

# Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai  
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai  
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.  
Phone : 04285 - 265199 Fax : 04285 - 266133  
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



## CIRCULAR

Date: 19.05.2023

We are pleased to inform you that the management and principal are keenly interested in fostering a conducive academic environment within our institution. To achieve this goal, various committees are being formed to address different aspects of student welfare and organizational governance in the upcoming academic year (2023-2024).

### Meeting Details:

Date: 22.05.2023

Time: 3.30pm

Venue: Auditorium

### Agenda

#### 1. Formation of committees and appointment of members

- \* Anti Ragging Committee.
- \* Anti Ragging Squad.
- \* Internal Complaint Committee.
- \* Grievance Redressal Committee.
- \* SC/ST Committee.
- \* Equal Opportunity Cell.
- \* Student Discipline Committee.
- \* Student Counselling Committee.
- \* Internal Quality Assurance Cell.
- \* Industry Institute Interaction Cell.

  
PRINCIPAL

Copy to: 1) Circulation among all staff members

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## MINUTES OF MEETING - I (AY 2023 - 24)

24.05.2023

The meeting to form various committees has been conducted on 31.5.2023 at 3.30pm in our Auditorium with all staff members and stake holders and the following members were present.

S. No	Name	Designation	Sign	S. No	Name	Designation	Sign
1	Mr.S.Prakadeswaran	Principal		31	S.Ravindran	Lect/Auto	
2	Dr.P.Mani	Vice Principal		32	S.Gowtham	Lect/Auto	
3	K.Jayachandran	HOD/CSE		33	K.Kuppusamy	LT/Auto	
4	A.G.Janagarathinam	Sr.Lect/CSE		34	M.Mohan	Lect/Civil	
5	M.M.Mathiyazhagan	Lect/CSE		35	R.Thrni	Lect/Civil	
6	G.S Karmukilan	Lect/CSE		36	M.Ruckshana	Lect/Civil	
7	M Janaki	Lect/CSE		37	P.Soundarajan	Instructor/Civil	
8	K.Jeeva	LT/CSE		38	M.Jeevanantham	Sr.Lect/English	
9	G.S.Sriram	LT / CSE		39	K.Pavithra	Lect/English	
10	R.Saranya	Lect/ECE		40	B.Santhi	Sr.Lect/Maths	
11	R.Murugan	Lect/ECE		41	S.Ranjitham	Lect/Maths	
12	A.Moorthi	Lect/ECE		42	P.Rajakumar	Sr.Lect/Physics	
13	S. Shobana	Lect/ECE		43	G.Naveenkumar	Lect/Physics	
14	S.Dhivya	LT/ECE		44	B.Sadhasivan	Lect/Chemistry	
15	P.Durkaiyan	Lect/EEE		45	A.Ayyammal	Lect/Chemistry	
16	N.Priyanka	Lect/EEE		46	M.Ganesan	Lect./Mech	
17	M.Vignesh	Lect/EEE		47	R.Yuvaraj	Lect./Mech	
18	V.Poongothai	Lect/EEE		48	V.Prabhakaran	Lect./Tamil	
19	S.Umesh	Lect/EEE		49	P.Manickam	LT/Chemistry	
20	S.Manoj	LT/EEE		50	D.Premkumar	LT/Wokshop	
21	E.Nallasivam	HOD/Mech		51	S.Anitha	LT/Physics	
22	P.Rajkumar	Lect/Mech		52	C.Ranjitha	Asst./ Office	
23	P.Gokulnath	Lect/Mech		53	S.Premadevi	Asst./ Office	
24	K.Balasubramaniam	Lect/Mech		54	K.Arulmurugan	System Admin / CSE	
25	C. Mohankumar	Lect/Mech		55	Kirubananthan S	Cashier	
26	D.Ruthires	LT/Mech		56	N.Prabakaran	Physical Director	
27	M.Bharath	LT/Mech		57	E.Dhanalakshmi	Librarian	
28	P. Thirumoorthy	LT/Mech		58	S.Kannan	Deputy Warden	
29	K.K.Arumugam	HOD/Auto		59	K.Santhanalakshmi	Deputy Warden	
30	K.Arunkumar	Lect/Auto					

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Ref.No:SVHPC/ARC/01/2023-24

31.05.2023

## ORDER

Sub:Shree Venkateshwara Hi-Tech Polytechnic College – Establishment –  
Constitution of Internal Quality Assurance Cell – Members List – Orders Issued –Reg

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The Internal Quality Assurance Cell is constituted with the following members for the academic Year 2023- 24 [01.06.2023 – 31.05.2024].

