

## Internal Quality Assurance Cell (IQAC)

### Minutes of the IQAC Meeting for the Academic Year 2022-2023

**Date:** 30<sup>th</sup> April, 2024

**Time:** 10.30 A.M

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

#### Members Present:

1. Dr. M. Sivanandham, Secretary, SVEHT
2. Dr. S. Ganesh Vaidyanathan, Principal
3. Prof. G. Nagarajan, Emeritus Professor, Anna University
4. Dr. S. Gopinath, Dean-Internal Quality Assurance Cell (IQAC)
5. Dr. K. R. Santha, Vice Principal & HoD/EEE
6. Dr. K. Pitchandi, CoE
7. Dr. K. S. Badrinathan, Dean (Educational Development)
8. Dr. R. Muthucumaraswamy, Dean (Research) & HoD/APM
9. Dr. J. Venkatesan, Dean (Students Welfare) & HoD/AUT
10. Dr. R. Ramesh, Dean (Academics) & Academic Objective leader
11. Dr.G.A.Sathish Kumar, (HoD/ECE)
12. Dr. S. Ramesh Babu (HoD/MEC)
13. Dr. R. Anitha, HoD/CSE
14. Dr. V. Vidhya, HoD/INT
15. Dr. R. Kumutha, HoD/CVE
16. Dr. T. Murugavel, HoD/HSS
17. Dr. S. Stanly Samuel, HoD/ACH
18. Dr. N. R. Sheela, HoD/APH
19. Mr. S. Muraleedharan, Chief Placement Officer & Educational Objective leader
20. Dr. Sudhakar K Bharatan, Prof/EEE & Professional Objective leader
21. Dr. N. Kumaratharan, Professor/ECE & Industrial Objective leader
22. Dr.S.Premnath, ASP/AUT& M. Rep.
23. Dr. S. Pandi Prabha, Professor/BIO
24. Dr. A.C.Vijayalakshmi, ASP/CHE
25. Mr. V. Gurusamy, ASP/ MAR
26. Dr. K. Manoharan, Librarian
27. Dr.B.Saravanan, IQAC Coordinator
28. IQAC dept. Coordinators

#### Meeting Agenda:

- NAAC Cycle-3 compliance
- IQAC 2022-2023 Activities
  - Academic and Administrative Audits (IAAA & EAAA)
  - Green, Energy and Environmental Audit

- Quality Initiatives
- Institutional Values and Best Practices
- Institutional Distinctiveness
- Vision 2028
- Future Initiatives

Dr.S.Gopinath, the Dean of IQAC, commenced the session by extending a warm welcome to all the Members. With a clear focus on transparency and clarity, he began by delineating the primary objectives and operational framework of SVCE-IQAC. He elucidated the multifaceted quality assurance strategies employed across various facets of the institution's functioning, encompassing administration, academics, infrastructure, and student support services. This comprehensive approach underscored the institution's commitment to ensuring excellence across all domains.

In his presentation, Dr.S.Gopinath provided a detailed overview of the organizational structure and composition of IQAC, emphasizing the pivotal role it plays in upholding and enhancing institutional quality standards. Emphasizing a strategic approach, he shed light on the institution's overarching vision and mission, which serve as guiding beacons in its pursuit of academic and operational excellence.

Furthermore, Dr.S.Gopinath delved into the intricacies of the IQAC system, elucidating its key components: Internalization and Institutionalization, and IQAC review. He expounded on how Internalization and Institutionalization are systematically fostered through Staff Council Meeting (SCM), conducted biweekly, and operationalized through Quality Management Systems (QMS). These systems, with clear objectives spanning academic, employability, research, industrial, and professional dimensions, serve as robust mechanisms for integrating quality assurance into the fabric of the institution.

Dr.S.Gopinath also underscored the critical role of IQAC review in ensuring the efficacy of the Teaching Learning Process (TLP) and the implementation of Outcome-Based Education (OBE). By meticulously scrutinizing these aspects, IQAC not only ensures compliance with regulatory standards but also fosters a culture of continuous improvement and innovation within the institution.

In essence, Dr.S.Gopinath's presentation provided a comprehensive overview of IQAC-SVCE's modus operandi, underlining its unwavering commitment to excellence, accountability, and continuous enhancement in all facets of its functioning.

## 1. NAAC CYCLE-3 COMPLIANCE:

Dr. S. Gopinath, Dean (IQAC) explained the key factors of NAAC Cycle-3 compliance to the Members including the compliance report. He pointed out the critical factors, which pulled down the NAAC score. Student enrolment, teacher profile and quality were analyzed in comparison to the NAAC benchmark.

Dr. K.R. Santha, Vice Principal opined that the long-term benefits provided by the management like seats for the wards, incentive for patents, freedom for the faculty in performing their duty, good conducive environment, etc., should be well communicated to all the faculty to increase the faculty retention rate.

A detailed discussion went on how to enhance the research such as grants received through projects sponsored by funding agencies, percentage of teachers having research projects, percentage of teachers recognized as research guides. Prof. G. Nagarajan pointed out that every faculty should be motivated to publish papers in the reputed journals. Principal replied that it has been discussed in the forum that every faculty should publish at least two papers every year from AY 2023-2024. He also added those faculties are encouraged to publish papers in conferences/journals, books and undertake consultancy work by providing incentives. On the other hand, Dean (Research) informed the Members that the management is motivating the faculty to get a greater number of research projects for which incentives are also awarded. He also added that to facilitate research activities the management is providing the Intramural research seed money to the faculty. Additionally, to improve the number of Ph.D. scholars' registration per teacher, the full-time research scholars of the institution have been given stipend of Rs.18,000 per month to facilitate their research in SVCE research centers. He also presented that there is an increase in the percentage of teachers recognized as research guides for which there is constant support from the management and rewards on successful mentorship.

The compliance report presentation was continued with the discussion on the usage of library resources by teachers and students and compared with the NAAC benchmark to attain. Dr. M. Sivanandham, Secretary suggested that RFID be installed to record footfall in the library. Dr. K. Manoharan, Librarian informed that there is a proposal under consideration to include RFID in the ID card of the students and faculty to record both in and out entries automatically. There was also a suggestion that more library hours can be allotted to the students. Prof. G. Nagarajan opined that when students are provided with more challenging outcome-based assignments they will naturally get into the library for their self-learning. Also, it was suggested that there should be a log on the digital access to the online resources provided to the students and the faculty.

Dean (IQAC) raised a concern on to improve the criteria of percentage of students benefited by scholarships, free ships, etc. provided by the institution and non- government agencies. The Dean (Students Welfare) responded that there is a search on opportunities for forging partnerships with non- government agencies, corporations, and foundations to expand the pool of available scholarships and free-ships to the students to attain the NAAC benchmark.

It was discussed to improve the percentage of placement of outgoing students. The CPO informed the Members that as on date placement is 87% in the institution. He added that there is a continuous effort from the placement cell to offer career exploration activities, internships, and job shadowing opportunities to help students understand various career paths and make informed decisions about their future. In addition to this, the placement cell is conducting workshops exclusively on resume writing, mock interview to hone the interview skills, and various professional development activities across the student departments to prepare students for the workforce.

The CPO also informed that to improve the percentage of student progression to higher education, a new G-Cell i.e. Guidance cell has been established, which facilitates the communication among the peers' students for their career guidance both in placement and in higher studies perspective. He also added that there are MoUs signed with foreign universities to facilitate higher education of students in foreign universities for their master's degree. Prof. G. Nagarajan said that it will add value to the institution. Dr. K.S. Badrinathan, Dean (Educational Development) added that two Universities have signed MoU recently for pursuing a semester abroad. Dr. S. Ramesh Babu, HoD (MEC) also shared the opportunities to pursue a semester in Industry. Further, he explained that the subjects offered by the industry are mapped with the curriculum. Besides, the students will be given exposure to hands-on and experiential learning with assessment.

Principal suggested that more faculties will be encouraged to attend different programme with the financial support to improve the average percentage of teachers provided with financial support to attend conferences/workshops and towards the membership fee of professional bodies during the last year.

Furthermore, the continuous improvement of NAAC compliance up to 2022-2023 was presented. Prof. G. Nagarajan and Dr. M. Sivanandham, Secretary both opined that there should be holistic progress of the outcomes in all aspects of the institution to ensure good grades in future NAAC 2027.

