



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/24-25/11

Date: 25.11.2024

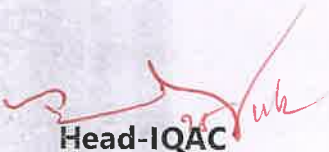
CIRCULAR

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 26.11.2024 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. November Month Board Meeting data submission
4. New Binary System parameters discussion.

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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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	
9.	BME	Dr. Sateesh Reddy Avutu	
10.	CIVIL	Mrs. Abinaya	
11.	CSE	Mr. E.Deepan Kumar	Leave
12.	ECE	Mr. S.Satheesh Kumar	
13.	MECH	Mr. M.Nandha kumar	Leave
14.	FT	Mr. S.P.Rajesh	
15.	IT	Mrs. S.Mouna	Leave
16.	S & H	Mr. N.Kathirvel	
17.	EEE	Ms. K.S.Nanthini	
18.	MBA	Mr.P.Mahedra Boopathi	
19.	MCA	Mr.M.K. Nageshwaran	
20.	CSBS	Mr. A.P.Saravanan	Leave
21.	M.Tech CSE	Ms. P.Srilega - Mrs. C.VAIDEKI.	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC meeting held on 26.11.2024 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 05.11.2024		
AQAR 2023-24 Reminder	Complete the AQAR 2023-24 Documents (Hard Copy & Soft copy) on or before 30.11.2024. Dept IQAC Coordinator collect Phase II documents soft copy and report.	IQAC Coordinators & All faculty	30.11.2024 final deadline
Board Meeting Data	Submit November month board meeting data on or before 05.12.2024	Board Meeting & IQAC Coordinators	05.12.2024
AQAR 2024-25 (ODD SEM)	AQAR 2024-25 ODD SEMSTER phase I data must be submitted on or before 30.12.2024	All First year handling faculty	30.12.2024

Head-IQAC 28/11/24

Director-Academics 29/11/24

PRINCIPAL

Copy To:

IQAC
Meet

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