



SHREENIVASA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.)
B.Pallipatti, Bommidi, Pappireddipatti (Tk), Dharmapuri (Dt) – 635 301.
Cell: 94425 54159, Ph.: 04346 291056.

Website: www.shreenivasa.info Email: principal205@gmail.com

Date : 09.02.2024

CIRCULAR

The IQAC meeting is scheduled for 15 Feb 2024, 11.30 am at seminar hall. All the members of IQAC are requested to attend the meeting. The Agenda of meeting is presented below.

AGENDA

1. Academics Activities
2. Examination activities.
3. Approval of the courses.
4. Naac updates
5. General Suggestions

IQAC COORDINATOR



Copy to:

1. The HON. Chairman
2. The chainman
3. The director-trust
4. All hod's inform to faculty members
5. the files



PRINCIPAL

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Shreenivasa Engineering Coll
B.Pallipatti, Bommidi-635 301
Pappireddipatti-(Tk), Dharmapuri-(Dt)

ATTESTED

Dr. N. NANDHAGOPAL, M.E., Ph.D.
PRINCIPAL,
Shreenivasa Engineering College,
B.Pallipatti, Bommidi-635 301.
Pappireddipatti(Tk), Dharmapuri(Dt)



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IQAC MEMBERS

Member from Management	Prof.S.K.ELANGO VAN	MANAGEMENT
Chairperson	Dr.N.NANDHAGOPAL	HEAD OF THE INSTITUTION
Administrative Office	Prof.M.MURUGAN	ADMINISTRATIVE OFFICE
	Mr.RAMESH	HOD/MECH
	Mr.VENKATESHAN	HOD/EEE
Head of the department	Ms.V.PRIYANGA	HOD/CSE
	Mr. SRIRAM	HOD/AGRI
	Dr.R.THIYAGARAJAN	COORDINATOR
Coordinator of the IQAC	Dr.R.THIYAGARAJAN	COORDINATOR
Nominee from Local Society	Mrs.D.THIRUMALA DINESH	LOCAL SOCIETY
Nominee from Students	Mr.MONISH RAO	IV YEAR/BME
Nominee from Alumni	Ms.B.RAMYA	ALUMNI
Nominee from Employers	Mr.S.ARAVINTH, (JAV biomedical equipment training & education, Madurai)	EMPLOYER
	Mr.VIMALKUMAR, (KAV biomedical equipment training & education, Madurai)	INDUSTRIALIST
Nominee Stakeholders	Mr.N.RAVICHAANDRAN	PARENT



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Date : 15.02.2024

With reference to circular dated 09 Feb 2024, the meeting was conducted in the IQAC hall on 15.02.2024. The following agenda has been discussed in the forum.

AGENDA

6. Academics Activities
7. Examination activities.
8. Approval of the courses.
9. Naac updates
10. General Suggestions

The members were discussed the agenda and the following minutes were drawn.



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Sl. NO	Suggestions/Decisions	Action taken
1	Various Curricular, co-curricular activities Extension/Social Outreach Programs	Plan to introduce a new course of artificial intelligence & data science for the academic year 2023-2024. A decision was made to continue the online classes for the upcoming semester and the skill training programs will also be conducted entirely online. Curricular activities extension and social outreach programs were conducted through various departments, and committees.
2	Conduction of Exams and Identification of slow and advance learners	Examinations were conducted as per the university and college schedule and Slow and Advance learners were identified on the basis of continuous evaluation. Discussed about University Examination requirements, Internal Assessment Test Question Pattern and conduction of Model practical examination. Discussed about the conduction of first year/II semester laboratory examination. Discussed about the Internal & External Examiner duty allocation for the upcoming Anna University examination.
3	Feedback system	The feedback was collected from the students and Was documented by the IQAC. Feedbacks of parents, industry experts, alumni, academician and students for updating the curriculum and syllabus for various programmes are discussed.
4	Grant Utilization	Grants received under various heads are properly utilized as per their norms and conditions. Various purchases were made and infrastructure augmentation was done accordingly.
5	Website updation	Each department should update the department activities on the website page. The website has to be updated with details



