



**SRI VENKATESWARA COLLEGE OF ENGINEERING & TECHNOLOGY**  
**(AUTONOMOUS)**  
R.V.S. NAGAR, CHITTOOR-517127

**IQAC/01/2019-20**

**MINUTES OF THE MEETING**

**Date :** 13-07-2019

**Time :** 11 AM

**Venue :** Conference Hall, SVCET, Chittoor.

**Chairperson:** Dr. M. Mohan Babu, Principal, SVCET(A), Chittoor.

A meeting with all the IQAC members was convened on 13.07.2019 at 11:00 AM. The meeting had the required quorum.

**Agenda Item no.1:** Action taken on the suggestions of the previous minutes of the meeting.

- Dr. E. Lokanadha Reddy, Coordinator, IQAC, briefed members about the action taken on the minutes of the previous IQAC meeting.

**Agenda Item no.2:** IQAC Action plan for the year 2019-2020.

The following action plan was approved after extensive deliberations.

Plan of action	Achievements/Outcomes
Curriculum Assessment strategies	1. New assessment strategies for CO, PO and PSOs
Novel teaching methods	1. Improvement in quality of teaching 2. Improvement in pass percentage of the students
Increasing faculty research output	1. Increase in number of publications
Staff training programs (Domain and other skills)	1. Capacity building of administrative, technical and support staff
Augmenting library facilities	1. Purchase of books pertaining to the programs as well for the competitive examinations
Promoting student experiential learning for skill development	1. Increase in the laboratory component in the curriculum 2. New laboratories established

Student training activities	<ol style="list-style-type: none"> <li>1. Student placements in IT and core companies</li> <li>2. Students pursuing higher education in national and international institutions</li> </ol>
Faculty development programs	<ol style="list-style-type: none"> <li>1. Subject domain training for teachers</li> <li>2. Research and pedagogical skills</li> </ol>
Academic audit	<ol style="list-style-type: none"> <li>1. The status report of the functioning of the departments for further planning</li> </ol>

**Agenda Item no.3:** Student Induction Programme

- The committee approved the schedule for the induction program for first year students.

**Agenda Item no.4:** IQAC Events and Calendar.

The committee proposed following IQAC events and calendar.

Title of the quality initiative by IQAC	Proposed date & duration	Approximate Number of participants/beneficiaries
Modern Teaching-Learning strategies	July 2019, one day	180 faculty members
Research based teaching	September 2019, one day	All PHDs of the Institution in that year
Promoting student experiential learning for skill development	January 2020 2 HOURS	All faculty members

- It was proposed to conduct at least 6 Faculty development programmes during the academic year 2019-20.
- Further, the committee planned to conduct an FDP program on the revised framework of NAAC accreditation.

- New teachers Induction program was planned in the last week of August/ first week of September, 2019.
- Also, it was recommended to conduct an FDP on “Innovative Practices in Academia”, during November 2019.

**Agenda Item no.5:** To discuss outreach programs to be conducted during the current academic year.

- Various outreach programmes were discussed and the list was finalized for current academic year.

**Agenda Item no.6:** Participation in NIRF.

- It was unanimously resolved to participate in NIRF ranking, and also a committee was proposed to systematically review the parameters included in the ranking process, and also assist in submitting the required documentation to NIRF.

**Agenda Item no.7:** Conduct certificate courses to generate funds for the institution

- It was unanimously resolved to conduct 8 to 12 Week certificate programmes across the departments.

**Agenda Item no.8:** To promote industry-academia interface.

- The committee recommended the strengthening of the Industry-Institution Cell, and also suggested the immediate appointment of IIC Coordinator, which is vacant for the past 6 months.

**Agenda Item no.9:** Schedule of academic audit

- It is planned to conduct academic audit for various departments for academic year 2018-19.



Chairperson, IQAC



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**IQAC/02/2019-20**

**MINUTES OF THE MEETING**

**Date :** 12-10-2019

**Time :** 11.00 AM

**Venue :** Conference Hall, SVCET, Chittoor.

**Chairperson:** Dr. M. Mohan Babu, Principal, SVCET(A), Chittoor.

A meeting of all the members of IQAC was convened on 12.10.2019 at 11:00 AM. The meeting had the required quorum.

Dr. E. Lokanadha Reddy, Coordinator, IQAC, welcomed all the members of IQAC to the meeting. The meeting started with the permission of the chair.

**Agenda Item no.1:** Action taken on the suggestions of the previous minutes of the meeting.

- Dr. E. Lokanadha Reddy, Coordinator, IQAC, briefed members about the action taken on the minutes of the previous IQAC meeting. All the members expressed their satisfaction with respect to the action taken with respect to the minutes of the previous meeting.

**Agenda Item no.2:** Review of syllabus progress

- The committee discussed the syllabus completion for the I Semester subjects .
- The committee emphasized the need for the faculty members to strictly adhere to the lesson plan, and the need to officially seek approval from the respective head of the department in case of any deviation from the lesson plan.
- The IQAC noted remarks from faculty engaging extra classes to complete the syllabus.

**Agenda Item no.3:** Schedule for Department Association activities.

- The schedule of the department association activities submitted by the respective Heads of The Department was reviewed and approved.

**Agenda Item no.4:** Signing of MOU with industries/NGO's/Research Institutions

- The members advised to sign a memorandum of understanding with various research institutes and industries of repute engaged in emerging areas of Engineering, Technology & Management

**Agenda Item no.5:** To conduct national/international conference/FDP, workshops and seminars

- The committee asked for the submission of a plan of action, schedule and budget requirements for conducting seminars/conferences for the current academic year from the departments.

**Agenda Item no.6:** Any other item with the permission of the chair

- IQAC Chair invited proposals from all departments offering value added courses during summer vacation.

A handwritten signature in blue ink, enclosed in a thin black rectangular border. The signature appears to be 'J. J. Subbaraj'.

Chairperson, IQAC



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**IQAC/03/2020                      MINUTES OF THE MEETING**

**Date :** 11-01-2020

**Time :** 11 AM

**Venue :** Conference Hall, SVCET, Chittoor.

**Chairperson:** Dr. M. Mohan Babu, Principal, SVCET(A), Chittoor.

A meeting of all the members of IQAC was convened on 11.01.2020 at 11:00 AM.

The meeting had the required quorum.

Dr. E. Lokanadha Reddy, Coordinator, IQAC, welcomed all the members of IQAC. The meeting started with the permission of the chairperson.

**Agenda Item no.1:** Action taken on the suggestions of the previous minutes of the meeting.

- Dr. E. Lokanadha Reddy, Coordinator, IQAC, briefed members about the action taken on the minutes of the previous IQAC meeting.

**Agenda Item no.2:** Placement and Training Activities

- The calendar detailing the conduct of communication skills and aptitude training classes for II and III B.Tech students was discussed and approved. It was also unanimously resolved to conduct pre-placement assessment test for B.Tech/MBA/MCA students.

**Agenda Item no.3:** Discussion NIRF 2020 ranking

- It was resolved that the institute shall apply for NIRF ranking 2020 and improve the current NIRF ranking by refining current parameters to obtain a better ranking.

**Agenda Item no.4:** Discussion of Testing & Consultancy

- The committee emphasized the need to consider industry consultancy as the thrust area, requiring substantial investment and effort.

**Agenda Item no.5:** Conducting quality related events.

- The committee members invited proposals from the department for organizing quality improvement programmes.

**Agenda Item no.6:** To conduct workshops for faculty members for creating ICT lectures.

- It was unanimously resolved to conduct a workshop for faculty members in creating ICT lectures.

**Agenda Item no.7:** Preparation of research project proposals and writing scientific/research articles.

- It was unanimously resolved that a workshop shall be conducted to educate faculty and students on writing research articles and proposals.

A handwritten signature in blue ink, appearing to read "J. J. Chaudhary", enclosed in a thin black rectangular border.

Chairperson, IQAC



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**IQAC/04/2019-20**

**MINUTES OF THE MEETING**

**Date:** 11-04-2020

**Time:** 11.00 AM

**Venue:** Online Mode

**Chairperson:** Dr. M. Mohan Babu, Principal, SVCET(A), Chittoor.

A meeting of all the members of IQAC was convened on 11.04.2020 at 11:00 AM. The meeting had the required quorum.

Dr. E. Lokanadha Reddy, Coordinator, IQAC, welcomed all the members of IQAC. The meeting started with the permission of the chairperson.

**Agenda Item no.1:** Action taken on the suggestions of the previous minutes of the meeting.

- Dr. E. Lokanadha Reddy, Coordinator, IQAC, briefed members about the action taken on the minutes of the previous IQAC meeting. All the members expressed their satisfaction with respect to the action taken with respect to the minutes of the previous meeting.

**Agenda Item no.2:** Faculty requirement for the upcoming academic year.

- IQAC coordinator presented faculty requirement details furnished by the respective heads of the departments for the benefit of its members. The members advised using online mode for recruitment.

**Agenda Item no.3:** Research proposals.

- It was resolved that faculty be encouraged to publish their research papers in Scopus and SCI indexed Journals, and enhance filing of patents to increase the number of sponsored projects (UGC, MHRD, AICTE and DST) for acquiring funds.
- Further, it was recommended to set a target for each department to increase the number of Journal publications.

**Agenda Item no.4:** To report on the budget proposal for 2020-21

- Budget proposals for 2020-21 submitted by all the departments were reviewed and forwarded to the finance committee for necessary approval.



**Agenda Item no.5:** Student placement details.

- The committee reviewed details furnished by the training and placement cell of students who were placed in the current AY 2019-2020.
- Committee also suggested focusing on a strong link up with industries to secure more internship opportunities that shall increase placement opportunities for students.

**Agenda Item no.6:** Standardizing student feedback mechanism

- It was concluded that the feedback process mechanism shall be standardized online. Survey / feedback from students on each faculty and each subject are to be obtained after every semester. The data thus obtained will be processed by the head of the respective department, and the reports shall be sent to the Principal, Director, and IQAC coordinator.

**Agenda Item no.7:** 360 degrees feedback system.

- It is resolved to conduct performance appraisal of faculty members using 360° feedback system

**Agenda Item no. 9 :** Any other item with the permission of the Chair

- Best practices to recruit and retain faculty were discussed.
- Suggestions were invited to establish and induce a culture of quality in the organization.
- The IQAC coordinator suggested a 'faculty mentor' system, especially for junior faculty.



Chairperson, IQAC