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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/2020-21/01

CIRCULAR

18-December-2020

A meeting with IQAC members is scheduled on 26 December 2020, 11:00 AM; the agenda of the meeting is as follows

Meeting Date : 26-12-2020
Time : 11.00 AM
Venue : IQAC Meeting Hall

Agenda :

1. Schedule of Internal Audit
2. Precaution to be taken during the pandemic situation
3. Conduct of remedial backup class and internal examination


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


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

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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

26-Dec-20

NATURE OF MEETING	IQAC Committee meeting		
Venue	IQAC meeting Hall	Date: 26-Dec-2020	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	
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 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
Schedule of internal audit	It is decided to conduct audit during last week of January 2021.	Principal & IQAC Coordinator	--
Identifying the internal auditors	The following faculty members were identified as internal auditors. 1. Mr. Radhakrishnan, Dept.of Civil 2. Mr. Kiran Kumar, Dept. of EEE 3. Mr. Srinivasan, Dept. of EEE 4. Mr. Naveen Kumar, Dept. of ME 5. Dr. K. Rasadurai, Dept. of ECE 6. Dr. D. Sumathi, Dept. of CSE 7. Mr. Venkatesulu Dept. of HAS 8. Dr. Hemavathi, Dept. of HAS	--	--

Precaution to be taken during pandemic situation	Seating arrangement in the class rooms to with minimum 3 feet gap between the students. Faculty members are advised to check that the students are wearing the mask during inside the campus.	HODs of all department	--
Conduct of remedial / backup class	Every faculty member must verify the online attendance of the students and take necessary action to conduct the remedial class for the weak students. Staff members need to check the syllabus coverage and conduct backup class if required.		


 IQAC Coordinator
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