



# 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/2022-23/01

## CIRCULAR

11 July 2022

A meeting with IQAC members is scheduled on 16<sup>th</sup> July 2022, 10:30 AM; the agenda of the meeting is as follows

Meeting Date : 16-<sup>July</sup>2022  
Time : 10.30 AM  
Venue : IQAC Meeting Hall





Agenda :

1. Schedule of Internal Audit
2. Identifying the internal auditors
3. Orientation on OBE to staff and students
4. Training to the internal auditors
5. NAAC AQAR 2020-21, 2021-22 Submission

  
**CO-ORDINATOR**  
Coordinator  
KUPPAM ENGINEERING COLLEGE  
KUPPAM-517 425.

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

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HOD CSE	HOD MBA	 HOD HAS	Librarian
I/C Exam cell	CDO	AO	 Dr. D. Sumathi, CSE
Dr. K. Rasaduari, ECE	 Mr. V. S. Satheesh, CIVIL		

**KUPPAM ENGINEERING COLLEGE, KUPPAM 517 425**  
**Internal Quality Assurance Cell**

**MINUTES OF MEETING**

16-Jul-22

NATURE OF MEETING	IQAC Committee meeting		
Venue	IQAC meeting Hall	Date: 16-07-2022	Time: 11.00 am
Members Present	Dr. S. Sudhakar babu, Chairman IQAC Dr. S. Baskaran, IQAC coordinator Dr. C.G. Saravana, Member Mr. L. Ravi Kumar, HOD CIVIL Dr. K. Logesh, HOD CSE Dr. K. Rasadurai, Asso. Prof., ECE	Dr. Sumathi, Asso. Prof. Dept. of CSE Mr. Madhavan, HOD HAS Dr. Muneendra, HOD MBA Mr. Kiran Kumar, Asst. Prof, Dept. of EEE Mr. Satheesh, Asst. Prof, Dept. of Civil Mr. Naveen Kumar, Asst. Prof, Dept. of ME Mr. Divya Prasad, Asst. Prof. CDC	
Circulated To	HOD CE <i>em</i> HOD EEE <i>ok p</i> HOD ME <i>[Signature]</i> HOD ECE <i>[Signature]</i> HOD CSE <i>[Signature]</i> HOD HAS <i>[Signature]</i> HOD MBA <i>N.M</i>	Dr. C.G. Saravana, IQAC Member <i>[Signature]</i> Mr. Somasudaram, I/c Exam Section <i>[Signature]</i> Mr. Sathyamoorthy AO <i>[Signature]</i> Dr. Rasadurai, ECE, IQAC Member <i>[Signature]</i> Dr. D. Sumathi, CSE, IQAC Member <i>[Signature]</i> Mr. Sathish, Civil, IQAC Member <i>[Signature]</i>	

Agenda detail	Details of discussion & action plan	Responsibility	Target date
Schedule of internal audit	It is decided to conduct audit on every Friday from 22-07-2022.	Principal & IQAC Coordinator	--
Identifying the internal auditors	The following faculty members were identified as internal auditors. <ol style="list-style-type: none"> <li>1. Mr. Satheesh, Dept. of Civil</li> <li>2. Mr. Rajeev Kumar, Dept. of EEE</li> <li>3. Mr. Srinivasan, Dept. of EEE</li> <li>4. Mr. Nagesh, Dept. of ME</li> <li>5. Mr. Naveen Kumar, Dept. of ME</li> <li>6. Dr. K. Rasadurai, Dept. of ECE</li> <li>7. Mr. Ajay Kumar, Dept. of ECE</li> <li>8. Dr. D. Sumathi, Dept. of CSE</li> <li>9. Mrs. Kavipriya, Dept. of CSE</li> <li>10. Ms. Usha, Dept. of MBA</li> <li>11. Mr. Ravi Raj, Dept. of HAS</li> <li>12. Mrs. Agila, Dept. of HAS</li> </ol>	--	--

Orientation on OBE to staff and students	<p>It is decided to conduct orientation on digital course file on 18-07-2022 3.00 pm in Sri. Ramanujan, Seminar hall</p> <p>Mr. Satheesh IQAC member is asked to present template and completed course file.</p> <p>Heads of departments were asked to conduct orientation on OBE to all the students.</p>	HODs of all department	18-08-2022
Training to the internal auditors	It is decided to conduct training to all the internal auditors.	IQAC	20-07-2022
NAAC AQAR 2020-21 submission	It is approved by the committee to submit the AQAR prepared.	IQAC	20-07-2022

  
**IQAC Coordinator**

CO-ORDINATOR  
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