



# CHIRALA ENGINEERING COLLEGE

Awarded 'A' Grade by  
APSCHE, Accredited by NAAC

(Approved by AICTE and Affiliated to JNTUK - Kakimada)  
Chirala, Prakasam District, Andhra Pradesh, India. Pin - 523157

Office of the Principal  
Circular No CECC/78/2021

Dt: 15-07-2021

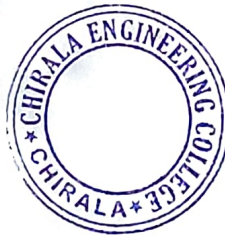
## CIRCULAR

All the members of Internal Quality Assurance committee (IQAC) are informed to attend a meeting on 15-07-2021 at 1:00 p.m. at IQAC Room. 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  
CHIRALA

*Dr. A. Beenu*  
*Vas*  
*MP*  
*Bfor*  
*Kalayal*



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Dt: 15-07-2021

## 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

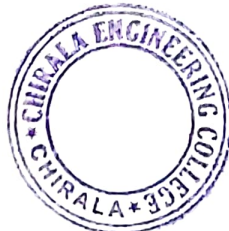
Members who have attended the meeting are:

S.NO	NAME	Designation of IQAC
1	Dr. V.V.R.L.S. Gangadhar	Chairperson
2	Dr. D. Kalyan Kumar	Member
3	Dr. R.A. Isabel	Member
4	Mr. V. Venkata Rao	Member
5	Mr.E.Surya Narayana	Member
6	Mr.R.V. Krishnaiah	Member
7	Mr.G.Phani Kumar	Member
8	Mrs.Nagamalleswari	Member
9	Mr.K. Vasu	Member
10	Mr.B. Koteswara Rao	Member
11	Mrs. S. Pravallika	Member
12	Mr.A. Vinay	Member
13	Mr.M.Venkata Swami Nadham	Member
14	Mr.M. Sambasiva Rao	Coordinator, IQAC

  
COORDINATOR  
IQAC

  
PRINCIPAL & CHAIRMAN

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Dt: 15-07-2021

## 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.

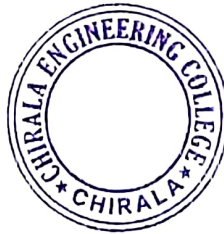
Also the following faculty members are identified in each department to assist IQAC team to complete audit work in every department.

S.No	DEPARTMENT	CO ORDINATORS	DATES OF AUDIT
1	CIVIL	D.KALYAN KUMAR, M.RAMESH	17-07-2021
2	EEE	A DHANALKSHMI, E SURYANARAYANA	19-07-2021
3	ECE	D.KALYAN KUMAR, M.RAMESH	22-07-2021
4	CSE/ CSE IT	Dr.A.R.ISABEL A DHANALKSHMI	24-07-2021
5	CSE DS/ CSE AIML	K KOTESWARA RAO, V.VENKATA RAO	26-07-2021
6	MECHANICAL	Dr.A.R.ISABEL, A DHANALKSHMI	28-07-2021
7	MCA	A DHANALKSHMI, E SURYANARAYANA	30-07-2021
8	MBA	E SURYANARAYANA, M.RAMESH	02-08-2021
9	H&S	D.KALYAN KUMAR M.RAMESH	04-08-2021

The academic audit reports are to be submitted to submit to IQAC by 06-08-2021. 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



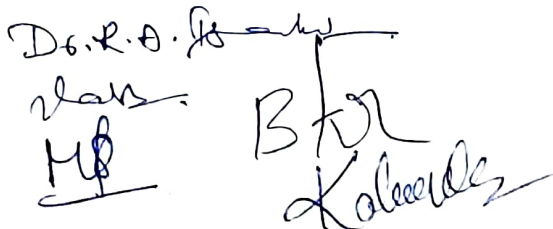
  
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### Copy to

All HODs

All members of IQAC





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## Internal Quality Assurance cell (IQAC)

To  
The HOD  
CECC, CHIRALA.  
Sir,

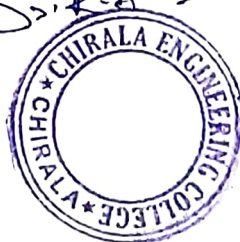
Sub: Fact finding report of your department during Academic Audit regarding  
After reviewing the information submitted by the department for the academic year 2020-21 and  
interacting with the faculty of the department the following observations are made by the IQ AC team and  
requested to suggest Action Plan to vote the quality enhancement

S.NO	ITEMS	OBSERVATIONS
1	Course file audit	1. Advised to maintain the topics beyond the syllabus and Lesson plan as per the prescribed format is a not available lecture note in handwriting form but not printed form. 2. One of the faculty is not satisfactory in making GAP analysis
2	Laboratory file audit	1. Some of the faculty are not maintained by Lab in-charges. 2. Lab overall time table is missing in the lab file; Schedule of end practical examinations are not included in some of the lab files.
3	Department audit	1. Technical FDP expert lecturers and seminars, among other things should be organized by individual departments at least once a semester. 2. Encourage faculty and students to apply for funded research projects. 3. Faculty Publications should be increased more guest lecturers from industry should be increased
4	Students lifetime learning skills enhancement audit	1. Encourage All students to register for NPTEL and course era certifications in order to gain engineering knowledge 2. Encourage students to sign up for foreign language classes such as German or French.
5	Teaching methodologies audit	Some of the faculty members are advised to ICT tolls which will aid in the achievement of outcome based education.

Signature of member of audit team

  
IQAC COORDINATOR

1. Dhany  
2. D. R. A. Dandy



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 2020-21 of our department, were discussed in length 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 students to enroll in NPTEL courses we will follow your guidelines in future.

Date: 14/08/2021

  
HEAD OF THE DEPARTMENT

Copy to

All HODs  
All Members of IQAC