



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/21-22/04

Date : 08.11.2021

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 10.11.2021 at IQAC Hall.
All the Department coordinators of IQAC are requested to attend the meeting at 1.30 PM.

Agenda:

- i) Academic Audit for AY 2020-21
- ii) NIRF Data Submission
- iii) Google Form Data Entry for 2021-22


IQAC-Head


PRINCIPAL

Copy to:

1) All Hods	2) Director Administration	3) Director Academic
4) Executive Director	5) Vice Chairman/ Chairman office	



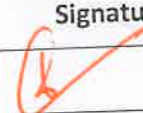



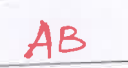
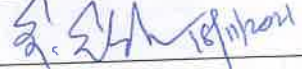
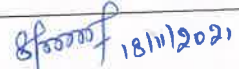


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Minutes of Meeting

Ref:EEC/IQAC/Meeting/2021-22/04	Date : 18.11.2021
Venue : IQAC Hall	Time : 1.30 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	Mr K.VIJAY BABU	
5.	Agri	Mr V.BHARATH	
6.	AI & DS	Ms M.KANNUKINIYAL	AB
7.	BME	Ms M.K.PRABAVATHI,	AB
8.	Civil	Mr S.M.SAKTHIVEL	
9.	CSE	Mrs P.KUMARI	AB
10.	ECE	Mr S.SATHEESH KUMAR	
11.	FT	Ms E.NIVETHA	AB
12.	IT	Ms S.MOUNA	
13.	S & F	Mr N.PRITHIVIRAJ	
14.	S & H	Dr S.MOHANKUMAR	AB



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 18.11.2021 in IQAC Hall at 1.30 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
AQAR 2019-20	Documents not submitted departments are informed to submit documents at the earliest –Civil, IT, S&H, CSE	IQAC coordinators	-
Academic Audit 2020-21	Audit Team Members (Circular provided on 09.11.2021, Ref No: EEC/IQAC/Audit/2021-22/01) are informed to complete the inter department audit and submit the report before the target date.	Academic Audit Team Members	24.11.2021 (Phase I)
NIRF Data Submission	All IQAC coordinators are informed to convey with their HoDs about the submission of NIRF Details for the Academic Year 2021-22.	Department IQAC Coordinators & HoD	02.12.2021
Google Form Entry 2021-22	All the Department IQAC Coordinators are instructed to verify the Saturday Activity details and participation details are entered in Google form for the current Academic Year 2021-22.	Department IQAC Coordinators	02.12.2021
Autonomous Format	All the department IQAC coordinators are instructed to allocate Coordinators for every criterion in discussion with HoDs to complete the AQAR 20-21 Autonomous Format.	Department IQAC Coordinators	-


Head- IQAC


PRINCIPAL

Copy To:

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