



# 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.14

Date: 20.11.2020

### Circular

This is to inform you that, the 14<sup>th</sup> Meeting of IQAC will be held on 28.11.2020, 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. First year UG & PG classes academic plan
2. Review of online FDP attended by Faculty
3. Review of online Placement Trainings given during lock down
4. Review of the online classes for the UG & PG odd semester classes
5. Statuary and Non-Statuary Committee / Cell / Club activities – Review
6. Quality initiatives in Teaching Learning process - Discussion
7. Plan for Vocational Education Training (VET)
8. Any other matters

*Prin* 20/11/2020  
Coordinator - IQAC



Copy to:

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

*Prin*  
20/11/2020

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.14

Date: 28.11.2020

Item No.	Agenda / Topics	Points discussed	Responsibility	Target Date
1.	First year UG & PG classes academic plan	Academic plan, UHV program & orientation program for the UG first year have been discussed.	HOD/SCHU	-
2.	Review of online FDP attended by Faculty	Head of the departments presented the online FDP's attended by Faculty.	Head of the Department	-
3.	Review of online Placement Trainings given during lock down	The Placement officer presented about the online training classes conducted during this period.	Placement officer	-
4.	Review of the online classes for the UG & PG odd semester classes	The online classes for the UG & PG classes have been reviewed.	Head of the department	-
5.	Statutory and Non- Statutory Committee / Cell / Club meetings– Review	Statuary and Non-Statuary committee/cell/club meeting points and action taken during this period have been discussed.	IQAC Coordinator	-
6.	Quality initiatives in Teaching Learning process - Discussion	The IQAC Coordinator presented the Quality initiatives taken during this covid period for enhancing the effectiveness of the Teaching learning process.	IQAC Coordinator	-
7.	Plan for Vocational Education Training (VET)	It is decided to conduct the VET courses for the UG students after the odd semester theory exams.	Head of the Department	-

*Dr. S. Prakasam*  
28/11/2020  
Coordinator-IQAC  
(Dr.S.Prakasam)



*Dr. P. Thangavel*  
28/11/2020  
Principal  
(Dr.P.Thangavel)

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



## The Internal Quality Assurance Cell (IQAC) members list

S.No	Role	Name & Designation	Signature
1	Chairperson & Head of the Institution	Dr.P.Thangavel Principal	 28/11/2020
2	Representing Management	Thiru.K.C.Karupanan Secretary, SVHEC	 28.11.20
3	Eminent person from local Society	Dr.P.J. Anoop, BDS NGO -Nammagobi Foundation, Gobichettipalayam	 28.11.20
4	Nominee from Industries	Thiru. D.Venkateshwaran Partner/ Venbro Polymers, Erode	 28/11/20
5	Nominee from Employer	Thiru.S.Ramanujam Manager HR Metalman Auto Private Ltd, Hosur	 28/11/20
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	ABSENT
8	Senior Administrative Officer	Ms.S.Sulochana , AO	 28/11/2020
9	Administrative Officers	Mr.M.Mahesh kumar, AO	 28/11/20
10	Members of Faculty	Dr.T.Senthil Prakash, HOD/CSE	 28/11/20
11		Dr.P.Karuppusamy, HOD/EEE	
12		Dr.S.Sathyasundari, HOD/MBA	 28/11/2020
13		Dr.V.Ashok kumar, Librarian	 28/11/2020
14		Mr.R.S.Kamalakannan, AP/ECE	 28/11/20
15		Mr.S.Sathishkumar, AP/MECH	
16		Mr.T.Arun Prakash, AP/CSE	 28/11/20
17		Mr.P.Dhakshinamoorthy, LO	 28/11/2020
18	Coordinator of the IQAC	Dr.S.Prakasam, Vice-Principal	 28/11/2020
19	Nominee from Student	Ms.P.Shwetha-IV CSE Mr.N.Gokul-III MECH Ms.S.Prithika-II EEE	 28/11/2020



28/11/2020  
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**Internal Quality Assurance Cell (IQAC)** Date: 28.11.2020

Action taken report for the Minutes of Meeting held on 12.08.2020

S.No.	Points discussed in previous meeting	Action taken
1.	The members insisted the IQAC coordinator to propose the initiatives to enhance the effective online teaching & learning.	IQAC initiated the programmes like E-Teaching, E-learning; Virtual lab have been conducted to enhance the online teaching and learning.
2.	Online Seminar/Workshop/FDP for Faculty	Head of the departments presented the details of online Seminar/Workshop/FDP attended by Faculty.

*Dr. S. Prakasam*  
28/11/2020  
**Coordinator-IQAC**  
(Dr.S.Prakasam)



*Dr. P. Thangavel*  
28/11/2020  
**Principal**  
(Dr.P.Thangavel)

**PRINCIPAL**  
**SHREE VENKATESHWARA**  
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