

Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya

(Declared as Deemed to be University under Section 3.0 of the UGC Act, 1956. Vide notification
No. F.9.9/92-U-3 dated 26th May 1993 of the Govt. of India)

Enathur, Kanchipuram - 631561



Minutes of the First meeting of the Internal Quality Assurance Cell (IQAC) 2014-15



Sri Chandrasekharendra Saraswathi Viswa MahaVidyalaya

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Enathur, Kanchipuram -631 561

THE FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(2014-15)

Date: 07-05-2014, Time: 11.00 A.M. Venue: Board Room, Vidya Vihar Block

AGENDA

- IQAC 1** Welcoming of the member by the Chairman
- IQAC 2** Self introduction of the Members
- IQAC 3** To discuss about maintenance of quality as per the parameters prescribed. (7 parameters NAAC)
- IQAC 4** To Consider API – filled in forms
- IQAC 5** To Consider API – forms of staff members applied for higher positions.
- IQAC 6** Areas of priorities.
- IQAC 7** Any other matter with the permission of the Chair

Minutes of the Meeting of the First Internal Quality Assurance Cell

Date: 07-05-2014, Time: 11.00 A.M.

Minutes of the meeting of the First Internal Quality Assurance Cell for the Academic Year 2014-15, held on 07.05.2014, is being presented hereunder.

The following members attended the meeting.

S.No	Name	Designation	Position
1	Prof. Dr. V.S. Vishnu Potty	Vice-Chancellor	Chairman
2	Dr. K.Venkatramanan	Professor of Physics	Member
3	Dr. Debajyoti Jena	Assistant Professor of Sanskrit	Member
4	Sri. Sriram Gurumoorthy	Assistant Professor of ECE	Member
5	Sri. A.S. Viswanathan	Assistant Professor of EEE	Member
6	Dr. G. Srinivasu	Registrar	Member
7	Sri. G. Ramachandran	Chief Administrative Officer	Member
8	Dr. G.P. Raman	Controller of Examinations	Member
9	Prof. Dr. K.P.V. Ramanakumar	Dean, Faculty of Management Studies	Member
10	Dr. Subbulakshmi	Principal, Pachaiyappa's College for Women, Kanchipuram	Member
11	Prof. Dr. K.V.S.N. Murty	Dean, Faculty of Education and Science i/c	Secretary

The following member could not attend the meeting

1	Dr. T. Rajmohan	Associate Professor of Mech.Engg	Member
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Leave of absence was granted to the above member based on his request.

AGENDA NOTES OF THE FIRST INTERNAL QUALITY ASSURANCE CELL

IQAC 1 Welcoming of the member by the Chairman

The Honourable Vice-Chancellor, Prof. Dr. V.S. Vishnu Potty extended a hearty welcome to all the members of the Internal Quality Assurance Cell for its first meeting.

The business brought forward as per agenda was taken for discussion and deliberation.

IQAC 2 Self introduction of the Members

All the members of IQAC introduced themselves and expressed their happiness over their nomination as members of IQAC.

IQAC 3 To discuss about maintenance of quality as per parameters prescribed. (7 Parameters NAAC)

All the seven key concepts were discussed in detail and it was resolved that all the departments shall prepare to meet the standards in tune with the sub-concepts explained under each main key-concept. Each member of the IQAC was assigned a key-concept and has to work on it and submit the reports periodically. The details of division of work are furnished below.

S.No	Name of the member of IQAC		Area of work
1	Sri. A.S.Viswanathan	Assistant professor, EEE	CURRICULAR ASPECTS
2	Dr. K. Venkatramanan	Professor of Physics	TEACHING LEARNING AND EVALUATION
3	Dr. Debajyoti Jena	Assistant professor of Sanskrit	RESEARCH, CONSULTANCY AND EXTENSION
4	Sriram Gurumoorthy	Assistant professor of ECE	INFRASTRUCTURE AND LEARNING RESOURCES
5	Dr. T. Raj Mohan	Associate professor of EEE	STUDENT SUPPORT AND PROGRESSION
6	Dr. T. Raj Mohan	Associate professor of Mech. Engg.	INNOVATION AND BEST PRACTICES
7	Prof. Dr. G.Srinivasu	Registrar	GOVERNANCE, LEADERSHIP AND BEST PRACTICES.

IQAC 4 To Consider API – filled in forms

Resolved that there is a need to make some minor modifications to the present API forms which are in use, Grant of increments and promotions (CAS) will be decided on the basis of the filled in forms submitted by the members of faculty with sufficient evidences.

IQAC 5 To Consider API – forms of staff members applied for higher positions.

Resolved that the concurrence of the IQAC is mandatory with regards to the duly filled in API forms submitted by the internal members of faculty who apply for higher positions

IQAC 6 Areas of priorities.

The following areas of priorities were recognized. They are:

- a) Development of dynamic and challenging curriculum as bridge between academia and industry
- b) Continuous in-service training shall be provided to the members of faculty.
- c) Development of infrastructure facilities
- d) To enhance the placement activities
- e) To promote more innovative and best practices

IQAC 7 Any other matter with the permission of the Chair.

The following items were discussed under any other matter with the permission of the chair.

- a) It is resolved that a separate IQAC cell may be established in a suitable place with all accoutrements such as furniture, computer with internet facility. A committed assistant and one office assistant may be appointed for this purpose.
- b) It is resolved to create a web portal for IQAC.
- c) All the HODs have to prepare a PowerPoint presentation and profiles in tune with the seven key-concepts of the NAAC and would be ready by 20-7-2014.
- d) It is resolved to conduct academic audit as per the procedure developed by the university in the month of July.