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		on planning events, faculty information, student prizes, etc. Departmental-level coordinators must monitor faculty completion of the assignment completion must be monitored by departmental-level coordinators.
6	certification course & students interaction session	It has decided to conduct a short-term course on various topics depending on the individual departments under the continuing education centre. It plans to offer an open elective course on entrepreneurship development for the upcoming semester.
7	Technical quiz, general quiz, webinar, events	The committee has discussed and reviewed the reports of the following events, Other department seminar, workshop & other events reports also verified with concern in charges. Discussion of how to celebrated annual day celebrations at our college campus on 15.03.2024. Republic day celebrations at our college campus on 26.01.2024. Pongal's day celebration on 13.01.2024. Also all departments Webinars, Seminars and Certification Courses Reports were reviewed.
8	Initiatives for Permanent Affiliation	Continuous efforts and applications were done for getting permanent affiliation from the government and concerned university.
9	Industrial visits	Reviewed the reports of industrial visit to Sugar Mills- Harur by the first year students. All the departments will planning gone for a 3 days industrial visit to various from 29.02.2024 to 02.03.024. The committee has instructed the heads of all departments to send their students to Internship Training after the completion of Anna university examination and also instructed them to provide bonafide certificate, the students for this purpose.



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10	Research and development	The institutions must formulate and support a policy for the fellowship, with account statements to maintain as evidence. Each research centre should include a list of consultants and their consultancy services. At least three events should be planned/year concerning IPR-related workshops, EDC awareness programs, entrepreneurship, and skill development. For criteria 3.6.1 and 3.6.2, the extracurricular activities should follow the details circular, invitation, geo-tagged photos, awards for the admirable performance, feedback.
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The meeting was concluded with the vote of thanks by the IQAC coordinator **Dr.R.THIYAGARAJAN.**

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[Signature]
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[Signature]
15/2/24
IQAC COORDINATOR



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Date: 12.04.2024

CIRCULAR

The IQAC meeting is scheduled for 17 Apr 2024, 11 am at seminar hall. All the members of IQAC are requested to attend the meeting. The Agenda of meeting is presented below.

AGENDA:

1. Academic activities
2. Discussion with the extracurricular activity in charge
3. Website updation
4. Prepare the data and document for SSR(Self-Study Report)
5. General suggestions

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IQAC
Shreenivasa Engineering College
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12/4/24

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12/4/24

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	Mr.VENKATESHAN	HOD/EEE
	Ms.V.PRIYANGA	HOD/CSE
Head of the department	Mr. S.KAMALAKANNAN	HOD/AGRI
	Mrs.G.BHUVANESWARI	AP/BME
	Mr.A.SIVASHANKAR	AP/MECH
	Mr.M.HARIDASS	AP/PHYSICS
Coordinator of the IQAC	Dr.R.THIYAGARAJAN	COORDINATOR
Nominee from Local Society	Mrs.D.THIRUMALA DINESH	LOCAL SOCIETY
Nominee from Students	Mr.S.MURUGESAN	IV YEAR/AGRI
Nominee from Alumni	Ms.B.RAMYA	ALUMNI
Nominee from Employers	Mr.S.BALAJI, (Pinnacle Eng Solutions, Hosur)	EMPLOYER
Nominee Industrialists	Mr.V.HARI, (Pinnacle Eng Solutions, Hosur)	INDUSTRIALIST
Nominee Stakeholders	Mr.UMA	PARENT



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Dr.N.NANDHAGOPAL, IQAC COORDINATOR
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Date : 17.04.2024

With reference to circular dated 12.04.2024, the meeting was conducted in the IQAC hall on 17.4.2024. The following agenda has been discussed in the forum.

AGENDA:

1. Academic activities
2. Discussion with the extracurricular activity in charge
3. Website updation
4. Prepare the data and document for SSR(Self-Study Report)
5. General suggestions

The members were discussed the agenda and the following minutes were drawn.



