



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/24-25/07

Date: 21.09.2024

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 24.09.2024 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/2024-25/07	Date : 24.09.2024
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 Dr. P. Selvaraju	
9.	BME	Dr. Sateesh Reddy Avutu	
10.	CIVIL	Mrs. Abinaya	
11.	CSE	Mr. E.Deepan Kumar	
12.	ECE	Mr. S.Satheesh Kumar	
13.	MECH	Mr. M.Nandha kumar	
14.	FT	Mr. S.P.Rajesh	
15.	IT	Mrs. S.Mouna	
16.	S & H	Dr. N.Kathirvel	
17.	EEE	Ms. K.S.Nanthini	
18.	MBA	Mr.Jawahar Kumar	
19.	MCA	Mr.M.K. Nageshwaran	
20.	CSBS	Mr. A.P.Saravanan	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 21.09.2024 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 10.09.24		
AQAR 2023-24 Reminder	Reminder 4, Fill AQAR 2023-24 XL data sheet criteria wise and extended profile on or before 05.10.2024.	IQAC Coordinators & All faculty	Data Sheet - 05.10.2024 & Documents- 15.10.2024
Faculty Performance Appraisal & Board Meeting Data	September 2024 faculty Appraisal & Board meeting data to be update in google form with full proof on or before 05.10.2024.	All faculty	05.10.2024
Event Action Plan Status	All IQAC Coordinators are asked to monitor the department events as per action plan without any deviation.	IQAC Coordinators	Continuous
IQAC Quality Initiatives	Two orientation Program planned for NBA Tier I process and CO-PO mapping and Attainment on 28.09.2024 and 01.10.2024 .	All faculty	28.09.2024 & 01.10.2024

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