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KUPPAM ENGINEERING COLLEGE

(Approved by AICTE, Permanent Affiliated to JNTUA, Accredited by NAAC, NBA & ISO 9001 : 2008 Certified)

(Recognised by UGC(f) & 12(b))

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KUPPAM - 517 425, Chittoor Dist., A.P. ☎: 08570 - 256966 (O), 256977 (F)

KEC/IQAC/2017-18/

CIRCULAR


1st Mar 2018

A meeting with IQAC members is scheduled on 7th Mar 2018, 10:30 AM; the agenda of the meeting is as follows

Meeting Date : 7th Mar 2018
 Time : 10:30 AM
 Venue : IQAC Meeting Hall
 Agenda :

- NBA External Audit
- Conduct of orientation on ECAP to all staff members
- Syllabus coverage report and events conducted
- Class committee meetings – analysis and action taken


 Coordinator
CO-ORDINATOR
IQAC
KUPPAM ENGINEERING COLLEGE
 Copy to:
KUPPAM-517 425.


 Principal
Dr. S. Sudhakar Babu
 Principal
 Kuppam Engineering College
 P.B. Natham, Kuppam - 517 425


HOD CE

HOD EEE

HOD ME

HOD ECE

HOD CSE

HOD MBA

HOD HAS

Librarian

I/C Exam cell

CDO

AO

KUPPAM ENGINEERING COLLEGE, KUPPAM 517 425

Internal Quality Assurance Cell

MINUTES OF MEETING

| NATURE OF MEETING | IQAC committee meeting | | |
|------------------------|---|--|----------------|
| Venue | IQAC meeting Hall | Date: 07-03-2018 | Time: 10.30 am |
| <u>Members Present</u> | Dr.S. Sudhakar babu, Principal Dr. B. Viswanathan, Dean Mr. S. Baskaran, IQAC coordinator Mr. K. Logesh, HOD CSE Dr. P. Rubini, Dept. of CSE Mr. V. Sekhar, Dept. of EEE Mr. C.G. Saravana, Librarian Mr. Somasundaram, I/C Exam Section | Mr. L Ravi kumar, Dept. of Civil Mr. K. Ganesh, HOD ME Mr. N. Nagesh, Dept. of ME Mr. A. Ravindra Kumar, Dept. of CSE Mr. J. Madhavan, HOD HAS Mr. A. Maheswara, CDO Mr. R. Purushotham Naik, HOD MBA Dr. K. Rasadurai, Dept.of ECE | |
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| AGENDA DETAIL | DETAILS OF DISCUSSION & ACTION POINTS | RESPONSIBILITY | TARGET DATE |
|---|---|----------------|---------------------|
| NBA external audit | Principal and Dean reviewed the preparation of NBA work by the departments CE,MECH,ECE,CSE. And instructed the heads of departments to ready for the mock external audit during second week of march. | HODs | 15-03-2018 |
| Orientation to ECAP | Principal advised the heads of departments to use the ECAP software effectively and train the faculty members. | HODs | 15-03-2018 |
| Syllabus coverage & Events conducted | Heads of departments were presented the list of events and syllabus coverage report. Principal advised to conduct more remedial classes for the weak students. | HODs | End of the semester |
| Class committee meeting analysis and action taken | Head of departments were presented the consolidated report and there is no major issues identified. | HODs | -- |


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PRINCIPAL
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