



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

Category : IQAC

Priority : Normal

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref No: EEC/IQAC/Meeting/23-24/13

Date: 11.03.2024

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 12.03.2024 by IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 04.00 PM in the Board meeting room.

Agenda:

1. Submission of AQAR- 2022-23 Hard Copy.
2. Faculty Allotment for AQAR 2023-24 files.
3. Discussion on February Month Pending activities.
4. Discussion of 36th Board meeting data.
5. NBA Work Progress
6. General Discussions.

All Coordinators must attend the meeting without fail.

Head-IQAC

Director - Academics

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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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 12.03.2024 in Library at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Previous Meeting	Previous meeting (13.02.24) Minutes points discussed		
NBA files	1. Tier II NBA Files must be Completed as per the schedule (AGRI, BME, CIVIL, FT, IT, S&H). 2. AERO, ECE, CSE & MECH Dept update NBA files for the year AY 2021-22, AY 2022-23 and AY 2023-24	Dept. NBA Coordinators	25.03.2024 31.06.2024
AQAR 2022-23 & 2023-24	1. AQAR 2022-23 pending documents (FT, MBA) should be submitted on or before 16.03.2024. 2. Criterion metric 5.1.1 has the pending status in all departments. Scholarship for Minority and Bihar PMS details should be collected. 3. Submit Hard Copy of AQAR 2022-23 on or before 16.03.2024 (Pending Depts: BME, MBA, MCA, IT, FT, CSE, Safety) 4. Submit NAAC – AQAR 2023-24 faculty file Allocation details. Target of file completion June 2024.	Dept. IQAC Coordinators	16.03.2024
Faculty Appraisal	Every Month faculty Performance Rank will be published. Pleasure informs your dept faculty submits all data properly and collects original documents.	Dept. IQAC Coordinators	Every month
Board Meeting Data	Submit Board meeting & Faculty Appraisal Documents every month 25 th without fail. Same to be uploaded in Google link.	All faculty	Every month
Action Plan Activities	Conduct activities as per the action plan schedule without any deviations.	All faculty	Every month

Head-IQAC

Director-Academics

PRINCIPAL

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



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Ref:EEC/IQAC/Meeting/2023-24/13	Date : 12.03.2024
Venue : Board Room, B1 Block	Time : 3.50 pm
Members Attended the Meeting	

S.No	Department	Name with Designation	Signature
1.	Director Academic	Dr. C.KARTHIKEYINI	
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. L.SWARNA	
9.	BME	Dr. SATEESH REDDY AVUTU	Leave
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	Mr. S.P.RAJESH	
15.	IT	Mrs. S.MOUNA	
16.	S & H	Dr. S.MOHANKUMAR	For
17.	EEE	Ms. K.S.NANTHINI	
18.	MBA	Mr. P.K.JAWAHAR KUMAR	
19.	MCA	Mr. NAGESHWARAN	



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Minutes of Meeting

20.	AERO	Mr. S.BALASUNDARAM	
21.	BME	Ms. R.SANTHIYA	
22.	CIVIL	Dr. P.LOGANATHAN	
23.	CSE	Dr. P.KUMARI Ecepan kumar	
24.	ECE	Mr. N.RAJAGOPALA KRISHNAN	
25.	IT	Ms. SHYLU	
26.	MECH	Ms.K.K.MEGAVARTHINI	
27.	FT	Mr. RAJA	
28.	S&H	Dr. S.KARUPPUSAMY	Absent

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CSBS

A.P.SARAYANAN