



# 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/23-24/06

Date: 26.08.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 30.08.2023 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. Action Plan Activities status report.
4. 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/2023-24/06	Date : 30.08.2023
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	AB
13.	MECH	Mr. V.KARTHIKEYAN	AB
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	AB
19.	MCA	Mr. NAGESHWARAN	AB



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20.	AERO	Mr. S.BALASUNDARAM	AB for A.S.B.
21.	BME	Ms. R.SANTHIYA	AB
22.	CIVIL	Dr. P.LOGANATHAN	AB
23.	CSE	Dr. P.KUMARI	Dr. P.K.
24.	ECE	Mr. N.RAJAGOPALA KRISHNAN	for Raj
25.	IT	Ms. SHYLU	for S. Shylu
26.	MECH	MS.K.K.MEGAVARTHINI	MS.K.K.
27.	FT	Mr. RAJA	Mr. Raja
28.	S&H	Dr. S.KARUPPUSAMY	Dr. S.K.



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 25.07.2023 in Board Room (B1 Block) at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
NBA files	NBA Coordinators are informed to submit all NBA files for the academic year 2022-23.	Dept. IQAC/ NBA Coordinators	01.09.2023
AQAR 2022-23	AQAR 2023-24 templates have been formatted in the Google sheet and it has been circulated and explained to all the department IQAC Coordinators to get filled with the details for Criterion 1-7. The Google sheet should be filled and submitted on 30.09.2023.	Dept. IQAC Coordinators	30.09.2023
Academics	1. Value Added courses documents should be verified for the pending department (Aero, Mech, PCT, MBA and MCA) (2022-23) 2. NPTEL local chapters should be completed mandatorily by all the faculty members. 3. Documents for Journal Publications, book chapters, MoU related activities should be verified by IQAC (2022-23). 4. The report of the events conducted every month should be given to IQAC by the end of every month for AICTE Connect. 5. Best Practices have been listed out from top NIRF Engineering colleges. It is informed to all the department coordinators to follow any one of the best practices.	Dept. IQAC Coordinators	02.09.2023
Board Meeting Data	Board meeting consolidated copy from Jan-June – 2023-24 will be circulated to all the departments for the reference.	IQAC	01.09.2023

Head-IQAC

Director Academics

PRINCIPAL

Copy To:

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5. Director Technical	6. Executive Director / Principal
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Snapshot:



 **GPS Map Camera**

Namakkal, Tamil Nadu, India  
A5 Building, Tamil Nadu 638008, India  
Lat 11.448354°  
Long 77.768632°  
30/08/23 04:20 PM GMT +05:30

