Internal Quality Assurance Cell (IQAC)

Minutes of the Composition Members Meeting for the Academic Year 2023-2024

Date : 27th March 2024   **Time:** 11.00 AM

Venue: Conference Hall, Dr. A.C. Muthiah Central Library, SVCE

Members Present:

1. Dr. M. Sivanandham, Secretary
2. Dr. S. Ganesh Vaidyanathan, Principal (Chairperson)
3. Dr. K. R. Santha, Vice Principal & HoD/EEE
4. Dr. K. Pitchandi, CoE
5. Dr. S. Gopinath, Dean-Internal Quality Assurance Cell (IQAC)
6. Dr. R. Muthucumaraswamy, Dean (Research) & HoD/APM
7. Dr. J. Venkatesan, Dean (Students Welfare) & HoD/AUT
8. Dr. R. Ramesh, Dean (Academics) & (AO)
9. Dr.G.A.Sathish Kumar, (HoD/ECE)
10. Dr. S. Ramesh Babu (HoD/MEC)
11. Dr. R. Anitha, (HoD/CSE)
12. Dr. E. Nakkeeran, (Hod/BIO)
13. Dr. V. Vidhya, HoD/INT
14. Dr. R. Kumutha, HoD/CVE
15. Prof.S.Shanmugam, Hod/MAR
16. Dr.R.Govindarasu, HoD/CHE
17. Dr. T. Murugavel, HoD/HSS
18. Dr. S. Stanly Samuel, HoD/ACH
19. Dr. N. R. Sheela, HoD/APH
20. Shri. S. Muraleedharan (Chief Placement Officer & EO)
21. Dr. Sudhakar K Bharatan, Prof/EEE(PO)
22. Dr. N. Kumaratharan, Professor/ECE(IO)
23. Dr.S.Premnath, ASP/AUT(M.Rep)
24. Dr.B.Saravanan, AP/APM
25. Dr. K. Manoharan, Librarian
26. IQAC dept. Coordinators

The minutes of the meeting are as under:

Dr. S. Gopinath, Dean (IQAC), began by welcoming the Members and providing an overview of the primary objectives and functions of IQAC-SVCE. He briefed the Members on the quality assurance strategies implemented across administration, academics, infrastructure, and student support services to uphold the institution's standards. He delivered a comprehensive presentation on the IQAC organogram and its composition. Additionally, he emphasized the institution's vision and mission before elaborating on the IQAC framework, which focuses on two key elements: Internalization and Institutionalization, and IQAC review.

Dr. S. Gopinath explained that Internalization and Institutionalization are achieved through the Staff Council Meeting (SCM), conducted biweekly and executed via the Quality Management System (QMS), which targets objectives in academics, employability, research, industry, and professional development. He further clarified that the primary function of the IQAC review is to ensure the effectiveness of the teaching-learning process (TLP) and the implementation of outcome-based education (OBE).

The following points were discussed based on Seven NAAC criteria,

Criterion 1: Curricular Aspects

Semester in Industry Program

- Collaboration established with industries like Mando Automotive and Rane to design industry-relevant courses. The relevant MoUs are finalized to support the program.

MoUs with Foreign Universities

- A meeting scheduled for March 5, 2024, to finalize the Memorandum of Understanding (MOU) documents with foreign universities.

Professor of Practice

- Professors to be industry-affiliated, with communication directed to their official company address.
- Allocation restricted to specialized elective courses.
- Professors must complete 50 hours per course, adhering to accreditation requirements.
- Departments to finalize appointments and report to the Principal's office.

Content beyond Syllabus

- Additional topics taught outside the syllabus are to be recorded in the AAR book.
- Topics can be incorporated into the syllabus during curriculum revision with BoS approval.

Curricular Design and Development

- At least 20% of courses in a program to be revised, with 20% content change considered significant.
- Five new courses aligned with UN SDGs to be introduced.
- Five industry-relevant courses with MoUs to be offered.
- Two value-added courses to be introduced in each regulation cycle.

- Students encouraged to complete two 12-week courses via MOOC, SWAYAM, or NPTEL.
- Feedback on curriculum and syllabus to be collected from stakeholders for annual curriculum enrichment.

Criterion 2: Teaching-Learning and Evaluation

Special Classes

- Advanced learners to receive higher-level training, similar to slow learners' special class schedules.

Summative Assessment

- RBT level of assessments to maintain an average of 3.5.

Internal Marks Improvement

- Students to complete the process within 15 days of result publication.

Publication of Results

- Results to be published within 15 days of the last examination to meet NAAC evaluation criteria.

Course File Requirements

- Course files to include summative assessment question papers, FAT papers, assignments, and sample answer scripts.

Academic Objectives

- **Student Performance**: Target NSA and NHA percentages set, with UG/PG pass percentages at 90% and analytical courses at 85%.
- **Teaching-Learning Process**:
  1. Minimum 50 contact hours by visiting/adjunct/emeritus faculty per department.
  2. Course files to include attainment levels for CO, PO, and PSO with action plans for improvement.

Criterion 3: Research, Innovations, and Extension

Patents

- Faculty and students published a patent titled "A Framework for Plant Leaf Disease Classification."
- Faculty encouraged to collaborate with industries for patentable solutions.

R&D Proposals

- Faculty and research scholars provided a second opportunity to submit BIS proposals by March 30, 2024.

I-STEM Portal

- College membership in I-STEM to enhance research activities.
- Laboratory facilities to be added to the portal, with an awareness program planned for faculty and students.

Separate IPR Cell

- Dedicated IPR Cell implemented to manage intellectual property activities.

Criterion 4: Infrastructure and Learning Resources

ISO Audit

- First internal audit under ISO 21001:2018 conducted on February 26–27, 2024.

Budget Utilization

- Departments instructed to utilize the yearly budget fully by December 2024.

Criterion 5: Student Support and Progression

i-Cube 3.0

- Successfully conducted on February 16–17, 2024, by the Students' Council in collaboration with the SVCE Science Club.

Student Research Day

- Scheduled for March 27, 2024, to encourage student research initiatives.

Admission for Government School Students

- Plan to admit 50 students from government schools into core courses with zero tuition fees.
- Publicity campaign initiated to attract eligible students.

Core Placement

- CPO instructed to submit median salary details for core and software companies.

Criterion 6: Governance, Leadership, and Management

SWOT Analysis

- Departments to conduct SWOT analysis to improve departmental activities.

Quantitative Assessment Audit

- Quantitative assessment audits introduced alongside qualitative metrics to enhance accreditation outcomes.

NIRF Action Plan

- Vice Principal tasked with preparing an action plan to improve NIRF parameters.

Criterion 7: Institutional Values and Best Practice

United Nations SDGs

- Curriculum revisions aligned with UN SDGs, with course outcomes mapped to SDGs.
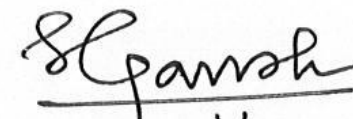
Sustainability and Collaboration

- MOOC, SWAYAM, and NPTEL programs emphasized to enhance student-centric learning.

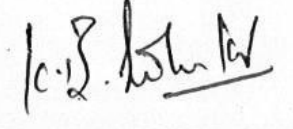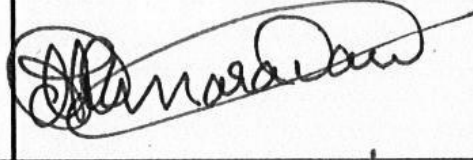As there is no point to discuss the meeting came to an end at 1.45 pm.
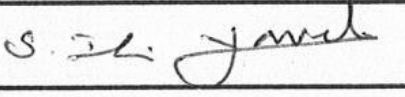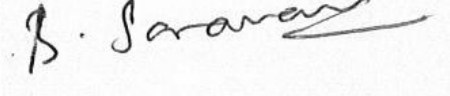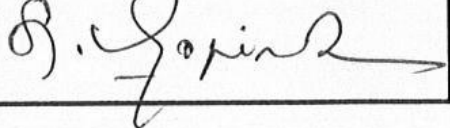
Dean-IQAC

Principal

(IQAC Chairperson)
Principal
Sri Venkateswara College of Engineering
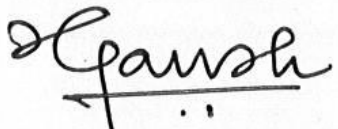Pennalur, Sriperumbudur Tk-602 117
Tamilnadu, India.

Internal Quality Assurance Cell (IQAC)-Meeting on- 27/03/24
Attendance Report

S.No	Name	Designation	Responsibility	Signature
1	Dr.M.Sivanandham	Secretary, SVEHT	Management	
2	Dr.S.Ganesh Vaidyanathan	Principal	Chairperson	
3	Dr.K.R.Santha	Vice Principal, HOD-Electrical and Electronics Engineering	Member	
4	Dr.K.Pitchandi	Controller of Examinations	Member	
5	Dr.R.Ramesh	Dean (Academics), Leader-Academic Objective	Member	
6	Dr.J.Venkatesan	Dean (Student Welfare), HOD-Automobile Engineering	Member	
7	Dr.R.Muthucumaraswamy	Dean (Research), HOD-Applied Mathematics	Member	
8	Dr.S.Ramesh babu	HOD-Mechanical Engineering	Member	
9	Dr.G.A.Sathish Kumar	HOD-Electronics and communication Engineering	Member	
10	Dr.R.Govindarasu	HOD-Chemical Engineering	Member	
11	Dr.R.Anitha	HOD-Computer Science and Engineering	Member	
12	Dr.V.Vidhya	HOD-Information Technology	Member	
13	Dr.R.Kumutha	HOD-Civil Engineering	Member	
14	Dr. E. Nakkeeran	HOD - Biotechnology	Member	
15	Prof.S.Shanmugam	HOD- Marine Engineering	Member	
16	Dr.T.Murugavel	HOD-Science and Humanities	Member	
17	Dr.N.R.Sheela	HOD-Applied Physics	Member	
18	Dr.S.Stanly	HOD-Applied Chemistry	Member	

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19	Dr.S.Premnath	Associate Professor, Automobile Engineering, M.Rep.	Member	
20	Dr.G.Nagarajan	Professor (Emeritus), CEG, Anna University	Member	
21	Mr.S. Ravichandran	Senior Vice President, Delphi-TVS Ltd.	Member	
22	Mr.K.V.Ramanan	TVS training and Services.	Member	
23	Mr.M.S.Vijay Gnanadesikan	President -SVCE Alumni Association	Member	
24	Dr. Sudhakar K Bharatan	Professor, Electrical and Electronics Engineering, Professional Objective	Member	
25	Dr.N.Kumaratharan	Professor, Electronics and Communication Engineering, Industrial Objective	Member	
26	Dr.S.Ilaiyavel	EPIC Manager, SVCE	Member	
27	Prof.S.Muraleedharan	Chief Placement Officer, Educational Objective	Member	
28	Dr.B.Saravanan	Assistant Professor, Applied Mathematics, IQAC Coordinator (Dept.)	Member	
29	Mr.M.C.Rahul	Final Year, B.Tech. Information Technology, President-Student Council	Member	
30	Dr.S.Gopinath	Professor, Mechanical Engineering & Dean-IQAC	Coordinator	

Dean-IQAC

Principal