



# 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/21-22/11

Date: 24.04.2022

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 26.04.2022 at IQAC Cell.  
All the Department coordinators of IQAC are requested to attend the meeting at 1.30 PM.

### Agenda:

- i) AQAR Data Updation for 2020-21
- ii) Data Consolidation Submission 2021-22
- iii) Action Plan Submission 2022-23
- iv) Course file Audit 2021-22
- v) Department Best Practices Outcome 2021-22

  
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/2021-22/11	Date : 26.04.2022
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 MOHANRAJ M R	
5.	Aero	Mr K.VIJAYA BABU	
6.	Agri	Mr V.BHARATH	
7.	AI & DS	For Dr R.GEETHA M. Kannukkiniyal	
8.	BME	Ms JINI THOMAS, /A. Sateesh Reddy	
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.HARSHAVARDHAN	
19.	MBA/MCA	<del>Ms S.LOGESWARI</del> Mrs. G. K. IRUTHIKA	

Received on  
30.4.22

FEC - APRIL MONTH - 1st WEEK

# EXCEL ENGINEERING COLLEGE

IQAC meeting



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 26.04.2022 in IQAC Hall at 1.30 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
AQAR Data Updation 2020-21	IQAC Coordinators are instructed to submit the Final data updation (Hard & Soft copy) with their respective HoD approval if any, after NBA Visit for the academic year 2020-21.	Department IQAC Coordinator	05.05.2022
Data Consolidation Submission 2021-22	IQAC Coordinators are informed to ensure the Consolidated Data as per the target given in the action plan for the academic year 2021-22 and submit without fail.	Department IQAC Coordinator	14.05.2022
Action Plan Submission 2022-23	IQAC Coordinators are instructed to submit the action plan for the academic year 2022-23 by discussing with the department coordinators.	Department Coordinator	09.05.2021
Course File Audit 2021-22	IQAC Coordinators inform the respective Department Academic Coordinators to submit the odd semester course file for all subjects to the IQAC Cell without fail.	Department IQAC Coordinators	07.05.2022
Department Best Practices outcome	IQAC Coordinators are instructed to provide the department best practices outcome in discussion with their respective department faculty members and HOD within the target date.	Department HOD	09.05.2022

*Robinson*  
Head- IQAC

*Pr*  
PRINCIPAL

Copy To:

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