



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/24-25/02

Date: 22.06.2024

CIRCULAR

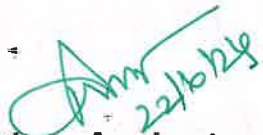
An Internal Quality Assurance Cell (IQAC) meeting is arranged on 25.06.2024 by IQAC Cell. All the Department coordinators of IQAC are requested to attend the meeting at 04.00 PM in the Board meeting room.

Agenda:

1. Discussion on AQAR- 2023-24 documents collection.
2. Course file Audit ODD Semester (2024-25) Phase I & Even Semester (2023-24) Phase II
3. Activities Action Plan
4. 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/2024-25/02	Date : 25.06.2024
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	Absent
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	Mrs. ABINAYA	
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. Kathirvel . N	
17.	EEE	Ms. K.S.NANTHINI	
18.	MBA	Mr. P.K.JAWAHAR KUMAR	
19.	MCA	Mr.M.K. NAGESHWARAN	
20.	CSBS	Mrs.Prema	Absent

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INTERNAL QUALITY ASSURANCE CELL (IQAC)**MINUTES OF IQAC meeting held on 25.06.2024 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 11.06.24		
AQAR 2023-24 Reminder	Fill AQAR 2023-24 XL data sheet criteria wise and extended profile on or before 30.07.2024.	All faculty	(Data Sheet 30.08.2024) & (Documents) 30.09.2024
Course File Audit	Course file Audit for 2024-25 Phase I documents Completed for IV year as per schedule. Most of the faculty members completed phase I documents except few minor contents pending.	IQAC & All faculty	-
Activities Action	Submission of Action Plan 2024 -25 (ODD Semester) as per NAAC and NBA Requirements	All faculty	28.06.2024

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