



# SRI VENKATESA PERUMAL COLLEGE OF ENGINEERING & TECHNOLOGY

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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of the 22<sup>nd</sup> Meeting on 18-04-2022

<b>Chaired by</b>	Honourable Principal
<b>Venue</b>	Principal Chamber
<b>Date</b>	18-04-2022
<b>Time</b>	10.00 AM

22<sup>nd</sup> meeting of IQAC is scheduled on 18-04-2022 (Monday) at 10.00 am in the chambers of the undersigned. All the IQAC members are requested to attend the meetings with all the relevant files and information.

### AGENDA:

1. Review and confirmation of minutes of last IQAC Meeting
2. Action taken report on the proposals of the last meeting.
3. Initiatives Proposed by IQAC
4. Faculty Development Programmes(FDPs)
5. Institute Industry Interaction/Internships
6. Student Support Systems
7. Feedback on Curriculum
8. Teaching and Learning

### MINUTES OF MEETING & RESOLUTIONS:

#### Agenda 1: Review and confirmation of minutes of last IOAC Meeting

The minutes of last meetings meeting were readout with a formal discussion and minutes of last meeting were confirmed.

#### Agenda 2: Action taken report on the proposals of last meeting

1. Implementation of annual reports, google drive folders for the collection of supporting documents, use of google link for collection of students' contribution was reviewed. Implementation of all the IQAC initiatives can be assessed in AAA and meetings of internal IQAC members can conducted for the same. Members were informed about the conduction of induction programs for B.Tech I Year Students.



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2. Principal reviewed the Skill oriented courses organized in the previous semester and appreciated all the HODs.
3. It was also suggested that evaluation of industry internship of students, feedback from industry about students and industrial training of faculty need to be focused. In the discussion, with reference to "Stakeholders Feedback and Action Taken Report" to be submitted by departments to IQAC on annual basis, it was suggested to try for proactive involvement of stakeholders in all the interactions in order to have innovative suggestions for quality improvement.
4. Social activities conducted by the institute, especially in the area of rural development and water conservation were highly appreciated.

### **Agenda 3: Initiatives proposed by IQAC**

The Coordinator, IQAC presented initiatives taken by IQAC for quality sustenance and quality improvement. All initiatives taken by IQAC were resolved and recommended for implementation. Members suggested for ensuring continuous quality improvement through all initiatives.

Class Study group Leadership team for every class with team of 10 students can be formed as a class study group. Class Study Circle will represent the class and will take the lead to organize different academic, curricular activities for respective class, department. Regular meetings of, Head of the institute and HODs with class study groups will make stronger chain of communication with good representation and involvement of more students in different academic activities. Overall, at institute level, "Class Study Group" activity will be coordinated by institute level Academic Development and Monitoring Committee.

### **Agenda 4: Faculty Development Programmes (FDPs)**

The Principal suggested to all members that Faculty development programs prepare teachers with the latest teaching methods. They use technology to impart effective education. Students learn better and therefore perform better at exams. He asked all HODs to make their faculties to attend the FDPs in reputed colleges.



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## **Agenda 5: Institute Industry Interaction/Internships**

The Principal and IQAC coordinator discussed the importance of Industry Interaction with all the members where teaching-learning process will be enhanced and creates awareness among the students about the environment of industry and he asked all HODs to submit the report of students participated in various internship programmes.

## **Agenda 6: Student Support Systems**

The IQAC coordinator presented the list of mentor mentee system. The Principal reviewed the Mentor Mentee system for various departments and appreciated the effects of faculty in identifying slow-learners and organizing remedial classes. The Principal appreciated the HODs for organizing welfare activities by the students. He informed to conduct training classes for the students to meet competitive exams.

## **Agenda 7: Feedback on Curriculum**

The members discussed that methodologies to improve stakeholders' involvement (Alumni, Employers, Industry, parents and others) plays very important role in quality improvement in design and development of curriculum. To improve interaction with stakeholders, it was decided to share soft copy of departmental and institute level newsletters and magazine with alumni, parents and employers including all the external stakeholders. Every department has to create database for email id of parents, alumni and employers.

## **Agenda 8: Teaching and learning**

The Principal stated that Strengthening teaching learning and academic processes Outcome based education philosophy is followed in the institute and more awareness sessions on OBE can be conducted for students and newly joined faculty. More focus should be given on students' project, internships, seminars etc. for improving communication, report preparation and exposure to real life.

For every subject minimum four innovative teaching methods should be identified and implemented out of the list of activities prescribed by institute level academic development and monitoring committee.



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Each department will conduct project exhibition / competition at the end of second term. Institute level ISTE Students' Chapter will be responsible for the planning and conduction of interdepartmental project exhibition.

Improving input quality of students. It was highlighted that quality of students helps to improve learning environment in the class and in the institute. In view of taking more efforts in improving quality of students it was decided to go for campaigning in 12th class junior colleges and counseling sessions by departments to be organized.

S.NO	Name of the committee	Name of the coordinator	Designation	Signature
1	Internal Quality Assurance Cell	Prof. Syed Jeelan	Assoc. Prof, CSE	
2	NAAC Steering Committee	Dr. D.Nagaraju	HOD, CSE	
3	Anti Ragging Committee	Dr.V. Janardhan Babu	HOD, AI	
4	Disciplinary Committee	Dr.B.Rama Ganesh	Professor,CSE	
5	Anti-Sexual Harassment Cell	Mrs.D.S.Vanaja	Asst. Professor.(ECE)	
6	Cultural Cell	Ms.R.Blessina Preethi	Assoc.Professor,ECE	
7	Alumni Association	Mr.N.Muni Sankar	Assoc.Professor,CSE	
8	Entrepreneur Development Cell	Dr.K.Harun	HOD,MBA	
9	Women Empowerment Cell	Mrs K.Pavani	Asst. Prof., CSE	
10	Grievance Redressal Committee	Dr G Viswanath	HOD,MCA	
11	Sports Association	Mr.C.Rajesh	Physical Director	
12	R&D Cell	Dr.G.Naresh Kumar	HOD,ME	
13	Professional/Industries Cell	Dr.V Ganesh	HOD, HBS	
14	Training & Placement Cell	Mr.P.P.Nagaraja Rao	Assoc.Professor,ECE	
15	NSS Advisory Committee	Dr. S.Venkata Kiran	HOD,(ECE)	
16	Library Committee	Dr. L Lakshmi pathi	Chief Librarian	



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17	Exam Cell	Mr. K Kiran	Assoc.Professor,EEE	
18	Admission Committee	Mr.N.Kumar Raja	CCO	
19	Staff Recruitment Committee	Dr.K.Murali Babu	Professor,(ECE)	
20	Right to Information Cell	Mr. T Hemanth Kumar	Administrative Officer	
21	Student Welfare Committee	Dr.A.Gokula Chandhar	Assoc.Prof.,ECE	
22	Purchase Committee	Mr.S.Irfan Basha	IR Officer	
23	Transport Committee	Mr. K. Narendra	Transport In-Charge	
24	SC/ST Committee	Dr. K. Murali Mohan Achari	Assoc.Professor,(HBS)	
25	Internal Complaints Committee	Dr. K Sivakumar	HOD, EEE	
26	Other Backward Caste Committee	Dr. S LV Prasad	Professor,(ME)	
27	Industry Interaction Committee	Mr.P.V.Hemanth	C.R.O	

Principal and IQAC Chairman

Principal  
Sri Venkatesa Perumal  
College of Engg. & Tech.  
(AUTONOMOUS)  
PUTTUR