



# 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/2018-2019/Meeting No.07

Date: 07.12.2018

### Circular

This is to inform you that, the 7<sup>th</sup> Meeting of IQAC will be held at on 14.12.2018, 3.00 PM at NAAC Board room. All the IQAC members are requested to attend the meeting. The agenda for the meeting is given below,

### Agenda

1. Action taken of the 6<sup>th</sup> Meeting of IQAC.
2. ISO Quality system initiation - discussion
3. E-Campus – AMS – Proposal
4. Follow up OBE with Blooms
5. Finding new incubation MOU
6. University exams – Feedback
7. Anna University & AICTE Inspection – Review
8. Academic Auditing for the ending semester
9. Placement Day - Initiation
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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## Internal Quality Assurance Cell (IQAC)

### MINUTES OF MEETING


SVHEC/IQAC/2018-2019/Meeting No.07

Date: 14.12.2018

Item No.	Agenda / Topics	Points discussed	Responsible person	Target Date
1.	ISO Quality system initiation - discussion	To incorporate the quality system the points are discussed to apply for ISO Certification	PRINCIPAL	-
2.	E-Campus – AMS – Proposal	E-Campus software has been implemented for the academic and administration activities. It's the time to propose for AMS	E-Campus Software Incharge	-
3.	Follow up OBE with Blooms	For the betterment in Teaching Learning process Blooms level has to be implemented	Head of the Department	-
4.	Finding new incubation MOU	To improve the Research area – it has been implementing new incubation centers in campus	IIPC and R&D Coordinators	-
5.	University exams – Feedback	Reviewed the university theory and practical exams performance and feedback of the students	Head of the Department	-
6.	Anna University & AICTE Inspection – Review	Initiate verification of the documents updation for Anna university & AICTE inspections	Head of the Department	-
7.	Academic Auditing for the ending semester	Conduct the Academic audit for the completed semester	Head of the Department	-
8.	Placement Day – Initiation	Placement Day has been scheduled on March 2019	Placement Officer	March 2019

  
Coordinator-IQAC  
(Prof.S.Prakasam)



  
Principal  
(Dr.P.Thangavel)

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## Internal Quality Assurance Cell (IQAC)

### Action taken report for the Minutes of Meeting held on 23.11.2018

S.No.	Points discussed in previous meeting	Action taken
1.	Preparation of academic calendar for next semester	Academic Calendar for the Dec'18 to May'19 has been approved and forwarded to all.
2.	Plan for Vocational Education Training (VET)	All departments VET courses are going as per the schedule monitoring by IIPC coordinator
3.	Quality initiatives in Teaching Learning process - Discussion	To improve the Teaching learning process Blooms levels are implemented along with orientation programs
4.	NAAC accreditation process	NAAC periodical reviews has been conducted
5.	Preparation of time table for the forth coming semester	Instructed and prepared the time table for the next semester and uploaded in the e-campus.

*14/12/18*  
Coordinator-IQAC  
(Prof.S.Prakasam)



*14/12/18*  
Principal  
(Dr.P.Thangavel)

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





# Shree Venkateshwara Hi-Tech Engineering College

Gobi-638455

14.12.2018

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

S.No	Role	Name & Designation	Signature
1	Chairperson & Head of the Institution	Dr.P.Thangavel, Principal	<i>[Signature]</i> 14/12/18
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 Ploymers, Erode	<i>[Signature]</i>
5	Nominee from Employer	Thiru.S.Ramanujam, Manager HR Metalman Auto Private Ltd, Hosur	<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.P.Nagaraj Kavindapadi	<i>[Signature]</i>
8	Senior Administrative Officer	Mrs.S.Sulochana , AO	<i>[Signature]</i>
9	Administrative Officers	Mr.M.Mahesh Kumar, AO	<i>[Signature]</i>
10	Members of Faculty	Dr.T.Senthil Prakash, HOD/CSE	<i>[Signature]</i>
11		Dr.V.Ashokumar, Librarian	<i>[Signature]</i>
12		Dr.S.Sathyasundari, HOD/MBA	<i>[Signature]</i>
13		Mr.R.S.Kamalakaran, AP/ECE	<i>[Signature]</i>
14		Mr.S.Senthilnathan, AP/CSE	<i>[Signature]</i>
15		Mr.T.Arun Prakash, AP/CSE	<i>[Signature]</i>
16		Mr.L.Dhaksinamurthy, LO	<i>[Signature]</i>
17	Coordinator of the IQAC	Dr.S.Prakasam, Vice-Principal	<i>[Signature]</i> 14/12/18
18	Nominee from Student	Mr.K.Kavin prabhu – III Mech Ms.S.V.Hari dharani – III CSE	<i>[Signature]</i>

