



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/24-25/04

Date: 20.07.2024

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 23.07.2024 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. Faculty Performance Appraisal
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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Ref:EEC/IQAC/Meeting/2024-25/04	Date : 23.07.2024
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	Leave
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	Leave
13.	MECH	Mr. N.Selva Kumar	
14.	FT	Mr. S.P.Rajesh	Abir
15.	IT	Mrs. S.Mouna	
16.	S & H	Dr. N.Kathirvel	
17.	EEE	Ms. K.S.Nanthini	
18.	MBA	Dr.R.Kadhirvel	
19.	MCA	Mr.M.K. Nageshwaran	Leave
20.	CSBS	Mr. A.P.Saravanan	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 23.07.2024 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 09.07.24		
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
Faculty Performance Appraisal	Jan- June 2024 faculty Appraisal data will be send to all department on or before 25.07.24 any discrepancy pls inform your faculty approach IQAC.	All faculty	
Board Meeting	Jan-June 2024 Board meeting data presentation by HOD arranged on 26.07.24 & 27.07.24 with Principal. Complete July- Dec 2024 Target google sheet through your board meeting Coordinator	IQAC Coordinates	25.07.2024

Head-IQAC

Director-Academics

PRINCIPAL

Copy To:

1. IQAC Coordinators	2. All HoDs
3. Director Administration	4. Director Academic
5. Director Technical	6. Executive Director / Principal*
7. Vice Chairman / Chairman office	8. File