



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/2017-2018/Meeting No.02


Date: 10.11.2017

Circular

This is to inform you that, the 2nd Meeting of IQAC will be held at on 17.11.2017, 3.00 PM at IQAC Board Room. All the IQAC members are requested to attend the meeting. The agenda for the meeting is given below,

Agenda


1. Approval of Minutes of the 1st IQAC Meeting.
2. Submission and Action Taken of the 1st IQAC Meeting.
3. Review of Admission in 2016-2017 Academic Year.
4. Review of the completed Academic Semester (June'2017 to November'2017)
5. Academic Schedule for forth coming semester (December'2017 to May'2018)
6. Discussion – University Examinations (Practical & Theory)
7. IIPC - Placement – Training, Campus (on/off) Drives, MOUs Activity – Plan
8. Statuary and Non Statuary Committees / Cells / Clubs – Review the Minutes
9. Graduation Day – Plan – Tentative Date
10. Any other Matters


Coordinator - IQAC
(Prof.S.Prakasam)



Copy to:

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


Principal
(Dr.P.Thangavel)

PRINCIPAL
SHREE VENKATESHWARA
HI-TECH ENGINEERING COLLEGE
OTHAKUTHIRAI, GOBI - 638 455



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MINUTES OF MEETING

SVHEC/IQAC/2017-2018/Meeting No.02

Date: 17.11.2017

Item No.	Agenda / Topics	Points discussed	Responsible person	Target Date
1.	Approval of Minutes of the 1 st IQAC Meeting	The Minutes of 1 st IQAC dated on 05.05.2017 has been approved	IQAC - Coordinator	-
2.	Submission and Action Taken of the 1 st IQAC Meeting	Action taken for the 1 st IQAC meeting has been submitted by the IQAC coordinator and acknowledge by the members	IQAC - Coordinator	-
3.	Review of Admission in 2016-2017 Academic Year	The Student's admission for BE/ME and MBA in 2016-2017 Academic Year has been reviewed and discussed.	Vice Principal	-
4.	Review of the completed Academic Semester (June'2017 to November'2017)	Academic Schedule – activities has been reviewed and reports are recorded in IQAC Files.	Head of the Departments	-
5.	Academic Schedule for forth coming semester (December'2017 to May'2018)	Guidelines from Principal, Vice Principal and HoD's – Academic Semester for Dec'2017 to May'2018 has been proposed	Dr.T.Senthil Prakash HOD/CSE	December First Week
6.	Discussion – University Examinations (Practical & Theory)	Review the completed the practical examinations and ongoing Theory Examinations status of questions papers	Head of the Departments	-
7.	IIPC - Placement – Training, Campus (on/off) Drives, MOUs Activity – Plan	Reviewed the completed activities through IIPS and asked to submit the proposal plan for VAC, Certificate Programs, VET, along with academic schedule.	Mr.T.Arun Prakash IIPC Coordinators	Last week of November
8.	Statuary and Non Statuary Committees / Cells / Clubs – Review	Review the Meetings of Statuary and Non Statuary Committees / Cells / Clubs has been conducted as per the schedules	Head of the Departments	-
9.	Graduation Day – Plan – Tentative Date	Graduation Day – Date has been fixed tentatively for the Batch of 2016 passed out students of UG and PG degrees and the committees will be framed shortly to initiate the work	Examination Cell	December First Week

[Signature]
Coordinator-IQAC
(Prof.S.Prakasam)



[Signature]
Principal
(Dr.P.Thangavel)

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Action taken report for the Minutes of Meeting held on 05.05.2017

S.No.	Points discussed in previous meeting	Action taken
1.	Academic Plan for 2017-2018	Submitted with the approval of Principal and forwarded to all HoD's and others
2.	Meeting of statutory and non statutory committees	Reviewed the MOM's and approved
3.	Inauguration of clubs & societies	Initiated and work is in progress
4.	NAAC work Review	Criteria wise work has been reviewed by the Criteria In charges
5.	Seminar grants & Symposium proposals	Department wise proposals have been sent to funding agencies.
6.	Certificate courses, Value added courses, Vocation educational Training	Through IIPC – courses are conducted and the reports are submitted.
7.	Industrial Visit, Inplant Training & Internship Training	Through IIPC – Training programs are monitored.
8.	Faculty development programs	Reports of the FDP has been submitted
9.	MHRD - AISHE submission	AISHE – Data's collected and formulated the contents
10.	Result Analysis	Reviewed the Even Semester –Academic Results and submitted the comments to all faculties and management.
11.	Placement Review	Placement Officer presented department wise the placement statistical record


Coordinator-IQAC
(Prof.S.Prakasam)




Principal
(Dr.P.Thangavel)

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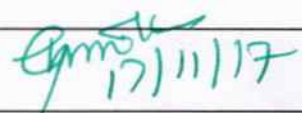

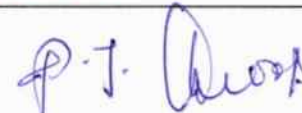



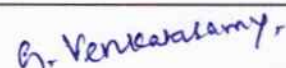
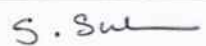









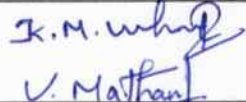


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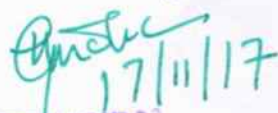
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17.11.2017

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 Ploymers, 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.G.Venkatasamy P.Mettupalayam.	
8	Senior Administrative Officer	Mrs.S.Sulochana , AO	
9	Administrative Officers	Mr.M.Mahesh Kumar, AO	
10	Members of Faculty	Dr.T.Senthil Prakash, HOD/CSE	
11		Dr.V.Ashokumar, Librarian	
12		Dr.S.Sathyasundari, HOD/MBA	
13		Mr.R.S.Kamalakaran, AP/ECE	
14		Mr.S.Senthilnathan, AP/CSE	
15		Mr.T.Arun Prakash, AP/CSE	
16		Mr.L.Dhaksinamurthy, LO	
17	Coordinator of the IQAC	Prof.S.Prakasam, Vice-Principal	
18	Nominee from Student	Mr.K.M.Pradeep – III Mech Mr.V.Mathankumar - III Civil	




17/11/17
PRINCIPAL

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