

**SRI VENKATESWARA COLLEGE OF ENGINEERING
(AUTONOMOUS - AFFILIATED TO ANNA UNIVERSITY)
PENNALUR, SRIPERUMBUDUR – 602117**

MINUTES OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

DEPARTMENT COORDINATORS MEETING

Academic Year: (2019-2020)/ODD Date: 5 /7/2019 Time: 1.30 PM to 3.05 PM

Venue: IQAC Cell / Mechanical Engineering Department

Members Present:

1. Dr. S. Gopinath M.E., Ph.D. (IQAC Coordinator).
2. Dr. R. Karthikeyan M.E., Ph.D. (EE-Dept. IQAC Coordinator)
3. Dr. M. Anandan, M.E, Ph.D (MR-Dept. IQAC Coordinator)
4. Dr. S. Premnath M.E., Ph.D. (AE-Dept. IQAC Coordinator)
5. Dr. K. S. Gayathri, M.E., Ph.D. (CS-Dept. IQAC Coordinator)
6. Mr. B.S.Vishal.(CH-Dept. IQAC Coordinator)
7. Mr..K.Karthee, (ME-Dept. IQAC Coordinator)
8. Dr. M. Thirumalaikumar M.Sc., Ph.D. (AC-Dept. IQAC Coordinator)
9. Dr. B. Saravanan M.Sc., Ph.D. (AM-Dept. IQAC Coordinator)
10. Mr. R. Senthil Kumar, M.Tech (CS-Dept. IQAC Coordinator)
11. Ms. P. Nirmala, M.E. (IT-Dept. IQAC Coordinator)
12. Mr.S.Senthilrajan, M.E(EC-Dept. IQAC Coordinator)

The IQAC Coordinator Prof.S.Gopinath welcomed the department level IQAC coordinators and briefed about that day's meeting's agenda. At the outset, he stressed upon the completion of three essential reports viz.,

- External AAA report (Prof. S.Gopinath and R. Karthikeyan)
- AQAR Internal audit report (Premnath)
- Environmental audit report (Hariharan and Vishal). He emphasized that a weeks' time may be used to complete the above reports.

IQAC Planner

The annual planner framework for IQAC for the forthcoming academic year is going to be released as google forms which the IQAC department level coordinators have to fill up by proposing programs to be conducted. The programs must be of common interest with knowledge sharing as the primary goal. At least one program from one department can be proposed most preferably a one-day program.

Student Coordinators

IQAC Coordinator requested to fill up details of two student IQAC coordinators from III year in the google sheet. An interdisciplinary activity involving these student coordinators is being planned.

Expert Visit and Lecture

It has been planned to invite NAAC Personnel from Bangalore to deliver an expert lecture on development of quality in educational institutions.

Industrial Visit

It is on the anvil to arrange industrial visits to industries to have a first-hand knowledge on implementation of quality standards in industries at three levels viz.,

- ❖ IQAC department Coordinators.
- ❖ Identified Laboratory Personnel.
- ❖ IQAC Student Coordinators.

Workplace Improvement Program

In the first stage, it has been envisaged to implement 5S concept in the laboratories of various departments. For these two Laboratory instructors are to be identified and nominated by HODs and training will be imparted to implement the 5S concept. In the second level, implementation of TPM - Total productive Maintenance and Inventory management is planned.

ERP Coordination

Cognizant of new AQAR format, fields have to be identified to feed as inputs to the ERP team. This task has been assigned to Senthil Kumar and Nirmala of CSE and IT departments. This task has to be completed in a week's time.

The rest of the meeting was devoted to the discussion on the AQAR report in the following avenues.

- The AQAR report for the academic year (2018 - 2019) in the new format has to be furnished entirely online.
- The departments are to prepare an AQAR report, with the immediate data validation followed by internal AQAR audit.
- Feedback has to be obtained from various stakeholders viz employer, parent, faculty, and alumni. Dean (Educational Development) has been entrusted with the task of creating formats for these feedbacks.
- The IQAC annual meeting for the year ended (2018 - 2019) involving all stakeholders is planned and the minutes of the same to be dispatched to statutory bodies by August 2019. This report must include ATR - Action Taken Report.
- IQAC meeting is proposed to be convened twice a month, one long and one short duration.
- Identification of value-added courses that can be imparted under CBCS in the purview of IQAC.
- Student satisfaction survey - trial to be initiated through google forms.
- Plan to be evolved to conduct an IPR workshop.
- Facility for e-content program to be developed.
- Facilities for differently abled persons deployed in the campus to be identified and photo documented. This task has been entrusted to Dr. Anandan of the marine department.
- Future plans of action for next academic year to be compiled from google planner and to be narrated in 500 words in the AQAR report.

With no further points for discussion the meeting came to an end sine die by 3.05 PM.

ACADEMIC YEAR: (2019 -2020)

IQAC STUDENTS' COORDINATORS MEETING - MINUTES

DATE: 15/07/2019

Time: 2PM to 3 PM

Venue: IQAC Cell / Mechanical Engineering Department

IQAC Coordinator welcomed the department IQAC Student Coordinators and proceeded to brief the agenda of the meeting. The deliberation was carried out under the following lines

Members Present:

1. Dr. S. Gopinath M.E., Ph.D. (IQAC Coordinator).
2. Dr. R. Karthikeyan M.E., Ph.D. (EE-Dept. IQAC Coordinator)
3. Dr. S. Premnath M.E., Ph.D.(AE-Dept. IQAC Coordinator)
4. Dr. K. S. Gayathri, M.E., Ph.D. (CS-Dept. IQAC Coordinator)
5. Dr. R. Palani M.E., Ph.D.(CH-Dept. IQAC Coordinator)
6. Dr. C. Senthamarai Kannan, (ME-Dept. IQAC Coordinator)
7. Dr. M. Thirumalaikumar M.Sc., Ph.D.(AC-Dept. IQAC Coordinator)
8. Dr. B. Saravanan M.Sc., Ph.D. (AM-Dept. IQAC Coordinator)
9. Mr. R. Senthil Kumar, M.Tech (CS-Dept. IQAC Coordinator)
10. Ms. G. Bharathy M.Sc., M.Phil., (AP-Dept. IQAC Coordinator)
11. Mr. N Sathish, M.E(EC-Dept. IQAC Coordinator)

IQAC Coordinator Prof.S. Gopinath explained about Student Satisfaction Survey (SSS) and briefed about the importance of IQAC.

He explained the role of student coordinators for IQAC. He has initiated the multidisciplinary activities named as MAKER SPACE to do some mini project towards industry 4.0.

He has instructed the student coordinators to act as a mentor to respective branch student to promote the multi-disciplinary activities.

SRI VENKATESWARA COLLEGE OF ENGINEERING, SRIPERUMBUDUR - 602 117
INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING - MINUTES

DATE: 2/8/2019

TIME: 10 AM TO 1.15 PM

VENUE: **IQAC Cell / Mechanical Engineering Department**

Members Present:

1. Dr. S. Gopinath M.E., Ph.D. (IQAC Coordinator).
2. Dr. R. Karthikeyan M.E., Ph.D. (EE-Dept. IQAC Coordinator)
3. Dr. M. Anandan, M.E, Ph.D (MR-Dept. IQAC Coordinator)
4. Dr. S. Premnath M.E., Ph.D. (AE-Dept. IQAC Coordinator)
5. Dr. K. S. Gayathri, M.E., Ph.D. (CS-Dept. IQAC Coordinator)
6. Mr. B.S.Vishal.(CH-Dept. IQAC Coordinator)
7. Dr. M. Thirumalaikumar M.Sc., Ph.D. (AC-Dept. IQAC Coordinator)
8. Dr. B. Saravanan M.Sc., Ph.D. (AM-Dept. IQAC Coordinator)
9. Mr. R. Senthil Kumar, M.Tech (CS-Dept. IQAC Coordinator)
10. Ms. P. Nirmala, M.E. (IT-Dept. IQAC Coordinator)
11. Ms. S.Kalpana, M.Phil., (AP-Dept. IQAC Coordinator)
12. Mr.S.Senthilrajan, M.E(EC-Dept. IQAC Coordinator)

The second meeting of the IQAC for the academic year (2019 - 2020) / ODD Semester was held on 2/8/2019 from 10 AM to 1:15 AM at the QMC hall of the college. The IQAC department coordinators attended the meeting.

The IQAC Coordinator Prof. Dr. S. Gopinath welcomed the IQAC department coordinators and first briefed the following agenda of the meeting

- a) Preparation of AAA External audit report
- b) Preparation of AAA Internal audit report
- c) Environmental audit report preparation
- d) IQAC Planner
- e) AQAR guidelines.

a) Academic and Administrative Audit External Report

The AAA external report has to be finalized and to be uploaded into the NAAC Portal. A draft report has already been prepared in this regard and awaiting to be fine-tuned. IQAC coordinator Prof. S. Gopinath, requested EEE department coordinator R.Karthikeyan to collaborate with him to finalize the report. The external AAA audit for the academic year (2019-2020) can be planned to be held in October 2019.

b) Internal AAA Report Finalization

The IQAC Coordinator requested Dr. Premnath of Automobile Engineering Department To consolidate the Internal AAA report by obtaining feedback from Internal AAA auditors in the prescribed format. He urged him to exhort the internal AAA auditors to part with the details of Internal AAA audit so that a comprehensive Internal AAA report can be arrived at in a week's time. The Internal AA audit can be planned to be conducted by second week of September 2019.

c) IQAC Planner

The IQAC Coordinator next steered the meeting to the discussion on IQAC planner. He said a common topic to be concluded for the one-day workshop and he spelt out certain common topics of interest like IoTof things, Industry 4.0. In the workshops to be conducted the target audience have to be identified and this workshop activity must involve IQAC department Coordinators, IQAC student Coordinators and other students. At least 5 such workshops are to be Coordinated for this semester. The IQAC Coordinator stressed the need for an exclusive workshop on IPR to be conducted in this academic year. An education visit for IQAC department Coordinators to IIIT - Kancheepuram is envisaged so that collaborative projects can be carried out. The IQAC coordinator informed that within 90 days the portal entries have to be entered. He also informed that college is embarking on evolving common file formats to be used for various inspection agencies like ISO, NBA, etc., through a committee in which IQAC Coordinator is a member.

d) Environmental Audit Report

IQAC Coordinator requested Mr. Hariharan (Bio-Tech) and Mr. Vishal (Chemical) after due discussion with the Civil department to prepare the final report for the concluded

environmental audit. He advocated that the help of civil department student coordinators be sought for the preparation of templates to record maintenance of activities with respect to environmental factor facilities of the college. He also requested that action taken report to be included in the environmental audit report.

e) Annual IQAC Meeting

It is proposed to conduct an annual IQAC meeting involving internal and external stakeholders at the end of October 2019.

He requested that the data collection for AQAR report for the year ended (2018 - 2019) have to be completed by 30th August 2019, so that internal AAA audit can be carried out by the second week of September 2019. This audit can be overseen by Dean (Educational Development) along with another IQAC coordinator for effectiveness.

f) AQAR Report

The AQAR report must contain data pertaining to July 2018 to June 2019. IQAC Coordinator discussed in detail the AQAR report aspects by referring to various tables in the report format. He requested the department coordinators not to leave any entry blank, rather fill with NA - Not Applicable (or) NIL as the case may be. He clarified the doubts of department coordinators and asked them to complete the AQAR data collection through department level NAAC Criterion Coordinators. The external AAA audit will involve more experts this time with opening and closing meeting included in the schedule

With no further points for discussion the meeting came to an end sine die by 1:15 PM

ACADEMIC YEAR: (2019 -2020)

IQAC COORDINATORS MEETING - MINUTES

DATE: 06/09/2019

Time: 10 AM to 11AM

Venue: IQAC Cell / Mechanical Engineering Department

Members Present:

1. Dr. S. Gopinath M.E., Ph.D. (IQAC Coordinator).
2. Dr. R. Karthikeyan M.E., Ph.D. (EE-Dept. IQAC Coordinator)
3. Dr. M. Anandan, M.E, Ph.D (MR-Dept. IQAC Coordinator)
4. Dr. S. Premnath M.E., Ph.D. (AE-Dept. IQAC Coordinator)
5. Dr. K. S. Gayathri, M.E., Ph.D. (CS-Dept. IQAC Coordinator)
6. Mr. B.S.Vishal.(CH-Dept. IQAC Coordinator)
7. Dr. M. Thirumalaikumar M.Sc., Ph.D. (AC-Dept. IQAC Coordinator)
8. Dr. B. Saravanan M.Sc., Ph.D. (AM-Dept. IQAC Coordinator)
9. Mr. R. Senthil Kumar, M.Tech (CS-Dept. IQAC Coordinator)
10. Ms. P. Nirmala, M.E. (IT-Dept. IQAC Coordinator)
11. Ms. S.Kalpna, M.Phil., (AP-Dept. IQAC Coordinator)
12. Mr.S.Senthilrajan, M.E(EC-Dept. IQAC Coordinator)

IQAC Coordinator welcomed the department IQAC Coordinators and proceeded to brief the agenda of the meeting. The deliberation was carried out under the following lines

IAAA Audit

IQAC coordinator Prof.S. Gopinath has discussed about internal Academic and Administrative audit and proposed between 9/09/2019 to 14/09/2019. All the members are accepted to do the audit in the flexible timing.

He has discussed about the online AQAR data entry in NAAC HEI- web portal and it was scheduled between 16/09/2019 to 20/09/2019.

IQAC coordinators raised their doubts such as login id and password and location of data entry etc.

He has replied that the data entry point will be Mechatronics lab and login id and password can be provided at the time of data entry.

IQAC coordinator Prof.Gopinath exhorted members to come up with topics to conduct various workshops/ seminars. This can also include awareness program on NAAC.

ACADEMIC YEAR: (2019 -2020)

IQAC COORDINATORS MEETING - MINUTES

Date : 4/11/2019

Time 10 AM to 2.20 PM

VENUE: IQAC Cell / Mechanical Engineering Department

IQAC Coordinator welcomed the department IQAC Coordinator and explained in brief the purpose of the meeting. This meeting is a prequel to the AQAR portal submission which is a high priority task. The agenda of the meeting and their deliberations are furnished as follows:

Sub_criterion Completion

IQAC Coordinator enquired the extent of completion of all sub_criterion in each main NAAC Criterion

IQAC department Coordinator reported the hear completion status of sub_criteria under main criteria. IQAC Coordinator requested the Coordinators to expedite the completion of the review the same critically.

Web_links creation

As per the requirement of AQAR it is essential to create. Criteria_wise web links for the NAAC Committee to view from their office while validating the AQAR data. In this aspect he requested the IT department Coordinator to create the necessary web links.

NAAC Criterion leaders suggestions

Leaders have been deployed for each NAAC criterion and they have been entrusted with the incorporation of correction updations given by the NAAC criterion members

Stakeholders Meeting

The agenda for stakeholders meeting to be drawn which include the identification of stakeholders to be included , the experts to be invited . The schedule and modality of conducting the meeting. IQAC Coordinator requested Mr. Senthilrajan to assist in this regard

The reports for Academic and Administrative qudits have to be finalized both for internal and external. The IQAC Coordinator , informed the department IQAC Coordinators to impart their suggestions by going over the draft report that will be sent to them through mail.

Last IQAC Coordinator solicited the plan of action to complete the pending reports and minutes. He requested the members to send their view points and suggestions in this regard.

ACADEMIC YEAR: (2019 -2020)

IQAC COORDINATORS MEETING - MINUTES

DATE: 17/12/2019

Time: 3 PM to 4 PM

Venue: IQAC Cell / Mechanical Engineering Department

Members Present:

1. Dr. S. Gopinath M.E., Ph.D. (IQAC Coordinator).
2. Dr. R. Karthikeyan M.E., Ph.D. (EE-Dept. IQAC Coordinator)
3. Dr. M. Anandan, M.E, Ph.D (MR-Dept. IQAC Coordinator)
4. Dr. S. Premnath M.E., Ph.D. (AE-Dept. IQAC Coordinator)
5. Dr. K. S. Gayathri, M.E., Ph.D. (CS-Dept. IQAC Coordinator)
6. Dr. M. Thirumalaikumar M.Sc., Ph.D. (AC-Dept. IQAC Coordinator)
7. Dr. B. Saravanan M.Sc., Ph.D. (AM-Dept. IQAC Coordinator)
8. Mr. R. Senthil Kumar, M.Tech (CS-Dept. IQAC Coordinator)
9. Ms. P. Nirmala, M.E. (IT-Dept. IQAC Coordinator)
10. Mr.S.Senthilrajan, M.E(EC-Dept. IQAC Coordinator)

IQAC Coordinator welcomed the department IQAC Coordinators and proceeded to brief the agenda of the meeting.

Agenda:

1. AQAR 2018-19 corrections and uploading.
2. Academic and Administrative Audit (AAA).
- 3.Environmental Audit(Second party)
3. IQAC initiatives for every department.
4. Feasibility of 5S implementation in all laboratories.
5. Industrial visit to IITM Research Park.

IQAC coordinator discussed about AQAR-2018-2019 criteria wise data correction and uploading procedure. He also discussed about the external member for AAA audit and Environmental audit.He has suggested to do IQAC activities in every department such as professional development and skill development programme.He has discussed about 5S implementation in all laboratories and also, he proposed to visit IIT-M research park to get more awareness on different projects.

ACADEMIC YEAR: (2019-2020)

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING - MINUTES

DATE: 5/2/2020

TIME: 2 PM TO 3.20 PM

VENUE: **IQAC Cell / Mechanical Engineering Department**

Members Present:

1. Dr. S. Gopinath M.E., Ph.D. (IQAC Coordinator).
2. Dr. R. Karthikeyan M.E., Ph.D. (EE-Dept. IQAC Coordinator)
3. Dr. S. Premnath M.E., Ph.D.(AE-Dept. IQAC Coordinator)
4. Dr. K. S. Gayathri, M.E., Ph.D. (CS-Dept. IQAC Coordinator)
5. Dr. R. Palani M.E., Ph.D.(CH-Dept. IQAC Coordinator)
6. Dr. C. Senthamarai Kannan, (ME-Dept. IQAC Coordinator)
7. Dr. M. Thirumalaikumar M.Sc., Ph.D.(AC-Dept. IQAC Coordinator)
8. Dr. B. Saravanan M.Sc., Ph.D. (AM-Dept. IQAC Coordinator)
9. Mr. R. Senthil Kumar, M.Tech (CS-Dept. IQAC Coordinator)
10. Ms. P. Nirmala, M.E. (IT-Dept. IQAC Coordinator)
11. Mr. J. Hariharan M.Tech (BT-Dept. IQAC Coordinator)
12. Ms. G. Bharathy M.Sc., M.Phil., (AP-Dept. IQAC Coordinator)
13. Mr. N Sathish, M.E(EC-Dept. IQAC Coordinator)
14. Mr.G.Arun,M.E(CE-Dept. IQAC Coordinator)

The IQAC Coordinator Prof. Dr.S.Gopinath welcomed the department level IQAC Coordinators and he proceeded to discuss elaborately the scope of IQAC and its ramifications through a hierarchy chart. An important IQAC activity forthcoming is the stakeholders meeting to be held in the month of April 2020. The Stakeholders meeting involves various stakeholders viz, IQAC members, Alumni, Parents, Industry Personnel, Students, Faculty, Deans. The main objective as well as the outcome of this meeting is to revamp the mission based on stakeholders' inputs and to arrive at an enhanced mission. For effective stakeholders, a meeting questionnaire has to be designed and feedback from various stakeholders is to be obtained. The feedback obtained from parents during the recent parent Day Meeting will suffice for parent feedback. The IQAC Coordinator Prof. Dr. S. Gopinath requested that everyone should be involved in this process. This means additional documents for validation have to be prepared. A steering committee has been formed with the IQAC Coordinator at the helm with the following IQAC members as steering Committee members.

- 1) Dr. Anandan / Marine
- 2) Dr.R. Karthikeyan / EEE
- 3) Dr. Premanand / Auto
- 4) Senthilrajan / ECE

The steering committee will prepare validation documents for the Academic and Administrative Audit (AAA) expected to be carried out by March 2020 by an external expert team. IQAC Coordinator requested every department level IQAC Coordinator to identify an alumnus, industry person and a parent for interactive feedback during the stakeholders meeting. He also said to sensitize the faculty members of the college about the quality initiatives by IQAC one day IQAC awareness program can be organized. He deployed Dr. M. Anandan and R. Karthikeyan to explore this scope and to arrive at a plan for the same. External experts can also be called for this programme. The IQAC Coordinator then proceeded to delineate the various quality initiatives under the aegis of IQAC viz

- Workshop / Seminar Programmes for faculty and non-teaching staff.
- Students' Marker space
- NAAC Web Page
- Quality Culture inculcation.

To inculcate quality in the daily routine foam boards depicting 5S principles will be displayed in various laboratories. In this regard, he requested the department IQAC Coordinators to furnish the requirement after due consultation with their HODs. The IQAC Coordinator also announced that on the anvil there is a programme titled "Quality Assurance in II Technical Education" by experts of NITTTR. This is going to be a 2 days programme and can accommodate 40 members. He requested Mr. G. Arul of Civil Engineering to coordinate in this regard along with the IQAC Coordinator. It is envisaged to organize a workshop on 5S exclusively for Non-teaching Staff. On the lines of Industry 4.0, it is proposed to create QR codes for SOP (= Standard Operating Procedure) of machines. The IQAC Coordinator requested the help of the IT department and on a pilot basis this may first be implemented in the Mechanical Engineering Department. Involvement of Students in the Creation of RF tags for essential documents can be explored with

the involvement of the CSE / IT department. IQAC Coordinator said a Google sheet for feedback obtained from parents will be sent to departments which has to be filled so that parent feedback overall statistics can be obtained. He also informed that after identification and approval of suitable space to establish an IQAC office, grants for the same can be submitted to UGC through a proposal to the tune of 3.5 lakhs. The IQAC Coordinator then invited topics from the audience for Workshops / Seminars that can be organized under the purview of IQAC. The following topics were suggested by department IQAC Coordinators,

- (a). Excel for Non-Teaching staff
- (b). Communication skills for non-Teaching staff
- (c). Outcome Based education for faculty members
- (d). Web page Development
- (e). Training programme on deployment of quality techniques such as FMEA and QFD which can also be used as a tool for syllabus framing
- (f). Proposal Writing for technical projects
- (g). Patent Writing

IQAC coordinator then assured that experts can be roped in the successful conduct of above programmes. Next, he reviewed the meeting deliberations and assigned personnel for the following IQAC activities.

- (i) Environmental audit - Mr.G. Arun with the help of the civil engineering department.
- (ii) Documentation of IQAC documents and its upkeep- Mr. Senthil Kumar of CSE department
- (iii) Students' Marker space - Mr. Senthilrajan / ECE and Sathish /ECE
- (iv) Alumni feedback - Ms.G. Bharathi / Applied physics in consultation with Dr. Janarthanan
- (vi) Budgeting and Finance - Dr. Saravanan / Applied Mathematics and Dr. Palani / Chemical Engineering. As the time neared to the end of the meeting, he urged everyone to follow-up IQAC activities through mail and it is planned to create a WhatsApp group for IQAC and he urged members to join the same for timely updates. The meeting came to an end sine die at 3:20 PM.