

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/24-25/03

Date: 08.07.2024

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 09.07.2024 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. AY 2024-25 ODD Semester Activities Action Plan
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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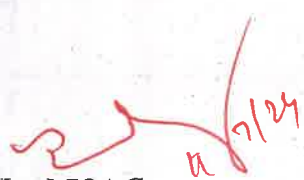
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INTERNAL QUALITY ASSURANCE CELL (IQAC)**MINUTES OF IQAC meeting held on 09.07.2024 in Library at 04.00pm****The following points were discussed in the meeting:**

Topic	Discussion	Responsibility	Target Date
Previous Meeting	Discussed about the progress of Previous meeting held on 25.06.24		
AQAR 2023-24 Reminder	Fill AQAR 2023-24 XL data sheet criteria wise and extended profile on or before 15.08.2024.	All faculty	(Data Sheet 15.08.2024) & (Documents) 30.09.2024
Activities Action plan	Complete July –Dec 2024 (ODD Semester) activities as per the action plan without any deviation	All faculty	


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

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



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Ref:EEC/IQAC/Meeting/2024-25/03	Date : 09.07.2024
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	Absent.
9.	BME	Dr. SATEESH REDDY AVUTU	A. S. B.
10.	CIVIL	Mrs. ABINAYA	
11.	CSE	Mr. E.DEEPAN KUMAR	Absent.
12.	ECE	Mr. S.SATHEESH KUMAR	
13.	MECH	Mr. N.Selva kumar	Absent
14.	FT	Mr. S.P.RAJESH	S. P. Rajesh 09/07/24
15.	IT	Mrs. S.MOUNA	
16.	S & H	Dr.Kathirvel / C. Samsonraj	
17.	EEE	Ms. K.S.NANTHINI	
18.	MBA	Dr. R. KADHIRVEL	Dr. R. Kadhirvel 09/07/24
19.	MCA	Mr.M.K. NAGESHWARAN	Absent
20.	CSBS	Mrs.Prema	Absent