



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)

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CIRCULAR

Ref No: EEC/IQAC/Meeting/21-22/03

Date : 04.10.2021

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 06.10.2021 at IQAC Hall.
All the Department IQAC coordinators are requested to attend the meeting at 2.30 PM.

Agenda:

- i) AQAR 19 – 20 Document Submission
- ii) 2020-21 Academic file audit
- iii) 2020-21 Even semester course file audit

P. Srinivasan
IQAC-Head

S
Dir(Admin)

H
04/10/21
PRINCIPAL

To:

1. All HODs
2. All coordinators

Copy to:

3. Vice Chairman
4. All Directors
5. Principal



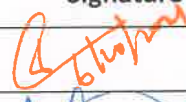
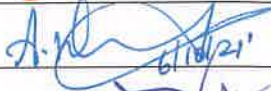


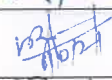
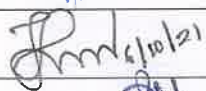



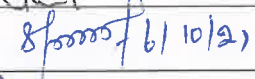

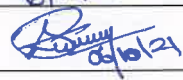
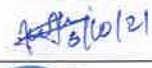

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Minutes of Meeting

Ref:EEC/IQAC/Meeting/2021-22/03	Date : 06.10.2021
Venue : IQAC Hall	Time : 2.30 Pm
Members Attended the Meeting	

S.No	Department	Name with Designation	Signature
1.	IQAC	Dr C.KARTHIKEYINI	
2.	IQAC	Dr A.VASANTHARAJ	
3.	IQAC / MECH	Dr A.KARTHIKEYAN	
4.	Aero	Dr P.KARUNAKARAN	
5.	Agri	Mr V.BHARATH	
6.	AI & DS	Ms M.KANNUKINIYAL	
7.	BME	Ms M.K.PRABAVATHI,	
8.	Civil	Mr S.M.SAKTHIVEL	
9.	CSE	Mrs P.KUMARI	
10.	ECE	Mr S.SATHEESH KUMAR	
11.	FT	Ms E.NIVETHA	
12.	IT	Ms S.KIRUTHIKA	
13.	Mech	Mr V.KARTHIKEYAN	- Nil -
14.	S & F	Mr N.PRITHIVIRAJ	
15.	S & H	Dr S.MOHANKUMAR	



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Minutes of IQAC meeting held on 06.10.2021 in IQAC Hall at 2.30 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
General	All IQAC coordinators are informed to submit all data and documents in time without postponement. ? <i>Deadline</i>	Department IQAC Coordinators	-
AQAR 2019-20 Document Submission	Department IQAC coordinators are informed to submit the AQAR Document for the academic Year 2019-20 without fail. <i>If not report</i>	Department IQAC Coordinators	For BME, Civil, CSE, ECE, Mech, Aero, IT - 9.10.2021 For Agri - 11.10.2021
2020-21 Even Semester Course File Audit	It is decided to conduct inter department audit for the 2020-21 Even semester course file.	Teaching Coordinators	18.10.2021
AQAR 2019-20 Data Submission	As discussed in the previous Meeting, AQAR 2020-21 Data has to be submitted without Fail.	Department IQAC Coordinators	13.10.2021

[Signature]
Head- IQAC

[Signature]
Director-Admin

Dir (Admin) + IQAC
No more delay permitted for submission of documents

PRINCIPAL
[Signature]
13/10/21

- To:
- All HODs
 - All coordinators
- Copy to:
- Vice Chairman
 - All Directors
 - Principal

Submit in time
As per order