



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/24-25/05

Date: 02.08.2024

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 06.08.2024 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. Board Meeting Target
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/2024-25/05	Date : 06.08.2024
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	K.Ya
5.	IQAC& SFE	Mr. N.Prithiviraj	Leave
6.	AERO	Mr. K.Vijay Babu	
7.	AGRI	Mr. V.Bharath	
8.	AI & DS	Mrs.S.L.Swarna	New faculty
9.	BME	Dr. Sateesh Reddy Avutu	Absent
10.	CIVIL	Mrs. Abinaya	
11.	CSE	Mr. E.Deepan Kumar	
12.	ECE	Mr. S.Satheesh Kumar	
13.	MECH	Mr. N.Selva Kumar	
14.	FT	Mr. S.P.Rajesh	S.P.Rajesh
15.	IT	Mrs. S.Mouna	Absent
16.	S & H	Mr. N.Kathirvel	
17.	EEE	Ms. K.S.Nanthini	
18.	MBA	Dr.R.Kadhirvel	Academic 6/8/24
19.	MCA	Mr.M.K. Nageshwaran	
20.	CSBS	Mr. A.P.Saravanan	Absent



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 06.08.2024 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 23.07.24		
AQAR 2023-24 Reminder	Reminder 2 , Fill AQAR 2023-24 XL data sheet criteria wise and extended profile on or before 15.08.2024.Except NBA Dept	All faculty	(Data Sheet 15.08.2024) & (Documents) 30.09.2024
Faculty Performance Appraisal	Jan- June 2024 faculty Appraisal data evaluated for 1000 marks. Pls inform your faculty to submit Mentee details on or before 10.08.24.	All faculty	
Board Meeting	July- Dec 2024 Board meeting Target finalized. Submit data on or before 05 th of every month.	IQAC /Board Coordinates	

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