



# Sri Venkateswara College of Engineering & Technology

Thirupachur - 631 203. Thiruvallur Taluk & Dist, Tamilnadu

(Approved by AICTE, New Delhi and Affiliated to Anna University,  
Chennai)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

The second Internal Quality Assurance Cell (IQAC) meeting for academic year 2021-2022, odd Semester will be 19/10/2022 at 10:30 A.M in the conference hall. All IQAC members are requested to attend the meeting without fail on time.

### AGENDA

1. Introduction
2. Review of Academic Calendar 2021-2022 odd semester
3. Class Committee Meeting
4. Faculty Activities and Achievement
5. Student Activities and Achievement
6. Internal Assessment and Question Paper Preparation
7. Updating of NAAC Documents
8. Training and Placement Activities
9. First year Motivational Programme
10. Vote of Thanks

Dr.A.V Mayakkannan

IQAC Coordinator

Copy to:

- The chairman for the kind information
- All HOD's and Faculty Members
- All IQAC Committee Members
- File



Dr S. Palani

Chairperson / IQAC

Principal

Sri Venkateswara College of  
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SL. NO	COMPOSITION CRITERIA SPECIFIED BY NAAC	IQAC MEMBERS NAME	DESIGNATION	SIGNATURE
1	Chairperson	Dr S. Palani	Principal	
2	Member from the Management	Mr Balasubramaniam.R	Treasurer	
3	IQAC Coordinator	Dr.A.V Mayakkannan	Dean/SVCET	
4	Administrative Officer	Mr Dhamodharan.G	A.O	
5	Accounts Officer 2	Ms Radhika	A.O	
6	Faculty Member 1	Mr Vinoth.M	HOD/Mech	
7	Faculty Member 2	Mrs Geetha.S	HOD/EEE	
8	Faculty Member 3	Mr Rajesh Kumar.V	HOD/ECE	
9	Faculty Member 4	Mr.Namachivayam.M	HOD/ CSE	
10	Faculty Member 5	Dr Varun Kumar.V	HOD/Civil	
11	Faculty Member 6	Mrs Priya.G	AP/ MBA	
12	Faculty Member 7	Mrs Jaya Kumari.N	HOD/MCA	
13	Student Member	Mr Ganesh Kumar.N	EEE Student Batch(2020-2024)	
14	Alumni Member	Mr R.Yogangandhi	Technical analyst Aspire system	
15	Employer	Mr Arun kannan U	Regional Manager TATA Groups	
16	Industrialist	Mr.Aravind	Managing Director LIBATT Technology	
17	Stakeholder-Parent	Mr Murali.M	F/O Nithish.M EEE(2020-2024)	



Principal

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**IQAC MINUTES OF THE MEETING**

**POINTS DISCUSSED**

The Chairman welcomed the gathering and briefed about the meeting agenda and asked all the HODs to make sure of the follow-up on the Academic-Calendar.

The committee insisted on conducting regular class committee meetings for the students and getting feedback from the students for improvement.

The committee insisted the HOD's to motivate their department staff members to participate in various Faculty Development Programmes, Workshops, Conference and Publications.

The committee suggested the faculty to use Innovative Teaching Techniques during class hours in order to enhance the Learning capability of students.

The committee asked the HOD's to confirm the status of Course file.

The committee encouraged to conduct Social Welfare Activities and awareness programs for rural people around us through NSS.

The committee has been instructed to work fast for NAAC Accreditation.

The Professionals in the industry extended their support to Research and Development activities.

The committee persisted in making Well-defined Long term plans and strategies.

The committee members instructed all the faculties to maintain all the documents for the Academic Audit which will be conducted by IQAC.

