



**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/22-23/15


**Date:** 24.04.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 25.04.2023 at Board Room (B1 Block). All the Department coordinators of IQAC and NBA are requested to attend the meeting at 11.00 AM in the Board meeting room.

**Agenda:**

1. Discussion on the work completion of Organizing and Participation documents for AQAR 2022-23.
2. Discussion on Board meeting documents for March and Submission of Board meeting documents for April.
3. Submission of NBA files 2022-23.
4. Submission of Placement files- 2023.
5. Submission of Syllabus Review feedback by Academic Peer.
6. General Discussions.

  
**Head-IQAC**

  
**Director - Academics**

  
**PRINCIPAL**

**Copy To:**

|                                    |                                   |
|------------------------------------|-----------------------------------|
| 1. IQAC & NBA Coordinators         | 2. All HoD's                      |
| 3. Director Administration         | 4. Director Academic              |
| 5. Director Technical              | 6. Executive Director / Principal |
| 7. Vice Chairman / Chairman office | 8. File                           |



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## Minutes of Meeting

|                                 |                   |
|---------------------------------|-------------------|
| Ref:EEC/IQAC/Meeting/2022-23/15 | Date : 25.04.2023 |
| Venue : Board Room (B1 Block)   | 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       | ABSENT                              |
| 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             | V. Per<br>25/4/23                   |
| 10.  | BME               | Dr. SATEESH REDDY.AVUTU | Dr. Sateesh Reddy Avutu<br>25/04/23 |
| 11.  | CIVIL             | Mr. S.M.SAKTHIVEL       |                                     |
| 12.  | CSE               | Mr. E.DEEPAN KUMAR      | OP Stall Duty                       |
| 13.  | ECE               | Mr. S.SATHEESH KUMAR    |                                     |
| 14.  | MECH              | Mr. V.KARTHIKEYAN       |                                     |
| 15.  | FT                | Mr.S.P.RAJESH           |                                     |
| 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    |                                     |

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MCA

M. B. Nagarajan



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 25.04.2023 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 should be collected from all the students (online Google form) and submitted on or before 28.04.2023<br>II,III,IV year – 28.04.2023 (UG & PG)<br>I year – 30.06.2023 (UG & PG)<br>Employer feedback will be collected from the Placement Cell. | Dept. IQAC Coordinators      | 28.04.2023 & 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) should be collected for Calculating Indirect Attainment.   | Dept. IQAC/ NBA Coordinators | 30.04.2023              |
| NBA Tier I Google form   | All NBA Tier- 1 (AY 2022-23) files should be submitted with faculty and students name list by AERO, AGRI, BME, CSE, CIVIL, ECE, IT, FT, MECH and S&H on or before 30.04.2023.  | Dept. NBA Coordinators       | 30.04.2023              |
| AQAR 2022-223  | Organizing & Participation event details & documents from Sep 22-March 23 should be updated and the soft copy (Xl 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 <sup>th</sup> Board Meeting (March 2023)                              | Board meeting details and documents of April, 2023 should be uploaded in the respective activity column in the Google form on or before 05.05.2023. The count will be taken directly by IQAC after verifying documents   | Dept. IQAC Coordinators      | 30.04.2023              |

|           |  |  |  |
|-----------|--|--|--|
|           | (Soft Copy & Hard Copy). Faculty Participation and Journal Publication should be completed as per the given target.  |  |  |
| Academics | <p>Internship details should be submitted.</p> <p>Value Added courses has been planned for 30 days.</p> <p>Value Added courses should be conducted only by the internal faculty members and so the faculty members should be well- equipped in the certification course for an effective teaching. New courses, Computer languages should be updated by the faculty members.</p> |  |  |

*[Signature]*  
 Head-IQAC 28/4/2023

*[Signature]*  
 Director Academics

*[Signature]*  
 PRINCIPAL

⊗ Points are well documented. Need to be completed in time.

Copy To:

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15

25.04.23

Snapshot:

