



# 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/23-24/10

Date: 08.12.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 12.12.2023 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 documents.
2. Submission of 2022-23 files and 2023-24 Odd Semester files Status of NBA departments Tier-I (AERO, CSE, ECE, MECH).
3. Discussion on December Action Plan activities and pending activities of Odd Semester.
4. Discussion of 33<sup>rd</sup> Board meeting data.
5. Discussion on Faculty Self-Appraisal document.
6. Planning for Academic audit.
7. 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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## Minutes of Meeting

Ref:EEC/IQAC/Meeting/2023-24/10	Date : 12.12.2023
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	 12/12/23
4.	IQAC	Mrs. D.PRIYADHARSINI	 12/12/23
5.	IQAC& SFE	Mr. N.PRITHIVIRAJ	 12/12/23
6.	AERO	Mr. K.VIJAY BABU	 12/12/23
7.	AGRI	Mr. V.BHARATH	AB
8.	AI & DS	Mrs. L.SWARNA	 12/12/23
9.	BME	Dr. SATEESH REDDY AVUTU	 12/12/23
10.	CIVIL	Mr. S.M.SAKTHIVEL	 12/12/23
11.	CSE	Mr. E.DEEPAN KUMAR	
12.	ECE	Mr. S.SATHEESH KUMAR	 12/12/23
13.	MECH	Mr. V.KARTHIKEYAN	 12/12/23
14.	FT	Mr. S.P.RAJESH	 12/12/23
15.	IT	Mrs. S.MOUNA	
16.	S & H	Dr. S.MOHANKUMAR	
17.	EEE	Ms. K.S.NANTHINI	 12/12/23
18.	MBA	Mr. P.K.JAWAHAR KUMAR	 12/12/23
19.	MCA	Mr. NAGESHWARAN	 12/12/23



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20.	AERO	Mr. S.BALASUNDARAM	Altered N. SANDHYA mfw
21.	BME	Ms. R.SANTHIYA	AB
22.	CIVIL	Dr. P.LOGANATHAN	AB
23.	CSE	Dr. P.KUMARI	SDP
24.	ECE	Mr. N.RAJAGOPALA KRISHNAN	ijay
25.	IT	Ms. SHYLU	for S. nay
26.	MECH	Ms.K.K.MEGAVARTHINI	@Mladini
27.	FT	Mr. RAJA	AB
28.	S&H	Dr. S.KARUPPUSAMY	AB



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 12.12.2023 in Board Room (B1 Block) at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
NBA files	1. AY 2022-23 & 2023-24 Odd Semester files should be submitted [AERO, CSE, ECE & MECH] 2. Tier-I Google sheet should be updated for AY 2022-23 & 2023-24.	Dept. IQAC/ NBA Coordinators	05.01.2024
AQAR 2022-23	1. AQAR 2022-23 hard copy documents should be submitted. 2. AQAR files 4.3.4 & 5.3.1 are pending. The data should be collected immediately to complete the file. 3. File allocations should be given to the same faculty in-charges to do the task easily.	Dept. IQAC Coordinators	05.01.2024
Academics	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	29.12.2023
Board Meeting Data	1. Every month Board meeting target should be verified by all the board meeting coordinators before making it a final copy. 2. Uploading documents in the Google form should match the count given in the Board meeting data. All mandatory information should be uploaded in the Google form.	Board Meeting Coordinators	Every month
Action Plan Activities	1. All programs listed in the Action Plan Activities 2023-24 should reach the target without any deviation. 2. Pending activities in the Action Plan should be completed by the end of December, 2023. 3. More number of outreach programs should be organized.	Event Coordinators	Continuous

Head-IQAC

Director-Academics

PRINCIPAL

Copy To:

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3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File

Snap shot:

