



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

Office of the Principal
Circular No CECC/62/2020

Dt: 15-06-2020

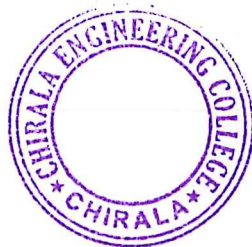
CIRCULAR

All the members of Internal Quality Assurance committee (IQAC) are informed to attend a meeting on 15-06-2020 at 03:00 P.M through LMS platform-Zoom. All are requested to attend the meeting without fail.

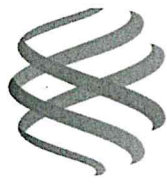
The Agenda of the meeting is:

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
PRINCIPAL
CHIRALA ENGINEERING COLLEGE
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Minutes of meeting

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

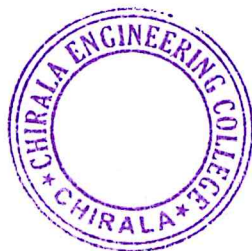
1. The functions to be performed by the members
2. Identifying of IQAC representatives to conduct auditing of various academic files of all the departments including humanity and Science
3. The IQ MC Representatives are names

The meeting is ended with vote of thanks

Members who have attended the meeting are:

S.NO	NAME	Designation of IQAC
1	Dr.V.V.R.L.S. Gangadhar	Chairperson
2	Dr. D. Kalyan Kumar	Member
3	Mr.G.S.A.J Mani Kumar	Member
4	Mr. V.Vankata Rao	Member
5	Mr. D.Sridhar Kumar	Member
6	Er. K.Ravi Kumar	Member
7	Mr. A.Arun Kumar	Member
8	Mrs. Nagamalleswari	Member
9	Mr.K.Vasu	Member
10	Mr.B.Koteswara Rao	Member
11	Ms.T.Akhila	Member
12	Mr.A.Vinay	Member
13	Mr.SK. Baji Shahid	Member
14	Mr.M. Samba Siva Rao	Coordinator, IQAC


COORDINATOR
IQAC




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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.

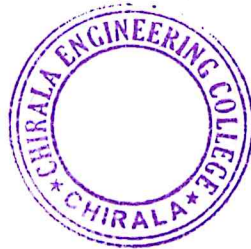
Also the following faculty members are identified in each department to assist IQAC team to complete audit work in every department.

S.No	DEPARTMENT	CO ORDINATORS	DATES OF AUDIT
1	CIVIL	D.KALYAN KUMAR, G.S.A.J. MANI KUMAR	20-07-2020
2	EEE	A DHANALKSHMI, D.SRIDHAR	22-07-2020
3	ECE	D.KALYAN KUMAR, G.S.A.J. MANI KUMAR	24-07-2020
4	CSE/ CSE IT	B.KOTESWARA RAO A DHANALKSHMI	27-07-2020
5	CSE DS/ CSE AIML	K KOTESWARA RAO, V.VENKATA RAO	29-07-2020
6	MECHANICAL	B.KOTESWARA RAO, A DHANALKSHMI	31-07-2020
7	MCA	A DHANALKSHMI, D.SRIDHAR	03-08-2020
8	MBA	D.SRIDHAR, G.S.A.J. MANI KUMAR	05-08-2020
9	H&S	D.KALYAN KUMAR G.S.A.J. MANI KUMAR	07-08-2020

The academic audit reports are to be submitted to IQAC by 10-08-2020. 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

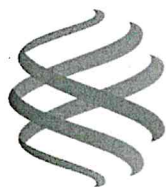



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Internal Quality Assurance cell (IQAC)

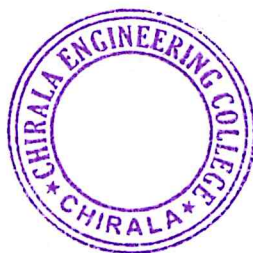
To
The HOD
CECC, CHIRALA.
Sir,

Sub: Fact finding report of your department during Academic Audit regarding
After reviewing the information submitted by the department for the academic year 2019-20 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 A lecture note that is not available in printed form but is available in handwritten form is advised to retain the themes beyond the syllabus and lesson plan in accordance with the prescribed format. 2. A faculty member's GAP analysis is unsatisfactory.
2	Laboratory file audit	1. The lab in-charges do not maintain the entire faculty. 2. The lab file's general timetable is missing, and some lab files exclude the schedule for the final practical exams.
3	Department audit	1. Prompt academic staff and students to submit proposals for supported research initiatives. 2. Individual departments should organize technical FDP expert lectures and seminars, among other things, at least once a semester. 3. There should be more publications from faculty There should be more industry-related guest lecturers.
4	Students lifetime learning skills enhancement audit	1. To get an understanding of engineering, encourage all students to sign up for NPTEL and course period certificates. 2. Encourage pupils to enroll in classes in a foreign language, such as French or German.
5	Teaching methodologies audit	The use of ICT by some faculty members is encouraged since it will help to deliver education that is outcome-based.

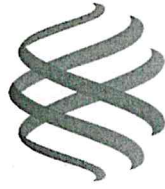
Signature of member of audit team


IQAC COORDINATOR



IQAC Chairperson


Principal
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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 2019-20 of our department, were discussed in detail in our department meeting and we unanimously resolved to rectify the lapse/ mistakes committed by our faculty in maintaining the files academic audit committee.

Regarding maintaining academic standards viz. keeping topics beyond the syllabus, lesson plans in prescribed format. We will encourage the students to enroll in NPTEL courses and also follow your guidelines in future.

Date: 17/08/2020


HEAD OF THE DEPARTMENT

Copy to

All HODs
All Members of IQAC