



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

IQAC/01/2017-18

MINUTES OF THE MEETING

Date: 08-07-2017

Time: 11.00 AM

Venue: Conference Hall, SVCET, Chittoor.

Chairperson: Dr. P. Bhaskar, Principal, SVCET(A), Chittoor.

A meeting of all the members of IQAC was convened on 08.07.2017 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 minutes of the previous meeting.

Agenda Item no.2: Action plan proposed for the academic year 2017-2018.

- The committee after an extensive discussion approved the following action plan for the academic year 2017-2018.

Plan of action	Achievements/Outcomes
Strategies for curriculum design and development	<ol style="list-style-type: none">1. Bringing comprehensive academic regulations2. Balanced course structure3. Introduction of new courses based on the gaps identified in the old curriculum
Novel teaching methods	<ol style="list-style-type: none">1. Improvement in quality of teaching2. Improvement in pass percentage of the students

Increasing faculty research output	1. Increase in number of publications
Promoting Students to participate in extension activities	1. Increase in number of student activities through NSS
Augmenting library facilities	1. Purchase of books pertaining to the programs as well for the competitive examinations
Student counselling	1. Periodic interaction between the faculty members and students
Student training activities	1. Student placements in IT and core companies 2. Students pursuing higher education in national and international institutions
Faculty development programs	1. Subject domain training for teachers 2. Research and pedagogical skills
Academic audit	1. The status report of the functioning of the departments for further planning

Agenda Item no.3: Proposed Schedule of IQAC meetings.

- The committee had proposed the following schedule for the IQAC meetings to be held during the Academic Year 2017-18
- II Quarter to be held in the month of October and subsequent meetings for the rest of the quarters to be held in the months of January and April, respectively.

Agenda Item no.4: IQAC Events and Calendar.

- The committee had approved the following IQAC Events in the current academic year.

Title of the quality initiative by IQAC	Proposed Date & duration	Approximate number of participants/beneficiaries
Conducting Institutional and departmental SWOT analysis	July 2017, one day	180 faculty members
Strategic Planning for implementation of quality academic and administrative practices	July 2017, one day	25, Deans and HODs
E-Governance strategies in academics and administration	January 2018, 3 HOURS	25, Deans and HODs

Agenda Item no.5: Review the performance of Departments for their academic accomplishments and recommend the actions for improvement.

- The committee members reviewed the performance of all the departments and strongly recommended the introduction of a mandatory internship program across the departments. Members felt that the internship programme would help the students in relating the theory learned in the classroom with reality.
- The committee recommended that the departments should contribute towards research activities by taking up the local community and societal issues/problems, and actively publish their research contributions in indexed journals.
- The committee also recommended that every department focus on enhancing the placement opportunities for their students, and also to support the students who intend to go for higher learning by providing them with in-house facilities, aiding in their preparation for GATE/GRE/GMAT and other competitive exams.

Agenda Item No. 6: Strategies for the preparation and submission of Annual Quality Assurance

The coordinator of IQAC, Dr. E. Lokanadha Reddy, was entrusted with the responsibility for the preparation of AQAR report for the Academic Year 2016-17, for onward submission to NAAC. A committee consisting of all Heads of the Department, Administrative Officer, Librarian, Physical Director, and NSS Co-Ordinator, will work under the guidance and supervision of the IQAC Coordinator, and prepare the AQAR reports.

Agenda Item no.7: Planning of Statutory body meetings such as BoS meetings, AC meetings and GB meetings.

- The committee had proposed the GB meeting to be conducted during the month of November, 2017.

Agenda Item no.8: Inputs for Academic Calendar.

- The committee has recommended the following changes for the Academic Calendar.
 - A) The members felt the need to identify the duration of the Mandatory Internship Programme in the Academic Calendar.
 - B) The members highlighted the need to include Events, Workshops, and other academic related activities in the Academic Calendar.
 - C) The members stressed the need to make adequate provisions in the Academic Calendar for Training and Placement related activities.

Agenda Item no.9: Orientation for I Year students.

- The committee has recommended conducting an orientation program for the I year students upon their admission in this college. Further, members highlighted the need to include Universal Human Values as a part of the orientation programme.

Agenda Item no.10: Initiatives in Teaching-Learning.

- The members had emphasized the need for the faculty to undergo certification in various courses of their interest by registering themselves in NPTEL, Coursera and other domains to enhance their learning abilities and also gain exposure to the best practices in teaching learning.
- The committee also recommended that faculty in individual capacity or in groups to conduct atleast one workshop/FDP/Seminar in an academic year, and that this should be made mandatory.
- The committee also recommended that faculty should be rewarded for their contribution to the publications, participation in workshops/seminars/FDP conducted by reputed institutions.
- The committee also recommended those faculties who have attended/participated various FDP's/Workshops/Seminars in the reputed universities/institutes should disseminate the learning to the fellow faculty in the subsequent times.

Agenda Item no.11: Initiatives in Training and Placement.

- The committee recommended that there should be mandatory training classes at least once a week for I, II and III year students, apart from regular training for Final year students.
- The committee also recommended the formation of a placement committee that includes student ambassadors to represent institute while inviting companies to visit our campus. Further, it was also felt that there is a need to prepare a placement brochure and find an occasion to launch the same every year in front of the student and faculty community.

Agenda Item no.12: Preparation of the Institute for fact finding committee of JNTUA.

- The committee is of the opinion that there should be faculty coordinators from every department to fulfill the requirements of each table item in the JNTUA fact finding committee report that is connected to the respective departments.
- The committee also recommends that there should be a review committee appointed by the principal to review the data submitted by every department and suggest changes if needed.



Chairperson, IQAC



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(AUTONOMOUS)
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IQAC/02/2017-18

MINUTES OF THE MEETING

Date: 14-10-2017

Time: 11.00 AM

Venue: Conference Hall, SVCET, Chittoor.

Chairperson: Dr. P. Bhaskar, Principal, SVCET(A), Chittoor.

A meeting of all the members of IQAC was convened on 14.10.2017 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: Review of Syllabus Coverage

- The committee had read out the information furnished by the respective heads of the department about the syllabus coverage for the AY-2017-2018.
- The committee felt that the entire faculty should strictly adhere to the lesson plan, and obtain the head of the department's approval if there is any deviation. The members advised that the faculty members who are behind in terms of the syllabus coverage need to engage additional hours and complete the syllabus in the stipulated time.

Agenda Item no.3: Review of remedial classes conducted.

- The committee reviewed organization of remedial classes for the benefit of slow learners, those who were absent to the classes on medical grounds and other

reasons, by extending the working hours by one hour every day. They advised to record the impact of the classes.

Agenda Item no.4: Review of the status of applications made for agencies for funding under different schemes.

- The committee reviewed the status of all the applications made by each department to various funding agencies like UGC/DST/AICTE etc, and recommended that proper filing of the applications be made available in the department, and also a copy of the same should be made available in the R and D department.
- The committee also recommended that the details of the equipment and budget required for carrying out the project successfully should be submitted in the format approved by the institution, giving sufficient time for the administrative processing of the same.

Agenda Item no.5: Preparation for NAAC Reaccreditation visit.

- The committee members appealed to the faculty members to work extra time, and be thoroughly prepared for the NAAC Re- Accreditation visit.



Chairperson, IQAC



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IQAC/03/2017-18

MINUTES OF THE MEETING

Date: 13-01-2018

Time: 11.00 AM

Venue: Conference Hall, SVCET, Chittoor.

Chairperson: Dr. P. Bhaskar, Principal, SVCET(A), Chittoor.

A meeting of all the members of IQAC was convened on 13.01.2017 at 11:00 AM. The meeting had the required quorum.

Dr. 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: Implementation of various academic activities in the previous semester

- Dr. E. Lokanadha Reddy, Coordinator, IQAC briefed about various activities that were implemented in the previous semester by all the departments
- Also, the committee recommended organizing more student-centric academic activities on a large scale by inviting students' participation from various other premier institutes.

Agenda Item no.2: Analysis of results of odd semester

- The committee had taken note of odd semester examinations results furnished by the controller of examination for the AY-2017-2018.
- The committee recommended that the concerned faculty should conduct a further analysis to review the attainment of course outcomes and also to plan the remedial classes for those who are in need of them.

Agenda Item no.3: Review of student exit feedback on courses.

- The committee obtained reports from various departments of the institute which have collected feedback from the graduating students of the session 2016-17. Some departments have conducted online surveys, while the others had done it offline. The survey included items related to department or discipline, infrastructure, library facilities, teaching -learning, feedback on examination and assessment etc. Each department adopted its own methodology in terms of the rating scale, qualitative feedback and checklist. The committee recommended the use of a common format and scale for collecting the same across the departments.

