



# 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

Category : IQAC

Priority : Normal

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref No: EEC/IQAC/Meeting/23-24/15

Date: 20.04.2024

### CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 23.04.2024 by IQAC Cell. All the Department coordinators of IQAC are requested to attend the meeting at 04.00 PM in the Board meeting room.

#### Agenda:

1. Discussion on AQAR- 2023-24 documents collection.
2. Academic Audit 2022-23 files
3. 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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Ref:EEC/IQAC/Meeting/2023-24/15	Date : 23.04.2024
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. K.YASODHA	
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.M.K. NAGESHWARAN	
20.	CSBS	Mr. A.P.SARAVANAN	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 28.04.2024 in Library at 04.00pm

The following points were discussed in the meeting:

Topic	Discussion	Responsibility	Target Date
Previous Meeting	Discussed about the progress of Previous meeting held on 15.04.24		
AQAR 2023-24	Fill AQAR 2023-24 XL data sheet criteria wise and extended profile on or before 30.05.2024 Documents Submission 30.06.2024 MBA,CSE,BME,AERO file Allocation list not submitted. MBA ,CSE not submitted hard copy	All faculty	30.05.2024 & 30.06.2024
Academic Audit	Academic Audit for 2022-23 AQAR files will be planned from 02.05.2025 -05.05.2025	Dept. IQAC Coordinators	02.05.2025 & 05.05.2025

Head-IQAC

Director-Academics

PRINCIPAL

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3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File