## **2. IQAC 2022-2023 ACTIVITIES:**

The Dean (IQAC) described how consciously and consistently the IQAC-SVCE is involved in improving the academic and administrative performance of the institution by its catalytic action. He also listed a few activities in a nutshell carried out by IQAC in the academic year 2022-2023.

### **2.1 ACADEMIC AND ADMINISTRATIVE AUDIT :**

The assessment of the effectiveness, efficiency, and compliance of academic and administrative processes within an institution was conducted through Academic and Administrative Audits both by internal members (IAAA) and by the external members (EAAA) on 1st-2nd February, 2024 (2 days) and 15th-16th February, 2024 (2 days), respectively.

The AQAR for the AY 2022-2023 was audited as per the NAAC benchmark with the following seven criteria:

1. Curricular Aspects
2. Teaching-Learning and Evaluation
3. Research, Consultancy, and Extension
4. Infrastructure and Learning Resources,
5. Student Support and Progression
6. Governance, Leadership, and Management
7. Institution values and Best Practices

The audit process includes releasing of audit schedule, completion of AQAR data collection with all necessary proofs and scope of the audit are as follows:

#### **Scope of Academic Audit:**

1. Faculty Profile
2. Internal Assessment
3. QMS documentation
4. Adoption of Bloom's Taxonomy and OBE
5. Lab facilities.

#### **Scope of Administrative Audit:**

1. Physical Facilities (Central Library, Sports, RO Plant, STP, Rainwater Harvesting)
2. IT Infrastructure (IMS and CMS)
3. Administrative Office (Principal office, COE, HR, Finance, and CPO)

Consequently, Dean (IQAC) presented the outcome and the findings of the audits to the Members. A detailed discussion went on IAAA and EAAA (Academic) salient findings such as to increase the number of publications, consultancy work, collaboration through MoU's, seed money utilization, research supervisors, funded projects, IPR training programme, and strengthen the alumni contribution in all aspects. Subsequently, the proposed action plan is finalized.

A detailed discussion went on improving the collaboration through MoU's. Prof. G. Nagarajan suggested that the MoUs signed by the institution should be functional in nature through revenue generating activities like form of design, website designing, testing, manufacturing, software development and training. The Principal responded by informing the Members about a recent discussion held during the SCM regarding the revision of one of the Industrial Objective targets. It was proposed that each department should aim to generate a minimum of Rs. 3.5 lakhs annually from consultancy services, replacing the previous target of Rs. 1 lakh per department per year starting from the academic year 2023-24.

Besides, the Dean (IQAC) highlighted the IAAA and EAAA (Administrative) salient findings such as improving the library resource usage (footfall), procurement of plagiarism software, EPIC contribution, centralized inter disciplinary research lab, promptly releasing the semester exam results, strengthening the best practices.

Dr. K. Pitchandi, CoE explained to the Members that the delay in releasing the semester results was because of the constraints of the digitization vendor who is very uncertain. Also, he clarified that the issue is alleviated in the current academic year 2023-2024 by incorporating the comments given by the expert member in the earlier meeting. He added that henceforth, the results will be released in a timely manner.

## **2.2 GREEN, ENERGY AND ENVIRONMENTAL AUDIT:**

The Dean (IQAC) conveyed that the Quality Audits (Green, Energy and Environment) was conducted in December 2023 by Eco Services India Pvt. Ltd., focusing on environmental sustainability and energy efficiency. The main objectives of the audit are given below:

- **Waste Management**

The institution's waste management practices are audited and further to improve it, the new opportunities for improvement are identified.

- **Energy Efficiency**

To evaluate the energy consumption patterns in the institution and explore the renewable energy solutions for it.

- **Environmental Conservation**

To promote biodiversity and environmental stewardship through campus greening initiatives.

- **Sustainability Initiatives**

To develop and implement a comprehensive sustainability plan for the institution.

The audit reviews the extent to which the campus activities are in compliance with the applicable regulations, policies and standards pertaining to the environmental entirety of the campus. He continued his presentation by summarizing the features and outcome of green, energy and environment audits.

The Quality Audit Process (Green, Energy and Environment) covered the following components in the campus: Biodiversity Aspects of Campus, Solid Waste, Hazardous Waste and Bio-Medical Waste Management, Water Conservation and Waste Water Management, Operations of Sewage Treatment Plant (STP) Facilities, Rain Water Harvesting Facilities, Renewable Energy/Energy Conservation Aspects, Transportation Facilities and Carbon Footprint Reduction and Green Campus/Environmental Promotional Initiatives.

#### **Audit Findings for Water Conservation:**

The objectives of the Water Conservation Audit are:

- Rainwater Harvesting which is successfully done with the evidence of a pond filled with a good capacity of (4 MLD) where the internal storm drains designed to outfall into the pond.
- Recycling of treated sewage/ water is achieved by excess storm runoff treated and reused for flushing and gardening. The exclusive WTP for storm runoff treatment is installed.
- Water Quality is maintained by treating the raw water by the Water Treatment Plant (200 KLD). It is ensured that the water samples meet the ISO 10500:2012 standards as per NABL reports.
- The Water Distribution system is maintained hygienically by distributing the drinking Water through Water Dispenser bottles and dispatched to classrooms and all other blocks.

#### **Audit Findings of Waste Management:**

The objectives of the Waste Management Audit are:

- **Municipal Solid Waste Management:**
  - It is carried out by declaring Campus as a Plastic Free Zone. The tri-color bins are used at entry/exit points near blocks, canteens. The organic waste is treated in

biogas plants. The horticultural waste is treated in the composting yard. The effective bio gas flow is recorded. Recyclable waste is handed over to ITC Wealth out of Waste Recycling.

- **E-waste management:**
  - Rooms are inspected for E-waste components like CPU's, monitors and the MoU's are signed with TES.
- **Hazardous Waste Management:**
  - One visible activity towards the Hazardous Waste Management is ensuring a separate storing for the spent lube oil derived from DC sets.
  - To conclude the audit findings of Green Campus & Environment Initiatives there is an Environmental Committee formed with students and faculty, Active CARE Eco club establishment, tree sapling plantation programs held for environmental awareness, regular seminars and awareness programs on sustainability principles are carried out for Environmental awareness and tree plantation.

#### **Audit Findings Statutory Compliance:**

The Dean (IQAC) shared that the institution is in compliance with the Statutory Requirement by successfully reviewing for the environmental clearance (dated 29.04.14). Also, the renewed consent to operate is obtained from TN Pollution Control Board (23.08.2022 - 31.03.2027) and the hazardous Waste Authorization under TN Pollution Control Board.

#### **2.3 QUALITY INITIATIVES:**

The following are the quality initiative activities carried out by SVCE-IQAC:

- **5S and Asset Tracking system by QR Code Implementation:**

Implementation of 5S and Asset Tracking software was developed and tracking of assets has been done by IoT based QR code.
- **Red Tag Campaign:**

Mr. M.G.Murali, a Senior Consultant specializing in 5S and Total Productive Maintenance (TPM), inaugurated the Red Tag Campaign on 22/08/23.
- **Software Development:**

A software (Svcebookmyevent.com) was developed to book the different halls to organize various programs. It was developed by the IQAC Student Coordinator.



- **Bureau of Indian Standards (BIS) Initiatives:**

Initiated "10 Standards Club" involving 10 Engineering Departments through which 27 research project proposals were submitted to BIS, New Delhi this year.

- **NAAC Sponsored Seminar:**

Organized National level Seminar on NAAC-“Revised Assessment and Accreditation Framework” in collaboration with NAAC (24<sup>th</sup> and 25<sup>th</sup> November 2022).

### **3. INSTITUTION VALUES AND BEST PRACTICES:**

The Dean (IQAC) elaborated the best practices of the institution with their outcomes:

**Practice 1:** Development of an eco-friendly environment with the objective of carrying out Energy and Water Conservation, Waste management, Creating Micro habitats, planting indigenous trees and Butterfly Garden to enable sustainable living in SVCE. The evidence of Success of this practice is witnessed by the scenic view of the campus with a green cover of about 60% and a variety of flora and fauna. HOD (HSS) also informed the Members that SVCE is in World 2 Gold ranking for sustainable environment in the institution.

**Practice 2:** 5S (SEIRI TAG) & QR code implementation with the objective to ensure productivity in the organization. The activities carried out for this practice are 5S Implementation in all departments, 5S-SEIRI (Sort) is implemented in all the laboratories, Classrooms, Department Offices, Storage areas and Libraries (Central and Department). Also, the QR Code is implemented and the QR codes are adopted in Event Promotion, Laboratory, learning, Library Resources, Plants and Trees. The evidence of success for this practice are:

- Implementation of 5S would bring industry standards and lead to **NABL** (National Accreditation Board for Testing and Calibration Laboratories) accreditation.
- 1S (Sort) saved the space about 1200 Sq.ft.
- Office file tracking time is reduced.
- Labeling electric switches in the classrooms saves an electrical energy.
- Dynamic QR code has enhanced learning of equipment and instruments specification.
- IoT based asset tracking system - The lab equipment and instruments of labs of all disciplines are maintained in a common DB. Tracking of assets is made easier and specifications can be changed dynamically

#### **4. INSTITUTIONAL DISTINCTIVENESS:**

The "**Hall of Evolution of Engineering and Technology**" is envisaged as a dedicated space within the institution that chronicles the historical progression and groundbreaking advancements in the fields of engineering and technology. This hall will serve as an educational and inspirational resource, showcasing how engineering and technology have transformed societies, economies, and everyday life from ancient times to the present day.

The primary goal of the Hall of Evolution of Engineering and Technology is to provide students, faculty, and visitors with a comprehensive understanding of the history and impact of engineering and technology. By illustrating the milestones and key innovations over the centuries, the hall aims to inspire current and future engineers and technologists to contribute to ongoing advancements in these fields.

#### **5. VISION 2028:**

The Dean of the Internal Quality Assurance Cell (IQAC) has officially announced that the institution's strategic plan, termed VISION 2028, will commence from the academic year 2023-2024. This ambitious initiative aims to steer the institution towards significant milestones over the next five years, laying a solid foundation for long-term success and growth.

During a key meeting, Prof.G.Nagarajan, who serves as an expert member of the IQAC, emphasized the crucial role of transparent and effective communication in achieving the goals set out in VISION 2028. He underscored that the institution's vision, mission, and quality policy need to be clearly articulated and disseminated to all stakeholders. This includes students, faculty, administrative staff, alumni, and most importantly, industry experts.

Prof.G.Nagarajan pointed out that engaging industry experts is particularly vital. Their enthusiastic participation and collaboration are essential for the institution's continuous improvement and progress. Industry experts bring a wealth of practical knowledge, experience, and innovative ideas that can greatly enhance the institution's educational offerings and research capabilities. By aligning the institution's objectives with industry standards and expectations, the institution can ensure that its graduates are well-prepared for the workforce and that its research initiatives are relevant and impactful.

#### **6. FUTURE INITIATIVES:**

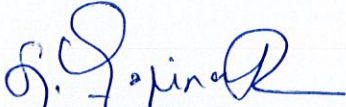
During the meeting, the Dean of IQAC outlined several upcoming initiatives aimed at advancing the institution's quality assurance efforts. A notable discussion revolved around the development of a comprehensive lesson plan and project management system, underscoring the

commitment to enhancing teaching methodologies and project execution processes. The Dean presented a detailed action plan outlining the proposed steps to be taken in this regard, soliciting input and feedback from the Members.

Furthermore, the establishment of a Makers Lab and Makerspace, equipped with essential tools and facilities, was deliberated upon. Prof. G. Nagarajan, an expert member, recommended initiating the laboratory with a minimum investment of INR 5 lakhs. Both the Secretary and Principal promptly agreed to allocate the necessary funds for this endeavor. Additionally, the Principal instructed the Dean of IQAC to prepare and submit a formal proposal outlining the specifics of the initiative.


In closing, the Secretary, Principal, and expert members expressed their sincere appreciation for the relentless efforts of the Dean of IQAC and his team in driving the institution's progress. The Dean, in turn, extended gratitude to the Management, Secretary, Principal, and all IQAC members for their invaluable contributions and support in furthering the institution's objectives.

The meeting came to an end at 1.30 pm.

  
Dean (IQAC)

**Dr. S. GOPINATH, M.E., Ph.D**  
IQAC Coordinator,  
Sri Venkateswara College of Engineering,  
Pennalur, Sriperumbudur Taluk - 602 117  
Tamil Nadu, India



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



**Internal Quality Assurance Cell (IQAC) Meeting on 30-04-2024**

**Attendance Report**

S.No	Name	Designation	Responsibility	Signature
1	Dr.M.Sivanandham	Secretary, SVEHT	Management	
2	Dr.S.Ganesh Vaidyanathan	Principal	Chairperson	 30/4/24
3	Dr.G.Nagarajan	Professor (Emeritus), Mechanical Engineering, Anna University	Special Invitee	 30/4/24
4	Dr.KR.Santha	Vice Principal, HOD- Electrical and Electronics Engineering	Member	 30.4.24
5	Dr.K.Pitchandi	Controller of Examinations	Member	
6	Dr.K.S.Badrinathan	Dean (Educational Development)	Member	 30/4/24
7	Dr.R.Ramesh	Dean (Academics), Leader-Academic Objective	Member	 30/04/24
8	Dr.J.Venkatesan	Dean (Student Welfare), HOD- Automobile Engineering	Member	 30/04/2024
9	Dr.R.Muthucumaras wamy	Dean (Research), HOD-Applied Mathematics	Member	 30/4/2024
10	Dr.S.Ramesh babu	HOD-Mechanical Engineering	Member	 30/4/24

11	Dr.G.A.Sathish Kumar	HOD-Electronics and communication Engineering	Member	<i>W.S. Sathish</i> 30/4/24
12	Dr.N.Meyyappan	HOD-Chemical Engineering	Member	<i>Dr. N. Meyyappan</i>
13	Dr.R.Anitha	HOD-Computer Science and Engineering	Member	<i>Dr. R. Anitha</i> 30/4/24
14	Dr.V.Vidhya	HOD-Information Technology	Member	<i>Dr. V. Vidhya</i> 30/4/24
15	Dr.R.Kumutha	HOD-Civil Engineering	Member	<i>Dr. R. Kumutha</i> 30/04/24
16	Dr. E. Nakkeeran	HOD - Biotechnology	Member	<i>Dr. E. Nakkeeran</i> 30/4/24
17	Prof.S.Shanmugam	HOD- Marine Engineering	Member	<i>Dr. S. Shanmugam</i> 30/4/24
18	Dr.T.Murugavel	HOD-Science and Humanities	Member	<i>Dr. T. Murugavel</i> 30/4/24
19	Dr.N.R.Sheela	HOD-Applied Physics	Member	<i>Dr. N. R. Sheela</i> 30/4/24
20	Dr.S.Stanly	HOD-Applied Chemistry	Member	<i>Dr. S. Stanly</i>
21	Dr.S.Premnath	Associate Professor, Automobile Engineering, M.Rep.	Member	<i>Dr. S. Premnath</i>
22	Mr.S. Ravichandran	Senior Vice President, Delphi-TVS Ltd.	Member	-
23	Mr.Shankar Sundaram	Management Consultant	Member	-
24	Mr.K.V.Ramanan	TVS training and Services.	Member	-
25	Ms.Sowmya Mahadevan	President -SVCE Alumni Association	Member	-
26	Dr. Sudhakar K Bharatan	Professor, Electrical and Electronics Engineering, Professional Objective	Member	<i>Dr. Sudhakar K Bharatan</i> 30.4.24
27	Dr.N.Kumaratharan	Professor, Electronics and Communication Engineering, Industrial Objective	Member	<i>Dr. N. Kumaratharan</i>
28	Prof.S.Muraleedharan	Chief Placement Officer, Educational Objective	Member	<i>Prof. S. Muraleedharan</i> 30/4/24
29	Dr.B.Saravanan	Assistant Professor,	Member	<i>B. Saravanan</i> 30/4/24

		Applied Mathematics		
30	Mr.T.S.Sanjiv	Final Year, B.Tech. Information Technology, President- Student Council	Member	<i>Phir.</i>
31	Dr.S.Gopinath	Dean IQAC/Professor, Mechanical Engineering	Coordinator	<i>S.Gopinath</i> 30/04/24



*S.Gopinath*  
**Dr. S. GOPINATH, M.E., Ph.D**  
 IQAC Coordinator,  
 Sri Venkateswara College of Engineering,  
 Sripurumbudur Taluk • 502 117  
 Tamil Nadu, India