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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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KEC/IQAC/2021-22/ 03

CIRCULAR

20 Sep 2021

A meeting with IQAC members is scheduled on 24th Sep 2021, 9:30 AM; the agenda of the meeting is as follows

Meeting Date : 24- Sep - 2021
 Time : 9.30 AM
 Venue : IQAC Meeting Hall

Agenda :

- Role and responsibility of the IQAC Sub committee
- AQAR Submission for academic year 2018-29, 2019-20 and 2020-2021
- Conduct of PAC & DAC meetings
- Completion and arrangement of course files of 2020-2021 I & II Sem
- Review meeting on developmental/regular activities of Department/Section/IQAC
- Schedule of IQAC Internal audit


 GEORGE PRASAD
 COORDINATOR
 IQAC
 KUPPAM ENGINEERING COLLEGE
 KUPPAM-517 425.


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

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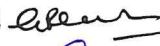








Librarian

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MINUTES OF MEETING

NATURE OF MEETING	IQAC committee meeting		
Venue	IQAC meeting Hall	Date: 24-09-2021	Time: 9.30 am
<u>Members Present</u>	Dr. S. Sudhakar babu, Chairman IQAC Dr. S. Baskaran, IQAC coordinator Dr. C.G. Saravana, Member Mr. L. Ravi Kumar, HOD CIVIL Mr. K. Ganesh, HOD MECH Dr. Sekhar, HOD EEE Dr. G.K. Kodhandaramiah, HOD ECE Dr. K. Logesh, HOD CSE Dr. Muneendhra, HOD MBA Mr. J. Madhavan, HOD HAS	Mr. Somasudaram, I/C Exam Section Dr. K. Rasadurai, Asso. Prof. Dept of ECE Dr. Sumathi, Asso. Prof. Dept. of CSE Mr. Satheesh, Asst. Prof, Dept. of Civil Mr. Kiran Kumar, Asst. Prof, Dept. of EEE Mr. Ajay kumar, Asst. Prof, Dept. of ECE Mr. Arun Kumar, Asst. Prof, Dept. of ME Ms. Usha, Asst. Prof, Dept. of MBA Mr. R. Venkatesulu, Asst. Prof. Dept. of HAS	
Circulated To	HOD CE  HOD EEE  HOD ME  HOD ECE 	HOD CSE  HOD HAS  HOD MBA  Dr. C.G. Saravana, IQAC Member  Mr. Somasudaram, I/c Exam Section 	


AGENDA DETAIL	DETAILS OF DISCUSSION & ACTION POINTS	RESPONSIBILITY	TARGET DATE
Implementation file preparation as per IQAC manual	IQAC chairman advised the committee members to complete the file preparation.	IQAC coordinator, HOD & Dept. coordinator	30-10-2021
Role and responsibility of the IQAC subcommittee	Coordinator explained the role and responsibility of the IQAC sub committee	IQAC Coordinator	--
Result analysis (File no 14)	IQAC chairman advised the members to complete the file preparation.	HOD & Coordinator	27-09-2021
Internship	IQAC chairman advised placement officer to complete registration in AICTE portal and internshala. Also advised the HODs to send the students for the internship compulsory.	HOD & Placement officer	--
Curriculum gap analysis & add on courses	Chairman advised to identify the gap and take necessary steps/conduct add on courses/certificate courses with the help of external agency to fill the gap.	HOD	On or before END of semester

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AQAR submission for the academic years 2018-19, 2019-20 and 2020-21	Chairman advised to complete and submit the AQAR report.	IQAC coordinator & HOD, Dept. coordinators.	30-11-2021
Submission of compliance report for B.Tech – ECE to NBA	Chairman advised to complete and submit the report.	IQAC coordinator & HOD, Dept. coordinator.	30-11-2021
Revising the course file formats and incorporation in the attendance register.	Mr. Ganesh, HOD, MECH proposed to incorporate the course file formats in the attendance register itself. All the members also accepted the change.	IQAC Coordinator & Dept. Coordinators	27-09-2021
Course outcome preparation for R19 Regulation	It is decided to complete the Course outcome preparation and mapping	IQAC Coordinator Dept. / Program Coordinators & Faculty members	30-09-2021
Conduct of DAC meetings	It is decided to complete the DAC meeting and chairman advised to prepare the following for each dept. <ul style="list-style-type: none"> • SWOC analysis • Short term goals • Long term goals • Curriculum gaps • Activities planned for 2021-22 	HOD & Program coordinators	30-11-2021
Completion and arrangement of course files of 2020-2021 I & II Semester	Chairman advised the HODs to collect the completed course files / blue books / attendance registers from the faculty members and arrange as per batch wise.	HOD & Program coordinators	30-09-2021
Review meeting on developmental / regular activities of Dept. / Section / IQAC	It is decided to conduct review meeting on every Friday 10.30 am to review the activities.	--	--
Conduct of training & schedule of IQAC internal Audit	--	IQAC coordinator	30-11-2021


 IQAC Coordinator
 CO-ORDINATOR
 INTERNAL QUALITY ASSURANCE CELL
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