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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))

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

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KEC/IQAC/2021-22/ 06

## CIRCULAR

18 Oct 2021

A meeting with IQAC members is scheduled on 22<sup>nd</sup> Oct 2021, 10:30 AM; the agenda of the meeting is as follows

Meeting Date : 22-OCT-2021  
Time : 10.30 AM  
Venue : IQAC Meeting Hall  
Agenda :

- Feedback collected from parents, alumni, employer and students – analysis and action taken
- Action plan for internal & external training and placement of students
- Students went for higher education – data collection for the pass out batches
- Course control file – implementation and revision of formats

  
**COORDINATOR**  
**IQAC**  
**KUPPAM ENGINEERING COLLEGE**  
**KUPPAM-517 425.**

  
**Dr. S. Srinivas Babu**  
**Principal**  
**Kuppam Engineering College**  
**R.B. Natham, Kuppam - 517 425**

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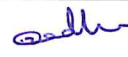
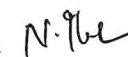


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HOD CSE	HOD MBA	HOD HAS	Librarian
I/C Exam cell	CDO	AO	

**KUPPAM ENGINEERING COLLEGE, KUPPAM 517 425**

**Internal Quality Assurance Cell**

**MINUTES OF MEETING**

22-Oct-21

NATURE OF MEETING	IQAC committee meeting		
Venue	IQAC meeting Hall	Date: 22-10-2021	Time: 10.30 am
<u>Members Present</u>	Dr. S. Sudhakar babu, Chairman IQAC Dr. S. Baskaran, IQAC coordinator Mr. L. Ravi Kumar, HOD CIVIL Mr. K. Ganesh, HOD MECH Dr. Sekhar, HOD EEE Dr. K. Logesh, HOD CSE Dr. Muneendhra, HOD MBA	Mr. J. Madhavan, HOD HAS Dr. K. Rasadurai, Asso. Prof. Dept of ECE Dr. Sumathi, Asso. Prof. Dept. of CSE Mr. Satheesh, Asst. Prof, Dept. of Civil Mr. Ajay kumar, Asst. Prof, Dept. of ECE Mr. Arun Kumar, Asst. Prof, Dept. of ME Mr. R. Venkatesulu, Asst. Prof. Dept. of HAS Mr. S. Zabiullah, Asso. 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
Review of previous work allotted	IQAC chairman reviewed the work allotted previously and advised to complete the pending works immediately	All HODs	05-11-21
Course outcome writing and mapping for R19 and R20 Regulation	It is decided to have the meeting on 26-10-21 to finalize the course outcome. Program coordinator along with senior faculty members are asked attend the meeting.	All HODs	05-11-21
Preparation of academic calendar	It is decided to present the draft calendar on 29-10-21 meeting	IQAC Coordinator	29-10-21
Feedback from parents, alumni, employer & SSS	It is decided to collect the feedback on regular basis like at least 10 from parents, 20 from alumni, 1 from employer every month and the analysis to be done once in a semester. Format No. 27.1 + hard copy format Format No. 28.1 + hard copy format Format No. 30.1 + 30.2 + hard copy format	All HODs	05-11-21

SS survey	It is decided to conduct the survey for all the year students Format No. 29.1 + hard copy format	All HODs	20-11-21
Students placed	It is decided to prepare for 2019, 2020 & 2021 pass out (backup data required - offer letter, appointment order, id card & pay slip) Format No. 45.1	All HODs	05-11-21
Students higher went for education	It is decided to prepare for 2019, 2020 & 2021 pass out (backup data required - recommendation letter issued, entrance exam pass certificate (GRE, TOFEL, GATE, PG CET, GMAT, etc..), id card, admission letter. Format No. 46.1	All HODs	05-11-21
Course control file	It is decided to implement for the current batch students (i.e 2018 - 22 batch onwards.) Format no. 54.1 (to be updated end of every semester) Format no. 54.2 (to be updated beginning of every semester) Format no. 54.3 (to be prepared once at the beginning of the course) Format no. 54.4 (copy to be submitted to principal office twice in a semester- after the mid exam)	All HODs	05-11-21

  
22/10/21

**IQAC Coordinator**

CO-ORIDINATOR  
INTERNAL QUALITY ASSURANCE CELL  
KUPPAM ENGINEERING COLLEGE  
KUPPAM 517 425

  
22/10/21

**PRINCIPAL**

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