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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)

principal@kec.ac.in

KEC/IQAC/2021-22/ 07

CIRCULAR

25 Oct 2021

A meeting with IQAC members is scheduled on 29th Oct 2021, 10:30 AM; the agenda of the meeting is as follows

Meeting Date : 29-Oct-2021
Time : 10.30 AM
Venue : IQAC Meeting Hall

Agenda :

- Common Project lab establishment and Journal publication by staff and students
- Gap analysis completed for R19 Regulation – Curriculum gap identified
- Analysis and action taken on CO attainment calculated for R15 Regulation
- Conduct of Course exit survey and Graduate exit survey for the current batch students
- Schedule of Internal audit - I


 COORDINATOR
 IQAC
 KUPPAM ENGINEERING COLLEGE
 KUPPAM-517 425.


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

Copy to:










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

29-Oct-21

NATURE OF MEETING	IQAC committee meeting		
Venue	IQAC meeting Hall	Date: 29-10-2021	Time: 10.30 am
<u>Members Present</u>	Dr. S. Sudhakar babu, Chairman IQAC Dr. S. Baskaran, IQAC coordinator Dr. C.G. Saravana, Member Dr. G.K. Kochandaramiah, HOD ECE 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. Venkob Rao, 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. Kiran Kumar, Asso. Prof. Dept of EEE Mrs. Kavipriaya, Asst. Prof. Dept. of CSE	
<u>Circulated To</u>	HOD CE  HOD EEE  HOD ME  HOD ECE  HOD CSE 	HOD HAS  HOD MBA N.  Dr. C.G. Saravana, IQAC Member  Mr. Somasudaram, I/c Exam Section 	

AGENDA DETAIL	DETAILS OF DISCUSSION & ACTION POINTS	RESPONSIBILITY	TARGET DATE
Journal Publications	Dr. N. Sunil Raj, Vice Chairman, KEC advised the HODs to motivate the faculty members to publish more journal / conference papers. Minimum one journal / conference paper per year / per faculty.	HODs	--
Common Project lab establishment & journal publications	It is decided to procure the plagiarism software.	librarian	30-11-2021
Events to be conducted	Dr. N. Sunil Raj, Vice Chairman, KEC advised the HODs to conduct at least one event per week.	HODs	31-12-2021
News Letter	It is decided to prepare the newsletter for the academic years 2019-20 & 2020-21 Format no. 61.1	HODs	30-11-2021
Orientation on OBE to the students	To be completed on or before 20-11-2021	IQAC coordinators / HOD / Program Coordinators	20-11-2021

Gap analysis for R19 regulation syllabus (minimum 4 subjects)	To be completed on or before the scheduled date Format no. 60.1 Format no. 60.2	HODs / Program Coordinators	12-11-2021
Class committee meetings	IQAC Chairman advised the heads of departments to conduct two meeting in a semester (before the mid exams) and submit the consolidated report. Format No. 11.1	HODs / Program Coordinators	--
Students performance report	IQAC chairman advised the heads of departments to send the attendance report & result copies regularly to the parents. Also advised to send the registered post report for the students who secured below 60% in a month.	HODs / Program Coordinators	--
Finalization of COs and mapping for R19 Regulation	It is schedule as mentioned below 01-11-21 - 11.00 AM – CSE 01-11-21 - 2.00 PM – Civil 02-11-21 - 11.00 AM – EEE 02-11-21 - 2.00 PM – ME 03-11-21 - 11.00 AM – ECE 03-11-21 - 2.00 PM – MBA & HAS	HODs / Program Coordinators	--
Academic calendar	It is decided to prepare the department academic calendar in line with the college academic calendar. Copy to be submitted to the principal office.	HODs / Program Coordinators	04-11-2021
Co attainment calculation for R15- opening meeting	It is decided to conduct the meeting on 02-11-2021 3.00 pm. also decided to complete 2017-21 batch (I Year and II year attainment on or before 10-11-21)	IQAC coordinators / HOD / Program coordinator	02-11-2021
Course exit survey	To be conducted for 2021,2020,2019 pass out candidates Format no. 57.1	HODs / Program Coordinators	30-11-2021
Graduate exit survey	To be conducted for 2021,2020,2019 pass out candidates Format no. 58.1	HODs / Program Coordinator	30-11-2021
Internal audit	Scheduled during last week of January 2022	HODs / Program Coordinator	30-01-2022
Student data sheet	Approved by the committee. It is decided to update the result after announcement of results immediately. Also the parents to be called once in a semester and their wards progress to be presented to them.	HODs / Program Coordinator	--


 IQAC Coordinator
 CO-ORDINATOR
 INTERNAL QUALITY ASSURANCE CELL
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 PRINCIPAL
Dr. S. Sudhakar B
 Principal
 Kuppam Engineering College
 P.B, Natham, Kuppam - 517 425