



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/22-23/02

Date: 06.09.2022

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 13.09.2022 at IQAC Cell.
All the Department coordinators of IQAC are requested to attend the meeting at 1.00 PM.

Agenda:

- i) Submission of Department Action Plan 2022-23 as per target.
- ii) Document Submission of AQAR 2021-22.
- iii) Any other Matters.


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/2022-23/02	Date : 13.09.2022
Venue : IQAC Hall	Time : 1.00 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	 13/9/22
4.	IQAC	Dr M.R. MOHANRAJ	 13/9/22
5.	Aero	Mr K.VIJAYA BABU ✓	
6.	Agri	Mr V.BHARATH	
7.	AI & DS	Dr R.GEETHA ✓	
8.	BME	Dr SATEESH REDDY.AUTU ✓	
9.	Civil	Mr S.M.SAKTHIVÉL	
10.	CSE	Mr E.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.HARSAAVARDHAN ✓	 for Mr. Suresh 13/9/22
19.	MBA/MCA	Ms G.KIRUTHIKA ✓	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 13.09.2022 in IQAC Hall at 1.00 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Submission of Action Plan 2022-23	IQAC Coordinators are instructed to submit the Action Plan for the Academic Year 2022-23 as per the target provided by the IQAC without fail.	Department IQAC Coordinator	15.09.2022
AQAR 2021-22 Document Submission	IQAC Coordinators are informed to complete the AQAR Data in Google sheet for the academic year 2021-22.	Department IQAC Coordinator	22.09.2022
General	Department IQAC Coordinators should submit the Board Meeting Data for the verification of IQAC at 10 th of every month in a routine.	Department IQAC Coordinators	Every Month
	Student Satisfaction Survey sheet (ODD & EVEN semester) have been forwarded to department IQAC Coordinators through group mail, Respective incharges have to sort them in year wise and provide the Action taken report for all the comments given by the students.		23.09.2022

Head- IQAC

Copy To:

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

15/09/22 → *Admn*
 → AQAR can be concluded with available data
 → let us plan for noise preparation and collection of data on per new scheme for the next year 22-23
 PRINCIPAL *15/09/22*

→ Submit a copy of ISI for nodmugh



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②
13.09.22

Snapshot:



GPS Map Camera

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