

CIRCULAR

All Heads of Departments are hereby requested that the **Internal Quality Assurance Cell (IQAC) Internal audit** for the **Odd Semester of the Academic Year 2025-2026** is scheduled on the **Tuesday, 17th March 2026**.

Departments are requested to ensure that all relevant documents, files, and records **are updated and readily available** for verification as per the format shared. The audit will emphasize following areas:

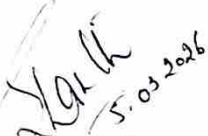
- Academic activities
- Teaching-learning processes
- Assessment methods
- Faculty contributions
- Departmental initiatives

Your cooperation in ensuring a smooth and effective audit process is highly appreciated.

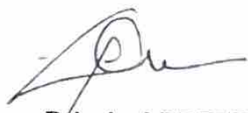
The detailed schedule is attached here with.

Note: The exit meeting scheduled on the 20th March 2026 at 2.30pm in the Principal's Office.

HOD's and Auditors are requested to attend the meeting with a copy of the report.


Co-ordinator

IQAC

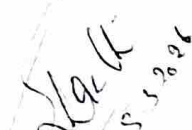

Principal-EPCET

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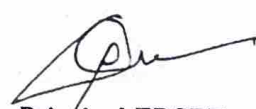
AUDIT SCHEDULE

Date& Time: 17th March 2026: @ 10.30 AM

SL.NO	DEPARTMENT	NAME OF THE AUDITOR
1	Information Science & Engineering	Mr. Arun Kumar
2	Computer Science & Engineering	Dr.Anitha R
3	Electronics & Communication Engineering	Dr. Heena Kousar
4	Artificial Intelligence Data Science	Dr. Barnali Ghosh
5	Artificial Intelligence & Machine Learning	Ms.Divya U H
6	Civil Engineering	Ms.Sony Kuriakose
7	Mechanical Engineering	Dr.Chandrappa
8	Internet of Things(IOT&CSBT)	Dr.Anjan Babu
9	Basic Science	Ms.Teena K B
10	Placement	Dr. Vanshika


Co-ordinator

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HOD ISE EPCET <hod.ise.epcet@eastpoint.ac.in>

Rescheduling of IQAC Exit Meeting – Reg.

2 messages

HOD ISE EPCET <hod.ise.epcet@eastpoint.ac.in>

Wed, Mar 18, 2026 at 2:43

PM To: hod_engg <hod_engg@eastpoint.ac.in>, Sony M Kuriakose <sony.m@eastpoint.ac.in>, anita r <anitar.ece@eastpoint.ac.in>, Chandrappa <chandrappa@eastpoint.ac.in>, Teena k <teena.k@eastpoint.ac.in>, Arun Kumar S <arun.kumar@eastpoint.ac.in>, Divya UH <divya.uh@eastpoint.ac.in>, Barnali Ghosh <barnalighosh.civil@eastpoint.ac.in>, anjanbabu va <anjanbabuva.mech@eastpoint.ac.in>, Vanshika Rastogi <vanshika.ai.ds@eastpoint.ac.in>, "Dr. Heena Kousar" <heena.k@eastpoint.ac.in>
Cc: principal epcet <principal.epcet@eastpoint.ac.in>, Principal Office <principaloffice.epcet@eastpoint.ac.in>

Good Afternoon

Dear all

The IQAC exit meeting has been rescheduled to **24th March 2026 at 2:00 PM** in the Principal's Office.

Regards,

 **Dr. Shanthi M**
Professor & Head
Department of Information Science &
Engineering EAST Point College of
Engineering & Technology Mobile:+91-
9611234131 | Bangalore
Email:hod.ise.epcet@eastpoint.ac.in

Vision of the Department

The department aspires to be a centre of excellence for engineering education in the field of Information Science & Engineering, fosters academic and career success for holistic development.

Mission of the Department

M1: To create graduates in Information Science and Engineering by nurturing innovation, creativity and excellence in Teaching, Learning and Research.

M2: To develop and disseminate technical skills to address current and future industrial needs.

M3: To encourage team work, critical thinking, personality development and ethics in students to lay the foundation for lifelong learning.

