

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SVCET/IQAC/2021-2022/01

Date: 23.03.2022

To

All the Members of IQAC,
Sri Venkateshwaraa College of Engineering and Technology,
Puducherry.

Dear Sir/Madam

Sub: Internal Quality Assurance Cell (IQAC)-1 meeting to be held on 6th April 2022
Intimated-Reg.

I wish to inform you that the First meeting of the Internal Quality Assurance Cell (IQAC) of Sri Venkateshwaraa college of Engineering and Technology will be held on 6th April 2022 (Wednesday) at 10 am in the Board Room, SVCET.

The Agenda for the meeting is listed below:

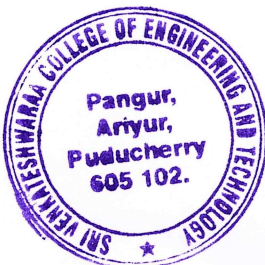
1. Review and Approval of the Vision and Mission statement of Institution.
2. Academic Activities.
3. Students Development Activities.
4. Performance in the University Examination.
5. Confirming the Organizational Structure and Roles & Responsibilities.
6. Placement Activities.
7. Faculty Development Activities.
8. R & D/ CII/IIC/EDC/ISTE Activities
9. NSS /WEC Activities.
10. Any others.

Members are requested to attend the meeting and participate in the deliberations.

Dr. V. NAGARAJ
Coordinator/IQAC

Thanking you

Dr. S. PRADEEP DEVANEYAN
Principal & Chair Person of
IQAC



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ARIYUR, PUDUCHERRY - 605 102.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 06.04.2022

Dear sir/Madam

Sub: Internal Quality Assurance Cell (IQAC) – First meeting held on 6th April 2022 - forwarding minutes - Reg.

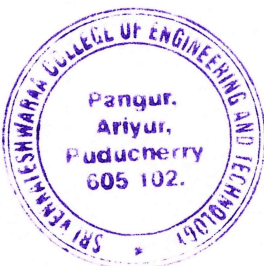
Minutes of First Internal Quality Assurance Cell meeting held on 6th April 2022 are forwarded herewith.

Dr. V. NAGARAJ
Coordinator/IQAC

Dr. S. PRADEEP DEVANEYAN
Principal & Chair Person Of
IQAC

To,

- i) The Members of IQAC
- ii) IQAC File



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Minutes of 1st IQAC Meeting

Date: 06.04.2022

Venue: Board Room

Time: 10.00 am 12.00 pm

Chairperson: Dr. S. Pradeep Devaneyan, Principal

Members Present: (As in the annexure)

Dr. Nagaraj, Coordinator / IQAC briefed the Objectives, Functions and Roles & responsibilities of the Institution. He listed the agenda for the meeting and also invited the members to express their opinions.

1. Review and Approval of the Vision and Mission statement of Institution.
2. Academic Activities.
3. Students Development Activities.
4. Performance in the University Examination.
5. Confirming the Organizational Structure and Roles & Responsibilities.
6. Placement Activities.
7. Faculty Development Activities.
8. R & D/ CII/IIC/EDC/ISTE Activities
9. NSS /WEC Activities.
10. Any others.

1. Review and confirmation of Vision, Mission statement

- Existing Vision Mission statements are reviewed and ratified.


2. Academic Activities

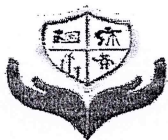
- HODs ensure that the Academic Calendar, Timetable, Theory Hours, Lab Hours, Projects Schedule were implemented properly and efficiently.
- Faculties are insisted to prepare the Lecture notes, Course Files as per the schedule.

3. Students Development Activities.

- HODs have to plan the Project, Internship, Field work participation guidelines to the students.




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- Training Courses and schedule from Eduskill Academy Reviewed.
- HODs are instructed to follow up the Student participation in Workshop, Symposium and other event.
- Value added Courses were scheduled for the Academic year.
- Focus on Coding skills to Students.
- Collaboration of MoU signed Companies to provide Opportunities to train Student for Internship and Placements.
- Startup Projects need to be initiated to the student.

Suggestions provided by the IQAC committee experts.

- Experts suggested to give training on the cutting edge technologies.
- Motivated the Students to participate in events organized by the other Colleges.

4. Performance in the University Examination

- The IQAC chair summarized the Results of Previous Semester of all the Departments. The result has been analyzed that almost all the subjects secured a minimum of 75%.
- The slow learners have to be identified and make them to get pass in all the subjects.

