



# 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.svhcc.com/>



## Internal Quality Assurance Cell (IQAC)

SVHEC/IQAC/2020-2021/Meeting No.15

Date: 04.12.2020

### Circular

This is to inform you that, the 15<sup>th</sup> Meeting of IQAC will be held on 12.12.2020, 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 Even semester 2020-2021
2. NAAC Accreditation
3. Class committee meetings – Online
4. NIRF data entry
5. Application for AU affiliation – review
6. Online University Exams (Odd semester 2021-2021) – Plan
7. Placement day & Graduation day – Plan
8. E-Campus – AMS
9. Certificate Courses, Value added Courses, Vocational Educational Training – Plan
10. Proposed Events by Clubs & Cells
11. Online IPT/Internship programmes – Plan
12. Placement & Training Activities – Review
13. Academic Audit for the Odd semester 2020-2021

*PC* 04/12/2020  
Coordinator - IQAC



Copy to:

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

*PC*  
04/12/2020  
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.15

Date: 12.12.2020

Item No.	Agenda / Topics	Points discussed	Responsibility	Target Date
1.	Overall Academic Plan for Even semester 2020-2021	Subject willingness, Workload & Academic plan for online/offline class has to be prepared.	Head of the Department	22.01.2021
2.	NAAC Accreditation	NAAC Accreditation related work progress has been reviewed.	VP & Head of the Department	-
3.	Class committee meeting - online	It is decided to conduct the class committee meetings through online for the First year BE students.	HOD/SCHU	-
4.	NIRF data entry	NIRF data entry for the academic year 2019-2020 has to be completed.	HOD/EEE	-
5.	Application for AU affiliation – review	Application for the affiliation (2021-2022) to be submitted in the month of February 2021 to Anna University.	VP	-
6.	Online University Exams (Odd semester 2020-2021) – Plan	Necessary guidelines to be given for all the Staff & Students towards Odd semester 2020-2021 online examinations.	Examcell Coordinator	-
7.	Placement day & Graduation day – Plan	It is decided to conduct the Placement day & Graduation day in the month of March 2021 either online or offline based on the Covid relaxations.	Placement Officer	-
8.	E-Campus – AMC	AMC for the academic year 2020-2021 has to be paid.	AO	-
9.	Certificate Courses, Value added Courses, Vocational Educational Training – Plan	HOD's are informed to plan for the CC, VAC, VET for the Even Semester 2020-2021 & get the approval.	Head of the Department	-
10.	Proposed Events by Clubs & Cells	Club & Cell Incharges are informed to submit the proposed event list for the Even Semester 2020-2021.	Club & Cell Incharges	-
11.	Online IPT/Internship programmes – Plan	CA's are informed to guide the students to attend the online IPT/Internship programmes.	CA's	-
12.	Placement & Training Activities - Plan	Placement officer proposed the Training & Placement plan for the Even Semester 2020-2021.	Placement officer	-
13.	Academic Audit for the Odd semester 2020-2021	Academic Audit for the Odd semester 2020-2021 to be conducted.	IQAC Coordinator	-

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



*Dr. P. 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	 14/12/2020
2	Representing Management	Thiru.K.C.Karupanan Secretary, SVHEC	 12.12.20
3	Eminent person from local Society	Dr.P.J. Anoop, BDS NGO -Nammagobi Foundation, Gobichettipalayam	 12.12.20
4	Nominee from Industries	Thiru. D.Venkateshwaran Partner/ Venbro Polymers, Erode	 12/12/20.
5	Nominee from Employer	Thiru.S.Ramanujam Manager HR Metalman Auto Private Ltd, Hosur	 12/12/20
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	 12/12/20
8	Senior Administrative Officer	Ms.S.Sulochana , AO	 12/12/20
9	Administrative Officers	Mr.M.Mahesh kumar, AO	 12/12/20
10	Members of Faculty	Dr.T.Senthil Prakash, HOD/CSE	 12/12/20
11		Dr.P.Karuppusamy, HOD/EEE	
12		Dr.S.Sathyasundari, HOD/MBA	 12/12/2020
13		Dr.V.Ashok kumar, Librarian	 12/12/2020
14		Mr.R.S.Kamalakaran, AP/ECE	 12/12/20
15		Mr.S.Sathishkumar, AP/MECH	
16		Mr.T.Arun Prakash, AP/CSE	 12/12/20
17		Mr.P.Dhakshinamoorthy, LO	ABSENT
18	Coordinator of the IQAC	Dr.S.Prakasam, Vice-Principal	 12/12/2020
19	Nominee from Student	Ms.P.Shwetha-IV CSE Mr.N.Gokul-III MECH Ms.S.Prithika-II EEE	 12/12/20



14/12/2020  
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## Internal Quality Assurance Cell (IQAC)

Date: 12.12.2020

Action taken report for the Minutes of Meeting held on 28.11.2020

S.No.	Points discussed in previous meeting	Action taken
1.	Plan for Vocational Education Training	Exam schedule not yet received. Will be Planned after the odd semester Theory Examinations.

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



*Dr. P. Thangavel*  
12/14/2020  
**Principal**  
(Dr.P.Thangavel)

**PRINCIPAL**  
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