

**sri venkateshwaraa**  
**College of Engineering & Technology**  
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University, Puducherry)  
13-A, Pondy - Villuputram Main Road, Ariyur, Puducherry - 605 102.

**ASPIRE TO EXCEL**



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref: SVCET/IQAC/2023-2024/07

Date: 18.09.2023

To

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

Dear Sir/Madam

Sub: Internal Quality Assurance Cell (IQAC) - Seventh meeting to be held on 04<sup>th</sup> October 2023

Intimated-Reg.

I wish to inform you that the Seventh meeting of the Internal Quality Assurance Cell (IQAC) of Sri Venkateshwaraa college of Engineering and Technology will be held on 04<sup>th</sup> October 2023 (Wednesday) at 10 am in the Board Room, SVCET.

The Agenda for the meeting is listed below:

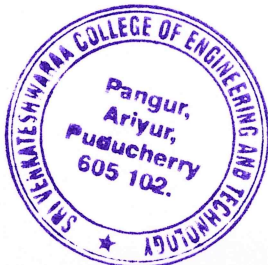
1. Action taken report for previous meeting
2. Review and confirmation of Commencement of Odd Semester Classes
3. Academic Activities
4. Budget
5. Students Development Activities.
6. Placement Activities.
7. Faculty Development Activities.
8. R & D/ CII/IIC/EDC/ISTE Activities
9. NAAC
10. NSS /WEC Activities.
11. Any others.

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

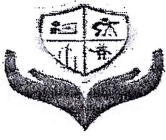
**Dr. V. NAGARAJ**  
Coordinator/IQAC

Thanking you

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



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SRI VENKATESHWARA COLLEGE OF  
ENGINEERING & TECHNOLOGY  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

04.10.2023

Dear sir/Madam

Sub: Internal Quality Assurance Cell (IQAC) - Seventh meeting held on 4<sup>th</sup> October 2023- forwarding minutes - Reg.

Minutes of Sixth Internal Quality Assurance Cell meeting held on 4<sup>th</sup> October 2023 are forwarded herewith.

**Dr. V. NAGARAJ**  
Coordinator/IQAC

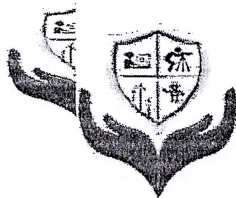
**Dr. S. PRADEEP DEVANEYAN**  
Principal & Chair Person Of  
IQAC

To,

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



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## Minutes of Sixth IQAC Meeting

Date: 22.09.2023

Venue: Board Room

Time: 10.00 am 12.00 pm

Chairperson: Dr. S. Pradeep Devaneyan, Principal

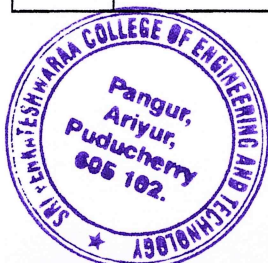
Members Present: (As in the annexure)

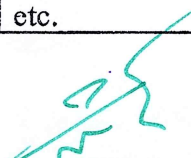
Dr. V. Nagaraj, Coordinator / IQAC presented the report while also outlining the institution's aims, objectives, strategy, functions, benefits, follow-ups, duties, and obligations of its members. He outlined the meeting's agenda and invited the participants to express their opinions.

### **1. Action taken report for the 6th IQAC meeting**

The action Taken report for the previous IQAC meeting was briefed by the IQAC coordinator Dr. V. Nagaraj.

S	POINTS DISCUSSED	ACTION TAKEN
1.	Review and confirmation of Commencement of Odd Semester Classes (1 year)	AAA Audit done by external Agencies. Subject allotted and Course plan are done,
2.	Academic Activities	Prepared Course material & Question banks for their Courses
3.	Students Development Activities.	VAC Courses conducted to all Department Students
4.	Placement Activities.	Organized various on campus recruitment and Placement training for qualified Students Conducted program on Job Opportunities in Abroad after Higher Education-264 Student were benefitted.
5.	Faculty Development Activities.	Faculty are attended many ATAL FDP, PDP, seminar, workshop etc. Completed Program like Practical application of machine learning in data science, Advanced power electronic convertors for RES and EV applications, Matlab and Labview programming for Engineering Applications Intellectual property Rights, Team Building and Managing etc.



  
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		Faculty are insisted to do the NPTEL Courses and got certificate
6.	R & D/ CII/IIC/EDC/ISTE Activities	Students are done the quality project. Student internships by EDUSKILL are valuable experiences that provide Students with real-world exposure to their chosen fields, allowing them to apply classroom knowledge in practical settings. Organized to explore Student skill on Exploring the Future Endeavours in the Biomedical Technology
7.	NAAC	SSR Documents prepared. Verified by IQAC coordinator for Final Submission
8.	NSS /WEC Activities.	Events Organized reviewed by the Committee and they were Satisfied with all the Reports.
9.	Award and recognition	Ranked 43 <sup>rd</sup> position in Times India survey

## 2. Commencement of Odd Semester Classes (1 year)

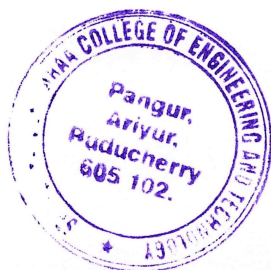
- Academic Schedule for UG (1 year) is discussed
- Subject allotment & Course file preparations are briefed

## 3. Academic Activities

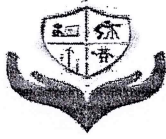
- Faculty members are informed to prepare Course material and Question bank for their Courses and provide them to Students.
- Faculty members were insisted to use innovative practices in teaching like Kahoot, NPTEL videos, etc.,
- Faculty members have been insisted to prepare videos for the Courses handled by them to upload in Learning Management Systems.
- The plan of action of all Departments were reviewed and approved.
- Odd Semester (AY 2022-23) Activities are reviewed & plan for even Semester Activities under various associations, cells, clubs and Students chapter are suggested.
- The committee reviewed the End Semester Theory Examination Result of April/May 2023.
- Micro level analysis has been carried out to identify and classify the Students to choose and guide them for right career path through mentoring system.

## 4. Budget

- The sanctioned budget for various Departments for the purchase of equipment's, consumables and other items were approved.



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**5. Students Development Activities.**

- HODs have to plan the Project, Internship, Field work participation guidelines to the Students.
- Training Courses and schedule from Eduskill Academy Reviewed.
- HODs are instructed to follow up the Student participation in Workshop, Symposium and other event.
- All the Departments get approval for Value Added Course. Reports are reviewed.
- 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.

**6. Placement Activities.**

- The committee reviewed the Schedules to conduct and future training sessions for the Placement of Students.
- Insisted the Placement team to implement the best practices and training methods to place the Students in core companies in the forth coming year.

**7. Faculty Development Activities.**

- Faculty members were directed to publish at least one paper in Journals indexed in SCV/Scopus/UGC- CARE Journals and submit proposals to the relevant funding agencies. These parameters will help us to score good ranking in NIRF/Magazines.
- Faculty members were instructed to attend ATAL FDP, participate in NPTEL, SWAYAM, etc.,

**8. R & D/ CII/IC/EDC/ISTE Activities**

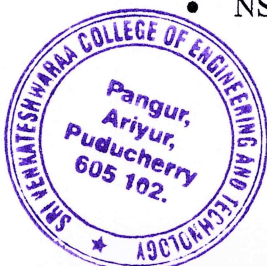
- HoDs are insisted to sign minimum 2 MoU per Department and conduct events under signed MoU.
- HoDs are insisted to plan 1 Centre for Excellence per Department.

**9. NAAC (National Assessment and Accreditation Council)**

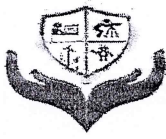
- The committee congratulated the Heads & Faculty members of various Departments for the successful completion of NAAC SSR on 30.11.2022.
- Reviewed and instructed about the arrangements to be made for NAAC peer team visit.

**10. NSS /WEC Activities.**

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



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- Reviewed the Organized Events.

#### 11. Others

- Feedback from various stakeholders- Analysis of Student's feedback about the Faculty members and parent's feedback were reviewed-The Action taken reports from the Departments will be reviewed for its completion.
- To updates the Website periodically
- Website shall be updated continuously with all Activities on time to time.

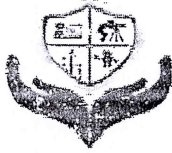
Principal and chairperson of IQAC thanked all the members of IQAC for their participation and active involvement in the discussions

**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 - 7**

**DATE: 04.10.2023**

**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. Jayaraman, Dean/Academics	
		Dr. N. Balaji, HOD - CSE	
		Dr. B. MagimaiRaj, HOD - MECH	
		Mr. R. Venkadesh, HOD - EEE	
		Mr. S. Balaji, HOD - BME	
		Mr. V. Ganesan, HOD - S & H	
	Mrs. A. Anitha, HOD - MBA		
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. Yogees Kumar Team Lead LTI MindTree	
9.	Members from students	Student - 1. M. Akila Banu - IV BIO 2. C. Keerthana - IV CSE	
10.	Members from Alumni	Mr. V. Balaji - Passed Out (2021)	
	Members from parent	Mr. S. Vadivel	
	IQAC Coordinator	Dr. V. Nagaraj, HOD - ECE	

