



# 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/23-24/02

Date: 30.06.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 01.07.2023 at IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 3.00 PM in the Board meeting room.

#### **Agenda:**

1. Submission of AQAR 2022-23.
2. Discussion on the target of Board meeting data for Odd Semester 2023-24..
3. Discussion on Action Plan activities for Odd Semester 2023-24.
4. NBA files and Pre qualifier Submission
5. General Discussions.

**All Coordinators must attend the meeting without fail.**

  
Head-IQAC

  
Director - Academics

  
PRINCIPAL

#### **Copy To:**

1. IQAC Coordinators	2. All HoD's
3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	



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## Minutes of Meeting

Ref:EEC/IQAC/Meeting/2023-24/02	Date : 01.07.2023
Venue : Board Room, B1 Block	Time : <del>11:30 am</del> 2:00 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	
3.	IQAC & PCT	Mr.C.P.SURESH KUMAR	
4.	IQAC	Mrs.D.PRIYADHARSINI	Leave
5.	IQAC & SFE	Mr. N.PRITHIVIRAJ	
6.	AERO	Mr. K.VIJAY BABU	
7.	AGRI	Mr. V.BHARATH	Absent
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. M.K.NAGESHWARAN	



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19.	AERO	Mr.S.BALASUNDARAM	<i>[Signature]</i>
20.	BME	Ms.R.SANTHIYA	<i>[Signature]</i>
21.	CIVIL	Dr.P.LOGANATHAN	<i>[Signature]</i>
22.	CSE	Dr.P.KUMARI	<i>[Signature]</i>
23.	ECE	Mr.N.RAJAGOPALA KRISHNAN	<i>[Signature]</i>
24.	IT	Dr.N. SUNDARARAJULU	<i>[Signature]</i>
25.	MECH	Mr.M.SAMBATH KUMAR	<i>[Signature]</i>
26.	FT	Mr. RAJA	<i>[Signature]</i>
27.	S&H	Dr. S.KARUPPUSAMY	<i>[Signature]</i> 01/07/2023



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 01.07.2023 in Board Room (B1 Block) at 03:00pm

The following points were discussed in the meeting:

Dir (Admin) + Dir (Acad)  
Chief Issue  
Publications, Internship,  
Activities are not  
as expected

7

All 3 coordinate  
hereafter and bring  
better data and  
positioning  
05.07.2023

We are not progressing  
as expected (X)

think and improve

Topic	Discussion	Responsibility	Target Date
Submission of SSS	At least 90% of all UG & PG students should complete the Students Satisfaction Survey and should submit on or before 05.07.2023.	Dept. IQAC Coordinators	05.07.2023
Submission of NBA files	<p>1. The following NBA files of AY 2022-23 (except attainment) should be submitted on 05.07.2023 [Project file, Internship file, CO- PO Mapping R2020, Students name list, Placement file, Gate Exam Coaching, Professional chapter, Association Activities, Publication of department newsletter &amp; magazine, Students' participation, Faculty list, Faculty participations, <u>Journal Publications, Grants received, Consultancy, Visiting faculty, Lab equipments list and Budget file</u>].</p> <p>2. NBA coordinators are advised to do the curriculum gap identification for Regulation 2020 Autonomous Syllabus.</p> <p>3. NBA Tier-1 Google sheet should be updated on or before 05.07.2023.</p> <p>4. NBA Pre-qualifier eligible departments AGRI, BME, CIVIL, FT and IT should submit the Pre-qualifier on 05.07.2023.</p>	Dept. IQAC/ NBA Coordinators	05.07.2023
AQAR 2022-23	AQAR 2022-23 Organizing & Participation documents should be submitted as per target	Dept. IQAC Coordinators	30.07.2023
Academics	Action Plan Activities for the AY 2023-24 has planned and circulated as per the IQAC target for the Odd Semester.	Dept. IQAC Coordinators	15.07.2023
Board Meeting	Board meeting target should be completed in June for the period of Jan-June 2023 session as per the plan.	Dept. IQAC Coordinators	07.07.2023

Head-IQAC

Director Academics

PRINCIPAL

Copy To:

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7. Vice Chairman / Chairman office	8. File



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Snapshot:

