



# 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/70/2023

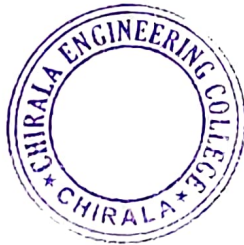
Dt: 21/06/2023

## CIRCULAR

All the members of Internal Quality Assurance committee (IQAC) are informed to attend a meeting on 21-06-2023 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  
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Dt: 21/06/2023

## 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. Y SOWJANYA KUMARI	Member
3	Dr. SK BASHEERA	Member
4	Dr. B SRIKANTH	Member
5	Mr. E SURYA NARAYANA	Member
6	Mr. RV KRISHNAIAH	Member
7	Mr. G PHANI KUMAR	Member
8	Mrs. NAGAMALLESWARI	Member
9	Mr. K VASU	Member
10	Mr. B KOTESWARA RAO	Member
11	K LAHARI	Member
12	Mr. U SAI RAM	Member
13	Mr. M VENKATA SWAMI NADHAN	Member
14	Mr. K RAMESH BABU	IQAC COORDINATOR

COORDINATOR  
IQAC



PRINCIPAL & CHAIRMAN

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Circular No CECC/73/2023

Dt: 21/06/2023

## 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 Y SOWJANYA, K HEMASUNDHAR	30-06-2023
2	EEE	A DHANALKSHMI, E SURYANARAYANA	01-07-2023
3	ECE	Dr Y SOWJANYA, K HEMASUNDHAR	03-07-2023
4	CSE/ CSE IT	R RADHAKUMARI, A DHANALKSHMI	04-07-2023
5	CSE DS/ CSE AIML	K KOTESWARA RAO, J P RAJU	05-07-2023
6	MECHANICAL	R RADHAKUMARI, A DHANALKSHMI	06-07-2023
7	MCA	A DHANALKSHMI, E SURYANARAYANA	07-07-2023
8	MBA	E SURYANARAYANA, K HEMASUNDHAR	10-07-2023
9	H&S	Dr Y SOWJANYA, K HEMASUNDHAR	11-07-2023

The academic audit reports are to be submitted to submit to IQAC by 28-06-2023. The files to be audited are enclosed in soft and hard forms for the above purpose.

**IQAC Enclosures**

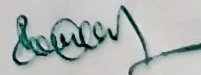
- 1) Department Audit file
- 2) Course file audit
- 3) Personal file audit
- 4) Lab file audit
- 5) Project file audit

**Copy to**

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All members of IQAC



  
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## Internal Quality Assurance cell (IQAC)

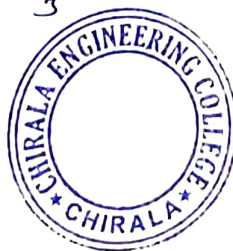
To  
The HOD  
CECC, CHIRALA.  
Sir,

Sub: fact finding report of your department during academic audit regarding  
After reviewing the information submitted by the department for the academic year 2022-23 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 and summary of all topics beyond the syllabus needed to be maintained. 2. GAP analysis is made by some 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 time table is missing in the lab file, Schedule of end practical examinations is 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

1.   
IQAC COORDINATOR



IQAC Chairperson

  
Principal  
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Dr. P. Ravi Kumar  
Principal

## 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 2022-23 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: 14/07/2023

  
HEAD OF THE DEPARTMENT

Copy to

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All Members of IQAC