

2.1.23.



**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/22-23/10

Date: 27.01.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 31.01.2023 at IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 1.10 PM.

Agenda:

1. Submission of AQAR 21-22 documents.
2. Discussion on the status of Action Plan Activities 2022-23 of January and February.
3. Submission of NBA Progress Odd Semester 2022-23.
4. Submission of Private Ranking data.
5. Submission of Annual Day Data report.

[Signature]
Head-IQAC

[Signature]
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	



20.1.23

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Minutes of Meeting

Ref:EEC/IQAC/Meeting/2022-23/10	Date : 31.01.2023
Venue : IQAC Hall	Time : 11.30 Am
Members Attended the Meeting	

S.No	Department	Name	Signature
1.	Director Academic	Dr C.KARTHIKEYINI	
2.	HEAD IQAC	Dr A.KARTHIKEYAN	
3.	IQAC	Dr A.VASANTHARAJ	
4.	IQAC	Dr M.R. MOHANRAJ	
5.	IQAC	Mr.C.P.SURESH KUMAR	
6.	IQAC	Mrs.D.PRIYADHARSINI	Absent
7.	AERO	Mr K.VIJAY▲ BABU	
8.	AGRI	Mr V.BHARATH	
9.	AI & DS	Dr R.GEETHA V. RAMYA	
10.	BME	Dr SATEESH REDDY.AVUTU	
11.	CIVIL	Mr S.M.SAKTHIVEL	AB
12.	CSE	Mr E.DEEPAN KUMAR	AB
13.	ECE	Mr S.SATHEESH KUMAR	
14.	MECH	Mr V.KARTHIKEYAN	
15.	FT	Dr M.P.MURUGESAN	
16.	IT	Mrs.S.MOUNA	AB
17.	SFE	Mr N.PRITHIVIRAJ	
18.	S & H	Dr S.MOHANKUMAR	
19.	EEE	Ms K.S.NANTHINI	
20.	PCT	Mr C.HARSAVARDHAN	
21.	MBA/MCA	Ms G.KIRUTHIKA Mr. P. K. Jayashree Kumar M. K. Nagasubramanian	



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S.No	Department	Name	Signature
22.	AERO	Mr.S.BALASUNDARAM	
23.	BME	Mrs.R.SANTHIYA	
24.	CIVIL	Dr P.LOGANATHAN	
25.	ECE	Dr G.JAGAJOTHI/ Mr.RAJAGOPAL	AB
26.	S&H	Dr.NAGASHANMUGAM	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 31.01.2023 in IQAC Hall at 1.15pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Submission of AQAR 2021-22 documents.	AQAR 2021-22 xl sheet, data template and scan documents to be submitted on or before 2.2.23. Coordinators must all documents hard copy and soft copy criteria wise in your mail.	IQAC Coordinators	02.02.2023
Action Plan AY 2022-23	Activities for AY 2022-23 should be conducted as per the Action plan and it is to be updated in the Google Sheet.	IQAC Coordinators	Continuous
Board Meeting	Submit January month Board meeting data in google sheet and upload documents in google form on or before 7.2.23	IQAC Coordinators	07.02.2023
NBA work progress	NBA Tier I Google form to be updated for academic year 2022-23 on or before 06.02.23	NBA Coordinators	Continuous
Private ranking Data Submission	Private ranking details google sheet must be filled by 02.02.2023 and all coordinators ensure that, Any doubts contact Dr.A.Vasanthraj/IQAC.	All faculty members	02.02.2023
AQAR 2022-23 documents.	Update AQAR files for academic year 2022-23 on daily basis to avoid evening stay and late submission	IQAC coordinators	Continuous

not meeting
what is the status?

Head-IQAC 2/2/23

Dr. (Acad.)

PRINCIPAL 2/2/23

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7. Vice Chairman / Chairman office	8. File