S.No.	Role	Name & Designation
01.	Chairperson & Head of the Institution	Thiru. S.Prakadeswaran Principal
02.	Representing Management	Thiru. K.C.Karupanan Secretary, SVECT
03.	Eminent person from local Society	Dr.P.J. Anoop, BDS NGO – Nammagobi Foundation, Gobichettipalayam
04.	Nominee from Industries	Thiru. D. Venkateshwaran, Partner/Venbro Polymers, Erode
05.	Nominee from Employer	Thiru. Ramanujam Manager HR Metalman Auto Private Ltd. Hosur
06.	Nominee from Alumni	I R Gowrishankar (9600329230) Design Engineer, Schneider Electric India Pvt Ltd., Coimbatore.
07.	Nominee from Stakeholders(Parent)	V.Poongodi Ponnammal Thottam, ErumaikaranPalayam, Kadathur (PO), Pin 638454
08.	Administrative Officer	Mr.M.Maheshkumar, AO
09.	Members of Faculty	Thiru. M. Mohan, HOD/CIVIL
10.		Thiru. E.Nallasivam, HOD/MECH
11.		Thiru. K K Arumugam HOD/AUTO
12.		Thiru. K. Jayachandran HOD/CSE
13.		Thiru. K. Vinothkumar HOD/PETRO
14.		Thiru. S.Saranya,Lecturer /ECE
15.	Coordinator of the IQAC	Thiru. P Durkaiyan,Lecturer /EEE

Principal 31.5.23

Copy to  
1.The Individuals – 12 Nos  
2.File

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## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

Date: 05.06.2023

We are pleased to announce the formation of the Internal Quality Assessment Committee for our esteemed polytechnic college. The members' participation and dedication to this committee are essential as we strive for excellence in all aspects of our educational endeavours.

#### Meeting Details:

**Date:** 06.06.2023

**Time:** 3.30pm

**Venue:** Auditorium

#### Agenda

1. Framing objectives for committee
2. Review of Quality Assessment Procedures
3. Establishing Evaluation Criteria
4. Planning for Implementation

  
PRINCIPAL

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## MINUTES OF MEETING – I (AY 2023-24)

07.06.2023

The meeting to discuss the objectives and activities of Internal Quality Assurance Committee has been conducted on 06.06.2023 at 2.30pm in our Auditorium with all committee members and the following members were present.

S.No.	Name & Designation	Position	Sign
01.	Thiru. S.Prakadeswaran Principal	Chairperson & Head of the Institution	
02.	Thiru. K.C.Karupanan Secretary, SVECT	Representing Management	
03.	Dr.P.J. Anoop, BDS NGO – Nammagobi Foundation, Gobichettipalayam	Eminent person from local Society	
04.	Thiru. D. Venkateshwaran Partner/Venbro Polymers, Erode	Nominee from Industries	
05.	Thiru. Ramanujam Manager HR Metalman Auto Private Ltd. Hosur	Nominee from Employer	
06.	I R Gowrishankar (9600329230) Design Engiineer, Schneider Electric India Pvt Ltd., Coimbatore.	Nominee from Alumni	
07.	V.Poongodi Ponnammal Thottam, ErumaikaranPalayam, Kadathur (PO), Pin 638454	Nominee from Stakeholders(Parent)	
08.	Mr.M.Maheshkumar, AO	Administrative Officer	
09.	Thiru. M. Mohan, HOD/CIVIL	Members of Faculty	
10.	Thiru. E.Nallasivam, HOD/MECH		
11.	Thiru. K K Arumugam HOD/AUTO		
12.	Thiru. K. Jayachandran HOD/CSE		
13.	Thiru. K. Vinothkumar HOD/PETRO		
14.	Thiru. S.Saranya,Lecturer /ECE		
15.	Thiru. P Durkaiyan,Lecturer /EEE	Coordinator of the IQAC	

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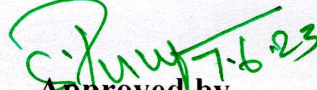
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## Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas  1. Framing objectives for committee 2. Review of Quality Assessment Procedures 3. Establishing Evaluation Criteria 4. Planning for Implementation	
1	Committee's objectives were framed with inputs from all participants	All committee Members
2	Discussion on the structure and functioning of the committee.	All committee Members
3	Identification of key performance indicators to measure progress towards goals.	All committee Members
4	Formulation of action plans and timelines for implementation.	All committee Members

  
Prepared by

  
Approved by

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## IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programs
- Equitable access to and affordability of academic programs for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

## Functions

Some of the functions expected of the IQAC are:

- ✓ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- ✓ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- ✓ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- ✓ Dissemination of information on various quality parameters of higher education
- ✓ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ✓ Documentation of the various programs/activities leading to quality improvement.
- ✓ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- ✓ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- ✓ Development of Quality Culture in the institution.

## Benefits

IQAC will facilitate / contribute:

- ✓ Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- ✓ Ensure internalization of the quality culture.
- ✓ Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- ✓ Provide a sound basis for decision-making to improve institutional functioning.
- ✓ Build an organized methodology of documentation and internal communication.

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## Outcomes of IQAC

- ❖ NBA Accreditation
- ❖ AICTE approval
- ❖ Ranking by media conducted surveys
- ❖ Revision of Program regulations
- ❖ Student/alumni/faculty/employer/parent feedback

## COMPOSITION OF IQAC

The IQAC has been integrated as one of the parts of Shree Venkateshwara Hi Tech Polytechnic College, aimed to establish definite processes to ensure quality in various important activities of the institution. The IQAC composition has been made in considering the facts of Accreditation counsels and committee.

The composition of IQAC is

S.No.	Name & Designation	Position
01.	Thiru. S.Prakadeswaran Principal	Chairperson & Head of the Institution
02.	Thiru. K.C.Karupanan Secretary, SVECT	Representing Management
03.	Dr.P.J. Anoop, BDS NGO – Nammagobi Foundation, Gobichettipalayam	Eminent person from local Society
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13.	Thiru. K. Vinothkumar HOD/PETRO	Members of Faculty
14.	Thiru. S.Saranya,Lecturer /ECE	Members of Faculty
15.	Thiru. P Durkaiyan,Lecturer /EEE	Coordinator of the IQAC

✓

Handwritten signatures and initials in blue ink, including names like 'R. Jayaram' and 'R. Jayaram'.



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## CIRCULAR

Date: 20.03.2024

We are delighted to announce the convening of the End Semester Meeting of the Internal Quality Assurance Cell to assess the progress made throughout this academic year.

### Meeting Details:

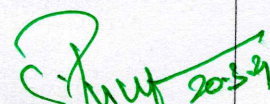
**Date:** 21.03.2024

**Time:** 3.30pm

**Venue:** Auditorium

### Agenda

1. Review of Committee Activities and Achievements for the Academic Year 2023-2024
2. Assessment of Impact
3. Planning for Future Initiatives and Programs

  
PRINCIPAL

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## MINUTES OF MEETING – II (AY 2023-24)

08.03.2024

The semester end meeting of the Internal Quality Assurance Cell was convened on 07.03.2024 at 3:30pm in our Auditorium. The purpose of the meeting was to review the entire actions undertaken throughout the academic year and the following members were present.

S.No.	Name & Designation	Position	Sign
01.	Thiru. S.Prakadeswaran Principal	Chairperson & Head of the Institution	
02.	Thiru. K.C.Karupanan Secretary, SVECT	Representing Management	
03.	Dr.P.J. Anoop, BDS NGO – Nammagobi Foundation, Gobichettipalayam	Eminent person from local Society	
04.	Thiru. D. Venkateshwaran Partner/Venbro Polymers, Erode	Nominee from Industries	
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09.	Thiru. M. Mohan, HOD/CIVIL	Members of Faculty	
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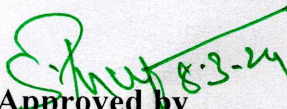
## 1. Action Taken Report of the previous meeting

S.No	Points Discussed	Action Taken
1	Committee's objectives were framed with inputs from all participants.	The committee's objectives were successfully framed.
2	Discussion on the structure and functioning of the committee.	Quality Assessment Procedures were determined.
3	Identification of key performance indicators to measure progress towards goals.	Key performance indicators were framed.
4	Formulation of action plans and timelines for implementation.	Timelines and activities were planned.

## 2. Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	<b>Discussed the following Agendas</b> 1. Review of Committee Activities and Achievements for the Academic Year 2023-2024 2. Assessment of Impact 3. Identification of Successes and Challenges 4. Planning for Future Initiatives and Programs	
1	The committee reviewed the activities undertaken throughout the academic year.	All committee Members
2	Assessing the effectiveness and impact of the committee were reviewed.	All committee Members
3	Identifying successful endeavours and areas of improvement or challenges faced by the committee in fulfilling its objectives	All committee Members
4	Brainstorming and planning for future academic success.	All committee Members

  
Prepared by

  
Approved by

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