



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

Dr. P. Ravi Kumar
Principal

Ph. 833104550
e-mail: principal@cecc.co.in

Office of the Principal
Circular No CECC/75/2022

Dt: 06-09-2022

CIRCULAR

All the members of Internal Quality Assurance committee (IQAC) are informed to attend a meeting on 06-09-2022 at 12:00 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

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]



Dr. R. A. *[Handwritten signature]*

[Handwritten signature]

▷ Karthik Kumar

[Handwritten signature]

[Handwritten signature]
PRINCIPAL & CHAIRMAN IQAC
PRINCIPAL
CHIRALA ENGINEERING COLLEGE
CHIRALA



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

Dr. P. Ravi Kumar
Principal

Ph. 833104550
e-mail: principal@cecc.co.in

Office of the Principal
Circular No CECC/76/2022

Dt: 06-09-2022

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

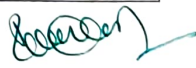
The meeting is ended with vote of thanks

Members who have attended the meeting are:

| S.NO | NAME | Designation of IQAC |
|------|--------------------------|---------------------|
| 1 | Dr.P. Ravi Kumar | Chairperson |
| 2 | Dr. D. Kalyan Kumar | Member |
| 3 | Dr. R.A. Isabel | Member |
| 4 | Dr. T. Srinivasa 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 | Mr.D.KarthikKumar | Member |
| 12 | Mr.T. Arvind Kumar | Member |
| 13 | Mr.M.Venkata SwamiNadham | Member |
| 14 | Mr.M. Bhumi Reddy | Coordinator IQAC |


COORDINATOR
IQAC




PRINCIPAL & CHAIRMAN
PRINCIPAL
CHIRALA ENGINEERING COLLEGE
CHIRALA



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

Ph. 833104550

Dr. P. Ravi Kumar
Principal

e-mail: principal@cecc.co.in

Office of the Principal
Circular No CECC/76/2022

Dt: 06/09/2022

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 | Dr B.SREEKANTH, K HEMASUNDHAR | 09-09-2022 |
| 2 | EEE | A DHANALKSHMI, E SURYANARAYANA | 12-09-2022 |
| 3 | ECE | Dr B.SREEKANTH , K HEMASUNDHAR | 14-09-2022 |
| 4 | CSE/ CSE IT | Dr.SK BASHEERA, A DHANALKSHMI | 16-09-2022 |
| 5 | CSE DS/ CSE AIML | K KOTESWARA RAO, J P RAJU | 19-09-2022 |
| 6 | MECHANICAL | Dr.SK BASHEERA, A DHANALKSHMI | 21-09-2022 |
| 7 | MCA | A DHANALKSHMI, E SURYANARAYANA | 23-09-2022 |
| 8 | MBA | E SURYANARAYANA, K HEMASUNDHAR | 26-09-2022 |
| 9 | H&S | Dr B.SREEKANTH, K HEMASUNDHAR | 28-09-2022 |

The academic audit reports are to be submitted to submit to IQAC by 28-09-2022. 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
PRINCIPAL
CHIRALA ENGINEERING COLLEGE
CHIRALA



Copy to

All HODs

All members of IQAC



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

Dr. P. Ravi Kumar
Principal

Ph. 833104550
e-mail: principal@cecc.co.in

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 2021-22 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. Lesson plan as per the prescribed format is not available lecture notes in handwriting form but not printed form advised to maintain the topics beyond the syllabus. 2. GAP analysis is made by one of the faculty is not satisfactory |
| 2 | Laboratory file audit | 1. Maintain the manufacturer's equipment operation manual, which is not found in many lab files. 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 | Each faculty member is encouraged to use innovative teaching methods which will aid in the achievement of outcome based education. |

Signature of member of audit team

IQAC COORDINATOR

1.
2.



IQAC Chairperson

Principal
PRINCIPAL
CHIRALA ENGINEERING COLLEGE
CHIRALA



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

Dr. P. Ravi Kumar
Principal

Ph. 833104550

e-mail: principal@cecc.co.in

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 2021-22 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: 30/09/2022

HEAD OF THE DEPARTMENT

Copy to

All HODs
All Members of IQAC