



**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/22-23/05

Date: 05.11.2022

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 08.11.2022 at IQAC Cell.  
All the Department coordinators of IQAC are requested to attend the meeting at 1.10 PM.

**Agenda:**

- i) AQAR 2020-21 Academic Audit Discussion
- ii) Academic Year 2022-23 Odd Semester Department Action Plan Completion Status
- 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/2022-23/05	Date : 08.11.2022
Venue : IQAC Hall	Time : 1.10 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.VIJAY BABU	
6.	Agri	Mr V.BHARATH	
7.	AI & DS	Dr R.GEETHA	
8.	BME	Dr SATEESH REDDY.AVUTU	
9.	Civil	Mr S.M.SAKTHIVEL	
10.	CSE	Mr E.DEEPAN KUMAR	
11.	ECE	Mr S.SATHEESH KUMAR	
12.	MECH	Mr V.KARTHIKEYAN	
13.	FT	Dr M.P.MURUGESAN	
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	
19.	MBA/MCA	Ms G.KIRUTHIKA	



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC meeting held on 08.11.2022 in IQAC Hall at 1.10 PM

The following points are discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
AQAR 2020-21 Academic Audit Discussion	Academic Audit has been planned in the first week of December. Respective HoD and IQAC Coordinator have to self evaluate and provide the marks as per the checklist given by IQAC Cell. They are also instructed to provide the <u>SWOC</u> analysis of their respective department before the audit.	Department HoD & IQAC Coordinator	30.11.2022
Academic Year 2022-23 Odd Semester Department Action Plan Completion Status	IQAC Coordinators are instructed to complete the activity of the academic year 2022-23 odd semester. Pending activities in the respective department should be strictly adhered to complete before the last working day of this semester.	Department IQAC Coordinator	12.11.2022
	IQAC Coordinators are informed to verify the Action Plan with IQAC Cell about the conduction of activity and pending details within the date mentioned.		09.11.2022
General	As per the NAAC Circular, the extension of year plan had been mentioned up to August 2022, so coordinators are requested to provide the data till August for the academic year 2021-22.	Department IQAC Coordinator	30.11.2022

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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08.11.22 5

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Snapshot:



GPS Map Camera



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FQ28+4JF, Service Rd, Tamil Nadu  
638008, India  
Lat 11.44999°  
Long 77.766128°  
08/11/22 01:24 PM GMT +05:30