



**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

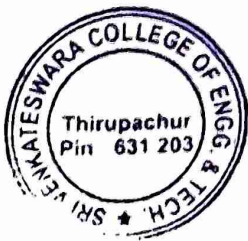
  
Dr.A.V Mayakkannan  
IQAC Coordinator

  
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

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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.R.Balasubramaniam	Treasurer	
3	IQAC Coordinator	Dr.A.V.Mayakannan	Dean / SVCET	
4	Administrative Officer	Mr.G.Dhamodharan	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	HOD/CSE	
10	Faculty Member 5	Dr.V.Varun Kumar	HOD/Civil	
11	Faculty Member 6	Mrs.G.Priya	AP/ MBA	
12	Faculty Member 7	Mrs.N.Jaya Kumari	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 MOHANAPRIYA.P MBA (2023-2025)	



Principal

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**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



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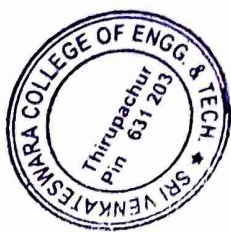
**ACTION TAKEN REPORT**

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



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**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

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3	IQAC Coordinator	Dr.A.V Mayakkannan	Dean/SVCET	
4	Administrative Officer	Mr Dhamodharan.G	A.O	
5	Accounts Officer	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	
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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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