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SI. NO	Suggestions/Decisions	Action taken
1	Academic council	<p>We discussed the curriculum design process (explanation and pictorial representation) that has to display on the college website.</p> <p>Attainment of Pos, PSOs, and CO mapping, credit split up the structure for all the regulations should be available on the college website,</p> <p>Academic council meetings, should have the following details such as circular, minutes of the meeting, signed attendance report (signature of the person who is attending the conference-experts, faculty and students, etc. Action taken has to submit to IQAC and displayed on the college website.</p>
2	Department student projects and internship	<p>The students must submit their projects and internship completion letters from the company. This institution has an active memorandum of understanding (MoU) with a company wherein students can apply for projects and internships if available. The following details should enclose for the field trip and in-house projects.</p> <ol style="list-style-type: none">1. Requisition letter to a company regarding field tip via institution mail.2. Agenda of field trip.3. Attendance report.4. Detailed field trip summary/ geo-tagged photographs.5. Attendance and resume should sign by the head of the department/institution. <p>For in-house projects, a bonafide certificate of the student work with internal and external signatures</p>
3	Progress of library	<p>A unique display of journal and books for placement interviews for the students to enhance their learning.</p>



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4	Centre of examination	<p>Standard procedure and policy for the examination shall frame for explaining internal and semester examination procedure, question paper preparation, evaluation process, and publication of results.</p> <p>Manual of the examination management system platform used for examination management system platform used for examination procedures with user interface screenshots. Exam cell guidelines for IT integrated assessment of Cos.</p> <p>As per the regulation for the semester-end examination and internal assessment need frame norms and guidelines.</p> <p>The annual report of the students graduation percentage has to publish on the website.</p>
5	SSR preparation	<p>The internal quality assurance cell has planned a review meeting for the departmental-level coordinators to submit the data and proof documents for the past 5 years for self study report. The SSR- format, data collection, presentation, etc., were discussed. The applicable additional templates were reviewed and a weblink for additional documentation was prepared. Preparation were made to upload the templates as per the format and a draft was prepared for the academic year (2023-2024). It was decided to conduct awareness programs for the Quality Circle Forum of India based on the system approach of the principle.</p>
6	Teaching and learning process	<p>The new courses were included in the meeting and discusses the guidelines for the internal assessment.</p>
	Initiatives for Permanent Affiliation	<p>Received permanent affiliation from the government and concerned university this year.</p>



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[Signature]
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The meeting was concluded with the vote of thanks by the IQAC coordinator
Dr.R.THIYAGARAJAN.



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IQAC COORDINATOR

IQAC

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Date : 10/07/2024

The IQAC has plans to prepare a self-study report (SSR) hence, the person in charge and the departmental level coordinators are requested to collect and verify the previous years proof data details for the academics years 2023-24 the coordinators must use the (2023-24) proof model for documentation. The meeting is scheduled for 12 July 2024, 11.30 pm at seminar hall. All the members of IQAC are requested to attend the meeting. The Agenda of meeting is presented below.

AGENDA:

1. Conduction of Exams and Identification of slow and advance learners
2. Focus on Environment Oriented activities
3. Prepare the data & proof document for SSR
4. General Suggestions

IQAC COORDINATOR

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	Mr.RAMESH	HOD/MECH
	Mr.VENKATESHAN	HOD/EEE
	Ms.V.PRIYANGA	HOD/CSE
Criteria Heads	Mr. S.KAMALAKANNAN	HOD/AGRI
	Mrs.G.BHUVANESWARI	AP/BME
	Mr.A.SIVASHANKAR	AP/MECH
	Mr.M.HARIDASS	AP/PHYSICS
Coordinator of the IQAC	Dr.R.THIYAGARAJAN	COORDINATOR
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Nominee from Students	Mr.T.KESAVAN	III YEAR/BME
Nominee from Alumni	Mr.J.PERMKUMAR	ALUMNI
Nominee from Employers	Mr.KISHORE KUMAR, (Gomathi Engineering Service Pvt. Ltd, Coimbatore)	EMPLOYER
Nominee Industrialists	Mr.M.NAVEENRAJU, (Sriram polimers.Ltd,maamagam, salem)	INDUSTRIALIST
Nominee Stakeholders	Mr.N.RAVICHAANDRAN	PARENT



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Date : 12.7.2024

Referring to circular dated 10/07/2024, a meeting took place in the IQAC Cell on 10.7.2024. during this session, the following addenda points were discussed.

