



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)

CIRCULAR

Ref No: EEC/IQAC/Meeting/23-24/11

Date: 08.01.2024

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 10.01.2024 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 document files.
2. Discussion on December Action Plan activities and Even Semester 2023-24 .
3. Discussion of 34th Board meeting data.
4. Discussion on Faculty Self-Appraisal document.
5. General Discussions.

All Coordinators must attend the meeting without fail.

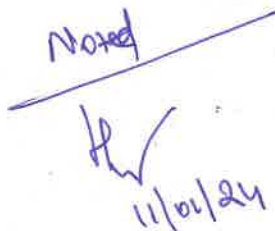


Head-IQAC


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	


Noted

11/01/24



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Minutes of Meeting

Ref:EEC/IQAC/Meeting/2023-24/11	Date : 10.01.2024
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.KARTHIKEYINI	
2.	HEAD IQAC	Dr. A.KARTHIKEYAN	
3.	IQAC & PCT	Mr. C.P.SURESH KUMAR	
4.	IQAC	Mrs. D.PRIYADHARSINI	
5.	IQAC& SFE	Mr. N.PRITHIVIRAJ	
6.	AERO	Mr. K.VIJAY BABU	Leave. ✓
7.	AGRI	Mr. V.BHARATH	
8.	AI & DS	Mrs. S.L.SWARNA	
9.	BME	Dr. SATEESH REDDY AVUTU	
10.	CIVIL	Mr. S.M.SAKTHIVEL	Leave.
11.	CSE	Mr. E.DEEPAN KUMAR	Leave.
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	Absent.
17.	EEE	Ms. K.S.NANTHINI	
18.	MBA	Mr. P.K.JAWAHAR KUMAR	
19.	MCA	Mr. NAGESHWARAN	



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20.	AERO	Mr. S.BALASUNDARAM	<i>S. Bal.</i>
21.	BME	Ms. R.SANTHIYA	<i>R. Santhiya</i>
22.	CIVIL	Dr. P.LOGANATHAN	<i>Leave</i>
23.	CSE	Dr. P.KUMARI	<i>Leave</i>
24.	ECE	Mr. N.RAJAGOPALA KRISHNAN	<i>Raja</i>
25.	IT	Ms. SHYLU	<i>for S. Shylu</i>
26.	MECH	Ms.K.K.MEGAVARTHINI	<i>K.K. Megavarthini</i>
27.	FT	Mr. RAJA	<i>M. Raja</i>
28.	S&H	Dr. S.KARUPPUSAMY	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 10.01.2024 in Board Room (B1 Block) at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
NBA files	Work progress of both Tier-1 & Tier-2 NBA should be started after Pongal holidays.	Dept. NBA Coordinators	18.01.2024 onwards
AQAR 2022-23	<ol style="list-style-type: none">1. AQAR 2022-23 pending documents should be submitted on or before 12.01.2024.2. Both soft copy and hard copy of Syllabus Review feedback, Students, Faculty, Alumni feedback should be collected and submitted at IQAC Cell for Criterion metric 1.4.1.3. More number of activities should be conducted for the students during the course for collecting the Students Satisfaction Survey.4. Criterion metric 5.1.1 has the pending status in all departments. Scholarship for Minority and Bihar PMS details should be collected.5. Faculty Development Programme and Management Development Programme for Criteria – 6 should be attended for 3-5 days.	Dept. IQAC Coordinators	12.01.2024
Academics	<ol style="list-style-type: none">1. Faculty Appraisal has been verified in IQAC. Faculty members should come with necessary document proof to IQAC for score updation- even semester result analysis should be brought for verification.2. Faculty participation in IIT & NIT for FDP/Seminar/Workshop through Virtual mode will be considered for score in the Self-appraisal otherwise ATAL/AICTE/Government sponsored program or NIRF institutions will be considered for offline mode.	Dept. IQAC Coordinators	10.01.2024
Board Meeting Data	<ol style="list-style-type: none">1. Board meeting data for December 2023 has been received successfully.2. Board Meeting target will only be considered for Faculty Appraisal for the score updation.	All faculty	Every month



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	3. Explanations and clarifications were given about the score to check the cader of every individual faculty's self-growth.		
Action Plan Activities	Action Plan Activities for even semester should be submitted by all the departments on or before 12.01.2024.	Dept Event Coordinators	12.01.2024

Head-IQAC

Director-Academics

PRINCIPAL

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Snap shot:

