



KUPPAM ENGINEERING COLLEGE

(Approved by AICTE. Permanent Affiliated to JNTUA, Accredited by NAAC, NBA & ISO 9001 : 2008 Certified)
(Recognised by UGC(f) & 12(b))

www.kec.ac.in

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

principal@kec.ac.in

KEC/IQAC/2022-23/

CIRCULAR

08-Dec-2022

A meeting with IQAC members is scheduled on 23rd December 2022, the agenda of the meeting is as follows

Meeting Date : 23rd December 2022

Time : 11.00 am

Venue : IQAC Meeting Hall

- Agenda :
1. Review of DAC and PAC meeting minutes of all departments
 2. Review of PO attainment for 2021 and 2022 pass out batches
 3. Conduct of Orientation on OBE for students
 4. Release of Newsletter (2021-22 Year)
 5. Events scheduled by various departments for the academic year 2021-22
 6. Analysis of university results.
 7. SSR verification and submission of application to NAAC
 8. Applying for NBA accreditation - B.Tech (CSE)



CO-ORDINATOR
IQAC
KUPPAM ENGINEERING COLLEGE
KUPPAM-517 425.



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

Copy to :


HOD CE


HOD EEE


HOD ME


HOD ECE


HOD CSE


HOD MBA


HOD HAS


Librarian



I/c Exam Section

AO


CDO


Dr. K. Rasadurai

Dr. D. Sumathi


Mr. Satheesh



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Role and Responsibility of Department Advisory Committee (DAC)

- Study and suggest improvement in all the academic activities in the department
- Formation/Revision of Vision and Mission of the department.
- Formation /Revision of Program Educational Objectives.
- Discussion on SWOC analysis
- Formulation of workable solutions for improvement in the following areas
 - Quality of Teaching Learning Process
 - Industry Institution Interaction and internships
 - Increase the employability of students.
 - Improve the research ambience of the institute
 - Entrepreneurship activities among students
- Curriculum gap analysis and action taken
- Introduction of Value added courses
- Inclusion of topics beyond the syllabus to meet the PEO and PO and encouraging students to do additional experiments in labs.
- Introduction of new courses / addition of intake
- Discussion on feedback received from various stake holders like
 - Alumni survey
 - Graduate exit survey
 - Survey on facilities and infrastructure (SSS)
 - Student, Faculty, alumni, employer survey on curriculum
 - Employer survey on employee(alumni of KEC)
 - Parents feedback
 - Teachers feedback
- Department centric
 - Conduct of symposium
 - Conduct of conference
- Points from the PAC



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Role and responsibility of Program Assessment Committee (PAC)

- Identification of curriculum gaps and implementation of bridging techniques.
- Helps to formulate policies for the smooth function of department which includes formulation of the following for the department with concurrence of DAC.
 - Vision and Mission with inputs from the Department Advisory Committee (DAC) and stakeholders.
 - Program Educational Objectives (PEO) with inputs from the DAC and stakeholders.
 - Program Specific Outcomes (PSO) with inputs from other faculty members and students of the department.
- Approval of CO vs PO and PSO Mapping
- Approval of Direct and indirect assessment methods
- Approval of Procedure & target for CO, PO and PSO attainment
- Approval of department level activities
 - Student centric (internal & External)
 - Guest lecture
 - Seminar
 - Workshop
 - Internship
 - Summer training
 - Field visit / industrial visit
 - Faculty centric
 - FDPs
 - STTP
 - Publication (journal, patent & conference)
 - Funded research projects
 - Book publications
- Evaluating the effectiveness of the process and suggestions for improvement of the program



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Proceedings of the Internal Quality Assurance Cell Meeting (IQAC)





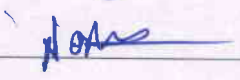

Date : 23-12-2022

Time : 10:30 AM

Venue : IQAC

Members present

S. No	Name	Role	Signature
1	Dr. N. Sunil Raj, M.B.B.S	Management Representative	ABSENT
2	Dr. S. SudhakarBabu, Principal	Chairperson	
3	Dr.J. NafeesaBegam, Professor & Vice Principal, GCE, Bargur	External Expert – Academic	ABSENT
4	Dr.K.Kalanidhi, ME, Ph.D., AEE, TANTRANSCO, TN.	External Expert – Industry	ABSENT
5	Mr. Ravi Kumar, HOD CIVIL	Senior faculty Member	
6	Dr. G. N. Kodandaramaiah, HOD ECE, R& D Director	Senior faculty Member	
7	Mr. V. Sekhar, HOD EEE	Senior faculty Member	
8	Mr. K. Ganesh, HOD MECH	Senior faculty Member	
9	Dr. K. Logesh, HOD CSE	Senior faculty Member	
10	Dr.N.Muneendra, HOD MBA	Senior faculty Member	
11	Mr. J. Madhavan, HOD HAS	Senior faculty Member	
12	Dr. C.G. Saravana, Librarian	Senior faculty Member	
13	Mr. Somasundaram, I/C Exam In-charge.	Senior faculty Member	
14	Dr. D. Sumathi, Associate Prof. Dept. of CSE	Senior faculty Member	
15	Dr. K. Rasadurai, Associate Prof. Dept. of ECE	Senior faculty Member	
16	Dr.D.Jayakumar , Associate Prof. & CDO	Senior faculty Member	
17	Mr. V.S. Satheesh, Associate Prof. Dept. of Civil	Senior faculty Member	

18	Mr. Sathyamoorthy, Administrative Officer	Administrative officer	
19	Mrs. Sirisha, Alumni, Lecturer Y.C James Polytechnic	Alumni member	
20	Mr. Manjunath, Alumni, Sr. Manager, VISA	Alumni member	
21	Ms. Sandhya IV CSE	Student member	
22	Mr. S. Naveen IV Mech	Student member	
23	Dr. S. Baskaran, Vice Principal	Co-Ordinator	



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Internal Quality Assurance Cell

MINUTES OF MEETING

NATURE OF MEETING	IQAC Committee meeting		
Venue	IQAC meeting Hall	Date: 23-12-2022	Time: 11.00 am
Members Present	Dr. S. Sudhakar Babu, Chairman IQAC Dr. S. Baskaran, IQAC coordinator Dr. G. Kodandaramiah, HOD ECE Dr. C.G. Saravana, Member Dr. K. Logesh, HOD CSE Mr. K. Ganesh, HOD ME Mr. Madhavan, HOD HAS Dr. Muneendra, HOD MBA	Dr. V. Sekhar, HOD EEE Mr. Somasundarm, I/C Exam Cell Dr. K. Rasadurai, Asso. Prof., ECE Dr. Jayakumar, CDO Dr. Sumathi, Member Mr. Satheesh, Member Mr. Arun Kumar, Dept. of ME Mr. Radhak	
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 Dr. Jayakumar, CDO Mr. Sathyamoorthy AO Dr. Rasadurai, ECE, IQAC Member Dr. D. Sumathi, CSE, IQAC Member Mr. Sathish, Civil, IQAC Member	

Agenda detail	Details of discussion & action plan	Responsibility	Target date
DAC and PAC meeting minutes of all departments	<p>Previous Meeting minutes are reviewed by the committee.</p> <ul style="list-style-type: none"> It is noticed that in most of the subject attainment in C03,C04 & C05 attainment levels are below level. DAC members were appreciated the students participation in more Co-curricular and extra-curricular activities. IIC cell incharges are to search and approach more industries to get internship for our students. 	HODs & IIC	--

Review of PO attainment for 2021 and 2022 pass out batches	<p>Compared the Program outcomes attainment of 2021 and 2022 batches and noticed that the following outcomes are not attained.</p> <p>PO 6 Engineering and society PO 7 Environment and sustainability PO 8 Ethics</p> <p>It's observed that attainment levels in the above program outcomes are regularly not attained.</p> <p>The chairman advised to conduct more activities like extension activities, community service projects, seminars to improve the attainment level.</p>	ALL HODs	--
Conduct of Orientation on OBE for students	<p>Decided to conduct orientation to all first year students.</p> <p>HODs suggested to conduct orientation to the newly joined faculty members on the PO attainment calculation process hence it is decided to conduct a session on the same.</p>	IQAC / HODs	On or before March 2023
Release of Newsletter (2021-22, Year)	<p>Decided to release the newsletter during the annual day celebration. Dr. S. Baskaran & Dr. C.G. Saravana are advised to coordinate with all the other departments / sections.</p>	IQAC & HODs	March 2023
Events scheduled by various departments for the academic year 2023-24	<p>All events details with photograph to be submitted to IQAC for the preparation newsletter.</p> <p>Chairman advised the R&D cell, HODs to host international conference during the year 2024.</p>	HODs	June 2023
Analysis of university results	<p>HODs are presented by the result analysis</p> <p>It is noticed the newly introduced subject DSSM results were very less. HOD CSE is asked to take remedies to overcome the issue in the next year. Also it is decided to conduct additional classes for the failed students.</p>	HOD	--
SSR verification and submission of application to NAAC	<p>SSR documents prepared by the coordinators are to be verified by IQAC. And all the comments to be solved on or before 08-01-2023 by all the coordinators.</p>	IQAC / HODs	10-06-2023
Applying for NBA accreditation - B.Tech (CSE)	<p>It is decided to start immediately after the peer team visit.</p>	HOD CSE	July 2023


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