



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/22-23/09

Date: 07.01.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 10.01.2023 at IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 1.10 PM.

Agenda:

1. AQAR 21-22 data submission (Extended Profile Datasheet & All Criterion)
2. Action Plan Activities 22-23 Discussion
3. NBA Progress Discussion 2022-23.


Head-IQAC


PRINCIPAL

Date can be changed

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/2022-23/03	Date : 10.01.2023
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	
4.	IQAC	Dr M.R. MOHANRAJ	
5.	IQAC	Mr.C.P.SURESH KUMAR	
6.	IQAC	Mrs.D.PRIYADHARSINI	Absent.
7.	AERO	Mr K.VIJAYA BABU	
8.	AGRI	Mr V.BHARATH	
9.	AI & DS	Dr R.GEETHA V.RAMYA	
10.	BME	Dr SATEESH REDDY.AVUTU	
11.	CIVIL	Mr S.M.SAKTHIVEL	
12.	CSE	Mr E.DEEPAN KUMAR	
13.	ECE	Mr S.SATHEESH KUMAR	
14.	MECH	Mr V.KARTHIKEYAN	
15.	FT	Dr M.P.MURUGESAN	
16.	IT	Mrs S.MOUNA	
17.	SFE	Mr N.PRITHIVIRAJ	
18.	S & H	Dr S.MOHANKUMAR	
19.	EEE	Ms K.S.NANTHINI	
20.	PCT	Mr C.HARSAAVARDHAN	
21.	MBA/MCA	Ms G.KIRUTHIKA N. K. Naguvaran	



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

27

27



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 10.01.2023 in IQAC Hall at 3.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Submission of AQAR 2021-22 documents.	AQAR 2021-22- Extended Profile: All the documents should be submitted as per the Extended Profile format .Deadline 05.01.2023 (BME,MBA not submitted).	IQAC COORDINATORS	11.01.2023
	AQAR 2021-22- Datasheet: 1.Revised version of the XL Datasheet should be submitted as per the format and target on or before 05.01.2023.		11.01.2023
	2.Received from all the departments except <u>BME & MBA.</u> 3.Many Criterion data are incomplete in AQAR 2021-22 XL Sheet by many of the departments. IQAC Coordinators of the respective departments are informed to verify the documents before submission to IQAC.		11.01.2023
	4.Two separate XL Sheet is given for organizing & participating in the program for simplifying the work of AQAR 2022-23. All the IQAC coordinators are informed to get HODs approval respectively and submit it to IQAC on or before 11.01.2023. If there is any correction, it can be implemented in AQAR.		11.01.2023
	AQAR 2021-22 Documents: Documents should be submitted as per the revised checklist on or before 12.01.2023. If it is not completed by this date, concern faculties are informed to stay back in the evening for completion of the documents.		12.01.2023
Department Action Plan Activities	As per the activities planned for AY 2022-23, Odd Sem activities are pending in many of the departments. From this Sem (EVEN) onwards, monthly action plan activities of every department are going to be circulated by IQAC. There should not be any deviation in the activities.	IQAC COORDINATORS	Continuou s

*After proposal
Plan for evening working
hour.
Inform faculty well in
advance*



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NBA work progress.	As already discussed in the previous meeting, NBA work Progress should be submitted by the following departments. AERO, AGRI, BME, CIVIL, CSE, ECE, FT, IT, MECH & S&H by the end of January, 2023.	Dept NBA Coordinators	End of January
Academic Auditing	Many files are not completed for the AY- 2021-22. So 2 nd Phase Academic Audit will be done by the department IQAC Coordinators or before the end of January, 2023.	Dept. IQAC Coordinators	End of January

Suggest
Any dept. has eligibility to go for Accreditation
Ac Audit to more during term
how

12/01/22
Head-IQAC

12/01/22
PRINCIPAL

Copy To:

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5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File