AGENDA


1. Conduction of Exams and Identification of slow and advance learners
2. Focus on Environment Oriented activities
3. Prepare the data & proof document for SSR
4. General Suggestions

The members were discussed the agenda and the following minutes were drawn.



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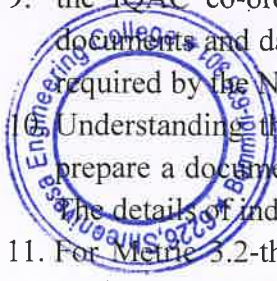

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Sl. NO	Suggestions/Decisions
1	<p>Conduction of Exams and Identification of slow and advance learners</p> <ol style="list-style-type: none">1. Examinations were conducted as per the university and college schedule and Slow and Advance learners were identified on the basis of continuous evaluation.2. Discussed about the Internal & External Examiner duty allocation for the upcoming Anna University examination. Our college faculty external duty attendance certificate collected by exam cell.3. University web portal entry reports for the end semester were discussed.
2	<p>Focus on Environment Oriented activities:</p> <ol style="list-style-type: none">1. Different activities were carried out throughout the year with this agenda. Green water harvesting, NSS camping, and are developed in the college with an aim of green Campus.
3	<p>Naac Preparation:</p> <ol style="list-style-type: none">1. The file in charge concerned needs to update and submit the proof documentation for the corresponding five years.2. The details of the students applying and completing internship and field projects for each academic year for every program were discussed.3. The IQAC annual plan and policy documents were discussed with the Institutional level coordinators and a group has been created for IQAC for the regular updations about NAAC.4. For criteria-2 metric no (2.2.2), the template for the student-teacher ratio was discussed.5. For criteria-4 metric no (4.1.1), it was decided to get the photos with geo-tagging photographs, and for 4.2.2, the journal subscription must be listed. The statistics of users must be registered screenshots must be prepared.6. The concerned faculty to prepare the IT policy with a revised template with the updated details of a Wi-Fi connection and utilizing e-content with LCS blackboard facilities etc.7. A Certain benchmarks have been added to the NAAC official website. The criteria-5 coordinator has to discuss with the physical director in terms of getting the proof document related to the sports activity and the student welfare system needs to be upgraded in the online portal.8. A standard operating procedure (SOP) has to prepare the following for the curriculum, syllabus, examination procedures, and research and development with the proper guidelines updated on the NAAC website.9. the IQAC co-ordinator suggested the respective criteria members to be ready with all documents and data that has to be uploaded for NAAC. Changes in the feedback system as required by the NAAC database were discussed.10. Understanding the need for creating IQAC one drive documentation, it was decided to prepare a document for an open able link where we can post the documents on the website. The details of individual courses and the syllabus were discussed.11. For Metric 3.2-the doubts regarding the program summary were clarified. The reports on workshops, seminars, and programs should be concluded with certain feedback. It was



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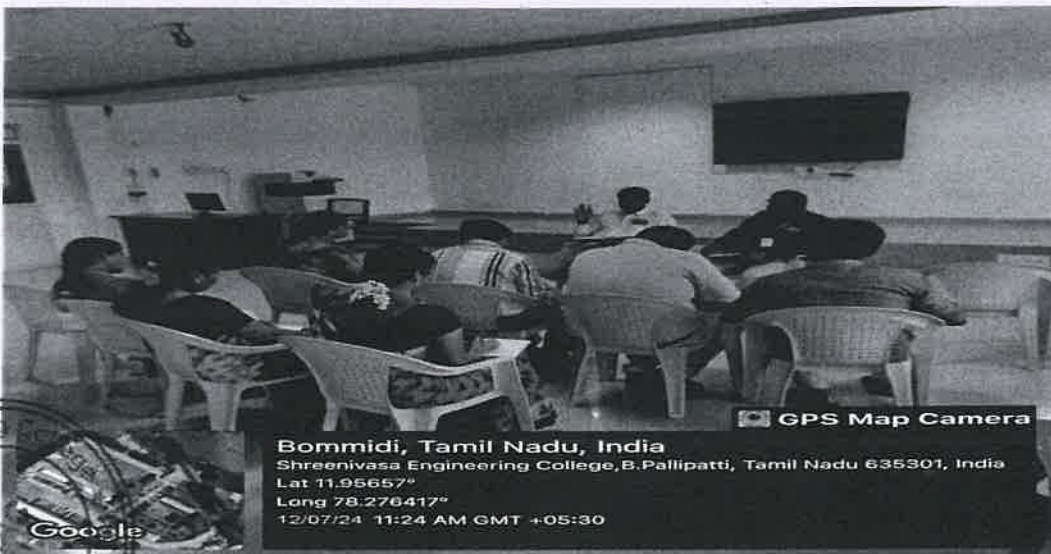
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decided to add sub-templates if it is essential and provide additional links. For Metric-1.1.2,1.2.1, it has been planned to merge the metrics for the choice-based system for elective courses.