Chandrappa . <chandrappa@eastpoint.ac.in>

Wed, Mar 18, 2026 at 3:03

PM To: HOD ISE EPCET <hod.ise.epcet@eastpoint.ac.in>

OK mam

[Quoted text hidden]



6/11/2026

Minutes of the HOD Meeting	
Dated: 24 th March 2026, Time: 2:00PM, Venue: Principal Office	
Members Present	Absentees
Dr. Pradipkumar Dixit Dr. Yogesh GS Dr. Shanthi M Dr. Anand R Dr. Geena George Dr. Manimozhi I Dr. Emlin Shyni C Dr. Nanda Ashwin Dr. Maruthi G Dr. Manjunath M Dr. Sahadev Dr. Chandrappa Dr. Anita R Dr. Heena Kousar Dr. Anjan Babu Dr. Vanshika Rastogi Dr. Barnali Ghosh Mr. Arun Kumar Ms. Divya UH Ms. Teena KB Ms. Soni K Mr. Sachin G	Dr. Doreswamy HS
Confirmation of the Previous Minutes of the Meeting: Unanimously approved the previous minutes of the meeting	
Agenda: • Summary of the Internal Recursive Audit • Feedback on the Audit format • Discussion on the observation and recommendations • Action Plan • Any other discussion with the permission of the chair	
The Principal welcomed all the Heads of the Department(Auditee) and the Auditors; expressed heartfelt thanks to all for attending the meeting.	
Agenda Deliberations: 1. Audit Overview: • Internal academic audit was conducted across all the departments on 17th March 2026 with a total of 10 auditors. • Department wise allocation of auditors: ○ ISE: Mr. Arun Kumar	

- **CSE:** Dr. Anita R
- **ECE:** Dr. Heena Kousar
- **AI&DS:** Dr. Barnali Ghosh
- **CSE-AIML:** Ms. Divya UH
- **CV:** Ms. Sony K
- **ME:** Dr. Chandrappa
- **CSE-IOT&CSBT:** Dr. Anjan Babu
- **Basic Science:** Ms. Teena KB
- **Placement:** Dr. Vanshika Rastogi

2. Principal's Address:

- Principal welcomed and thanked Dr. Shanthi M, IQAC Coordinator for successfully completing the Internal Academic Audit for the Odd Semester 2025-26.
- Principal asked all the auditees to make a note of all the observations of the auditors and accordingly make action plan.

3. Feedback on Audit Format:

- Principal suggested to add MOOC Courses completed by the Faculty and also audit the Soft-Skill Training organised by the Department of Training and Placement.

4. Suggestion by Principal:

- Budget utilization to be verified thoroughly.
- Stock registers should be verified against the bills.
- Honorarium voucher should be kept along with the event report.

5. POs and PSOs:

- PAC (Program Assessment Committee) file should have all the minutes of the meetings along with the target level set and attained.

6. Clarification on Employer Feedback:

- Dr. Vanshika Rastogi-raised the concern over the employer feedback collected by the Department of Training and Placement.
- Principal suggested:
 - To modify the questions for the feedback.
 - To include questions regarding the curriculum.

7. Department-wise Audit Report presentation:

- The Principal requested the auditors to present their observations.
- The Auditors presented their observations in presence of all the members pointing both, the positive and negative observations.

8. Conclusion:

- Based on the audit findings, **suggestions for improvement** were given.
- Departments were asked to take necessary action points for rectification and further improvement of the overall process.
- Departments are encouraged to identify the gaps and proactively work onto them to for the process of continuous improvement.

- Departments were given a time of one week to work on the gaps and a re-audit will be conducted by the same auditors to verify the implementation of the recommended changes.

Action Plan:

- Submit the original audit report to the IQAC and a copy to the HoDs.
- Update the audit template with the count of MOOC Courses completed by the Faculty.
- Placement Cell to be audited for the Soft-Skill Training too.
- Update the questionnaire for the Feedback taken from the employer.



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Ref: EPCET/PRIN/2025-26/21

Date: 5/08/2025

CIRCULAR

All Heads of Departments are hereby requested that the **Internal Quality Assurance Cell (IQAC) internal audit** for the **Even Semester of the Academic Year 2024–2025** is rescheduled to **Monday, 11th August 2025**.

Departments are requested to ensure that all relevant documents, files, and records are **updated and readily available** for verification as per the format shared. The audit will emphasize the following areas:

- Academic activities
- Teaching–learning processes
- Assessment methods
- Faculty contributions
- Departmental initiatives

Your cooperation in ensuring a smooth and effective audit process is highly appreciated.

The detailed schedule is attached here with.

Note: The exit meeting scheduled on 12th August 2025 at 2.30pm in the Board Room. HODs' and Auditors are requested to attend the meeting with a copy of the report.



