



EXCEL ENGINEERING COLLEGE

(Autonomous)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NBA (AERO, AGRI, BME, CIVIL, 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/24-25/21

Date: 21.04.2025

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 22.04.2025 by IQAC Cell. All the Department coordinators of IQAC & Board Meeting are requested to attend the meeting at 4.00 PM in the Board meeting room.

Agenda:

1. AQAR 2024-25 Odd semester data Collection.
2. Board Meeting data - March 2025
3. Faculty Appraisal data submission
4. AQAR 2023-24 file Audit

All Coordinators must attend the meeting without fail.

Head-IQAC

Director - Academics

Principal

Copy To:

1. IQAC Coordinators	2. All HoD's & Dean'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/2024-25/21	Date : 22.04.2025
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.	IQAC & EEE	Mr.K.Vinoth Bresnav	
7.	AERO	Mr. K.Vijay Babu	
8.	AGRI	Mr. V.Bharath	
9.	AI & DS	Dr.P.Selvaraj	
10.	BME	Dr. Sateesh Reddy Avutu	
11.	CIVIL	Mrs. Abinaya	
12.	CSE	Mr. E.Deepan Kumar	
13.	ECE	Mr. S.Satheesh Kumar	
14.	MECH	Mr. K.Arul kumar	
15.	FT	Mr. S.P.Rajesh	
16.	IT	Mrs. S.Mouna	
17.	S & H	Mr. N.Kathirvel	
18.	MBA	Mr.P.Mahedra Boopathi	
19.	MCA	Mr.M.K. Nageshwaran	
20.	CSBS	Mr. A.P.Saravanan	
21.	M.Tech CSE	Mrs. C.Vaideki	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 22.04.2025 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 08.04.2025		
AQAR 2024-25 (ODD SEM)	Reminder Submit the following AQAR 2024-25 data and documents criteria wise on or before 15.04.2025 (Phase I) as per target - Criteria 1: 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.3.1 Criteria 2: 2.1.1, 2.1.2, 2.2.2, 2.3.3, 2.4.1, 2.4.2, 2.4.3, 2.6.1 Criteria 3: 3.1.1, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.4.1, 3.4.2, 3.4.3, 3.4.4, 3.4.5, 3.4.6, 3.5.2 Criteria 4: 4.1.1, 4.1.2, 4.1.3, 4.2.2, 4.2.3, 4.2.4, 4.4.2 Criteria 5: 5.1.1, 5.1.2, 5.1.5, 5.3.2 Criteria 6: 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.2.3, 6.3.1, 6.5.3 Criteria 7: 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.7, 7.3.1 PCT documents partially received, other dept not yet received any documents. Revised Target date 15.05.2025 Phase II 30.04.2025 Revised Target date 15.05.2025 Criteria 1: 1.3.2, 1.3.3, 1.3.4, 1.4.1, 1.4.2 Criteria 2: 2.2.1, 2.3.1, 2.3.2, 2.3.4, Criteria 3: 3.1.2, 3.1.3, 3.5.1, 3.6.1, 3.6.2, 3.6.3, 3.6.4, 3.7.1, 3.7.2 Criteria 4: 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.4.1, 4.4.2 Criteria 5: 5.1.1, 5.1.2, 5.1.5, 5.3.1, 5.3.2, 5.3.3 Criteria 6: 6.1.1, 6.1.2, 6.2.1, 6.2.2, 6.2.3, 6.3.1, 6.5.3 Criteria 7: 7.1.1, 7.1.7 Phase III 30.05.2025 & 30.06.2025 Criteria 2: 2.5.1, 2.5.2, 2.5.3, 2.6.2, 2.6.3, 2.7.1 Criteria 3: 3.2.1, Criteria 4: 4.1.4, Criteria 5: 5.1.3, 5.1.4, 5.2.1, 5.2.2, 5.2.3, 5.4.1, 5.4.2 Criteria 6: 6.3.2, 6.3.3, 6.3.4, 6.4.1, 6.4.2, 6.4.3, 6.5.1, 6.5.2 Criteria 7: 7.1.8, 7.1.9, 7.1.10, 7.1.11, 7.2.1	IQAC Coordinators	Revised Date 15.05.2025 30.05.2025 30.06.2025
Board Meeting - April 2025	Submit the April month board meeting data on or before 10.05.2025	B M Coord..	10.05.2025
Faculty Appraisal	Inform all your faculty members to submit the appraisal documents as per Three month target (Q1: January 1 - March 31, Q2: April 1 - June 30, Q3: July 1 - September 30, Q4: October 1 - December 31)	All Faculty	

Head-IQAC

Director-Academics

PRINCIPAL

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7. Vice Chairman / Chairman office	8. File