

# 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.27

Date: 06.01.2024

### Circular

This is to inform you that, the 27<sup>th</sup> Meeting of IQAC will be held on 20.01.2024, 3.00 PM at Board room (B-Block). All the members of IQAC 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. Overall Academic Plan for Even semester 2023-24
4. Certificate Courses, Value added Courses, Vocational Educational Training – Plan
5. Proposed Events by Statuary and Non-Statuary Committee / Cell / Club activities & Society activities – plan
6. IPT/Internship programmes – Plan
7. Placement & Training Activities – Plan
8. Academic Audit for the Odd semester 2023-24 – Review
9. ISO Surveillance Auditing - Plan
10. New Course Suggestion
11. National Conference – Plan
12. Placement Day – Plan
13. Autonomous first semester result passing – Plan
14. Any other matters.

*K. Bal*  
Coordinator – IQAC



Copy to:

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



*G. S. S.*  
06/01/2024  
Principal  
Shree Venkateshwara  
Hi-Tech Engineering College,  
(Autonomous)  
Sri Kalaivani Nagar, Othakuthirai,  
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## Internal Quality Assurance Cell (IQAC) MINUTES OF MEETING

SVHEC/IQAC/2023-2024/Meeting No.27

Date: 20.01.2024

Item No.	Agenda / Topics	Points discussed	Responsibility
1.	-	Minutes of the previous meeting has been reviewed.	-
2.	Overall Academic Plan for the Even Semester 2023-24	The Overall Academic Plan for the Even semester 2023-24 has been presented by IQAC Coordinator.	IQAC Coordinator
3.	Certificate Courses, Value added Courses, Vocational Educational Training	HOD's are informed to plan for the CC, VAC, VET for the Even Semester 2023-24 & get the approval.	Head of the Department
4.	Proposed Events by Clubs & Cells	Club & Cell In-charges are informed to submit the proposed event list for the Even Semester 2023-24.	Club & Cell In-charges
5.	IPT/Internship programmes	HoD's are informed to guide the students to attend the IPT/Internship programmes during summer vacation.	Head of the Department
6.	Placement & Training Activities	Placement officer proposed the Training & Placement plan for the Even Semester 2023-24.	Placement officer
7.	ISO Surveillance Auditing	IQAC Coordinator is instructed to make it ready for the documents for ISO Surveillance Auditing in the Month of February	ISO-Management Representative
8.	National level Technical Symposium	It is decided to conduct the National level Technical Symposium in the month of March 2024.	Coordinator & Head of the Department
9.	Culture Fest & Sports Day	It is decided to conduct the Culture Fest & Sports Day in the month of April 2024.	Coordinator
10.	New Program Introduced for AY 2024-25	The members suggested 3 UG Programs B.E.CSE (Artificial Intelligence and Machine Learning (AIML)), B.E. CSE (Cyber Security), B.Tech Biotechnology(BT) & 2 PG Programs M.E.-Structural Engineering and M.E.-Industrial Safety Engineering for the Academic year 2024-25	Head of the Department

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Item No.	Agenda / Topics	Points discussed	Responsibility
11.	Autonomous First Semester Result Passing	It is decided to Passing First Result passing board meeting for First Semester examinations is scheduled on month of February	COE
12.	National Conference	It is decided to conduct National Conference commonly for all disciplines in the Month of April.	Dean/R&D
13.	Placement Day	It is decided to Conduct Placement Day in the Month of May.	Placement Officer

*K. Kannakumar*  
Coordinator-IQAC  
(Prof.K.Kannakumar)



*Dr. P. Thangavel*  
Principal  
(Dr.P.Thangavel)

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## Internal Quality Assurance Cell (IQAC)

Date: 20.01.2024

Action taken report for the Minutes of Meeting held on 06.01.2024

S.No.	Points discussed in previous meeting	Action taken
1.	VET to be planned during semester holidays.	Vocational Educational Training has been conducted.
2.	It is decided to conduct Virtual Lab for UG Students Joint with NIT Surathkal from Even Semester onwards	Conducted Virtual Lab for UG Students Joint with NIT Surathkal.
3.	The members reviewed the AISHE application and approved for Submission	AISHE application Submitted and report submitted to members
4.	Academic Audit for Even Semester 2022-23 to be conducted.	Academic Audit for the Even Semester 2022-2023 has been conducted as planned.

*10/Jan/2024*  
Coordinator-IQAC  
(Prof.K.Kannakumar)



*20/01/2024*

Principal  
(Dr.P.Thangavel)



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## The Internal Quality Assurance Cell (IQAC) Members Present

Date: 20.01.2024

S.No.	Role	Name & Designation	Signature
1	Chairperson & Head of the Institution	Dr.P.Thangavel Principal	<i>[Signature]</i> 20/01/2024
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> 20/1/2024
10	COE & Dean/R&D	Dr.K.M.Arunraja, ASP/ MECH	<i>[Signature]</i> 20/01/2024
11	Members of Faculty	Dr.G.E.Arunkumar, HoD/CIVIL	<i>[Signature]</i> 20/1/24
12		Dr.T.Senthilprakash, HOD/CSE	<i>[Signature]</i> 20/01/24
13		Dr.P.Karuppusamy, HOD/EEE	<i>[Signature]</i> 20/1/24
14		Dr.V.Saminathan, HOD/ECE	<i>[Signature]</i> 20/1/24
15		Dr.S.Sathyasundari, HOD/MBA	<i>[Signature]</i> 20/01/2024
16		Dr.S.Mylsamy, HOD/SCHU	<i>[Signature]</i> 20/1/24
17		Mr.K.C.Anandhan, AP(Sr.G)/EEE	<i>[Signature]</i> 20/1/24
18		Mr.S.Meinathan AP(Sr.G)/MECH	<i>[Signature]</i> 20/1/24
19		Mr.J.Senthilkumar, AP/CSE, Exam cell Coordinator	<i>[Signature]</i> 20/1/24
20		Mr.T.Arun Prakash, AP/CSE, Training & Placement	<i>[Signature]</i> 20/1/24
21		Mr.P.Dhakshinamoorthy, LO/ Scholarship & PRO	<i>[Signature]</i> 20/1/24
22		Ms.S. Devaki, Assistant Librarian	<i>[Signature]</i> 20/1/24
23		Coordinator of the IQAC	Mr.K.Kannakumar, AP(Sr.G)/MECH
24	Nominee from Student	Mr.R.Sarathkrishnan, IV ECE	<i>[Signature]</i> Kanth 19/1
25		Ms.M.Kavitha, IV CIVIL	<i>[Signature]</i>
26		Ms.D.Umamaheswari, IV CSE	<i>[Signature]</i> 20/01/2024

**PRINCIPAL**

*[Signature]*  
20/01/2024  
IQAC Coordinator



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