



**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/22-23/08

Date: 23.12.2022

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 27.12.2022 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 report submission
2. Submission of AQAR 2021-22 documents.
3. NBA work progress.
4. NIRF and other ranking documents submission.

*[Signature]*  
Head-IQAC

*[Signature]*  
23/12/22  
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/2022-23/08	Date : 27.12.2022
Venue : IQAC Hall	Time : 1.10 Pm
Members Attended the Meeting	

S.No	Department	Name	Signature
1.	Director Academic	Dr C.KARTHIKEYINI	
2.	HEAD IQAC	Dr A.KARTHIKEYAN	
3.	IQAC	Dr A.VASANTHARAJ	Leave.
4.	IQAC	Dr M.R. MOHANRAJ	
5.	IQAC	Mrs.D.PRIYADHARSINI	
6.	AERO	Mr K.VIJAYA BABU	
7.	AGRI	Mr V.BHARATH	Absent
8.	AI & DS	Dr R.GEETHA V.RAMYA	
9.	BME	Dr SATEESH REDDY.AVUTU	
10.	CIVIL	Mr S.M.SAKTHIVEL	Absent
11.	CSE	Mr E.DEEPAN KUMAR	
12.	ECE	Mr S.SATHEESH KUMAR	Absent
13.	MECH	Mr V.KARTHIKEYAN	
14.	FT	Dr M.P.MURUGESAN	
15.	IT	Mrs S.MOUNA	
16.	SFE	Mr N.PRITHIVIRAJ	Absent.
17.	S & H	Dr S.MOHANKUMAR	
18.	EEE	Ms K.S.NANTHINI	Absent.
19.	PCT	Dr. Habeebullah Rahman Mr C.HARSAAVARDHAN	
20.	MBA/MCA	Ms G.KIRUTHIKA	

Mr. P. K. Jawahar Kumar.



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



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 27.12.2022 in IQAC Hall at 1.15pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Academic and Administrative Audit Planning.	Academic Audit Report should be submitted in fresh A4 sheet. Requisition for A4 sheet bundles for all the departments for the submission of AQAR 2021-22 documents to IQAC. Action Plan Activities should be consolidated and submitted for this semester. Updating of syllabus feedback form shared in the Google sheet. ODD & EVEN Semester Course file audit report should be completed within two days.	All Faculty Members	30.12.2022
Submission of AQAR 2021-22 documents.	AQAR 2021-22 xl sheet should be submitted with 100% data and AQAR 2021-22 documents should also be submitted. Extended Profile data should be completed. Publications in Journal should be completed as per the target for this semester. BOS minutes of meeting points can be included in Action plan data.	IQAC Coordinators	05.01.2023 12.01.2023
NBA work progress.	NBA files should be updated and marks will be awarded as per criteria wise in Google form. Monthly Consolidated report will be submitted to Management from January 2023 onwards. 60% of the eligible course should get NBA as per latest AICTE circular 23.12.2022 for CIVIL, IT, BME, FT, AGRI.	NBA Coordinators	Continuous
NIRF and other ranking documents submission	All coordinators are informed to submit all necessary data for NIRF 2023 to Dr.G.Prakash, Professor and other private rankings to IQAC. Respective department Coordinators should verify all the documents and ensure the readiness for submission.	IQAC coordinators	Continuous

Head-IQAC

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PRINCIPAL



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27.12.22

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