



# EXCEL ENGINEERING COLLEGE (Autonomous)

Received on 16/6/23

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai  
Accredited by NBA (AERO, CSE, MECH, ECE), NAAC with "A+" and Recognised by UGC (2f &12B)  
KOMARAPALAYAM - 637303

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

Ref No: EEC/IQAC/Meeting/23-24/01

Date: 08.06.2023

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 13.06.2023 at IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 03.00 PM in the Board meeting room.

#### **Agenda:**

1. Submission of Organizing and Participation documents for AQAR 2022-23.
2. Discussion on Board meeting documents for May and Submission of Board meeting documents for June.
3. Submission of NBA files 2022-23.
4. Submission of Placement files- 2023.
5. Discussion on Students Satisfaction Survey.
6. Discussion on Action Plan activities for 2023-24.
7. General Discussions.

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

Head-IQAC

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	8. File



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## Minutes of Meeting

Ref:EEC/IQAC/Meeting/2023-23/01	Date : 13.06.2023
Venue : IQAC Hall	Time : 03.00 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	Dr. A.VASANTHARAJ	
4.	<del>IQAC</del>	<del>Dr. M.R. MOHANRAJ</del>	<del></del>
5.	IQAC	Mr.C.P.SURESH KUMAR	LEAVE
6.	IQAC	Mrs.D.PRIYADHARSINI	
7.	AERO	Mr. K.VIJAYA BABU	
8.	AGRI	Mr. V.BHARATH	
9.	AI & DS	Mrs.V.RAMYA 8.L.Swarna	
10.	BME	Dr. SATEESH REDDY.AVUTU	
11.	CIVIL	Mr. S.M.SAKTHIVEL	
12.	CSE	Mr. E.DEEPAN KUMAR	
13.	ECE	Mr. S.SATHEESH KUMAR	Leave
14.	MECH	Mr. V.KARTHIKEYAN	
15.	FT	Mr.S.P.RAJESH	
16.	IT	Mrs.S.MOUNA	
17.	SFE	Mr. N.PRITHIVIRAJ	Leave.
18.	S & H	Dr. S.MOHANKUMAR	
19.	EEE	Ms. K.S.NANTHINI	
20.	PCT	Mr. C.HARSAAVARDHAN	
21.	MBA/MCA	Mr.P.K.JAWAHAR KUMAR	

Nageswaran



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21.	AERO	Mr.S.BALASUNDARAM	<i>[Signature]</i>
22.	BME	Ms.R.SANTHIYA	<i>[Signature]</i>
23.	CIVIL	Dr.P.LOGANATHAN	<i>[Signature]</i>
24.	CSE	Dr.P.KUMARI	<i>[Signature]</i>
25.	ECE	Dr.G.JAGAJOTHI	Leave
26.	IT	Dr.N. SUNDARARAJULU	Mile <sup>13/6/23</sup>
27.	S&H	Dr.NAGASHANMUGAM Dr.S.KARUPPUGAMY	<i>[Signature]</i> 13/6/23
28.	MECH	Mr.M. SAMBATHKUMAR	<i>[Signature]</i>
29.	FT	Mr.M.RAJA	<i>[Signature]</i>



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 13.06.2023 in Board Room (B1 Block) at 03.00pm

The following points were discussed in the meeting:

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 <b>26.06.2023</b> .	Dept. IQAC Coordinators	<b>26.06.2023</b>
Submission of NBA files	1. The following NBA files of AY 2022-23 (except attainment) should be submitted on or before <b>30.06.2023</b> [Project file, Internship file, CO- PO Mapping R2020, Students name list, Placement file, Gate Exam Coaching, Professional chapter, Association Activities, Publication of department newsletter & magazine, Students' participation, Faculty list, Faculty participations, Journal Publications, Grants received, Consultancy, Visiting faculty, Lab equipments list and Budget file]. 2. NBA coordinators are advised to do the curriculum gap identification for Regulation 2020 Autonomous Syllabus. 3. NBA Tier-1 Google sheet should be updated on or before <b>30.06.2023</b> .	Dept. IQAC/ NBA Coordinators	<b>30.06.2023</b>
AQAR 2022-23	AQAR 2022-23 Organizing & Participation documents should be updated then and there from September-2022 to August-2023.	Dept. IQAC Coordinators	<b>Continues</b>
Academics	Action Plan Activities for the AY 2023-24 should be planned as per the IQAC target for the Odd Semester.	Dept. IQAC Coordinators	<b>30.06.2023</b>
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	<b>30.06.2023</b>

Head-IQAC

Director Academics

PRINCIPAL

Copy To:

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