



# 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/21-22/09

Date: 18.03.2022

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 22.03.2022 at IQAC Cell.  
All the Department coordinators of IQAC are requested to attend the meeting at 1.30 PM.

### Agenda:

- i) Submission of Action Plan 2021-22
- ii) AQAR Document Submission 2020-21
- iii) Course File Audit 2021-22 ODD Semester
- iv) Course Material Phase – II Discussion
- v) NBA Audit
- vi) Other Matters

  
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/2021-22/09	Date : 22.03.2022
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.VIJAY BABU	
6.	Agri	Mr V.BHARATH	
7.	AI & DS	Dr R.GEETHA	
8.	BME	Ms JINI THOMAS,	
9.	Civil	Mr S.M.SAKTHIVEL	
10.	CSE	Mrs P.KUMARI	
11.	ECE	Mr S.SATHEESH KUMAR	
12.	MECH	Mr V.KARTHIKEYAN	
13.	FT	Dr M.P.MURUGESAN	
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.HARSAVARDHAN	
19.	MBA/MCA	Ms S.LOGESWARI	



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 22.03.2022 in IQAC Hall at 1.30 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Action Plan Submission 2021-22	IQAC Coordinators are informed to submit the Action plan for the even semester of 2021-22.	Department IQAC Coordinator	23.03.2022
AQAR Document Submission 2020-21	IQAC Coordinators are instructed to ensure the AQAR Documents received from their faculty members are completed in all aspects before submitting it IQAC.	All Department Coordinator	23.03.2022
Course File (ODD Semester) 2021-22	IQAC Coordinators are requested to collect the course files for the Academic Year 2021-22 through their department Academic coordinators and submit the report.	All faculty members	25.03.2021
Course Material Verification Phase II	IQAC Coordinators are informed to upload the Unit I Question Bank and asked to inform the department academic coordinators to verify the course material for unit 2 & unit 3 within the target date.	Department IQAC Coordinators	08.03.2022
NBA Audit	NBA Audit internal Audit is Scheduled in next week, IQAC Coordinators instruct the faculty members to keep ready all the files for Audit.	All faculty members	23.03.2022

Head- IQAC

PRINCIPAL

Copy To:

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





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