



Sri Venkateswara College of Engineering & Technology

Thirupachur - 631 203. Thiruvallur Taluk & Dist, Tamilnadu
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

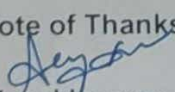
INTERNAL QUALITY ASSURANCE CELL (IQAC)


CIRCULAR

The third Internal Quality Assurance Cell (IQAC) meeting for academic year 2022-2023, odd Semester will be 09/12/2022 at 11:00 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 for 2022-2023 even semester
4. NAAC-Accreditation Process.
5. Conducting Symposium for all departments
6. Project work for final years
7. Mentoring system
8. Faculty and student participation in conference.
9. Research and Development Activities
10. Sports day, Annual Day celebration
11. Vote of Thanks


Dr.A.V Mayakkannan
IQAC Coordinator


Dr S. Palani
Chairperson / IQAC

Copy to:

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

Principal
Sri Venkateswara College of
Engineering & Technology,
Thirupachur, Thiruvallur - 631 203





Sri Venkateswara College of Engineering & Technology

Thirupachur - 631 203. Thiruvallur Taluk & Dist, Tamilnadu
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

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

Sri Venkateswara College of
Engineering & Technology,
Thirupachur, Thiruvallur - 631 203



Sri Venkateswara
College of Engineering & Technology
Thirupachur - 631 203. Thiruvallur Taluk & Dist, Tamilnadu
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

IQAC MINUTES OF THE MEETING

POINTS DISCUSSED

The Chairman welcomed the gathering and briefed about Institution Academic Calendar for even semester 2022-2023.

The principal reviewed the Academic Council meeting held in odd semester..

The committee has been instructed to work fast for NAAC Accreditation and to take more concentration to complete QNM files related to NAAC.

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

The committee persisted the HOD's to encourage their department students to complete project work on scheduled basis.

The committee members suggested arranging mentoring sessions for all students of different departments.

The committee insisted all the departments to conduct Symposiums.

The industry expert extended their support for the activities related to Research and Development.

One of the student members insisted on conducting public speaking classes for students.

The principal suggested the HOD's to plan for Sports Day and Annual Day Events.

Dr.A.V Mayakkannan
IQAC Coordinator

Dr S. Palani
Chairperson / IQAC



Principal
Sri Venkateswara College of
Engineering & Technology,
Thirupachur, Thiruvallur - 631 203



Sri Venkateswara
College of Engineering & Technology
Thirupachur - 631 203. Thiruvallur Taluk & Dist, Tamilnadu
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 09/12/2022

PLAN OF ACTION	ACTION TAKEN
The committee has been instructed to work fast for NAAC Accreditation and to take more concentration to complete QNM files related to NAAC.	Principal motivated the faculty members to do their Accreditation process work very fast.
The committee persisted the HOD's to encourage their department students to complete project work on scheduled basis.	All the final year students completed their project and submitted project report on time.
The committee members suggested arranging mentoring sessions for all students of different departments.	Mentors has been framed for each student and monitored on regular basis.
The industry expert extended their support for the activities related to Research and Development.	New innovative ideas/projects of students are welcomed by industry Experts.
One of the student members insisted on conducting public speaking classes for students	Public speaking classes has introduced for all final year students as part of curriculum.

Dr.A.V Mayakkannan
IQAC Coordinator

Dr S. Palani
Chairperson / IQAC



Principal
Sri Venkateswara College of
Engineering & Technology
Thirupachur, Thiruvallur



Sri Venkateswara College of Engineering & Technology

Thirupachur - 631 203. Thiruvallur Taluk & Dist, Tamilnadu
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

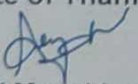
INTERNAL QUALITY ASSURANCE CELL (IQAC)

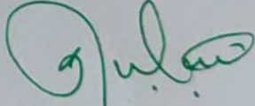
CIRCULAR

The fourth Internal Quality Assurance Cell (IQAC) meeting for academic year 2022-2023, Even Semester will be 06/06/2023 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. Academic Calendar for 2022-2023 Odd Semester
3. NAAC Accreditation process
4. Anna University Regulation 2021.
5. Class Committee Meeting.
6. Faculty Activities and Achievement
7. Student Activities and Achievement
8. Internal Assessment and Question Paper Preparation
9. Training and Placement Activities
10. First year Motivational Programme
11. Value - added courses
12. Vote of Thanks


