



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/24-25/10

Date: 04.11.2024

CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 05.11.2024 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 Data Sheet & documents collection.
2. AQAR 2024-25 Odd semester data Collection
3. October Month Board Meeting data submission
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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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 05.11.2024 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 22.10.2024		
AQAR 2023-24 Reminder	Complete the AQAR 2023-24 Documents (Hard Copy & Soft copy) on or before 16.11.2024. Dept IQAC Coordinator collect Phase II documents soft copy and report.	IQAC Coordinators & All faculty	09.11.2024
Board Meeting Data	Submit October month board meeting data on or before 10.11.2024	Board Meeting & IQAC Coordinators	10.11.2024
Academic Audit	Many faculty members not submitted first year course files for Auditing . Ask them to submit on or before 09.11.2024	All First year handling faculty	09.11.2024

Head-IQAC

Director-Academics

PRINCIPAL

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7. Vice Chairman / Chairman office	8. File



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Ref: EEC/IQAC/Meeting/2024-25/10	Date : 05.11.2024
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	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	Mr. N.Kathirvel	
17.	EEE	Ms. K.S.Nanthini	
18.	MBA	Mr. P.Mahendra Boopathy	
19.	MCA	Mr. M.K. Nageshwaran	
20.	CSBS	Mr. A.P.Saravanan	

cei.

M.Tech CSE

P. Srilega

Dr. Sateesh Reddy Avutu
5/11/24



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 22.10.2024 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 08.10.2024		
AQAR 2023-24 Reminder	Complete the AQAR 2023-24 Documents (Hard Copy & Soft copy) on or before 26.10.2024. Dept IQAC Coordinator collect Phase II documents soft copy and report. MECH, FT, S&H, CIVIL, AERO dept more data pending in phase I.	IQAC Coordinators & All faculty	Documents- 26.10.2024
Faculty Performance Appraisal	One to one Meeting scheduled from 22.10.2024 for faculty Appraisal.	All faculty	
Board Meeting Data	Submit September month board meeting data on or before 25.10.2024	IQAC Coordinators	25.10.2024

Head-IQAC

Director-Academics

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Ref:EEC/IQAC/Meeting/2024-25/09	Date : 22.10.2024
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	Dr.P.Selvaraj	
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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	