**Co-ordinator
IQAC**



Principal-EPCET

Audit Schedule		
Date & Time: 11th August 2025: @10.30AM		
Sl.No	Department	Name of the Auditor
1	Information Science and Engineering	Dr.Chandrappa
2	Computer Science and Engineering	Ms.Teena.K B
3	Electronics and Communication Engineering	Ms.Divya U H
4	Artificial Intelligence Data Science	Dr.Vedavathi.G R
5	Artificial Intelligence and Machine Learning	Dr.Anjan Babu
6	Civil Engineering	Mr.Arun Kumar
7	Mechanical Engineering	Dr. Barnali Ghosh
8	Internet of Things(IOT&CSBT)	Dr.Anitha R
9	Basic Science	Dr. Heena Kousar
10	Placement	Dr. Vanshika



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Minutes of the HODs Meeting	
Dated: 12/08/2025 Time: 2.00 PM Venue: Board Room	
Members Present Dr. Pradip Kumar Dixit Dr. Yogesh Prof. Ashok Herur Dr. Maruthi G Dr. Shanthi M Dr. Prahalad Dr. Emilin Shyni Dr. Nanda Ashwin Dr. Manimozhilyer Dr. Anand Dr. Sahadev Dr. Manjunath M Dr. Geena George Mr. Sachin	Absentees Dr. Doriswamy
Confirmation of Minutes of The Previous Meeting Unanimously Approved the Previous Minutes of Meeting	
Agenda - Summary of Internal Recursive Audit - Feedback on Audit Format - Discussion on Observations & Recommendations - Clarifications on Documentation Requirements - Action Plan - Any other discussion with the permission of the chair	
Non – Compliance of Previous Meeting:	
The principal welcomed all the Heads of the Department (Auditees) and the Auditors expressed heartfelt "Thanks" to all for attending the meeting.	
Agenda deliberations:	

1. Audit Overview

- Internal academic audit was conducted across all departments with a total of **10 auditors**.
- Department-wise auditor allocation:
 -
 - **ISE:** Dr.Chandrappa
 - **CSE:** Prof.Teena
 - **ECE:** Prof. Divya H U
 - **AIDS:** Dr.Vedavathi
 - **AIML:** Dr.AnjanBabu
 - **Civil:** Prof.Arunkumar
 - **ME:** Dr.BarnaliGhosh
 - **IoT:** Dr. Anita R
 - **Basic Science:** Dr.Heena
 - **Placement:** Dr.Vanshika

2. Principal's Address

- Principal welcomed everyone and thanked Dr. Shanthi–HOD-ISE & IQAC In charge for initiating the session.
- Directed all HODs to take note of audit inputs and formulate necessary **Action Plans**.
- Clarified:
 - **Original audit reports** to be submitted to **IQAC**.
 - **Copies** to be handed over to respective **HODs**.

3. Feedback on Audit Format

- **Dr. Anita:**-ECE Dept :Emphasis on maintaining **semester-wise documentation** for better preparedness and academic improvement.

4. Suggestions by Principal

- Requested **softcopy of audit format** to be shared with HODs **prior to audit**.
- **Standardization of sampling:** Auditors to randomly verify selected document.
- Important areas for verification: Attendance registers, Blue books, Lab records, teaching diaries, Placement records, Funded projects, Publications, etc.

5. Documentation & Process Guidelines

- **Departments must:**
 - Maintain semester-wise data meticulously.
 - Follow the **annexure format** provided for filling records.
 - Prepare for **random verification** by auditors.

- **PO & PSO Attainment:**

- To be documented every semester.
- Final attainment for the batch after even semester only.
- PAC (Program Assessment Committee) meeting minutes and files must be available and verified.

6. Clarification on Curriculum Feedback (Sl.No. 10 & 11 Audit Format)

- **Dr. Chandrappa –ECE Dept;** raised a query regarding curriculum feedback and alumni feedback.
- Principal clarified:
 - **1.4.1:** Curriculum feedback from stakeholders.
 - **1.4.2:** Upload of analyzed feedback on the website.
 - Curriculum changes should be reflected based on feedback.
 - Teaching hours vs. credits must be

7. All Auditor-Audited respective Dept. And given the report:

- Base on the feedback of the Auditor report the Principal encouraged departments to take **constructive feedback positively**
- Highlighted the goal of internal audit is to **pre-identify issues** before external audits.

8. Department-wise Audit Report Presentation Happened:

The Principal requested all auditors to present their findings **department-wise**.

Auditors, one by one, **presented their reports in the presence of all members**, highlighting the following for each department:

- **Positive observations** on the documentation and processes.
- **Negative observations** or gaps identified during the audit.

9. Conclusion

- Based on the audit findings, **suggestions for improvement** have been proposed.
- Departments are required to take necessary **action points** for rectification and further enhancement of processes.
- The Principal **emphasized the importance of continuous improvement** and internal ownership of audit outcomes.
- Departments are encouraged to **proactively identify and address gaps** to minimize external audit errors.

- It is the responsibility of the auditee to ensure that all **required corrections are implemented effectively.**
- The same auditor who conducted the original audit will **carry out a re-audit to verify the implementation of the recommended changes.**

ACTION PLAN:

- Share original audit reports with IQAC and copy to the department HOD's
- Incorporate count-based metrics in audit templates
- Review teaching hours vs. course credits
- Maintain PAC files with verified meeting minutes
- Update curriculum feedback process & documentation



Principal

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