Dr.A.V Mayakkannan
IQAC Coordinator


Dr S. Palani
Chairperson / IQAC

Copy to:

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

Principal
Sri Venkateswara College of
Engineering & Technology,
Thirupachur, Thiruvallur - 631 203





Sri Venkateswara College of Engineering & Technology

Thirupachur - 631 203. Thiruvallur Taluk & Dist, Tamilnadu

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

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

Sri Venkateswara College of
Engineering & Technology,
Thirupachur, Thiruvallur - 631 203



Sri Venkateswara
College of Engineering & Technology
Thirupachur - 631 203. Thiruvallur Taluk & Dist, Tamilnadu
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

IQAC MINUTES OF THE MEETING
POINTS DISCUSSED

The Chairman welcomed all the IQAC members for the Academic year 2022-2023 and he explained the prime responsibility of IQAC members which are necessary to increase the quality of education in the institution.

The Principal discussed the institution's Academic Calendar for 2022-2023 odd semester and instructed all the HOD's to follow the same.

The committee insisted the HOD's of various Department to initiate the NAAC Accreditation process and work towards it.

The Principal insisted all HOD's focus on the Regulation-2021(Choice Based Credit System-CBCS) and syllabus for the Academic Year 2022-2023.

The committee has advised to conduct regular class committee meetings and to get feedback from students.

The committee insisted the faculty members for conducting the National Level Workshop to educate the students.

The committee has instructed to concentrate on value-added courses.

The committee insisted the faculty members to set Question paper Pattern as per University Allotted marks.

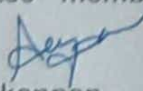
The committee insisted on conducting regular Parents Teachers Meeting.

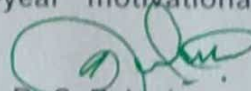
The committee suggested categorizing the students from Day scholars and Hostellers and a special coaching has been introduced to hostellers for achieving University Rank.

The committee instructed the HOD to confirm that the teaching staff must have completed their course file and check the laboratory Equipment is sufficient to conduct Lab Experiments.

The Industrialist extended his support for training and placement of students.

The committee members discussed the schedule for the first-year motivational programme.


Dr.A.V Mayakkannan
IQAC Coordinator


Dr S. Palani
Chairperson / IQAC



Principal
Sri Venkateswara College of
Engineering & Technology,
Thirupachur, Thiruvallur - 631 203



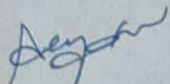
Sri Venkateswara College of Engineering & Technology

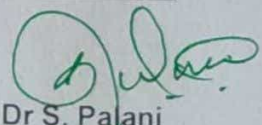
Thirupachur - 631 203, Thiruvallur Taluk & Dist, Tamilnadu
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 06/06/2023

PLAN OF ACTION	ACTION TAKEN
The principal insisted all the HOD's to concentrate on the Regulation-2021(Choice Based Credit System-CBCS)	All department HODs explained the new regulation-2021 and Bridge course for Both UG/PG first year.
The committee insisted the faculty members to set Question paper Pattern as per University Allotted marks	All tests and exams were conducted in accordance with university circulars and rules, and all web portals were updated on time.
The committee insisted on conducting regular Parents Teachers Meeting	Meetings with parents and teachers were held for all departments and feedback were reviewed.
The committee instructed the HOD to confirm that the teaching staff must have completed their course file and check the laboratory Equipment is sufficient to conduct Lab Experiments.	All the sufficient requirements has been given to all the departments for conducting lab Experiments.
The committee members recommended the faculty members to conduct Value added courses for all the departments.	All the departments are conducting Value added courses for Odd Semesters. Each department has planned a minimum of 32 hours for a course.


Dr.A.V Mayakkannan
IQAC Coordinator


Dr S. Palani
Chairperson / IQAC



Principal
Sri Venkateswara College of
Engineering & Technology,
Thirupachur, Thiruvallur - 631 203