Dr.A.V Mayakkannan  
IQAC Coordinator

Dr S. Palani  
Chairperson / IQAC



**Principal**  
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**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on 19/10/2022

PLAN OF ACTION	ACTION TAKEN
The principal insisted to motivate the faculty members to participate in FDP, Workshops and other Academic activities.	Faculty members participated in various Workshops and FDP's both internally and Externally.
The committee instructed to conduct Social Welfare Activities and Awareness Programs	NSS Students conducted Blood donation camp with the coordination of Lion's Club. Dengu Awareness Programs was conducted in the villages near Thirupachur by Our NSS Volunteers.
NAAC Accreditation	IIQA Registration has been processed. And all files regarding those metrics was submitted.
The committee instructed on Academic Audit.	Academic Audit has been completed and report is submitted to principal.
The committee insisted the faculty members to use innovative teaching techniques	Flipped classroom technique has been introduced in order to improve the teaching method.

Dr.A.V Mayakkannan  
IQAC Coordinator

Dr S. Palani  
Chairperson / IQAC



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

The first Internal Quality Assurance Cell (IQAC) meeting for academic year 2021-2022, even Semester will be 11/08/2022 at 10:30 A.M in the conference hall. All IQAC members are requested to attend the meeting without fail on time.

**AGENDA**

1. Introduction
2. Review of Previous minutes of meeting
3. Review of Academic Calendar 2021-2022 Even Semester
4. Class Committee Meeting
5. Faculty Activities and Achievement
6. Student Activities and Achievement
7. Internal Assessment and Question Paper Preparation
8. Updating of NAAC Documents
9. Training and Placement Activities
10. Project work-Final year UG/PG
11. Academic Audit
12. Vote of Thanks

**Dr.A.V Mayakkannan**  
IQAC Coordinator

**Dr S. Palani**  
Chairperson / IQAC

Copy to:

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- All HOD's and Faculty Members
- All IQAC Committee Members
- File

**Principal**  
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**IQAC MINUTES OF THE MEETING**

**POINTS DISCUSSED**

The Chairman welcomed the gathering and briefed about the meeting agenda and asked all the HODs to make sure of the follow-up on the Academic-Calendar.

The committee insisted on conducting regular class committee meetings for the students and getting feedback from the students for improvement.

The committee insisted the HOD's to motivate their department staff members to participate in various Faculty Development Programmes, Workshops, Conference and Publications.

The committee suggested the faculty to use Innovative Teaching Techniques during class hours in order to enhance the Learning capability of students.

The committee asked the HOD's to confirm the status of Course file.

The committee encouraged to conduct Social Welfare Activities and awareness programs for rural people around us through NSS.

The Professionals in the industry extended their support to Research and Development activities.

The committee persisted in making Well-defined Long term plans and strategies.

The committee members instructed all the faculties to maintain all the documents for the Academic Audit which will be conducted by IQAC.

The committee instructed the HOD's to encourage their department students to complete innovative project work.

**Dr.A.V Mayakkannan**  
IQAC Coordinator

**Dr S. Palani**  
Chairperson / IQAC



**Principal**  
**Sri Venkateswara College of**  
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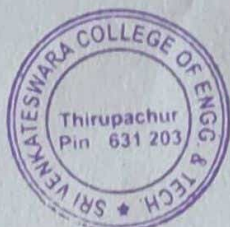
## ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 11/08/2022

PLAN OF ACTION	ACTION TAKEN
The principal insisted to motivate the faculty members to participate in FDP, Workshops and other Academic activities.	Faculty members participated in various Workshops and FDP's both internally and Externally.
The committee instructed to conduct Social Welfare Activities and Awareness Programs	NSS Students conducted Eye camp with the coordination of Lion's Club. Awareness Programs was conducted in the villages near Thirupachur by Our NSS Volunteers.
Final year project	Final year projects have been done with Innovative topics for today's world
The committee instructed on Academic Audit.	Academic Audit has been completed and report is submitted to principal.
The committee insisted the faculty members to use innovative teaching techniques	NPTEL method has been introduced in order to improve the teaching method.

Dr.A.V Mayakkannan  
IQAC Coordinator

Dr S. Palani  
Chairperson / IQAC



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