



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/23-24/05

Date: 08.08.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 11.08.2023 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 Extended Profile.
3. 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/2023-24/05	Date : 11.08.2023
Venue : Board Room, B1 Block	Time : 4.00 pm
Members Attended the Meeting	

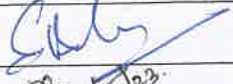



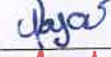


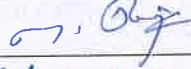

S.No	Department	Name with Designation	Signature
1.	Director Academic	Dr. C.KARTHIKEYINI	Leave
2.	HEAD IQAC	Dr. A.KARTHIKEYAN	[Signature]
3.	IQAC & PCT	Mr. C.P.SURESH KUMAR	[Signature] 12/8/23
4.	IQAC	Mrs. D.PRIYADHARSINI	Leave
5.	IQAC& SFE	Mr. N.PRITHIVIRAJ	[Signature]
6.	AERO	Mr. K.VIJAY BABU	[Signature] 12/8/23
7.	AGRI	Mr. V.BHARATH	[Signature]
8.	AI & DS	Mrs. L.SWARNA	[Signature]
9.	BME	Dr. SATEESH REDDY.AVUTU	[Signature] 11/8/23
10.	CIVIL	Mr. S.M.SAKTHIVEL	[Signature] 11/8/23
11.	CSE	Mr. E.DEEPAN KUMAR	[Signature]
12.	ECE	Mr. S.SATHEESH KUMAR	[Signature]
13.	MECH	for Mr. V.KARTHIKEYAN	[Signature]
14.	FT	Mr. S.P.RAJESH	for as. [Signature]
15.	IT	Mrs. S.MOUNA	[Signature]
16.	S & H	Dr. S.MOHANKUMAR	[Signature]
17.	EEE	Ms. K.S.NANTHINI	[Signature] 11/8/23
18.	MBA	Mr. P.K.JAWAHAR KUMAR	[Signature]
19.	MCA	Mr. NAGESHWARAN	[Signature] 11/8/23



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20.	AERO	Mr. S.BALASUNDARAM	
21.	BME	Ms. R.SANTHIYA	 18/08/23
22.	CIVIL	Dr. P.LOGANATHAN	 12/8/23
23.	CSE	Dr. P.KUMARI	 12/8/23
24.	ECE	Mr. N.RAJAGOPALA KRISHNAN	 12/8/23
25.	IT	Ms. SHYLU	 12/8/23
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 12.08.2023 in Board Room (B1 Block) at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
NBA files 2022-23	NBA Coordinators are informed to verify NBA files for the academic year 2022-23.	Dept. IQAC/ NBA Coordinators	16.08.2023
AQAR 2022-23	1. Faculty list for the AY 2022-23 should be submitted on 16.08.2023. 2. AQAR Extended Profile 2022-23 files should be submitted on 16.08.2023.	Dept. IQAC Coordinators	Continuous
Academics	Value Added courses documents verified for the department of AGRI, ECE and CIVIL. Pending departments should submit it before 16.08.2023.	Dept. IQAC Coordinators	16.08.2023
Board Meeting Data	Board meeting documents should be uploaded as per the target.	Dept. IQAC Coordinators	Continuous


Head-IQAC


Director Academic


PRINCIPAL

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5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File