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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/22-23/07

Date: 12.12.2022

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 13.12.2022 at IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 1.10 PM.

Agenda:

1. Academic and Administrative Audit readiness.
2. Submission of AQAR 2021-22 documents.
3. NBA work progress.
4. NIRF and other ranking documents submission.


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/2022-23/07	Date : 13.12.2022
Venue : IQAC Hall	Time : 1.10 Pm
Members Attended the Meeting	

S.No	Department	Name	Signature
1.	Director Academic	Dr C.KARTHIKEYINI	LEAVE
2.	HEAD IQAC	Dr A.KARTHIKEYAN	
3.	IQAC	Dr A.VASANTHARAJ	Absent
4.	IQAC	Dr M.R. MOHANRAJ	Absent
5.	IQAC	Mrs.D.PRIYADHARSHINI	
6.	AERO	Mr K.VIJAYA BABU / S.R. ARUN	
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 A. Suresh Kumar	
12.	ECE	Mr S.SATHEESH KUMAR	
13.	MECH	Mr V.KARTHIKEYAN	
14.	FT	Dr M.P.MURUGESAN / S.P. RAJESH	
15.	IT	Mrs S.MOUNA	
16.	SFE	Mr N.PRITHIVIRAJ / B. Surender	
17.	S & H	Dr S.MOHANKUMAR	
18.	EEE	Ms K.S.NANTHINI	Absent
19.	PCT	Mr C.HARSAAVARDHAN	
20.	MBA/MCA	Ms G.KIRUTHIKA	Absent



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 13.12.2022 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 to be verified by Audit team. Updating of stake holders syllabus review feedback AY 2021-22 to be completed. AAA- list of files will be circulated to all departments. All IQAC and NBA Coordinators are informed to coordinate for AAA.	IQAC & NBA Coordinators	15.12.2022
Action Plan AY 2022-23	Activities for AY 2022-23 should be conducted as per the Action plan and it is to be updated in the Google Sheet.	IQAC Coordinators	Continuous
Submission of AQAR 2021-22 documents.	AQAR 2021-22 xl data sheet should be submitted on or before 05.12.2022. Only AERO, AGRI, ECE, Civil, AI&DS, IT, S&H submitted with corrections and others are informed to submit on or before 15.12.2022.	IQAC Coordinators	05.12.2022 15.12.2022
NBA work progress.	During Academic audit NBA files should be verified for AERO, MECH, CSE, ECE for the AY 2022-23 (ODD SEM). NBA documents as per Google sheet should be updated and submitted criteria wise.	NBA Coordinators	Continuous
Revised theory and course file index	Course file (Theory and Lab) checklist has been revised from AY 2022-23 onwards which will come to immediate effect for first year ODD Semester and others from Even semester onwards.	All faculty members	Continuous
NIRF and other ranking documents submission	All coordinators are informed to submit all necessary data for NIRF 2023 and other private ranking.	IQAC coordinators	15.12.2022

Head-IQAC

PRINCIPAL

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



Snapshot:

