



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)

MINUTES OF IQAC meeting held on 11.06.2024 in Library at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Previous Meeting	Discussed about the progress of Previous meeting held on 28.05.24		
AQAR 2023-24 Reminder II	Fill AQAR 2023-24 XL data sheet criteria wise and extended profile on or before 30.07.2024. First fill ODD & EVEN Semester Activities in All Criteria Criteria 1 (Value Added course), Criteria 3 (IPR,EDC,R&D, Club, Extension ,NSS,NCC,YRC,etc) Criteria 5(Yoga, Sports, Health Events, Guest lectures, workshop, Tech fest, seminar, Higher studies coaching, Alumni Interaction) Criteria 6 (Faculty Development Program & Non Teaching Skill development Activities) Criteria 7 (Women's Empowerment ,Environmental Awareness , Code of conduct, Commemorative days, Festival, etc) Faculty & Students participations, publications, Awards, internship, industry projects, placement fill in respective criteria.	All faculty	(Data Sheet 30.07.2024) & (Documents) 30.08.2024
External Audit	Discussed about External Mock Audit Remarks for Agri,BME,Civil,FT and IT dept by External Auditors from Kongu,Sona and Knowledge Engineering colleges.	IQAC Coordinators	-
Audit	Course file Audit for 2024-25 Phase I documents scheduled in June and July month for IV year ,III year & II Year respectively by IQAC Team.	IQAC & All faculty	16.06.2024-19.06.2024 (IV year)& 26.06.2024 - 29.06.2024 (III Year)
Academic Audit	Academic audit for 2022-23 and 2023-24 files has been scheduled July first week	All faculty	

Head-IQAC

Director-Academics

PRINCIPAL

Copy To:

1. IQAC Coordinators	2. All HoDs
3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File



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Category : IQAC

Priority : Normal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref No: EEC/IQAC/Meeting/24-25/01

Date: 08.06.2024

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 11.06.2024 by IQAC Cell. All the Department coordinators of IQAC are requested to attend the meeting at 04.00 PM in the Board meeting room.

Agenda:

1. Discussion on AQAR- 2023-24 documents collection.
2. NAAC New Reforms.
3. Discussion on NBA External Auditor Remarks .
4. Course file Audit ODD Semester (2024-25) Phase I & Even Semester (2023-24) Phase II
5. Academic Auditing 2023-24 files
6. General Discussions.

All Coordinators must attend the meeting without fail.


Head-IQAC


Director - Academics


Principal

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Ref:EEC/IQAC/Meeting/2024-25/01	Date : 11.06.2024
Venue : Board Room, B1 Block	Time : 4.00 pm
Members Attended the Meeting	

S.No	Department	Name with Designation	Signature
1.	Director Academic	Dr. C.KARTHIKEYIN	
2.	HEAD IQAC	Dr. A.KARTHIKEYAN	
3.	IQAC & PCT	Mr. C.P.SURESH KUMAR	
4.	IQAC	Mrs. K.YASODHA	
5.	IQAC& SFE	Mr. N.PRITHIVIRAJ	
6.	AERO	Mr. K.VIJAY BABU	
7.	AGRI	Mr. V.BHARATH	
8.	AI & DS	Mrs.S. L.SWARNA	
9.	BME	Dr. SATEESH REDDY AVUTU	
10.	CIVIL	Mrs. ABINAYA	
11.	CSE	Mr. E.DEEPAN KUMAR	
12.	ECE	Mr. S.SATHEESH KUMAR	
13.	MECH	Mr. V.KARTHIKEYAN	
14.	FT	Mr. S.P.RAJESH	
15.	IT	Mrs. S.MOUNA	
16.	S & H	Dr. S.MOHANKUMAR	
17.	EEE	Ms. K.S.NANTHINI	
18.	MBA	Mr. P.K.JAWAHAR KUMAR	
19.	MCA	Mr.M.K. NAGESHWARAN	
20.	CSBS	Mr. A.P.SARAVANAN	