



**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/22-23/01

Date: 13.08.2022

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 18.08.2022 at IQAC Cell.  
All the Department coordinators of IQAC are requested to attend the meeting at 1.30 PM.

**Agenda:**

- i) AQAR Document Submission 2020-21
- ii) E Content Material Submission
- iii) AQAR Data and Document Submission
- iv) 2022-23 Monthly Activity Conducted - Submission

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/2022-23/01	Date : 18.08.2022
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.ANUTU	
9.	Civil	Mr S.M.SAKTHIVEL	
10.	CSE	Mr DEEPAN KUMAR	
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.HARSHAVARDHAN	
19.	MBA/MCA	Ms G.KIRUTHIKA	



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 18.08.2022 in IQAC Hall at 1.30 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
AQAR Document Submission	IQAC Coordinators are instructed to submit the AQAR Document for the Academic Year 2020-21 without fail	Department IQAC Coordinator	22.08.2022
E Content Material Submission	IQAC Coordinators are instructed to insist every faculty of their respective department must record and upload the e-content video of their particular subject and the same has to submit to the IQAC cell through Google sheet.	Department Activity Coordinator	-
AQAR Data and Document Submission	IQAC Coordinators are informed to provide the AQAR Data and Document for the academic year 2021-22 to the IQAC Cell.	Department IQAC Coordinator	30.08.2022
2022 - 23 Monthly Activity Conduct	IQAC Coordinators are informed to conduct 30 hours of value added courses for each class. After approval from principal, the action plan evaluation sheet will be shared to the department IQAC Coordinator's for conduction of activities, VAC, extension activities etc.,	Department IQAC Coordinators	Every Month

  
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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18.8.22

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