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/23-24/07   **Date:** 08.09.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 12.09.2023 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.
2. Submission of Existing NBA department files 2022-23.
3. Submission of SAR for new NBA departments (AGRI, BME, CIVIL, FT, IT).
4. Action Plan Activities status report till date.
5. Discussion on Quality Awareness Program.
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/2023-24/07	Date : 12.09.2023
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.S.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	
21.	BME	Ms. R.SANTHIYA	
22.	CIVIL	Dr. P.LOGANATHAN	
23.	CSE	Dr. P.KUMARI	
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	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 12.09.2023 in Board Room (B1 Block) at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
NBA files	1.First Year NBA Coordinator should depute the in-charge for documents for criteria 8 files for the following departments-AGRI, BME, CIVIL, FT, IT, AERO, ECE, CSE & MECH. 2. Existing NBA departments should submit the P- files on or before **16.09.2023**.	Dept. IQAC/ NBA Coordinators	**16.09.2023**
AQAR 2022-23	1.AQAR 2022-23 data template (XI File) should be filled and submitted on **30.09.2023 and respective Hard Copy of the documents submission and verification is planned in the Month of October.** 2.Chapter 5.1.1 & 5.1.2 Scholarship details- collected from Office and Admission cell. 3. Last year geo-tagged photos (Class room, laboratory, Seminar hall) are needed for Criteria 4. 4. Header for all the documents should be common which is circulated by IQAC. 5. Circular/Permission letter, Colored brochure, Name List, Summary report and Geo-tagged Photos are mandatory as supporting documents for all the conducted program. 6. Department Extended Profile details may be used for Criteria 1 & 2 by IQAC Cell. 7. 3.1.2, 3.1.3, 3.2.3, 3.4.3, 3.4.4, 3.5.1, 3.5.2, 3.7.2, 5.1.3, 6.3.4- the data template for all these chapters should be filled on or before **23.09.2023** for Institution of Engineer Ranking.	Dept. IQAC Coordinators	**30.09.2023** **23.09.2023**
Academics	1. Students Satisfaction Survey should be submitted by the remaining departments on or before **16.09.2023.** 2. Value Added courses documents should be ready with all the essential supporting documents. 3. Action Plan Activities should be marked complete for the conducted activities by all the departments. 4. Institution of Engineers documents should be submitted on or before **19.09.2023.** 5. Best Practices have been listed out from top NIRF Engineering colleges. It is	Dept. IQAC Coordinators	**14.09.2023** **19.09.2023**

	informed to all the department coordinators to follow any one of the best practices related to teaching-learning process which should be practiced regularly. 6. IQAC Coordinators are requested to give suggestions in WhatsApp group for conducting Quality Awareness Program for the improvement of the department. 7. 2nd year Course file audit is planned on **19.09.2023.** 8. Google Sheet feedback for Course file will be circulated by IQAC to be filled by students. 9. All the 3 assignments should be collected from the students before each IAE and the marks for the assignment should be uploaded in CAMU for the final attainment calculation.		**19.09.2023**
Board Meeting Data	Board meeting consolidated copy from Jan-June – 2023-24 will be circulated to all the departments for the reference.		

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

Snap shot:

Pallakkapalayam, Tamil Nadu, India
CQW9+FMR, Pallakkapalayam, Tamil Nadu 638008, India
Lat 11.44608°
Long 77.769157°
12/09/23 04:11 PM GMT +05:30