



# CHIRALA ENGINEERING COLLEGE

Awarded 'A' Grade by  
APSCHE, Accredited by NAAC  
(Approved by AICTE and Affiliated to JNTUK - Kakinada)  
Chirala, Prakasam District, Andhra Pradesh, India. Pin – 523157

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Office of the Principal  
Circular No CECC/51/2019

Dt: 04-07-2019

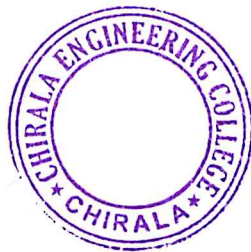
## CIRCULAR

All the members of Internal Quality Assurance committee (IQAC) are informed to attend a meeting on 04-07-2019 at 02:30 P.M at IQAC Room, CECC, Chirala. All are requested to attend the meeting without fail.

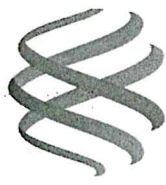
### **The Agenda of the meeting is:**

1. Conducting department audit for academic files viz.
  - a. Department files
  - b. Course files
  - c. Personal files
  - d. Lab files
  - e. Project files
- 2) Identification of IQAC representatives to audit the files and affixing of signatures
- 3) Any other point with the position of the chairman.

**Copy to**  
All HODs  
All members of IQAC



**PRINCIPAL & CHAIRMAN IQAC**  
**CHIRALA ENGINEERING COLLEGE**  
**CHIRALA**



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Circular No CECC/52/2019

Dt: 04-07-2019

## Minutes of meeting

The chairman of IQAC has addressed the members and discussed the following points:

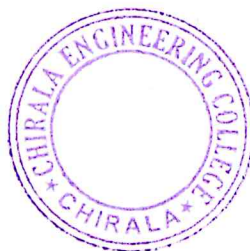
1. The functions to be performed by the members
2. Identifying of IQAC representatives to conduct auditing of various academic files of all the departments including humanity and Science
3. The IQ MC Representatives are names

The meeting is ended with vote of thanks

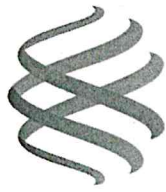
Members who have attended the meeting are:

S.NO	NAME	Designation of IQAC
1	Dr. Ch.Venkatadri Naidu	Chairperson
2	Mr.D.Kalyan Kumar	Member
3	Mr.G S A J Mani Kumar	Member
4	Mr.VL Ranjith	Member
5	Mr.D Sridhar Kumar	Member
6	Er.K Ravi Kumar	Member
7	Mr.A Lakshmi	Member
8	Mrs.B Nagamalleswari	Member
9	Mr.K Vasu	Member
10	Mr.B Koteswara Rao	Member
11	Mr. Gopi Krishna Kondru	Member
12	Mr.A Vinay	Member
13	Mr.Y Sameer	Member
14	Mrs.P Ganga Bhavani	Coordinator, IQAC

  
COORDINATOR  
IQAC



  
PRINCIPAL & CHAIRMAN  
PRINCIPAL  
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Circular No CECC/55/2019

Dt: 08-07-2019

## CIRCULAR

All HODs are requested to get the academic and Audit data files duly audited by the members of audit burger members of IQAC in respective dates given below. In this connection HOD internal coordinator and other staff members be ready with your files for smooth conduction.

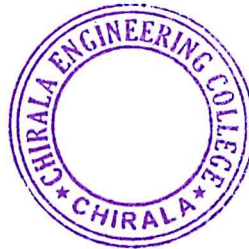
Also the following faculty members are identified in each department to assist IQAC team to complete audit work in every department.

S.No	DEPARTMENT	CO ORDINATORS	DATES OF AUDIT
1	CIVIL	D.KALYAN KUMAR, G.S.A.J. MANI KUMAR	10-07-2019
2	EEE	A DHANALKSHMI, D.SRIDHAR	12-07-2019
3	ECE	D.KALYAN KUMAR, G.S.A.J. MANI KUMAR	15-07-2019
4	CSE/ CSE IT	B.KOTESWARA RAO A DHANALKSHMI	17-07-2019
5	CSE DS/ CSE AIML	K KOTESWARA RAO, V.VENKATA RAO	19-07-2019
6	MECHANICAL	B.KOTESWARA RAO, A DHANALKSHMI	22-07-2019
7	MCA	A DHANALKSHMI, D.SRIDHAR	24-07-2019
8	MBA	D.SRIDHAR, G.S.A.J. MANI KUMAR	26-07-2019
9	H&S	D.KALYAN KUMAR G.S.A.J. MANI KUMAR	29-07-2019

The academic audit reports are to be submitted to IQAC by 31-07-2019. The files to be audited are enclosed in soft and hard forms for the above purpose.

IQAC Enclosures:

- 1) Department Audit file
- 2) Course file audit
- 3) Personal file audit
- 4) Lab file audit
- 5) Project file audit



  
PRINCIPAL & CHAIRMAN  
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## Internal Quality Assurance cell (IQAC)

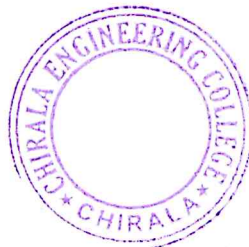
To  
The HOD  
CECC, CHIRALA.  
Sir,

Sub: Fact finding report of your department during Academic Audit regarding  
After reviewing the information submitted by the department for the academic year 2018-19 and interacting with the faculty of the department the following observations are made by the IQAC team and requested to suggest Action Plan to vote the quality enhancement.

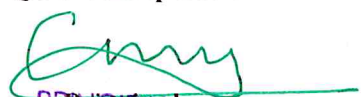
S.NO	ITEMS	OBSERVATIONS
1	Course file audit	1 It is advisable to maintain the themes beyond the syllabus and lesson plan in a lecture note that is not available in printed form but is available in handwritten form in accordance with the prescribed structure. 2. The GAP analysis performed by a faculty member is inadequate.
2	Laboratory file audit	1. The lab in-charges do not maintain the proper files in it. 2. The general timeline is absent from the lab file, and some lab files don't include the schedule for the last practical tests.
3	Department audit	1 Encourage faculty members and students to submit proposals for funded research projects. 2. Technical FDP expert lectures and seminars, among other things, should be organized by individual departments at least once per semester. 3. Faculty members should publish more often There ought to be more guest lectures.
4	Students lifetime learning skills enhancement audit	1. Encourage all students to register for NPTEL and course period certificates in order to gain a grasp of engineering. 2. Inspire students to sign up for courses in a foreign language, like French or German.
5	Teaching methodologies audit	Some professors are urged to adopt ICT because it will support the delivery of education that is outcome-based.

Signature of Member of Audit Team

  
IQAC COORDINATOR



IQAC Chairperson

  
Principal  
CHIRALA ENGINEERING COLLEGE  
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## Department of CSE/ CSE IT

To  
The principal  
Chirala Engineering College  
Chirala

Sir,  
Subject: Compliance report regarding  
Ref- Observation of Academic Audit Committee

Your Observations, made during the academic Year 2018-19 of our department, were discussed in detail in our department meeting and we decided to resolve the lapse/ mistakes committed by our faculty in maintaining the files regarding such as maintaining academic standards viz. keeping topics beyond the syllabus, lesson plans in prescribed format in academic audit.

We will encourage the students to enroll in NPTEL courses and also follow your guidelines in future.

Date: 06/08/2019

  
HEAD OF THE DEPARTMENT

Copy to

All HODs  
All Members of IQAC