



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/23-24/08


Date: 09.10.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 10.10.2023 at 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 2022-23 data templates.
2. Preparation of documents for AQAR 2022-23 data templates.
3. Submission of September Board meeting report.
4. Completion status of Action Plan Activities for Jun-Dec 2023-24.
5. Submission of SAR and NBA files 2022-23 (AGRI, BME, CIVIL, FT, IT)
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
7. Vice Chairman / Chairman office	8. File



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Minutes of Meeting

Ref:EEC/IQAC/Meeting/2023-24/08	Date : 10.10.2023
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 <small>NIL</small>	
7.	AGRI	Mr. V.BHARATH <small>NIL</small>	Absent
8.	AI & DS	Mrs. L.SWARNA <small>NIL</small>	
9.	BME	Dr. SATEESH REDDY AVUTU <small>NIL</small>	
10.	CIVIL	Mr. S.M.SAKTHIVEL	Absent
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	Absent
19.	MCA	Mr. NAGESHWARAN	



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 10.10.2023 in Board Room (B1 Block) at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
<i>Check mail for any reply</i> NBA files	1. New NBA Departments (AGRI, BME, CIVIL, FT, IT) undergo Tier- II process and old NBA departments (AERO, CSE, ECE, MECH) undergo Tier-I process for the renewal in the upcoming year. 2. NBA 2022-23 files should be updated as on date.	Dept. IQAC/ NBA Coordinators	16.09.2023
AQAR 2022-23	1. AQAR 2022-23 templates were discussed about the corrections for all Criteria. 2. Documents for all the templates can be made ready and should be submitted on or before 31.10.2023.	Dept. IQAC Coordinators	31.10.2023
Academics	1. Completion status of the Action Plan Activities should be reported immediately to IQAC by all the departments. 2. Action Plan event numbers should be entered in the brochure cumulatively. Activities are pending in the AY 2022-23 as per IQAC target. Activities should be completed as per IQAC target in AY 2023-24.	Dept. IQAC Coordinators	
Board Meeting Data	Board meeting data should be uploaded with Placement, Clubs and Professional society activities from September.		September 2023 onwards

Pre-prepare for submit

P 18/10/23
Director-Academics

18/10/23
PRINCIPAL

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3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal
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Snap shot:

