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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/ 08

## CIRCULAR

08 Nov 2021

A meeting with IQAC members is scheduled on 12<sup>th</sup> Nov 2021, 10:30 AM; the agenda of the meeting is as follows

Meeting Date : 12-Nov-2021  
 Time : 10.30 AM  
 Venue : IQAC Meeting Hall  
 Agenda :

- Finalization of Course Outcomes and mapping for R19 Regulation
- Student certificate verification - link in the college website
- Conduct of orientation on ECAP to all staff members
- Syllabus coverage report and events conducted
- Class committee meetings – analysis and action taken

*[Handwritten Signature]*  
 CO-ORDINATOR  
 IQAC  
 KUPPAM ENGINEERING COLLEGE  
 KUPPAM-517 425.









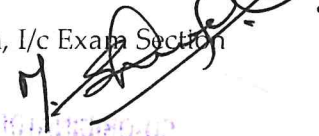
*[Handwritten Signature]*  
 Principal  
 Dr. S. Sundar Babu  
 Principal  
 Kuppam Engineering College  
 R.B. Natham, Kuppam - 517 425

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**

12-Nov-21

NATURE OF MEETING	IQAC committee meeting		
Venue	IQAC meeting Hall	Date: 12-11-2021	Time: 10.30 am
<u>Members Present</u>	Dr. S. Sudhakar babu, Chairman IQAC      Mr. J. Madhavan, HOD HAS Dr. S. Baskaran, IQAC coordinator      Dr. K. Rasadurai, Asso. Prof. Dept of ECE Dr. C.G. Saravana, Member      Dr. Sumathi, Asso. Prof. Dept. of CSE Mr. L. Ravi Kumar, HOD CIVIL      Mr. Sathish, Asst. Prof, Dept. of Civil Mr. K. Ganesh, HOD MECH      Mr. Arun Kumar, Asst. Prof, Dept. of ME Dr. Sekhar, HOD EEE      Mr. R. Venkatesulu, Asst. Prof. Dept. of HAS Dr. K. Logesh, HOD CSE      Mr. Kiran Kumar, Asso. Prof. Dept of EEE		
Circulated To	HOD CE  HOD EEE  HOD ME  HOD ECE  HOD CSE 		
	HOD HAS  17/11/21 HOD MBA  Dr. C.G. Saravana, IQAC Member  Mr. Somasudaram, I/c Exam Section 		

AGENDA DETAIL	DETAILS OF DISCUSSION & ACTION POINTS	RESPONSIBILITY	TARGET DATE
Finalization of COs and mapping for R19 Regulation	It is schedule as mentioned below 12-11-21 - 2. 00 PM – CSE 13-11-21 - 2.00 PM – Civil & EEE 16-11-21 - 3.00 PM – MF 17-11-21 - 3. 00 PM – ECE 18-11-21 - 3. 00 PM – MBA & HAS	HODs / Program Coordinators	--
Student survey sheet	It is decided to complete the survey for the current final year students.	HODs / Program Coordinators	20-11-2021
Student certificate verification	It is decided to collect all the details related to the placement at the time of verification request received from the third party agencies. Mr. Soma sundaram I/C Exam Cell is requested to forward the verification request to the department and get the confirmation before sending verified data.	HODs / Program Coordinators	--
Orientation on ECAP	It is decided to conduct orientation on ECAP to all the department coordinators	HODs / Program Coordinators	13-11-2021 11.00 am

Syllabus coverage report	To be submitted by heads of department to Principal office during last week Friday of every month. Format 54.4	HODs / Program Coordinators	--
Events scheduled	The updated events scheduled list to be submitted to principal office. Format No. 16.1	HODs / Program Coordinators	19-11-21
Training / workshop on gap analysis	To be scheduled before end to the current semester.	HODs / Program Coordinators	End of semester
Class committee meetings	It is decided to incorporate the schedule in the academic calendar.	IQAC coordinator	19-11-21
Students performance report	It is decided to get the signature from the students in the monthly attendance report also decided to send the performance report (registered post) for the students who secured below 50% attendance in a month.	HODs / Program Coordinators	--
Ethnic Day	Decided to conduct after the Sankaranthi holidays immediately.	--	--
Graduation day	Decided to conduct either 11/28/29/30 December 2021.	--	--
Fresher's day	Decided to conduct II week of December 2021	--	--

  
**IQAC Coordinator**  
 CO-ORIGINATOR  
 INTERNAL QUALITY ASSURANCE CELL  
 KUPPAM ENGINEERING COLLEGE  
 KUPPAM - 517 425

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