



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

RefNo: EEC/IQAC/Meeting/23-24/09

Date: 06.11.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 07.11.2023 by IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 4.00 PM in the Board meeting room.

Agenda:

1. Submission of AQAR Phase-II 2022-23 documents.
2. Submission of 2022-23 files and 2023-24 Odd Semester files of NBA departments Tier-I (AERO, CSE, ECE, MECH).
3. Submission of SAR and NBA files 2022-23, 2021-22, 2020-21 (AGRI, BME, CIVIL, FT, IT)
4. Discussion on November Action Plan Activities and October Pending Activities.
5. Submission of 32nd Board Meeting data and documents
6. General Discussions.

All Coordinators must attend the meeting without fail.


Head-IQAC


Director - Academics


PRINCIPAL

Copy To:

1. IQAC & NBA Coordinators	2. All HoD's
3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal



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Minutes of Meeting

Ref:EEC/IQAC/Meeting/2023-24/09	Date : 07.11.2023
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	
4.	IQAC	Mrs. D.PRIYADHARSINI	
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	
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	
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	Abund
21.	BME	Ms. R.SANTHIYA	Abund
22.	CIVIL	Dr. P.LOGANATHAN	P.L.
23.	CSE	Dr. P.KUMARI	P.
24.	ECE	Mr. N.RAJAGOPALA KRISHNAN	Rajas
25.	IT	Ms. SHYLU	Shylu
26.	MECH	Ms.K.K.MEGAVARTHINI	K.K. Megavarthini 7/1/23
27.	FT	Mr. RAJA	Mr. Raja
28.	S&H	Dr. S.KARUPPUSAMY	S.Karuppasamy 7/1/23



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

9th IQAC MEETING MINUTES held on 07.11.2023 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 files should be updated regularly and to be submitted on or before 1 st week of December, 2023 for Academic Audit. 2. Tier-I Google sheet should be updated for AY 2022-23 & 2023-24 by AERO, CSE, ECE & MECH.	Dept. IQAC/ NBA Coordinators	30.11.2023
AQAR 2022-23	1. AQAR 2022-23 Phase-II documents must be completed on 10.11.2023. 2. Pending Criterion documents should be completed after college hours from 14.11.2023 onwards. 3. Discussion on difficulties faced in preparing Phase-I & II documents.	Dept. IQAC Coordinators	10.11.2023 14.11.2023
Academics	1. Faculty Appraisal will be verified in IQAC from November onwards. Necessary document proof should be submitted to IQAC for score updation. 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	Continuous
Board Meeting Data	1. Board meeting target for every month should be conducted and updated properly. 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.	Dept. IQAC/Board Meeting Coordinators	Continuous
Action Plan Activities	1. All programs listed in the Action Plan Activities 2023-24 should reach the target without any deviation. 2. All conducted events should be updated in the newsletter. 3. More number of outreach programs should be organized.	Dept. IQAC Coordinators	Continuous

General Discussion	1. Discussion on OBE individual graduate attributes calculation. 2. Consolidated Regulation 2020 CO-POs, PSOs mapping should be completed.	Dept. IQAC/ NBA Coordinators	30.11.2023
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 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