



# Sri Venkateswara

## College of Engineering and Technology

Thirupachur - 631 203. Tiruvallur Taluk & Dist, Tamilnadu.  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
NAAC Accredited Institution  
An ISO 9001 : 2015 certified Institution  
E.mail : principal@sriventech.ac.in Tel : 044 - 27664444  
Website : www.sriventech.ac.in Mobile : 91767 45678

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### CIRCULAR

The Internal Quality Assurance Cell(IQAC) meeting for academic year 2025-2026, odd Semester will be 10/12/2025 at 10:00 am in the conference hall. All IQAC members are requested to attend the meeting without fail on time.

#### AGENDA

1. Introduction
2. Review of Previous minutes of meeting
3. Review of academic calendar for 2025-2026 even semester
4. Conducting Symposium for all departments
5. Project work for final years
6. Mentoring system
7. Faculty and student participation in conference.
8. Research and Development Activities
9. Sports day, Annual Day celebration
10. Upgradation of Entrepreneurship Development cell
11. Vote of Thanks

  
Dr.P.R.Senthil rajan  
IQAC Coordinator

  
Dr S. Palani

Chairman / Principal  
PRINCIPAL

1124, Sri Venkateswara College of  
Engineering & Technology  
Thirupachur, Thiruvallur - 631 203

#### Copy to:

- The chairman for the kind information
- All HOD's and Faculty Members
- All IQAC Committee Members
- File



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### MEMBERS OF IQAC

SL.NO	COMPOSITION	NAME OF THE MEMBERS	DESIGNATION	CONTACT NUMBER
1	Chairperson	Dr.S.Palani	Principal	9443653965
2	Member from the Management	Mr.B. Vasudevan	Member	8610755020
3	IQAC Coordinator	Dr.P.R Senthil Rajan	HOD/EEE	9791559627
4	Administrative Officer	Mr.G.Dhamodharan	A.O	9003332129
5	Accounts Officer	Ms.M.Rathika	A.O	9080648050
6	Faculty Member 1	Mrs.Geetha Evangeline	HOD/S&H	9894026843
7	Faculty Member 2	Ms S Angeliem Silviya	AP/ECE	9940630437
8	Faculty Member 3	Mr.V.Rajesh Kumar	HOD/ECE	9677204739
9	Faculty Member 4	Ms.J.Sangeetha	HOD/CSE	8754995324
10	Faculty Member 5	Dr.V.Varun Kumar	HOD/Civil	9789391957
11	Faculty Member 6	Mrs.G.Priya	AP/MBA	8870305558
12	Faculty Member 7	Mrs.N.Jaya Kumari	HOD/MCA	9994550528
13	Student Member	Lakshmi devi T	IT Student Batch (2024-2028)	6383939973
14	Alumni Member	Mr.R.Yogangandhi	Technical analyst Aspire ltd	7604849045
15	Employer	Mrs.Suppriya	Regional Manager	8056677853
16	Industrialist	Mr.Saisudhir	Managing Director	7299134567
17	Stakeholder-Parent	Thirupathi M	F/O Lakshmi devi T IT(2024-2028)	9750529530



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### IQAC MINUTES OF THE MEETING

#### POINTS DISCUSSED

The Chairman welcomed the gathering and introduced the new members of IQAC 2025-2026 .

He briefed about Institution Academic Calendar for even semester 2025-2026

Review of students feedback about teaching methodologies and facilities supported by the institution in this academic year 2025-2026

Review of Learning Management System(LMS) in teaching and learning through Camu platform is performed.

Review of students Results Analysis is carried out and compared with previous results for further updation of strategy.

The faculty members are instructed to increase the results of students by giving maximum pass percentage.

Stakeholder's participation in enhancing teaching process through feedbacks from Students, Alumni, Industry Experts and parents are collected to monitor and evaluate the teaching learning process.


The career guidance program and soft skill development programs organised by all department in this Academic year 2025-2026 was discussed.

Review of activities to enhance the students' performance in all the aspects including extracurricular.

The faculty members are encouraged to participate in international and national conferences and publication of their works in internationally and nationally renowned journals. Also insisted to participate in Faculty Development Programs (FDP) and Skill Development Training programs.

The chairman and IQAC Coordinator thanked all the members for their valuable presence and suggestions.

  
Dr.P.R.Senthil rajan  
IQAC Coordinator

  
Dr S. Palani  
Chairman / Principal  
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### ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 07/01/2026

PLAN OF ACTION	ACTION TAKEN
Review of students feedback about teaching methodologies and facilities supported by the institution in this academic year.	Based on the feedback the teachers are given special training on teaching methodologies.
Review of students Results Analysis is carried out and compared with previous results for further updation of strategy.	The improvement for results Analysis has been given importance from ASS-I for this Academic year.
The committee members suggested arranging mentoring sessions for all students of different departments.	Mentors has been framed for each student and monitored on regular basis.
The faculty members are encouraged to participate in international and national conferences and publication of their works in internationally and nationally renowned journals.	New innovative ideas/projects of students are welcomed by industry Experts.
The career guidance program and soft skill development programs organized by all department.	Public speaking classes has introduced for all final year students as part of curriculum.

  
Dr.P.R.Senthil rajan  
IQAC Coordinator

  
Dr S. Palani  
Chairman / Principal  
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