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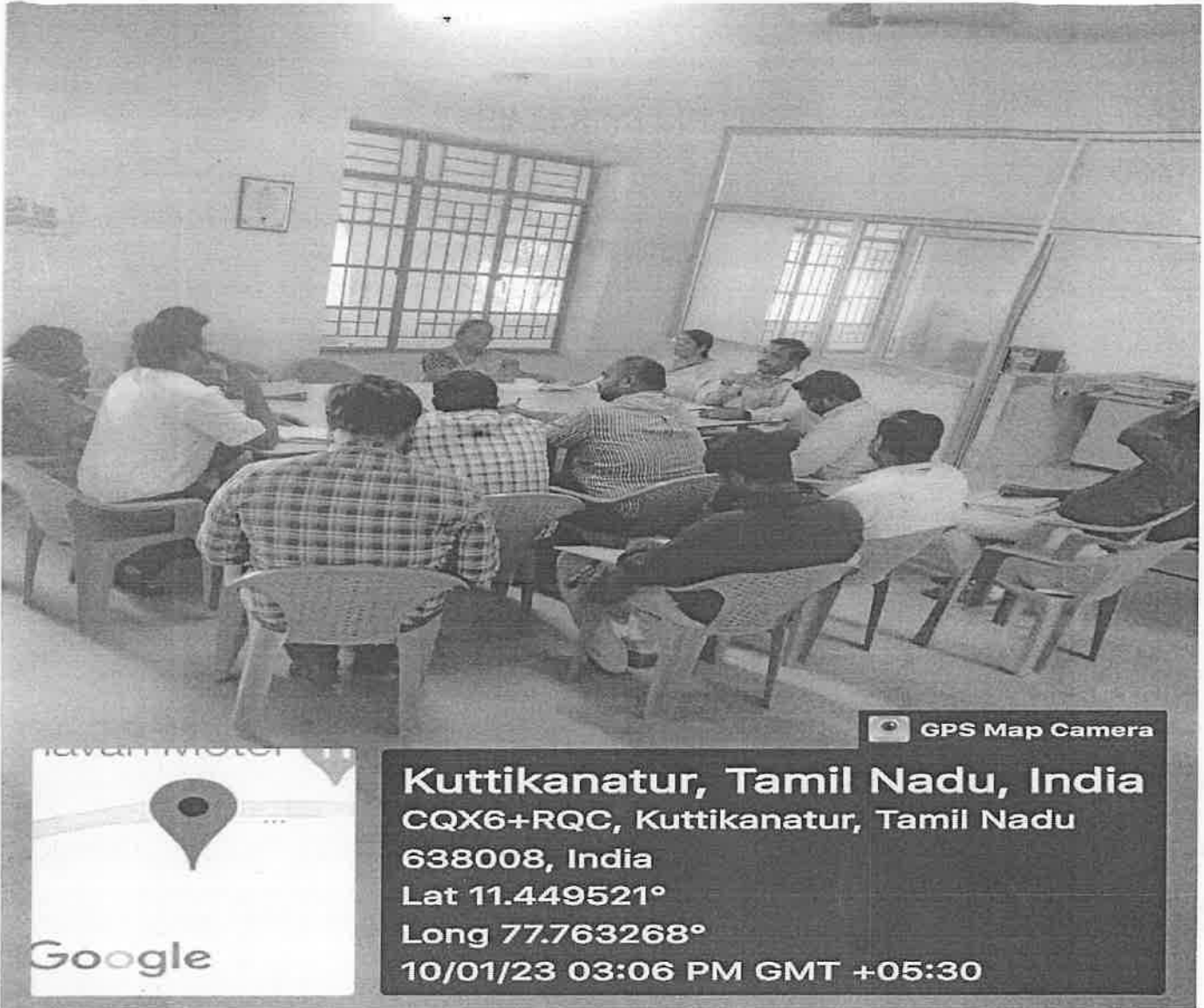
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10.1.23

9

Snapshot:



Kuttikanatur, Tamil Nadu, India
CQX6+RQC, Kuttikanatur, Tamil Nadu
638008, India
Lat 11.449521°
Long 77.763268°
10/01/23 03:06 PM GMT +05:30