



## MINUTES OF 16<sup>th</sup> INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

**Date:** 23.12.2020

**Venue:** Conference Hall

**Time:** 11.30 am - 2.30 pm

**Chair:** Dr. V.S.K.Venkatachalapathy, Director cum Principal

**Members Present:** Shown in Annexure I

- Dr. V.S.K.Venkatachalapathy, Director cum Principal extended a cordial welcome to the Academic Expert and the members of Internal Quality Assurance Cell (IQAC) and wish the meeting for grand success.
- Dr. S. Anbumalar, Coordinator/ IQAC gave an introduction of all members who have attended despite of their busy schedules. She briefed on the Introduction of IQAC, Vision, Mission statements of IQAC, functions, responsibilities and benefits of IQAC

### 16.1 Review of 15<sup>th</sup> meeting

- The points discussed in the 15<sup>th</sup> IQAC meeting held on 13.08.2020 with their action taken and its corresponding follow – up was presented as given below.

Sl. No	Points Discussed	Action Taken
15.1	Review of College Vision and Mission statements	New vision and mission statements are framed and its validation is under process.
15.2	NBA Accreditation – EEE, ECE, CSE, IT, MECH departments are requested to prepare the compliance report	Compliance report prepared
15.3	AQAR submission – AY 2019-2020	Under Process
15.4	Curriculum and Syllabi for Autonomous Regulation	Curriculum and syllabi for autonomous regulations were framed
15.5	New policies	Policy manual disseminated through college website
15.6	Quality issues discussed in Board of Studies of all departments	Suggestions are incorporated



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Sl. No	Points Discussed	Action Taken
15.7	Effective handling of classes, Methodology to be followed for the lab classes through online mode	Theory and practical classes completed for Odd semester of the AY 2020-21. Practical classes conducted by video presentation and online simulation software
15.8	Academic results	University Exam conducted through online mode and results were declared. 100% results attained
15.9	Plan for Society oriented programs	Activities such as tackling COVID Menace, quiz competition on HIV/AIDS, Sanitizer and mask distribution etc., were conducted.
15.10	Plan for Library books purchase of Rs.30,49,486/- for Odd semester of the AY 2020-21	Library books purchased for Rs. 2,72,365/-. The plan for purchase of books related to Autonomous Curriculum is under progress
Sl. No	Plan for odd semester (July to Nov 2020)	Action Taken
15.11	Skill Development Courses - 44	52 skill development courses completed
15.12	Faculty Training, FDP – 14	20 Faculty trainings completed
15.13	Guest Lectures - 69	71 Guest Lectures completed
15.14	Certificate courses – 106	105 certificate Courses completed
15.15	NSS activities – 21	21 NSS Activities completed
Sl. No	Points Discussed	Action Taken
15.16	Autonomous Examination and Evaluation System	COE software developed for efficient conduction of End Semester Examination
15.17	Publication – 142 no's Patents – 5 no's Grants received.	Action taken will be addressed by the concerned coordinator
15.18	Plan for ATAL – ARIIA and NIRF	



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Sl. No	Points Discussed	Action Taken
15.19	Target of 3 product companies with package of 7 lakhs and to get 3 core companies	Action taken will be addressed by the concerned coordinators
15.20	Training Activities	
15.21	NPTEL Courses /Conferences planned	No. of. Enrolment in NPTEL – 822 registered (July/Nov 2020) No. of. Enrolment in coursera – 520
15.22	Professional Body Activities - 29	29 Activities Completed with various bodies like ISTE,IEEE, ICI, IEI
15.23	Students Welfare Measures	Handbook for code and Discipline prepared
15.24	Any other matters with the permission of the Chair	(A)Certificate courses to be presented in four headings 1. Value Added Courses, 2. Life skill, 3. Skill based course, 4. Vocational courses (B) Academic Research such as student registered for Ph. D to be presented in next IQAC (C) Initiatives on sports funding (D) Comparative statements with other colleges to get NIRF ranking (E) Placement data need to be presented with sanctioned intake and no. of. students placed (F) Industry Institute to be presented in four categories 1. MoUs, 2. Collaboration, 3. Tie-up's, 4. Linkages



## 16.2 Review of College Vision and Mission Statement

- Vision and Mission statement of college has been changed by collecting feedback from various stakeholders (Faculty, Students, Alumni, Parents and Employers)
- The revised college vision and mission statements need to be presented before the Board of studies, Academic council and general body for its approval and dissemination.

## 16.3 Introduction of Arts & Science and Medical Science Programmes

### School of Architecture

- Discussed the Development Activities of Architecture which includes Faculty Development Programme, Publications, Research Activities, seminars and Hands on Training for students.
- It is emphasized by the expert to list out the agencies planned for Research funding and list out the faculties planned for attending the FDP in a tabular format. He also suggested to list out the important journals planned to publish along with the faculty name in the next IQAC Presentation.

### School of Allied Health Sciences

- Dr. R. Gopal- Dean/School of Allied Health Sciences presented on various courses introduced in Allied Health Science Programme (8 degree courses, 3 diploma courses and 1 certification course).
- Academic Expert suggested setting out targets on different areas such as framing Vision and Mission Statements, Performance of Students, Internship / Trainings, MoUs etc., and exhibiting the same in the forthcoming meetings.

### School of Arts and Science

- Dr. S. Muthulakshmi – Dean/School of Arts and Science presented on various courses introduced in Arts and Science Programme (11 courses under 5 departments namely Commerce and Management, Computational studies, Science, Humanities and Media Studies).
- She also presented the intake of each programme.



## 16.4 NBA Compliance Report

- Dr. S. Anbumalar, Coordinator/ IQAC presented on the NBA Accreditation Compliance report submission status for Cycle III. The report is planned to be submitted in the last week of December 2020 for departments of Electrical and Electronics Engineering, Electronics and Communication Engineering, Computer Science Engineering, Information Technology and Mechanical Engineering.

## 16.5 Board of Studies Meeting

*The following points were discussed by the IQAC coordinator on BoS*

Got approval for Regulation 2019 and 2020 from 1<sup>st</sup> to 4<sup>th</sup> semesters for all departments in the First BoS Meeting

The second Board of Studies (BoS) Meeting for the academic year 2021 is scheduled in the last week of February 2021

The following points are decided to be discussed

1. Need to appraise and seek approval on the corrections, if any, in 3<sup>rd</sup> and 4<sup>th</sup> semester of Regulation 2019
2. To appraise and seek approval for 5<sup>th</sup> and 6<sup>th</sup> semester of Regulation 2019
3. Need to appraise and seek approval on the corrections, if any, in 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester of Regulation 2020
4. To appraise the list of Professional and Open Electives for all departments

## 16.6 Syllabus completion

*The following points were presented by the IQAC coordinator,*

- Theory and Practical classes for the odd semester 2020-21 were completed in Online mode - Google Meet and Zoom platform
- 5 Classes were conducted per day
- Continuous Assessment Test (CAT) - I, II, III and IV were conducted through online mode with 5 versions of Question papers
- Continuous Assessment Test papers were evaluated and marks were communicated through Google classroom



- Feedback on online classes were recorded from the students through online mode

## 16.7 AQAR Submission

- The Annual Quality Assurance Report (AQAR) preparation for the AY 2019-2020 is completed
- The AQAR report will be uploaded in NAAC Portal.

## 16.8 Activities in 1st & 2nd Quarter and Plan for 3rd Quarter

*The following points were presented by the IQAC coordinator on various plan activities for 3<sup>rd</sup> Quarter and Action taken for first two quarters.*

### 1. Value Added Courses

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	EEE	16	22	0
2	ECE	29	27	2
3	CSE	19	11	8
4	IT	15	7	8
5	ICE	5	4	1
6	MECH	22	18	4
7	CIVIL	9	8	1
8	BME	2	1	1
9	MCT	1	0	1
10	MBA	3	1	2
11	MCA	3	4	0
12	Architecture	3	2	1



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TOTAL	127	105	29
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## 2. Skill Development Courses

Sl. No	Departments	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	EEE	30	7	23
2	ECE	55	6	49
3	CSE	45	3	42
4	IT	41	3	38
5	ICE	11	2	9
6	MECH	50	11	39
7	CIVIL	17	6	11
8	BME	4	2	2
9	MCT	4	4	0
10	MBA	12	3	9
11	MCA	7	3	4
12	Architecture	5	2	3
<b>Total</b>		<b>281</b>	<b>52</b>	<b>229</b>



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## 3, 4 Life Skill and Vocational Courses

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	EEE	15	10	5
2	ECE	28	18	10
3	CSE	25	15	10
4	IT	16	7	9
5	ICE	4	0	4
6	MECH	25	16	9
7	CIVIL	6	3	3
8	BME	2	0	2
9	MCT	1	0	1
10	MBA	2	0	2
11	MCA	2	0	2
12	Architecture	2	0	2
<b>Total</b>		<b>128</b>	<b>69</b>	<b>59</b>





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## Number of professional development / administrative training programmes

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	EEE	4	2	2
2	ECE	6	2	4
3	CSE	5	2	3
4	IT	5	2	3
5	ICE	2	1	1
6	MECH	6	3	3
7	CIVIL	2	1	1
8	BME	1	0	1
9	MCT	1	0	1
10	MBA	2	1	1
11	MCA	1	1	0
12	Architecture	1	4	0
<b>Total</b>		<b>36</b>	<b>19</b>	<b>20</b>



## Faculty Training, FDP

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	EEE	21	14	7
2	ECE	26	12	14
3	CSE	30	15	15
4	IT	27	12	15
5	ICE	6	0	6
6	MECH	31	16	15
7	CIVIL	8	1	7
8	BME	2	1	1
9	MCT	1	0	1
10	MBA	6	1	5
11	MCA	3	0	3
12	Architecture	5	4	1
<b>Total</b>		<b>166</b>	<b>76</b>	<b>90</b>

- The Academic expert emphasized on the clarity required in designating the splitting of quarters in an academic year.
- The split up of each quarter is from June to May of Academic year
  - QI- June to August
  - QII – September to November
  - QIII – December to February
  - QIV – March to May



## Alternate sources of energy and energy conservation

- Solar power plant capacity of 134.14 kW has been installed in rooftop of Architecture Building and Electrical and Electronics Engineering Block
- Capacity of 150 kW at Mechanical Engineering Block and Administrative Block has been Proposed and it will start functioning from 31.01.2021

## Clean and green campus recognitions/awards

- Our College is continuously applying for AICTE Clean and Smart Campus Award from the year 2017.
- The last date for submission for academic year 2020-21 is on 4<sup>th</sup> January 2021

## NSS ACTIVITIES

Sl. No	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	46	22	25

- The Academic Expert suggested that the college NSS team can tie up with government/Non-government organizations which need to be listed in forthcoming meetings.

## OUTSTANDING IN SPORTS

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	EEE	10	0	10
2	ECE	17	0	17
3	CSE	24	0	24
4	IT	17	0	17
5	ICE	3	0	3



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6	MECH	15	0	15
7	CIVIL	5	0	5
8	BME	1	0	1
9	MCT	1	0	1
10	MBA	3	0	3
11	MCA	2	0	2
12	Architecture	2	0	2
<b>Total</b>		<b>100</b>	<b>0</b>	<b>100</b>

Planned to Apply AICTE-Training Programs for Physical Education Trainers/Sport-Games Teachers/Director of Sports under Faculty Development Scheme

## Professional Body Activities

### Guest Lectures/ Webinar

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	EEE	13	9	4
2	ECE	6	2	4
3	CSE	16	7	9
4	IT	7	4	3
5	ICE	12	9	3
6	MECH	5	2	3
7	CIVIL	9	5	4
8	BME	10	5	5



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9	MCT	10	5	5
10	MBA	4	2	2
11	MCA	16	9	7
12	Architecture	7	4	3
<b>Total</b>		<b>77</b>	<b>36</b>	<b>41</b>

## Paper Presentation

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	IT	1	-	1
2	CIVIL	1	-	1
<b>Total</b>		<b>2</b>	<b>-</b>	<b>2</b>

## Contest

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	IT	3	2	1
2	CIVIL	1	-	1
3	MCA	7	4	3
<b>Total</b>		<b>11</b>	<b>6</b>	<b>5</b>



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## Workshop

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	CSE	1	-	1
2	IT	1	-	1
3	CIVIL	1	-	1
4	MCA	2	1	1
<b>Total</b>		<b>5</b>	<b>1</b>	<b>4</b>

## FDP

Sl. No	Department	Target till 3 <sup>rd</sup> Quarter	Submitted in QI & Q II (July to Nov)	Plan for Q III (Dec to Feb)
1	EEE	2	1	1
2	IT	2	1	1
<b>Total</b>		<b>4</b>	<b>2</b>	<b>2</b>

## NPTEL Activities

July – Dec 2020

Sl. No.	Total No. of courses	Student Count	Faculty Count	Total No. of Enrollments
1	273	1228	425	1653



## 16.9 R&D and Consultancy activities

- Dr.K. Velmurugan, Head/ Mech, R&D Coordinator presented on Research Forum activities. He detailed on the institution seed money of target Rs.10,00,000/- will be activated in the 3<sup>rd</sup> quarter.
- He presented the target of Rs. 32,23,000/- for grants received from Government and Non-Governmental agencies.
- He presented that the number of teachers having research projects of 22 for the year and 6 was attained in the first two quarters and remaining 16 will be achieved in the third and fourth quarter.
- He also presented that the publication of research papers in care journals is 226 for the Academic year 2020-2021 and 71 were published in the first two quarters and remaining 155 will be achieved in the third and fourth quarter. With regards to publication in Scopus/Web of Science indexed journals a target of 351 was fixed. A total of 98 was published in the 1<sup>st</sup> and 2<sup>nd</sup> quarters and remaining of 253 will be published in the 3<sup>rd</sup> and 4<sup>th</sup> quarters
- Consultancy works target amount of Rs.77, 22,000/- was fixed. In that 11,55,000 was achieved in the 1<sup>st</sup> and 2<sup>nd</sup> quarters and the remaining amount of Rs. 65,67,000/- is planned for 3<sup>rd</sup> and 4<sup>th</sup> quarters.
- He pointed out the Research scholar details in the department of Mechanical Engineering
- He presented the detail on funds received from AICTE through various schemes (Institutional development schemes, Faculty Development schemes, STTP)
- The Academic expert pointed out that the R&D presentation need to have clarity on the amount of funds received from various agencies in the academic year 2019-2020 and compare the same with the academic year 2020-2021. He also suggested to brief on the various agencies offering consultancy work in each department and present the same in the next meeting.
- He also suggested to include the organization name from where the funds are received and the utilization of funds for the projects need to be summarized.



## 16.10 Placement Activities

- Dr. N.S.N. Cailassame, Placement Officer presented the Placement data of department wise with respect to students intake, students admitted, Number of Eligible students and Number of students placed (till date 23.12.2020) for the Academic Year 2020-2021. A total of 418 students placed so far.
- He presented the Plan Activities for Industry- Institute Interaction

Sl. No	Descriptions	Planned
1	MoU's	2
2	Collaboration	1
3	Tie-ups	1
4	Linkages	1

- He also presented the Plan Activities for Tie-up with Institute's

Sl. No	Planned	So far Achieved
1	3	Under progress

## 16.11 Ranking Process

Dr. P. Raja, Head/ECE presented the Institutional Ranking process

- He presented that Sri Manakula Vinayagar Engineering College has Ranked 28<sup>th</sup> among the top 100 Private Institution in India in DATAQUEST
- The Academic Expert suggested to compare the college which is in the bandwidth of 150-200 NIRF Ranking and it can be taken as the benchmark for each criteria and highlight in the forthcoming meeting along with its progress.
- The Academic Expert also mentioned to give a brief discussion of each criteria and present them along with plan of activities
- The Academic Expert appreciated the achievements in ranking and he insisted to get Band "A" level in ARIIA 2021 ranking.





## 16.12 Training Activities

- Training Activities was presented by Dr. J. Madhusudhanan, Head/Artificial Intelligence and Data Science/Training Coordinator. He explained on the various training activities for the Period July 2020-November 2020
- He also presented various Employability and Enhancement courses conducted for the students in the first two quarters.
- The Academic Expert had given his opinion that the training activities can be presented with the number of students who got benefited in department wise.

## 16.13 Any other matters with the permission of the Chair

IQAC coordinator invited the members to share their views. Stakeholders gave the suggestions in the meeting.

- S.Kailashkumar / IV Year/ICE student member appreciated the effort taken by the college towards the innovative initiatives in the placement activities and thanked the Management.
- A. Nethyasri / IV Year/CIVIL student member felt good in participating for the consecutive second time in IQAC meeting. She expressed her gratitude towards the effort taken by the staff members in placement and various other initiatives.
- The Academic Expert Dr.N.Alagumurthi, Professor and Head, Mechanical Engineering, Pondicherry Engineering College, Puducherry gave the following suggestions in the IQAC meeting. He said that the review of college Vision and Mission statements is good. He highly appreciated the NBA-Continuation of Accreditation. He suggested that Library budget has to fixed based on percentage of fund allocated to salary, maintenance and infrastructure facilities. The norms have to be followed. The range of percentage for budget allocation for infrastructure and library is to be mentioned.
- School of Arts & Science was asked to know about the scope of liberal arts course
- Activities regarding Industry 4.0 should be added.
- Alumni contribution towards development of entrepreneurship skills, government job vacancies etc., need to appraised to the students.
- IQAC team was recommended to celebrate IQAC day to recognize the services of the staff. Newsletter for IQAC and IQAC annual letter highlighting meeting discussion has to be uploaded in website. IQAC manual and guidelines should be framed
- Academic and Administrative Audit should be made mandatory. He also added that there was good clarity compared to earlier presentation



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- It was decided that the discussion and suggestions given by the members will be taken forward as an action plan for the year 2020-2021 for execution. The meeting ended at 2.30 pm
- Director cum Principal appreciated all the members of IQAC for their interactive participation and their valuable suggestions to improve the quality of our college in all the aspects.
- Dr. J. Abbas Mohaideen, Registrar felicitated the IQAC meeting and appreciated the efforts taken by the IQAC cell in organizing the meeting successfully and thanked the Academic expert for his valuable suggestions for the betterment of institution.
- All the points discussed in the 16<sup>th</sup> IQAC meeting were recorded. Dr.S.Sundararaman, coordinator/ IQAC finally thanked all the members of IQAC for their valuable and valid suggestions given for the further improvement of the quality standards of SMVEC.

## **Coordinators/IQAC**

1. Dr.S.Anbumalar 2. Dr. S.Sundararaman

**Dr. V. S. K. Venkatachalapathy,**  
**Director cum Principal**



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## Composition of Internal Quality Assurance Cell

Sl. No	Composition as per NAAC	Members	Signature
1.	Chairperson: Head of the Institution	Dr.V.S.K.Venkatachalapathy, Director cum Principal	
2.	Nominee from the Management	Shri.M. Dhanasekaran, Chairman and Managing Director, SMVE Trust	
3.	Registrar	Dr. J. Abbas mohaideen, Registrar, SMVEC	
4.	Controller of Examinations	Dr. S. Jayakumar, Controller of Examinations SMVEC	
5.	Senior Faculty Members	Dr. S. Anbumalar, HOD/EEE	
		Dr. P. Raja, HOD/ECE	
		Dr. N. Danapaquame, HOD / CSE	
		Dr. R. Raju, HOD/IT	
		Dr. L.M.Varalakshmi, HOD/ICE	
		Dr. K. Velmurugan, HOD/ Mech. Engg	
		Dr. S. Sundararaman, HOD/ Civil. Engg	
		Dr. N.S.N. Cailassame , HOD/MBA	
		Dr. A. Ramalingam, HOD/MCA	



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		Dr.A.Vijayalakshmi HOD/Bio Medical Engineering	
		Dr. G.Shanmugasundaram, HOD/Computer Science and Business System	
		Dr.J. Madusudhanan, HOD/Artificial Intelligence and Data Science	
		Dr.V.Bharathi, HOD/Computer and communication Engineering	
		Dr.Thanikai Vimal HOD/Fashion Technology	
		Dr. K.Oudayakumar, Professor/ Physics	
		Dr. S.Deepa, Professor/ Chemistry	
		Dr. T.Gayathri, Professor/ Maths	
		Dr.D. Jayachitra, Professor/ English	
6.	Placement Officer	Dr. N.S.N. Cailassame, HOD/MBA	
7.	Training Coordinator	Dr.J. Madusudhanan, HOD/Artificial Intelligence and Data Science	
8.	NPTEL coordinator	Dr. G.Shanmugasundaram, HOD / Computer Science and Business System	
9.	Students (Members)	A.Nethyasri/ IV Year/Civil Engg Dept	
		S.Kailashkumaran / IV Year/ICE Dept	
10.	Alumni(Member)	Mr.R.Ramkumar, Network Engineer,	






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		Kosoft IT solutions	
		Mr.M.Santhosh, Manager,IBM	
11.	Nominees from Industrialists/Academic Institutions	Mr.N.Srithar, Senior Manager, Engineering R&D,TVS,Nettapakkam, Puducherry	
		Dr.N. Alagumurthi, Professor and Head, Mechanical Engineering, Pondicherry Engineering College, Puducherry.	
12.	Parent (Member)	S.Anbusezhian, F/O.A.B.Kirithik Assistant Professor, Achariya Engg College, Puducherry.	
13.	One of the senior Faculty as the coordinator of IQAC	Dr. S. Anbumalar HOD/EEE	