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 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

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

Copy to:

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

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

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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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