



SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

Approved by AICTE, New Delhi and Affiliated to Anna University Chennai
Sri Kalaivani Nagar, Erode-Gobi Main Road, Othakuthirai,
K.Mettupalayam Post, Gobichettipalayam – 638 455, Erode District, Tamilnadu
Web: <http://www.svhec.com/>



Internal Quality Assurance Cell (IQAC)

SVHEC/IQAC/2019-2020/Meeting No.10

Date: 08.11.2019

Circular

This is to inform you that, the 10th Meeting of IQAC will be held on 15.11.2019, 3.00 PM at Principal room. All the IQAC members are requested to attend the meeting. The agenda for the meeting is given below,

Agenda

1. Plan for Vocational Education Training
2. Quality initiatives in Teaching Learning process - summary
3. Review of the completed Academic Semester (June'2019 to November'2019)
4. Certificate courses & Value added courses conducted – review
5. IPT/Internship Trainings – review
6. Placement & Training activities – summary
7. Graduation day & Placement day – Plan
8. Academic audit for odd semester 2019-2020
9. Any other matters


Coordinator - IQAC



Copy to:

1. SVECT - Office
2. SVHEC - Office
3. All the Members of IQAC


08/11/2019

Principal

PRINCIPAL
SHREE VENKATESHWARA
HI - TECH ENGINEERING COLLEGE
Othakuthirai, Gobi-638 455.



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MINUTES OF MEETING

SVHEC/IQAC/2019-2020/Meeting No.10

Date: 15.11.2019

Item No.	Agenda / Topics	Points discussed	Responsibility	Target Date
1.	Plan for Vocational Educational Training	It is decided conduct the Vocational Educational Training during the semester holidays.	Head of the Department	Before end of December 2019
2.	Quality initiatives taken during odd semester 2019-2020	IQAC Coordinator summarized the quality initiatives taken during the odd semester 2019-2020.	IQAC Coordinator	-
3.	Review of the completed academic semester	Academic activities of the odd semester have been reviewed.	Head of the Department	-
4.	Certificate Courses & Value added courses review	Certificate Courses & Value added courses conducted during the odd semester 2019-2020 have been reviewed.	Head of the Department	-
5.	IPT/Internship Trainings - Review	IIPC Coordinator presented IPT Trainings attended by the students during the odd semester.	IIPC Coordinator	-
6.	Placement & Training activity - summary	Placement officer submitted the details of the Placement & Training activities during the odd semester.	Placement officer	-
7.	Graduation day & Placement day	Based on the affiliating university schedule, it has been decided to conduct the Graduation day & Placement day.	Examcell Coordinator & Placement officer	-
8.	Academic Audit for Odd semester 2019-2020	Academic Audit for odd semester 2019-2020 to be conducted.	IQAC Coordinator	-


Coordinator-IQAC
(Dr.S.Prakasam)


Principal
(Dr.P.Thangavel)

PRINCIPAL
SHREE VENKATESHWARA
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The Internal Quality Assurance Cell (IQAC) members list

S.No	Role	Name & Designation	Signature
1	Chairperson & Head of the Institution	Dr.P.Thangavel Principal	 15/11/19
2	Representing Management	Thiru.K.C.Karupanan Secretary, SVHEC	 15.11.19
3	Eminent person from local Society	Dr.P.J. Anoop, BDS NGO - Nammagobi Foundation, Gobichettipalayam	 15.11.19
4	Nominee from Industries	Thiru.D.Venkateshwaran Partner/ Venbro Polymers, Erode	 15/11/19
5	Nominee from Employer	Thiru.S.Ramanujam Manager HR Metalman Auto Private Ltd, Hosur	 15/11/19
6	Nominee from Alumni	Mr.P.Hariprakash Design Engineer Hirotec India PVT Ltd, Coimbatore	
7	Nominee from Stakeholders (Parent)	Thiru P.Nagaraj Kavindapadi	ABSENT
8	Senior Administrative Officer	Ms.S.Sulochana , AO	 15/11/19
9	Administrative Officers	Mr.M.Mahesh Kumar, AO	 15/11/19
10	Members of Faculty	Dr.T.Senthil Prakash, HOD/CSE	 15/11/19
11		Dr.P.Karuppusamy, HOD/EEE	
12		Dr.S.Sathyasundari, HOD/MBA	 15/11/19
13		Dr.V.Ashokumar, Librarian	 15/11/19
14		Mr.R.S.Kamalakaran, AP/ECE	 15/11/19
15		Mr.S.Senthilnathan, AP/CSE	ABSENT
16		Mr.T.Arun Prakash, AP/CSE	 15/11/19
17		Mr.L.Dhaksinamurthy, LO	 15/11/2019
18	Coordinator of the IQAC	Dr.S.Prakasam, Vice-Principal	 15/11/19
19	Nominee from Student	Ms.V.Dhanalakshmi -IV EEE Mr.A.Yonathan - II Mech Ms.D.R.Nithya- III CSE	 15/11/2019

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Date: 15.11.2019

Action taken report for the Minutes of Meeting held on 11.05.2019

S.No.	Points discussed in previous meeting	Action taken
1.	Certificate Courses, Value added Courses	All departments have been conducted the CC & VAC as per plan.
2.	Proposed Events by Clubs & Cells	Incharges of Clubs & Cells organized events as per plan.
3.	IPT/Internship/Industrial Visit	Students undergoing the IPT. IIPC Cell is Informed to submit the consolidated report before end of November 2019.
4.	Meeting of statutory and non-statutory committees	Statutory and non-statutory committee meetings have been conducted & few meetings have been planned at the end of November 2019.
5.	Faculty development programs	Faculties are attending the FDP programmes as per the instruction.


Coordinator-IQAC
(Dr.S.Prakasam)




Principal
(Dr.P.Thangavel)

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