



# 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/2020-2021/Meeting No.13

Date: 04.08.2020

### Circular

This is to inform you that, the 13<sup>th</sup> Meeting of IQAC will be held on 12.08.2020, 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. Overall Academic Plan for odd semester 2020-2021
2. Academic data entry in E-Campus
3. Quality Initiatives by IQAC towards online teaching & learning
4. Certificate Courses, Value added Courses – Plan
5. Proposed Events by Clubs & Cells
6. Online IPT/Internship programmes – Plan
7. Placement & Training Activities – Plan
8. Seminar Grant & Symposium proposals
9. Online Seminar/Workshop/FDP for Faculty
10. Academic Audit for Even semester 2019-2020 – review
11. Any other matters

*Srin* 04/08/2020  
Coordinator – IQAC



Copy to:

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

*Srin* 04/08/2020  
Principal

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



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## Internal Quality Assurance Cell (IQAC)

### MINUTES OF MEETING

SVHEC/IQAC/2020-2021/Meeting No.13

Date: 12.08.2020

Item No.	Agenda / Topics	Points discussed	Responsibility	Target Date
1.	Overall Academic Plan for Odd semester 2020-2021	Workload, Timetable & online class academic plan has to be prepared.	Head of the Department	Before end of August 2020
2.	Academic data entry in E-Campus	Academic data towards odd semester 2020-2021 has to be entered in E-campus.	VP & Head of the Department	-
3.	Quality Initiatives by IQAC towards online teaching & learning	The members insisted the IQAC coordinator to propose the initiatives to enhance the effective online teaching & learning.	IQAC Coordinator	-
4.	Certificate Courses, Value added Courses – Plan	After discussion, It has been decided to conduct the CC & VAC based on Covid relaxations and academic schedule from affiliating University.	Head of the Department	-
5.	Proposed Events by Clubs & Cells	IQAC coordinator presented the proposed events by clubs & cells for the odd semester 2020-2021.	IQAC Coordinator	-
6.	Online IPT/Internship programmes – Plan	Members insisted that, focus should be given for the online IPT/Internship programmes.	IIPC Coordinator	-
7.	Placement & Training Activities – Plan	Placement officer presented the proposed Placement & Training plan for the even semester 2020-2021.	Placement officer	-
8.	Seminar Grant & Symposium proposals	It has been decided that, Seminar & Symposium Grant proposal to be forwarded to funding agencies.	R&D Cell I/C	-
9.	Online Seminar/Workshop /FDP for Faculty	Members suggested the Head of the departments to motivate the faculties to attend more online seminar/Workshop/FDP during this Lock down period.	Head of the Departments	-
10.	Academic Audit – for even semester 2019-2020 - review	IQAC Coordinator presented the Academic Audit for even semester 2019-2020 for members approval.	IQAC Coordinator	-

*S.P.*  
Coordinator-IQAC  
(Dr.S.Prakasam)



*Thangavel*  
Principal  
(Dr.P.Thangavel)

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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	
2	Representing Management	Thiru.K.C.Karupanan Secretary, SVHEC	
3	Eminent person from local Society	Dr.P.J. Anoop, BDS NGO-Nammagobi Foundation, Gobichettipalayam	
4	Nominee from Industries	Thiru.D.Venkateshwaran Partner/ Venbro Polymers, Erode	
5	Nominee from Employer	Thiru.S.Ramanujam Manager HR Metalman Auto Private Ltd, Hosur	
6	Nominee from Alumni	Mr.P.Hariprakash Design Engineer Hirotec India PVT Ltd, Coimbatore	
7	Nominee from Stakeholders (Parent)	Thiru.M.G.Palalaisamy P.Mettupalayam	
8	Senior Administrative Officer	Ms.S.Sulochana , AO	
9	Administrative Officers	Mr.M.Mahesh kumar, AO	
10	Members of Faculty	Dr.T.Senthil Prakash, HOD/CSE	
11		Dr.P.Karuppusamy, HOD/EEE	
12		Dr.S.Sathyasundari, HOD/MBA	
13		Dr.V.Ashok kumar, Librarian	
14		Mr.R.S.Kamalakannan, AP/ECE	
15		Mr.S.Sathishkumar, AP/MECH	
16		Mr.T.Arun Prakash, AP/CSE	
17		Mr.P.Dhakshinamoorthy, LO	
18	Coordinator of the IQAC	Dr.S.Prakasam, Vice-Principal	
19	Nominee from Student	Ms.P.Shwetha-IV CSE Mr.N.Gokul-III MECH Ms.S.Prithika-II EEE	 <b>ABSENT</b> 



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## Internal Quality Assurance Cell (IQAC)

Date: 12.08.2020

Action taken report for the Minutes of Meeting held on 11.07.2020

S.No.	Points discussed in previous meeting	Action taken
1.	Vocational Educational Training during Semester Holidays	Vocational Educational Training has been conducted & report submitted to IQAC.

*SPM*  
12/08/2020  
**Coordinator-IQAC**  
(Dr.S.Prakasam)



*Dr.P.Thangavel*  
14/08/2020  
**Principal**  
(Dr.P.Thangavel)

**PRINCIPAL**  
**SHREE VENKATESHWARA**  
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