- Further, the committee is of opinion that there should be proper documentation that allows capturing alumni records and most importantly the permanent contact numbers and address for communication.

Agenda Item no.4: Review of course files and attainment of course outcomes

- The committee reviewed the course files submitted by the respective departments and evaluated them for their adequacy and appropriateness. Further, the committee recommended that the course files to be made available for review by the Principal.
- It is also felt that the concerned faculty should complete the course attainment process within the stipulated time and give feedback in writing about any changes that can be brought in the syllabus/ teaching methodology to achieve the course outcomes as well as program outcomes.

Agenda Item no.5: Student counseling based on the feedback collected by the faculty.

- The committee members felt that there should be a regular teacher – student interaction to fill the gap between knowledge delivery and assimilation, assign a faculty member to a group of students for mentoring, and resolve/ correct the issues identified during the feedback collection process in a justifiable time frame.
- Further, the committee recommended that all the communication and actions initiated by the department and the faculty members be recorded.

Agenda Item no.6: Conduct of Quality enhancement programmes.

- The committee members felt that there should be internal committee constituted by the head of the department with a mix of senior faculty, junior faculty, and student representatives, to plan and organize quality academic activities that aid in quality enhancement.
- Further, the committee recommended that those events should be planned much before the starting of the semester and one must sincerely adhere to the schedule agreed upon.



Chairperson, IQAC



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IQAC/04/2017-18

MINUTES OF THE MEETING

Date : 08-04-2018

Time : 11.00 AM

Venue : Conference Hall, SVCET, Chittoor.

Chairperson: Dr. P. Bhaskar, Principal, SVCET(A), Chittoor.

A meeting of all the members of IQAC was convened on 08-04-2018, 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: Faculty requirement for the ensuing year.

- The details of the faculty requirement have been furnished to the committee along with the essential qualifications by all the heads of the department for the ensuing year.
- Coordinator, IQAC, presented the details furnished by the respective Heads of the department for the benefit of its members.

Agenda Item no.2: Collection of student feedback.

- The committee recommended designing a 360-degree student feedback form for the II Semester of the Academic Year 2017-2018. The feedback form should be designed in a questionnaire format to gather the experience of students which can further be used for formulating performance enhancement strategies.

Agenda Item no.3: Collection of different surveys from stakeholders.

- The committee recommended designing a separate feedback form that should be circulated among the various stakeholders other than students like Parents, Alumni, Consultants, Recruiters and Industry experts about the curriculum, infrastructure, training, evaluation methods etc to gain insights for the betterment and strengthening the department and the institution. Further, the filled in form is to be collected by the program in charge and file after thoroughly analyzing the same.

Agenda Item no.4: Review of requirements for augmentation of infrastructure/Equipment and Software/ Books, Journals and e learning.

- The committee reviewed the requirements submitted by each department in connection with infrastructure such as requirements of new LCD projectors and sound systems to facilitate the learning process through different audio-visual teaching aids, equipment in laboratories, books, journals and e-learning.
- The committee recommended the immediate implementation of Wi-Fi across the campus area.
- Further, the committee recommended using ICT for administrative, accounting and record keeping purposes.
- Also, it was recommended that faculty and students should extensively use digital library facilities for accessing advanced information sources of knowledge and research.
- The committee is of the opinion that the administration should extend the facilities such as cafeteria, restrooms, medical room etc for extended hours.
- Committee reviewed the requirements for new books (latest editions), subscriptions to various indexed journals and recommended the procurement of the same within a stipulated time.

Agenda Item no.5: Review of Budget proposals received from the departments

- The committee members reviewed the budget proposals submitted by the departments and recommended focusing on modernizing and upgrading laboratories.
- The committee recommended that the departments should submit the report on the utilization of funds sanctioned in the previous year.

Agenda Item no.6: Schedule of academic audit.

- The committee is of opinion that there should be a proper and rigorous academic audit in fixed intervals.
- Further, it is suggested to conduct an academic audit immediately after the completion of the Academic Year.

Agenda Item no.7: Student placement details.

- The committee had placed the details furnished by the training and placement department about those students who got placements during the current AY 2017-2018.
- Further, the committee recommended the preparation of the road map for the upcoming batch.



Chairperson, IQAC