



# EXCEL ENGINEERING COLLEGE (Autonomous)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
Accredited by NBA(AERO,CSE,ECE,MECH), NAAC with "A+" and Recognised by UGC (2f &12B)  
KOMARAPALAYAM - 637303

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

Ref No: EEC/IQAC/Meeting/22-23/06

Date: 25.11.2022

An Internal Quality Assurance Cell (IQAC) meeting is scheduled on 29.11.2022 at IQAC Cell. All the Department IQAC & NBA coordinators are requested to attend the meeting at 1.10 PM without fail.

### Agenda:

1. Academic and Administrative Audit Planning ✓
2. Submission of AQAR 2021-22 documents. ✓
3. Best Practice of department and institution.
4. NBA work progress.
5. Interdisciplinary research promotion.
6. Revised theory and course file index.
7. NIRF and other ranking documents submission. ✓
8. Unique department file collection system.
9. Submission of activities 2022-23 (ODD SEM) files as per IQAC Target (Value added, Implant Training, MoU, Research publications, Club, Cell, Association, Alumni, GATE, Placement Training and placement, Alumni Activities, Faculty participations, Faculty program organized etc.)
10. General Discussions.

Head-IQAC 

Director (Academics) 

PRINCIPAL 

### Copy To:

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



# 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

## Minutes of 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	Mrs.D.PRIYADHARSHINI	
6.	AERO	Mr K.VIJAYA BABU	
7.	AGRI	Mr V.BHARATH	
8.	AI & DS	Dr R.GEETHA	
9.	BME	Dr SATEESH REDDY.AVUTU	
10.	CIVIL	Mr S.M.SAKTHIVEL	
11.	CSE	Mr E.DEEPAN KUMAR	
12.	ECE	Mr S.SATHEESH KUMAR	
13.	MECH	Mr V.KARTHIKEYAN	
14.	FT	Dr M.P.MURUGESAN	
15.	IT	Mrs S.MOUNA	
16.	SFE	Mr N.PRITHIVIRAJ	
17.	S & H	Dr S.MOHANKUMAR	
18.	EEE	Ms K.S.NANTHINI	
19.	PCT	Mr C.HARSAAVARDHAN	
20.	MBA/MCA	Ms G.KIRUTHIKA / Mr. M.K. NAGESWARAN	



## EXCEL ENGINEERING COLLEGE (Autonomous)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
Accredited by NBA(AERO,CSE,ECE,MECH), NAAC with "A+" and Recognised by UGC (2f &12B)  
KOMARAPALAYAM - 637303

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



## 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)

MINUTES OF IQAC meeting held on 29.11.2022 in IQAC Hall at 1.15pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Academic and Administrative Audit Planning.	AAA audit has been scheduled from 17.12.2022-21.12.2022. All files AY 2021-22 & AY 2022-23 (ODD SEM) to be verified by Audit team.	All Faculty Members	15.12.2022
Submission of AQAR 2021-22 documents.	AQAR 2021-22 xl sheet to be submitted.	IQAC COORDINATORS	05.12.2022
	AQAR 2021-22 documents submission.	IQAC COORDINATORS	15.12.2022
Best Practice of department and institution	All departments should follow unique best practice in their department and also support the Institution with the level Best practices. (OBE, Industry Connect). From this AY 2022-23 onwards Organizing Institutional level Activities may be considered as Best practices.	IQAC COORDINATORS	Continuous
NBA work progress.	During Academic audit NBA files to be verified for AERO, MECH, CSE, ECE for the AY 2022-23 (ODD SEM).	NBA Coordinators	15.12.2022
Interdisciplinary research promotion	To encourage interdisciplinary research among faculty and students. Interdisciplinary researches initiated by IQAC Team, Department Coordinators are requested to motivate their faculty and students to participate.	All faculty Members	15.12.2022



# 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

Revised theory and course file index	Course file checklist has been revised to improve teaching and learning process of individual faculty members.	All faculty members	Continuous
NIRF and other ranking documents submission	All coordinators are informed to keep all necessary data for NIRF 2023 and other private ranking.	IQAC coordinators	Continuous
Unique department file collection system.	IQAC introduced new Consolidate file collection system from all department faculty members domain wise. The same sheet will be shared to all their faculty members and IQAC from AY 2022-23.	IQAC coordinators	Continuous
Submission of activities 2022-23 (ODD SEM) files as per IQAC Target (Value added, Implant Training, MoU, Research publications, Club, Cell, Association, Alumni, GATE, Placement Training and placement, Alumni Activities, Faculty participations, Faculty program organized etc.)	All department files, Committee meeting minutes, Club, Society, Alumni files to be verified during Academic Audit.	All faculty Members	Continuous

  
for 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	



**EXCEL ENGINEERING COLLEGE**

**(Autonomous)**

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
Accredited by NBA (AERO, CSE, MECH, ECE), NAAC with "A+" and Recognised by UGC (2f &12B)  
KOMARAPALAYAM - 637303

29.11.22

6

Snapshot:

