

SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE



Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai)
Accredited by NAAC with 'A' Grade | NBA (CIVIL, CSE, EEE, MECH)
Gobichettipalayam – 638 455, Erode District, Tamilnadu
Website: www.svhec.com



Internal Quality Assurance Cell (IQAC)

SVHEC/IQAC/2023-2024/Meeting No.26

Date: 27.12.2023

Circular

This is to inform you that, the 26th Meeting of IQAC will be held on 06.01.2024, 3.00 PM at Board room. All the IQAC members are requested to attend the meeting. The agenda for the meeting is given below,

Agenda

1. Welcome Address
2. Review of Previous IQAC meeting
3. Review of the UG & PG odd semester academics
4. Review of FDP/Seminar/Workshop attended by Faculty
5. Review of Placement Trainings given
6. Statuary and Non-Statuary Committee / Cell / Club activities & Society activities – Review
7. Quality initiatives in Teaching Learning process - Discussion
8. Plan for Vocational Education Training (VET)
9. Review of Virtual lab - NIT Surathkal
10. First semester Autonomous Examination plan
11. Academic audit for ODD Semester 2023-24
12. Any other matters

K. K. K. 27/12/2023
Coordinator - IQAC



Copy to:

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



Principal
27/12/2023

Principal

Shree Venkateshwara
Hi-Tech Engineering College,
(Autonomous)
Sri Kalaivani Nagar, Othakuthirai,
K. Mettupalayam (Po), Gobi - 638 455.

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MINUTES OF MEETING

SVHEC/IQAC/2023-2024/Meeting No.26

Date: 06.01.2024

Item No.	Agenda / Topics	Points discussed	Responsibility
1.	-	Minutes of the previous meeting has been reviewed.	-
2.	Review of the UG & PG odd semester academics	The classes for the UG & PG classes have been reviewed.	Head of the department
3.	Review of online FDP/STTP/WORKSHOP attended by Faculty	Head of the departments presented the FDP / STTP / WORKSHOP attended by Faculty.	Head of the Department
4.	Review of Placement Trainings given	The Placement officer presented about the training classes conducted during this period.	Placement officer
5.	Statuary and Non-Statuary Committee / Cell / Club activities & Society activities – Review	Statuary and Non-Statuary Committee / Cell / Club activities & Society activities 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 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
8.	Virtual lab - NIT Surathkal	Head of the departments presented Virtual Lab conducted for UG Students Joint with NIT Surathkal for ODD Semester	Head of the Department
9.	Review of AISHE Application	The members reviewed the AISHE application and approved for Submission	AISHE Nodal Officer and Heads

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Item No.	Agenda / Topics	Points discussed	Responsibility
10.	Autonomous First Semester Examination	The preparations for the smooth running of the theory exams for first-year undergraduate and postgraduate students starting on January 22, 2024, were examined.	COE

K. Kannakumar
26/01/2024
Coordinator-IQAC
(Prof.K.Kannakumar)



Dr. P. Thangavel
06/01/2024
Principal
(Dr.P.Thangavel)
Shree Venkateshwara
Hi-Tech Engineering College,
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Internal Quality Assurance Cell (IQAC) Date: 06.01.2024

Action taken report for the Minutes of Meeting held on **24.06.2023**

S.No.	Points discussed in previous meeting	Action taken
1.	It is decided to motivate the faculty to provide research incentives for publishing their valuable papers in reputed journals, books, book chapters, and patents.	Provided research incentives for published their valuable papers in reputed journals, books, book chapters, and patents.
2.	It is planned to conduct Graduation Day month of November, HoD's and Examcell i/c are asked to make the necessary arrangement for the same.	Graduation day conducted on November 18 th 2023 and report submitted to members.
3.	It is decided to conduct the Alumni meet in the month of September 2023.	Alumini meet Conducted on September 10, 2023 and report submitted to Members.
4.	It is planned to Conduct Bridge Course, Orientation program and UHV	Bridge Course conducted Orientation program, UHV and report submitted to Members.
5.	The members reviewed the NIRF application and approved for Submission	NIRF application Submitted and report submitted to members
6.	It is decided to conduct Energy & Green Audit in the month of December	Energy audit conducted on 07.12.2023 & Report submitted to members.
7.	It has been decided to provide Computer Hardware Training to all UG 2 nd Year students.	Computer Hardware Training has been provided to all UG 2 nd Year students
6.	The members reviewed the IEEE National Conferences work progress	As planned, the IEEE International Conferences has been Conducted from 01.09.2023 to 03.09.2023.
7.	Academic Audit for Even Semester 2022-23 to be conducted.	Academic Audit for the Even Semester 2022-2023 has been conducted as planned.
8.	It has been decided to Provide Competitive Coaching for Students	In collaboration with Laksh Study Circle & Center for Excellence, competitive coaching class was inaugurated on 16.11.2023
9.	It is decided to provide Workshop in the month of November/December	As planned, a six-day online workshop for faculty was conducted from 30.11.2023 to 06.12.2023 for NAAC and from 26.12.2023 to 30.12.2023 for NBA.

Coordinator-IQAC
(Prof.K.Kannakumar)



Shree Venkateshwara
Principal
Hi-Tech Engineering College,
(Dr. P. Thangavel)

K. Mettupalayam (Po), Gobi - 638 455

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The Internal Quality Assurance Cell (IQAC) Members Present

Date: 06.01.2024

S.No.	Role	Name & Designation	Signature
1	Chairperson & Head of the Institution	Dr.P.Thangavel Principal	<i>[Signature]</i> 06/01/2024
2	Representing Management	Thiru.K.C.Karupanan, Secretary, SVHEC	<i>[Signature]</i>
3	Eminent person from local Society	Dr.P.J. Anoop, BDS NGO -Nammagobi Foundation, Gobichettipalayam	<i>[Signature]</i>
4	Nominee from Industries	Thiru. D.Venkateshwaran Partner/ Venbro Polymers, Erode	<i>[Signature]</i>
5	Nominee from Employer	Thiru.K.Mohanraj Assistant Manager HR Desicrew Solution Pvt Ltd, Erode	<i>[Signature]</i>
6	Nominee from Alumni	Mr.P.Hariprakash Design Engineer Hirotec India PVT Ltd, Coimbatore	<i>[Signature]</i>
7	Nominee from Stakeholders (Parent)	Thiru.A.Shanmugam, F/o S.Vigneswaran, IV EEE	<i>[Signature]</i>
8	Administrative Officer	Ms.S.Sulochana , AO	<i>[Signature]</i>
9	Vice Principal	Dr.S.Prakasam, VP & HoD/MECH	<i>[Signature]</i> 6/1/24
10	COE & Dean/R&D	Dr.K.M.Arunraja, ASP/ MECH	<i>[Signature]</i> 6/1/24
11	Members of Faculty	Dr.G.E.Arunkumar, HoD/CIVIL	<i>[Signature]</i> 6/1/24
12		Dr.T.Senthilprakash, HOD/CSE	<i>[Signature]</i> 06/01/24
13		Dr.P.Karuppusamy, HOD/EEE	<i>[Signature]</i> 6/1/24
14		Dr.V.Saminathan, HOD/ECE	<i>[Signature]</i> 6/1/24
15		Dr.S.Sathyasundari, HOD/MBA	<i>[Signature]</i> 06/01/24
16		Dr.S.Mylsamy, HOD/SCHU	<i>[Signature]</i> 06/01/24
17		Mr.K.C.Anandhan, AP(Sr.G)/EEE	<i>[Signature]</i> 06/01/24
18		Mr.S.Meinathan AP(Sr.G)/MECH	<i>[Signature]</i> 6/1/24
19		Mr.J.Senthilkumar, AP/CSE, Exam cell Coordinator	<i>[Signature]</i> 6/1/24
20		Mr.T.Arun Prakash, AP/CSE, Training & Placement	<i>[Signature]</i> 6/1/24
21		Mr.P.Dhakshinamoorthy, LO/ Scholarship & PRO	<i>[Signature]</i> 6/1/24
22		Ms.S. Devaki, Assistant Librarian	<i>[Signature]</i> 6/1/24
23	Coordinator of the IQAC	Mr.K.Kannakumar, AP(Sr.G)/MECH	<i>[Signature]</i> 06/01/24
24	Nominee from Student	Mr.R.Sarathkrishnan, IV ECE	<i>[Signature]</i>
25		Ms.M.Kavitha, IV CIVIL	<i>[Signature]</i>
26		Ms.D.Umamaheswari, IV CSE	<i>[Signature]</i> 06/01/2024

[Signature] 06/01/2024
 IQAC Coordinator



PRINCIPAL
 Shree Venkateshwara
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 Gobichettipalayam (T.O), Erode-638455.