



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/24-25/13

Date: 21.12.2024

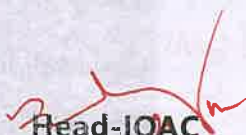
CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 24.12.2024 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 Data Sheet & documents collection.
2. AQAR 2024-25 Odd semester data Collection
3. Academic & Administrative Audit.
4. Course file Phase II Audit.
5. Action plan for Even semester.

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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INTERNAL QUALITY ASSURANCE CELL (IQAC)**MINUTES OF IQAC meeting held on 24.12.2024 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 10.12.2024		
AQAR 2023-24 Reiminder	Complete the AQAR 2023-24 Documents (Hard Copy & Soft copy) on or before 30.12.2024. Dept IQAC Coordinator collect Phase II documents hard copy and report.	IQAC Coordinators & All faculty	30.12.2024 final deadline
Board Meeting Data	Submit December month board meeting data on or before 05.01.2025.	Board Meeting & IQAC Coordinators	05.01.2025
AQAR 2024-25 (ODD SEM)	AQAR 2024-25 ODD SEMSTER phase I data must be submitted on or before 30.01.2025	All First year handling faculty	30.01.2025


Head-IQAC
Director-Academics
PRINCIPAL**Copy To:**

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5. Director Technical	6. Executive Director / Principal
7. Vice Chairman / Chairman office	8. File