12. The coordinator shared that Criterion -1 begins with a detailed description of the key indicators and the metric description mentioned in the NAAC portal. The documentation prepared by IQAC was discussed with other institutions to get input. It was decided to improve the students' skills by organizing various activities across all departments.
13. The coordinator for criteria-5 was asked to maintain the documentation of all the activities like Alumni Interaction, Feedback from the recruiters, etc. The instructors were informed to encourage the students to enroll in more online classes and sign up for them so that they could mentor the students.
14. The benefits of the management scholarship for the students were discussed and the past five years details were requested by the scholarship in charge.

The meeting was concluded with the vote of thanks by the IQAC coordinator **Dr.R.THIYAGARAJAN.**

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Date:12.08.2024

CIRCULAR

The IQAC meeting is scheduled for 16/08/2024, 11 am at seminar hall. All the members of IQAC are requested to attend the meeting. The Agenda of meeting is presented below.

AGENDA:

1. Academic activities
2. Physical infrastructure & Maintenance
3. Faculty development program
4. Any other relevant issues.

IQAC COORDINATOR
IQAC



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1. The HON. Chairman
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Shreenivasa Engineering College
B.Pallipatti, Bommidi-635 301,
Pappireddipatti-(Tk), Dharmapuri-(Dt)

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IQAC MEMBERS

Member from Management	Prof.S.K.ELANGO VAN	MANAGEMENT
Chairperson	Dr.N.NANDHAGOPAL	HEAD OF THE INSTITUTION
Administrative Office	Prof.M.MURUGAN	ADMINISTRATIVE OFFICE
	Mr.RAMESH	HOD/MECH
	Mr.VENKATESHAN	HOD/EEE
	Ms.V.PRIYANGA	HOD/CSE
Criteria Heads	Mr. S.KAMALAKANNAN	HOD/AGRI
	Mrs.G.BHUVANESWARI	AP/BME
	Mr.A.SIVASHANKAR	AP/MECH
	Mr.M.HARIDASS	AP/PHYSICS
Coordinator of the IQAC	Dr.R.THIYAGARAJAN	COORDINATOR
Nominee from Local Society	Mrs.D.THIRUMALA DINESH	LOCAL SOCIETY
Nominee from Students	Mr.G.ASHOKKUMAR	IV YEAR/MECH
Nominee from Alumni	Ms.B.RAMYA	ALUMNI
Nominee from Employers	Mr.KISHORE KUMAR, (Gomathi Engineering Service Pvt. Ltd, Coimbatore)	EMPLOYER
Nominee Industrialists	Mr.M.NAVEENRAJU, (Sriram polimers Ltd, maamagam, salem)	INDUSTRIALIST
Nominee Stakeholders	Mr.N.GANESAN	PARENT



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IQAC COORDINATOR



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Date : 16.08.2024

With reference to circular dated 12th Aug 2024, the meeting was conducted in the IQAC hall on 16.08.2024. The following agenda has been discussed in the forum.

AGENDA:

1. Academic activities
2. Physical infrastructure & Maintenance
3. Faculty development program
4. Any other relevant issues.

The members were discussed the agenda and the following minutes were drawn.



