



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/22-23/14

Date: 10.04.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 11.04.2023 at IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 11.00 AM.

Agenda:

1. Submission of Organizing and Participation documents for AQAR 2022-23.
2. Discussion on the Submission of March month Board meeting documents.
3. Discussions on NBA work progress.
4. General Discussions.

[Signature]
Head-IQAC

*Arrange meeting
at B1 blue board room*

[Signature] 11/04/23
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/2022-23/14	Date : 11.04.2023
Venue : IQAC Hall	Time : 11.00 am
Members Attended the Meeting	

S.No	Department	Name with Designation	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	
7.	AERO	Mr. K.VIJAYA BABU	
8.	AGRI	Mr. V.BHARATH	
9.	AI & DS	Mrs.V.RAMYA	
10.	BME	Dr. SATEESH REDDY.AVUTU	
11.	CIVIL	Mr. S.M.SAKTHIVEL	ABSENT
12.	CSE	Mr. E.DEEPAN KUMAR	LEAVE
13.	ECE	Mr. S.SATHEESH KUMAR	
14.	MECH	Mr. V.KARTHIKEYAN	
15.	FT	Mr.S.P.RAJESH	for S. Dames
16.	IT	Mrs.S.MOUNA	
17.	SFE	Mr. N.PRITHIVIRAJ	
18.	S & H	Dr. S.MOHANKUMAR	
19.	EEE	Ms. K.S.NANTHINI	
20.	PCT	Mr. C.HARSAAVARDHAN	
21.	MBA/MCA	Mr.P.K.JAWAHAR KUMAR	

Mca
15

M.K. Nagarajan
Dr. N. Sundar Raju

11/14/23



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21.	AERO	Mr.S.BALASUNDARAM	<i>[Signature]</i>
22.	BME	Ms.R.SANTHIYA	<i>[Signature]</i>
23.	CIVIL	Dr.P.LOGANATHAN	<i>[Signature]</i>
24.	CSE	Dr.P.KUMARI	<i>Abirath</i>
25.	ECE	Dr.G.JAGAJOTHI	<i>Abirath</i>
26.	S&H	Dr.NAGASHANMUGAM	<i>[Signature]</i>

27. Mech H. Sambath Kumar

[Signature]



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 11.04.2023 in Board Room(B1 Block) at 11.00am

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Submission of SSS & Syllabus review feedback (Students & Academic Peers)	Students Satisfaction survey (2022-23) and Syllabus review feedback to be collect from all students (online Google form) should be completed on or before 30.04.2023 II,III,IV year – 30.04.2023 (UG & PG) I year – 30.06.2023 (UG & PG)	Dept. IQAC Coordinators	30.04.2023 & 30.06.2023
NBA Indirect Attainment feedbacks (2023 Batch)	Students Exit survey (Online), Parents Feedback(Offline) and Activities feedback (online) with participation certificates from first year to final year (2023 Batch) to be collected for Calculating Indirect Attainment.	Dept. IQAC/ NBA Coordinators	30.04.2023
NBA Tier I Google form	NBA Tier- 1 (AY 2022-23) Google form should be updated on regular basis by AERO,AGRI,BME,CSE,CIVIL,ECE,IT,FT,MECH and S&H.	Dept. NBA Coordinators	Continuous
AQAR 2022-23	Organizing & Participation event details & documents from Sep 22-March 23 should be updated and the soft copy (XI file) should be sent to IQAC mail. The pending activities also to be completed as per AQAR 22-23 target as given in the Organizing & Participation list.	Dept. IQAC Coordinators	Continuous
25 th Board Meeting (March 2023)	Board meeting details and documents of March 2023 to be uploaded in the Google form on or before 05.04.2023. The count will be taken directly by IQAC after verifying documents.(Soft Copy & Hard Copy)	Dept. IQAC Coordinators	30.04.2023

Head-IQAC

Director- Academics

PRINCIPAL

Copy To:

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3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File