



**MINUTES OF THE
24th INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING**

17 April 2024 | 2.30 pm | Conference Hall

Dr. V.S.K.Venkatachalapathy, Director cum Principal welcomed all members of Internal Quality Assurance Cell (IQAC) and declared the meeting open. In his welcome address, the Director cum Principal appreciated the IQAC for creating variety of activities in the third quarter of the academic year 2023-2024. He highlighted the essential role of IQAC in Higher Education Institution and insisted that everyday learning is important for successful accomplishment of works undertaken. In his address, he emphasized that quality consciousness needs to be focused on each and every activity initiated. He requested that all faculty members need to understand and learn the quality system existing in our institution.

The agenda of the 24th IQAC meeting was shared by Dr. A.A. Arivalagar, Dean Academic (Core) and IQAC coordinator to the members present in the meeting.

IQAC / 2024.04.24.1

Review and approval of minutes of 23rd IQAC meeting held on 30-12-2023

The items discussed in the 23rd IQAC meeting was briefed to the members and the action taken by the IQAC team on various suggestions given by the experts was presented and it is as follows and it is approved by the members.

Sl. No	Suggestions	Action Taken
1	Introduce the concept FIFA (Faculty In Factory Awareness) concept for faculty members and every faculty should be associated with one factory	Placed in the HoDs meeting chaired by Director cum Principal and it is advised to have one faculty member attached with one factory. It is in the process
2	To start staff and faculty Club (SFC)	Staff and faculty club is already functioning in our Institution. Every year the club is arranging a two-day vacation for staff members
3	To start Social Service League converting our college students as a teacher. By this, we shall adopt children from neighbouring villages.	This scheme is discussed and planned to be included in the Unnat Bharat Abhiyan
4	Reading habits have become less. Plan to start Readers club.	Presently technical club coordinators are advised to include reading habits in their respective clubs.
5	Integrate Curriculum with Nature, Society and health science as open electives.	This is done by introducing five sustainable Development Goals in the curriculum through the Regulations R2023. They are 1.



Sl. No	Suggestions	Action Taken
		Sustainability Engineering, 2. Developments in Nutrition and Immunity 3. Gender Equality 4. Climate Change 5.RTI and Good Governance corresponding to five SDGs namely Zero Hunger, No Poverty, Gender Equality, Climate Action and Peace, Justice and Strong Institution as a Mandatory Non-Credit Course
6	Suggested to celebrate National Science Day, National Technology Day in the forth coming months.	These days are included in the proposed IQAC calendar for the academic year 2024-25
7	Advised to have MoU with NGO for mutual benefits	Signed an MoU with Sanvi Educational trust and conducted one program

IQAC / 2024.04.24.2

Quality Initiatives proposed / implemented in our Institution through IQAC

IQAC Coordinator Dr.A.A.Arivalagar, presented the following quality initiatives taken by IQAC in the third quarter of Academic Year 2023-24 to the expert members

- (i) **Academic and Administrative Audit for Odd semester of Academic Year 2023-2024.**
 - The members were apprised that an internal Academic and Administrative Audit was conducted during April 8- 9, 2024 for the odd semester for all 14 UG programs and MBA and MCA programs.
 - The Non-Conformances raised by auditors were sent to the respective heads of the Department for corrective action.
- (ii) **Value-Added Courses, Professional Chapters, Clubs, Faculty Empowerment Program, Details of certification courses, curricular and co-curricular activities**
 - A total of 116 number of Value-Added Courses were conducted in various departments for the students for a period of 30 hours. 54 SWAYAM Courses were undertaken by the faculty and student members in the last quarter of the Academic Year 2023-2024 and out of which 342 certifications were received.
 - Out of 16 professional chapters in the institution, 70 different activities such as seminars, guest lectures, monthly meetings and workshops have been conducted.
 - The various activities of 29 clubs includes Technical Seminar Presentation, Logical Reasoning Aptitude solving, Debate, Discussion on latest innovations, Logo Designing, Brainstorming Challenge, Tech Talk, Poster Presentation, Debugging, Engineering Clinic,



Programming and are managed by student representatives of the concerned department in the third quarter of the Academic Year 2023-2024.

- Faculty empowerment programs such as Optimization Techniques, Teach Mathematics using MATLAB were conducted to faculties in the third quarter of the Academic Year 2023-2024.

(iii) IQAC day celebration

- The IQAC day is being celebrated every year since the constitution of IQAC on 15th March 2013 in our institution.
- This year, on March 18, 2024 a talk on “NEP Implementation and Challenges” was organized. The talk was delivered by Dr.A.T. Ravichandran, Dean Academics, Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology, Chennai at conference hall benefitting 73 faculty members and they received insightful knowledge.

(iv) Release of IQAC Newsletter for Quarter III of Academic Year 2023-2024

- IQAC Newsletter of Volume 11; Issue 2; was released on 17-04-2024 which highlighted various activities and achievements of students and faculty members in the third quarter of the Academic Year 2023-2024.
- The newsletter was handed over to all IQAC members present in the meeting and the copy of the same were circulated to all the departments and library and also hosted in the college website.

(v) Publish of Gender Audit Manual

- A Gender Audit Handbook was released by the external academic expert Dr. N. Alagumurthi of the IQAC meeting which was received and appreciated by all the members of the IQAC team.
- The handbook consists of information related to conduction of Internal and External Gender Audit covering various aspects of gender distribution in academic, administrative positions, statutory and non-statutory bodies.

(vi) Celebration of Silver Jubilee Year of our Institution

- Year-round activities to celebrate the Silver Jubilee of our institution, the members were apprised on the various activities planned in each quarter of the year starting from July 2024 to June 2025 which includes Kick-Off and Cultural Showcases, Academic and Alumni Engagement, Student and Community Engagement, Grand Finale Celebration.



IQAC / 2024.04.24.3

To Apprise and Review of Academic activities during the third quarter of academic year 2023-2024

Dr.S.Anbumalar, Dean Academics (Circuit), highlighted and apprised the following academic related activities during the third quarter of academic year 2023-2024.

• **Academic Calendar** - The Academic calendar has been prepared for all programmes for the Academic year 2023-24 (EVEN SEMESTER) and it has been followed.

- I. U.G. Programmes in Engineering
- II. U.G. Programme in Architecture
- III. P.G. Programmes (M. Tech., MCA and MBA)
- IV. U.G. Programmes in SMVEC - School of Arts & Science
- V. U.G. Degree/Diploma Programmes in SMVEC - College of Allied Health Sciences
- VI. U.G. Programmes in SMVEC - College of Agricultural Sciences
- VII. U.G. Programme in SMVEC - College of Physiotherapy
- VIII. U.G. Programmes in SMVEC - Centre of Legal Education
- IX. U.G. Programme in SMVEC – Pharmacy College

The contents of our Academic Calendar are as follows

- Number of working days
 - Date of Continuous Assessment Test I & II
 - Model theory and practical Exam Schedule
 - Project Review details
 - Tentative End Semester Exam schedule
 - Events
- **Universal Human Values Courses**
- The faculty members are advised to undergo the training programmes organized by AICTE to become eligible certified faculty to handle UHV-I and II courses. Number of Faculties Eligible to Handle UHV- I and II Courses are 82 and 16 respectively.
- **Details of GATE 2024 Qualified Students**
- The members were apprised that 8 students have been qualified in the GATE 2024 examinations from the Departments of AI&DS, CSE, Mech, and ECE.



• **Electric Vehicle - Centre of Excellence**

A Centre of Excellence with TVS - Training & Services was established by signing a MoU for Electric vehicle which will serve as a hub for research, innovation, and collaboration in electric vehicle cutting-edge technology.

IQAC / 2024.04.24.4

To Discuss and Apprise on End Semester Examinations process and Evaluation for the January/ February 2024 of Academic Year 2023-2024

- The End Semester Exam Schedule, Valuation and Result Publication Details along with its analysis for various Engineering Departments and Schools were presented by Dr.S.Jayakumar, Controller of Examinations. Members appreciated the efforts taken by the CoE in publishing the results in 15 working days from the date of completion of examinations.
- The tentative End Semester Examinations schedule for even semester of Engineering and School of Arts and Science were also presented before the members present in the meeting.

IQAC / 2024.04.24.5

To discuss and apprise progress on Research Innovation and Development activities and Extension Activities during the third quarter of Academic Year 2023-2024.

- Dr.K.Velmurugan, Dean Research and Development gave an insight on the various research activities carried out in the third quarter of the Academic Year 2023-2024 to all the members present in the meeting

Sl.No	Research Work	Nos.
1	Research Publications	34
2	Number of Book Chapters/Conference	14
3	Number of Product Patent (Filed)	12
4	Number of Consultancy projects	06
5	Number of AICTE Idea lab Activities	43

- He also apprised the members on the research progress planned for the next quarter to follow by enhancing more Research Projects, Research Publications in Reputed Journals, collaborating with nearby industries for consultancy works and more seed fund for faculties and students

IQAC / 2024.04.24.6

To discuss and apprise on the following agenda items

- Plan of training program and placements during the third quarter of the Academic Year 2023-24
 - Impact Analysis of MoUs signed
 - Alumni engagement
 - Students progressing to higher education
- Dr.Madhusudanan, HoD - AI&DS and Training Officer, presented the various training activities carried out to the students during the third quarter of the Academic Year 2023-2024 which included



topics such as Aptitude Training, Technical Training, Aptitude Training, Programming Skill, Verbal Training and Company specific Trainings.

- He explained the plan of conducting various certification courses to students during their course of study and also listed the certification courses every student undergoes during the first to sixth semester of study.
- Alumni activities carried out during the third quarter was also briefed to the members present in the meeting.
- Dr.N.S.N. Caillasamme, Placement Officer, presented the placement record of 666 offers out of 1017 eligible students. He also briefed the salary range of the offer received by the students from various companies with maximum package of 12 Lakhs per annum by 11 Students in FABC.
- He also apprised that 4 Faculties were trained in Wipro Talent Next on JAVA through Train the Trainer model. He also presented that 2 faculties were trained in Virtusa CoE on Java Full Stack. 2 faculties participated in CTS- DN Reverence Faculty Enablement Program and were one among the Top 5 performers.

IQAC / 2024.04.24.7

To apprise the IQAC about the following agenda items

- (i) Recognitions, Awards and Achievements of our Institution
- (ii) Scholarships and Free ships provided and Extracurricular, Extension Activities organized during the third quarter in the Academic Year 2023-24

Dr.P.Raja, HoD -ECE presented the Recognitions, Awards and Achievements of our Institution

- Best Performing Institute Award (South Zone) by Eduskills in collaboration with AICTE
- Academic Partner Excellence Awards by ICT Academy of Tamilnadu
- Best Engineering College in Puducherry with a rating of AAA by Careers 360
- Data Quest Ranked 46th position among the top 100 Government T-Schools Overall (Government and Private) in India
- Principal Excellence Award by Edu-skills in collaboration with AICTE to our Director Dr.V.S.K.Venkatachalapathy.

2024/IQAC/24.8

To discuss and apprise the activities during the third quarter in the Academic Year 2023-24 related to

- (i) Curricular Aspects
- (ii) Teaching Learning and Evaluation
- (iii) Research, Innovations and Extension
- (iv) Infrastructure and Learning Resources
- (v) Student Support and Progression
- (vi) Governance, Leadership and Management
- (vii) Best Practices implemented



- Dr. S. Manoharan, Principal, SMVEC - School of Architecture presented that the number of students admitted in the academic year 2023-2024 was 29 out of 40 seats and the faculty student ratio of 1:10 is maintained.
- As per the new regulation 2023 the total number of credits for the school is 250 which incorporates professional and open elective courses, Ability enhancement courses, noncredit mandatory courses, rural study tour and All India Tour.
- The number of students opted for the elective courses in the third quarter was also presented before the members present in the meeting.
- The ICT tools used for teaching learning process was presented with geotagged photos. He presented that 2 research papers were published by the faculty members in the last quarter.
- 4 numbers of skill enhancement activities such as workshops, guest lectures, model making in the third quarter for supporting students was presented.

Best practices such as case study visits to 4 places was carried out to get exposed to architect training in the third quarter of academic year 2023-2024.

Suggestions made by External Expert Members

(i) Controller of Examinations:

To incorporate more number of question paper setters from IIT's, NIT's and other premier institutes with the existing list and also to collaborate with the foreign Universities so as to improve the higher order thinking in the questions to be delivered for the End Semester Examination.

(ii) Research and Development

To include the per teacher contribution of journal paper published in each quarter in the R&D presentation which enhances the quality of research works carried out. Suggestion was also given to present the number of highest i10 index, H index and citations from the next meeting for each department.

(iii) Training and Placement

Placement offered through core companies need to highlighted from the next meeting with the average salary.

Training can be given to the students to appear for Defense, DRDO, UPSC examination which will motivate students and aspire themselves to succeed in National level examinations.

(iv) Awards and Achievements

Quantitative submission of the achievements needs to be presented from the next meeting which can include recognition of each faculty, student and Institution. Recognition or awards received

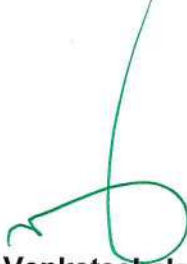


from Governmental agencies need to be concentrated such as MOEF, National Power Corporation, BHEL, BEL, NLC etc.,

(v) School of Architecture


The cross-cutting technologies in Teaching and Learning Process can be presented and the training given to students during their course of study should be at par with the other renowned institutions. In order to achieve this, the stake holders feedback can be received to match the requirements of an architectural student graduated from the institution.



(Dr.Ariyalagar.AA)
IQAC Co-ordinator



(Dr.V.S.K. Venkatachalapathy)
Director cum Principal




INTERNAL MEMBERS

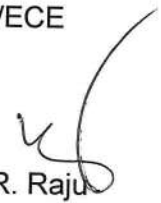

Dr. S. Jayakumar
Controller of Examinations


Dr. S. Anbumalar
HoD/EEE & Dean Academics



Dr. K. Velmurugan
HoD/ Mech. Engg and Dean R &D



Dr. P. Raja
HoD/ECE


Dr. K. Premkumar
HoD / CSE


Dr. R. Raju
HoD/IT

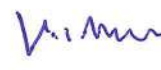

Dr. L.M. Varalakshmi
HoD / ICE



Dr. P. Januna
HoD / EEE

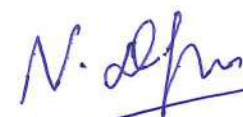

Dr. S. Sundararaman
HoD/ Civil Engg.


Dr. A. Vijayalakshmi
HoD/BME


Dr. G. Balamuruga Mohan Raj
HoD/Mechatronics Engineering


Dr. V. Bharathi
HoD/CCE


Dr. J. Madusudhanan
HoD/AI&DS and Training Coordinator


Dr. N. Danapaquame
HoD/CSBS



Mr. R. Ramakrishnan
HoD/MCA

Dr. S. Saravanan
Dean – Management Studies

Dr. N.S.N. Cailassame
Dean Placement

ACADEMIC REPRESENTATIVE

Dr. N. Alagumurthi
Professor and Head,
Mechanical Engineering,
Pondicherry Engineering College,
Puducherry.

INDUSTRY REPRESENTATIVE

Mr. G. Govindarajan
Managing Director
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