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SI. NO	Suggestions/Decisions	Action taken
1	Academics Schedule/ Materials Requirements	<ol style="list-style-type: none">1. The committee have discussed about the odd semester schedule for the academic year 2023-2024 in the meeting. In this meeting, the committee also discussed about the Course Allocation, Time Table allotment, Faculty Workload preparation, Departmental & Laboratory Requirements for all the departments.2. Discussed about the end semester syllabus coverage, student attendance, event participation details & absentees report.3. Assessment reports & reviews of subject were planned based on university schedule.4. Discussed about selection of elective subjects for second, third and final year students.5. Points have been discussed to maintain proper dress code for the Staff members and students inside the campus.6. Discussed about the opening date & orientation program for the upcoming First Year student.7. The Tamil pudhalvan scheme conducted by the tamilnadu chief minister through offline mode on (09.08.2024).
2	Physical infrastructure & Maintenance	<ol style="list-style-type: none">1. It includes both the academic and non-academic spaces that support the teaching –learning process, which includes: classrooms, laboratories, libraries, playground, administrative and support areas, technology infrastructure.2. Discussed the regular maintenance works to ensures the longevity of the infrastructure which will reflect the institution’s commitment to providing a conducive and safe learning environment. The maintenance works includes: Routine cleaning, repairs and upkeep, safety inspections, renovation and upgrades, landscaping, security measure.3. It ensures proper planning, budget allocation, and monitoring mechanisms that are essential to utilize the resources efficiently and ensure that the physical infrastructure is well-maintained.
3	Faculty development program	<ol style="list-style-type: none">1. Faculty members suggested attending at least one or two FDP/Online NPTELs every year. Also, faculty members should emphasize the students undergo online NPTEL and SWAYAM courses to improve their skills in their domain.2. Plan to arrange various faculty development programs.3. The committee has discussed about the ongoing Naan Mudhalvan courses and the requirements related to Naan mudhalvan courses also discussed.



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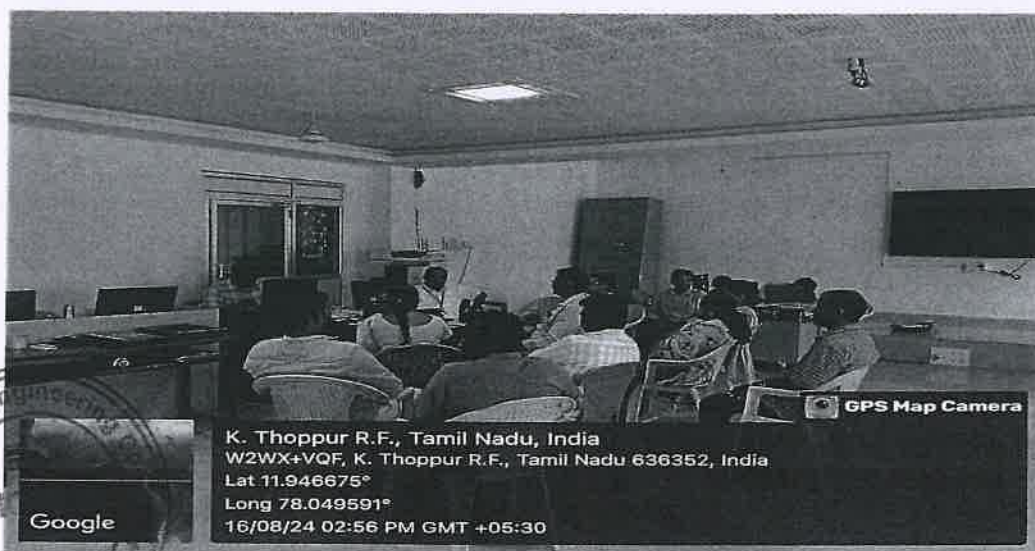
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		4. Discussed about the mode of conduction and the importance of Naan Mudhalvan course.
4	IQAC cell	The IQAC coordinator Dr. R.Thiyagarajan presented the action taken on the suggestions given by the members during the previous meeting.
5	Other relevant issues	<ol style="list-style-type: none">1. Suggested introducing the internship to improve the syllabus and curriculum and need to discuss the credit courses with the departments.2. All the faculty are instructed to develop the student's skill ability to reach remarkable records in placement activity.

The meeting was concluded with the vote of thanks by the IQAC coordinator **Dr.R.THIYAGARAJAN.**

GALARY



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16/8/24

IQAC COORDINATOR

