



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/23-24/14

Date: 04.04.2024


CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 10.04.2024 by IQAC Cell. All the Department coordinators of IQAC and NBA are requested to attend the meeting at 04.00 PM in the Board meeting room.

Agenda:

1. Submission of AQAR- 2022-23 Hard Copy.
2. Faculty Allotment for AQAR 2023-24 files.
3. Discussion on March Month Pending activities.
4. Discussion of 37th Board meeting data.
5. NBA Work Progress
6. 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/2023-24/14	Date: 10.04.2024
Venue: Board Room, B1 Block	Time: 4.00 pm
Members Attended the Meeting	

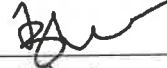




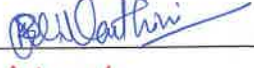



S.No	Department	Name with Designation	Signature
1.	Director Academic	Dr. C.KARTHIKEYINI	
2.	HEAD IQAC	Dr. A.KARTHIKEYAN	
3.	IQAC & PCT	Mr. C.P.SURESH KUMAR	
4.	IQAC	Mrs. K.YASODHA	
5.	IQAC & SFE	Mr. N.PRITHIVIRAJ	
6.	AERO	Mr. K.VIJAY BABU	
7.	AGRI	Mr. V.BHARATH	
8.	AI & DS	Mrs. L.SWARNA	
9.	BME	Dr. SATEESH 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. NAGESHWARAN	



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Minutes of Meeting

20.	AERO	Mr. S.BALASUNDARAM	
21.	BME	Ms. R.SANTHIYA	
22.	CIVIL	Dr. P.LOGANATHAN	 15/4/24
23.	ECE	Mr. N.RAJAGOPALA KRISHNAN	 15/4/24
24.	IT	Ms. SHYLU	 15/4/24
25.	MECH	Ms.K.K.MEGAVARTHINI	 15/4/24
26.	FT	Mr. RAJA	 15/4/24
27.	S&H	Dr. S.KARUPPUSAMY	 15/4/24
28.	CSBS	Mr. A.P.SARAVANAN	 15/4/24



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 15.04.2024 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 12.03.24		
NBA files	1.Tier II NBA Files <ul style="list-style-type: none"> Discussed the deadline for Tier II NBA Files submission for AGRI, BME, CIVIL, FT, IT, and S&H departments according to the established schedule. 	Dept. NBA Coordinators	30.04.2024
	2.NBA File Updates <ul style="list-style-type: none"> Departments (AERO, ECE, CSE, and MECH) need to update their NBA files for Academic Years (AY) 2021-22, 2022-23, and 2023-24. 		31.06.2024
AQAR 2022-23 & 2023-24	1.AQAR 2022-23 Hard Copy File Submissions <ul style="list-style-type: none"> Reminder for pending AQAR 2022-23 hard copy submissions from CSE, Safety, IT, FT, and MBA departments. The deadline is 17.04. 2024. 2.Academic Auditing - AQAR 2022-23 Documents <ul style="list-style-type: none"> A brief mention of the scheduled Academic Auditing for AQAR 2022-23 documents to be held at the end of April. 3.NAAC – AQAR 2023-24 Faculty File Allocation <ul style="list-style-type: none"> Reminder for pending NAAC – AQAR 2023-24 Faculty File Allocation submissions from AERO, BME, ECE, CSE, CSBS, MBA, and MBA(IEV) departments. The deadline is 17.04. 2024. 	Dept. IQAC Coordinators	17.04.2024
Faculty Appraisal & Board Meeting Data	1.Faculty Performance Rank <ul style="list-style-type: none"> Discussed the monthly publication of Faculty Performance Rank. Faculty members are required to upload documents to a Google form and submit a hard copy. The deadline for submission is the 25th of every month. 	Dept. IQAC Coordinators	Every month

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