



SRI VENKATESA PERUMAL

COLLEGE OF ENGINEERING AND TECHNOLOGY

RVS Nagar, KN Road, Puttur, Chittoor District -517 583

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE 12th MEETING held on 07.12.2017

Venue: Principal's chamber

Date: 7.12.2017

Time: 2.00PM

A meeting is convened in the Principal's chamber and the Principal chaired the meeting.

1. In the opening remarks, Principal expressed the need to ensure the academic and behavioural discipline among the students. For this, the HODs are asked to make frequent rounds while the classes are in progress to ensure both the faculty and the students are adhered to the plans and schedules.
2. **Status of the NAAC data for preparing SSR and uploading the same:** IQAC coordinator apprised the members that IQA data is submitted on 6.12.2017 for 2nd cycle of NAAC accreditation. HODs are asked to submit the data for NAAC SSR to IQAC coordinator through Criteria in-charges by 13.12.2017 with all relevant proofs.
3. **Plan of action for the even semester of 2017-18:**
 - Plan of action at institution level was discussed, prepared and enclosed in the **Annexure I.**
 - In line with the institutional level Plan of action, HODs are asked to prepare and submit department level Plan of action by 14.12.2017.
4. **Event calendar for the even semester of 2017-18:**
 - It is resolved to conduct the events (technical, cultural, sports and institutional level) mentioned on the **Annexure II.**
 - The event level coordinators mentioned in the Annexure II are required to prepare and submit the detailed plan for approval well in advance for the smooth conduction of the events.
5. **Subjects allocation for the even semester of 2017-18:** It is resolved to finalise the subject allocation II, III and IV B.Tech even semester on or before 11.12.2017.
6. **Website updates:** HODs are requested to ensure their respective departments data is upto date in all respects.
7. **Plan for National level project expo:** It is resolved to conduct a national level project expo on grand scale and Sri. P P Nagaraja Rao, TPO and Sri.N.Muni Sankar, Associate Professor, Department of CSE are nominated as conveners for the same.
8. R&D Coordinator informed apprised the member that two FDP proposals were submitted to AICTE for funding under AQIS
9. **Students projects for University level Tech Fest:** It is resolved to identify the best projects from the projects exhibited by the students in the Techwizz-2k17 conducted recently. Sri.T.Madhurantaka, Dept of EEE was asked to coordinate this activity.
10. **News-letter preparation:** Sri. GGVS Vara Prasad, Asst. Professor, Dept of civil is asked to prepare the latest News letter
11. **CRT for the final year students:** It is resolved to conduct CRT training to the eligible students for IBM, CYIENT and Hyundai companies placement drives through the internal sources..


Also the Principal introduced the newly appointed Corporate Relations Officer, Sri.T.Kiran Kumar to the members and informed that he was appointed to intensify the industry Institute Interaction.


Coordinator

Coordinator, IQAC

Sri Venkatesa Perumal College of
Engineering & Technology




Chairperson

Principal & Chairman, IQAC

Sri Venkatesa Perumal College of
Engineering & Technology

PRINCIPAL

Sri Venkatesa Perumal College of
Engineering & Technology
R.V.S. Nagar, Chinnarajukuppam (Po)
PUTTUR-517 583, Chittoor Dt., (A.P.)

SRI VENKATESA PERUMAL

College of Engineering & Technology

Plan of Action AY 2017-18(Even Semester)

ANNEXURE -I

S.No.	Item	Description
1	Discipline	<ul style="list-style-type: none"> • Faculty Dress code - Daily supervision • Students Dress code & Late Arrivals • HoDs interaction with next level shall be uniform across all the departments. • HoDs shall be on rounds from 9.30 am to 10.15 am without fail. • HoDs shall direct their staff and students to wear helmets & Having Driving License are compulsory to enter the campus. • HoDs Roster Duty (First 3 weeks of the semester) at 9.15 am • Dept faculty roster duty at their blocks during lunch break
2	Teaching -Learning methodology	<ul style="list-style-type: none"> • Calling parents to the college whose ward attendance is < 65% month-wise • Conduction of tests unit wise & Submission of performance report • Tutorial/Extra classes for academically weak students from 4 p.m. to 5 p.m.
3	Work load	<ul style="list-style-type: none"> • 5 or 6 Hrs work load per week to HODs (<i>Preferably engage class work during 3 or 4 or 6 periods only</i>) • 20 to 22 Hrs work load per week to all the faculty
4	Cultural Events	<ul style="list-style-type: none"> • One day cultural events for IV Year students
5	Soft Skills Training	<ul style="list-style-type: none"> • Communication Skills Training for II Year students - 2 hrs/week • Aptitude Classes Training for III Year students - 3 hrs/week
6	Student Clubs	<ul style="list-style-type: none"> • NSS Club by the interested students for charity activities • English Speaking Club • Student Activity Zone
7	Speech Class (or) APSSDC - Spoken English	<ul style="list-style-type: none"> • One hour in a week from I Year to III Year - Interested and deserved faculty may be permitted to handle from each dept
8	Workshops/Seminars/ Guest Lectures	<ul style="list-style-type: none"> • Before Mid-I
9	Department Activities/ Industrial Visits	<ul style="list-style-type: none"> • After Mid - I (Ensuring syllabus coverage within JNTUA deadlines)
10	Project Work/ Seminar Week	<ul style="list-style-type: none"> • 6 days working & 4 Hours per day for IV Year • 10 days project training classes in the campus • Every student shall give one seminar in a semester (Topics : General/Technical) <p><i>Total : 6 days * 3 hrs/day * 4 students/hr = 72 students</i></p>



SRI VENKATESA PERUMAL
College of Engineering & Technology

ANNEXURE-II

EVENTS CALENDAR – EVEN SEMESTER – AY 2017-18

Month - Week	Event Description	Convener	Remarks
Dec-2017 (1 st Week)	Sports for Diploma	G Raghavendra C Rajesh	
Dec-2017 (3 rd Week)	Cultural Day (For IV Year only)	Dr.N.Sudhakar Reddy GVVS Vara prasad	
Dec-2017 (3 rd Week)	Alumni Meet	T.Madhuranthaka N.Munisankar T.Lakshmi pathi	
Dec-2017 (4 th Week)	Sports for UG & PG	Dr.V.Ganesh Dr.G.Naresh babu C Rajesh	
Jan-2018 (1 st Week)	Charity Activities	Mr.E.Prakash Babu Dr.N.Sudhakar Reddy	Organizers IV B.Tech Students
Jan-2018 (12.01.2018)	Youth Day	Mr.E.Prakash Babu Dr.N.Sudhakar Reddy	
Jan-2018 (2 nd Week)	Traditional Day	K.Harun I.Sankar Babu	
Jan-2018 (3 rd Week)	National Level Project Expo	P.P.Nagaraja Rao N.Munisankar	
Jan-2018 (4 th Week)	Republic Day	Y Koteswara Rao, AO Dr.V.Ganesh	
Feb-2018 (1 st Week)	Hostel Day	Mr. N.Kumar Raja,CCO E.Prakash Babu	
Feb-2018 (2 nd Week)	Department Association Activities	HoDs of respective Departments	Organizers IV B.Tech Students
March-2018 (08.03.2018)	Women Day	P.Jayanthi Miss.Blesina Preethi	
March-2018 (2 nd Week)	Parents Meeting	HoDs of respective Departments	
March-2018 (3 rd Week)	Project Work Submission	HoDs of respective Departments	
March-2018 (3 rd Week)	Farewell Party	T.Madhuranthaka T.Lakshmi pathi	