5. Confirming the Organizational Structure and Roles & Responsibilities.

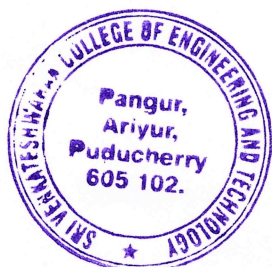
- IQAC confirmed the Organogram of the Institution and discussed about the Roles & Responsibilities.


6. Placement Activities

- The Placement Officer explains about the various initiatives taken through Training & Placement Cell.
- Placement officer presented the consolidated report of the Training Activities & Mock interviews conducted by SVCET in all the Departments.
- The Placement Achievements of all Departments were discussed in the meeting and also furnished the offers obtained by the students.

Suggestions provided by IQAC Committee Members:

IQAC Committee Members suggested to conduct the awareness programs on job opportunities in government sectors.




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7. Faculty Development Activities.

- Faculty members are allowed to do their Ph.D. program while working in our Institution, it will be healthier for teaching learning activity and also Skill Development will be enhanced to the Faculty members.
- We have to apply for the grants given by the AICTE for conducting the workshops.
- Faculty members are instructed to apply for NPTEL Courses.
- Faculty members should concentrate to improve their journal count.
- Faculty members are encouraged to involve in R&D Activities

8. R & D CII/IIC/EDC/ISTE Activities.

- Industry interaction is to be improved, to improve this we have signed Memorandum of Understanding (MoU) with many industries.
- Club Activity plan need to be prepared.
- Guest Lecture, Workshop, Seminar need to be arranged in cutting edge Technologies.
- IDEATHON competition need to be conducted.
- Students should be encouraged to participate in Projects exhibition, Symposium, Technical events held in other Colleges.

Suggestions provided by IQAC Committee Members:

- Dr. N. Balaji HOD/CSE, suggested to sign MOU with industries that provide Skill Development Training Programs and provides support for project work

9. NSS /WEC Activities.

- NSS/WEC activity plan discussed and the events are arranged for the Academic year.
- Reviewed the Organized Events.

Suggestions provided by IQAC Committee Members:

- Suggested to arrange for Gender related activity and More Environment and Sustainability activity.




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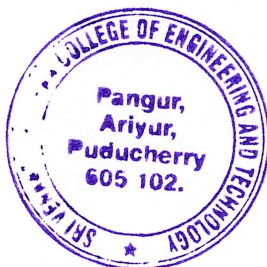
10. Others

- Planning to celebrate national and International day as per the Schedule.
- Planning to celebrate world Engineer's Day on 15 September 2022, it aims to encourage people to appreciate the work of an engineer and acknowledge their contribution to the development of country.
- Fresher's Day Conducted and Planning to Farewell Day.
- Planning for Cultural Day 2022.

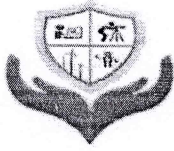
Principal and chairperson of IQAC thanked all the members of IQAC for their participation and active involvement in the discussions

Dr. V. NAGARAJ
Coordinator/IQAC

Dr. S. PRADEEP DEVANEYAN
Principal & Chair Person Of
IQAC



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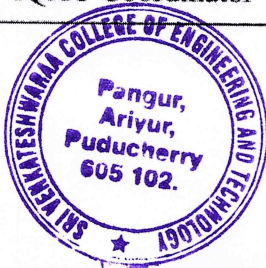
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING - 1

DATE: 06.04.2022

IQAC COMMITTEE MEMBERS

S.NO.	COMPOSITION AS PER NAAC	NAME WITH DESIGNATION	SIGNATURE
1.	Chairperson: Head of the Institution	Dr. S. Pradeep Devaneyan Principal - SVCET	
2.	Teaching Faculty (Members)	Dr. K. B. Jayarraman, Dean/Academics	
		Dr. N. Balaji, HOD - CSE	
		Dr. B. MagimaiRaj, HOD - MECH	
		Mr. R. Venkedesh, HOD - EEE	
		Mr. V. Ganesan, HOD - S & H	
3.	Management Representative	Dr. B. Vidhya, Chief Operating Officer, SVGI	
4.	Senior Administrative Officer	Mr. Soundhararajan, General Manager	
5.	Member	Mr. J. Anandharaj, Placement Officer	
6.	Member	Mrs. Santhalakshmi, Librarian	
7.	Member	Mr. R. Kumaravel, Physical Director	
8.	Nominee from Industrialists (Member)	Mr. M. Yogeesh Kumar Team Lead LTI MindTree	
9.	Members from students	Student - 1. S. Liviya - Mech 2. K. Praveena - EEE	
10.	Members from Alumni	V. Sathish - Passed Out (2021)	
11.	Members from parent	Mr. S. Vadivel	
12.	IQAC Coordinator	Dr. V. Nagaraj, HOD - ECE	



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