





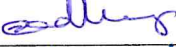
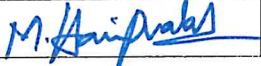


20-Aug-19

## CIRCULAR

Heads of departments are requested to depute a senior staff member for the IQAC subcommittee for the academic year 2019-20. Responsibility for the subcommittee member is as follows.

- Preparation and revision of IQAC manual
- Conduct of training on IQAC manual for the newly joined faculty members
- Guiding the department staff members during the document preparation for ISO/NBA/NAAC
- Act as the auditor during the internal IQAC audit

S. No	Department	Name of the faculty	Signature of Faculty	Signature of HOD
1	CE	J. Venkatarao		
2	EEE	Mr. V. Sekhar		
3	ME			
4	ECE			
5	CSE	Dr. D. Sumathi		
6	HAS	Mrs. K. Anbarasi		
7	MBA	G. Sarath Babu	G. Sarath Babu	

A Meeting with sub-committee members is scheduled on 21-08-2019 at 11.00 am in IQAC meeting hall.

  
IQAC Coordinator

Copy To:

HOD CE 

HOD ECE 

HOD MBA 

HOD EEE 










HOD CSE 

HOD ME 

HOD HAS 

  
PRINCIPAL  
Dr. S. SUDHAKAR BABU  
Principal  
Kuppam Engineering College.  
Kuppam 517 425, Chittoor Dist. A.P.


**MINUTES OF MEETING**

NATURE OF MEETING	<b>IQAC Subcommittee meeting</b>		
Venue	IQAC meeting Hall	Date: 21-08-2019	Time: 11.30 am
<u>Members Present</u>	Dr. S. Baskaran, IQAC coordinator Dr. C.G. Saravana, IQAC member Mr. Somasudaram, IQAC Member	Dr. Sumathi, Asso. Prof. Dept. of CSE Mr. Venkatachalam, Asso. Prof. Dept. of Civil	
Circulated To	HOD CE  HOD EEE  HOD ME  HOD ECE 	HOD CSE  HOD HAS  HOD MBA  Dr. C.G. Saravana, IQAC Member  Mr. Somasudaram, IQAC Member 	

AGENDA DETAIL	DETAILS OF DISCUSSION & ACTION POINTS	RESPONSIBILITY	TARGET DATE
Role and responsibility of the IQAC subcommittee	Coordinator explained the role and responsibility of the IQAC sub committee	IQAC Coordinator	--
Discussion and finalization of IQAC processes and sub processes	2.10 And 2.15 processes to be merged. Sports facility to be added in 4.2 process Rearrangement of sub processes list to be done every process	IQAC Coordinator	22-09-2019
Writing / reviewing the procedures for every process	Decided to conduct meeting from 27-08-2019 to 30-08-2019 2.00 pm to 3.00 pm and finalize the write up	IQAC coordinator, IQAC Members Subcommittee members	30-09-2019
Conduct of training & schedule of IQAC internal Audit	To be finalized after rewriting the IQAC manual by the committee	IQAC coordinator	30-09-2019

Note: IQAC members and subcommittee members are requested to assemble in IQAC meeting hall for writing / reviewing procedure for the process from 27-08-2019 to 30-08-2019.

  
IQAC Coordinator

  
PRINCIPAL  
**Dr. S. SUDHAKAR BABU, Ph. D.**  
Principal  
Kuppam Engineering College,  
Kuppam 517 425, Chittoor Dist. A.P.

To Circulated among IQAC Sub Committee members

②

*[Signature]*  
21/08/19

*[Faint handwritten notes]*

*[Faint handwritten notes]*

*[Small handwritten mark]*

*[Small handwritten mark]*

*[Signature]*  
Dr. S. SUDHAKAR BABU, Pr.D.  
Principal  
Kuppam Engineering College,  
Kuppam 517 425, Chittoor Dist. A.P.