.KIRUTHIKA	



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 30.06.2022 in IQAC Hall at 1.30 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Action Plan for July 2022	IQAC Coordinators are instructed to follow the action plan provided by the IQAC and to submit the data of each event for the month of July 2022.	Department IQAC Coordinator	-
Activity Plan for Academic Year 2022-23	IQAC Coordinators are requested to provide the planned activity for academic year 2022 - 23 with discussion of their respective HoD and activity coordinator.	Department Activity Coordinator	09.07.2022
Students Satisfaction Survey 2021-22	IQAC Coordinators are informed to instruct the chief mentors to provide the satisfaction survey link to the students and ensure they fill it. Only 57% of students have completed the survey <i>Important</i>	Department IQAC Coordinator	05.07.2022
NBA/NAAC File Submission Procedure	1. IQAC Coordinators are already informed to hand over the following items to IQAC. (i) AQAR 2020-21 Hardcopy documents (ii) NBA Files from AERO, CSE, ECE & MECH, Still not Received	Department IQAC Coordinators	15.07.2022
	2. All Department Coordinators are instructed to submit the AQAR 2021-22 Data Sheet.		

*[Signature]*  
Head IQAC

*[Signature]*  
PRINCIPAL

Copy To:

1. All Coordinators	2. All HoDs
3. All Directors	4. Principal
5. Executive Director	6. Vice Chairman

*from with deadline*





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