

OFFICE OF THE DIRECTOR, INTERNAL QUALITY ASSURANCE CELL  
SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA  
(Deemed to be University)  
ENATHUR, KANCHIPURAM

Prof. K.V.S.N.MURTY,  
M.Sc.(Zool), M.A.(Phil),M.A.(Eng),  
M.A.(Tel), M.A.,(Socio), M.A.(Religious Studies)  
M.Ed., B.L, Ph.D(Education)  
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Lr. No. 1/DIR/IQAC /2018-2019

Date: 20<sup>th</sup> August 2018

To: All the Members of IQAC

SCSVMV, Enathur.

All the IQAC Members are hereby informed to make it convenient to attend the **FIRST** meeting of the academic year 2018-19 of IQAC in the **Meeting Room at 3<sup>rd</sup> Floor, New Building on 23<sup>rd</sup> August, 2018, at 11.00 a.m.** to discuss the items mentioned in the agenda below, under the chairmanship of Prof. Dr. V.S. Vishnu Potty, Chairman, IQAC.

**AGENDA**

1. Welcoming the IQAC Members by the Director, IQAC
2. Review of the Quality Policy of the SCSVMV University
3. Action Plan for the Academic Year 2018-2019
4. Review of the AQAR for uploading
5. Review of the PBAS-API Scores
6. Review of the Academic Audit
7. Suggestions on improvement in quality assurance measures
8. Any other matter with the permission of the chair

(Prof. Dr.K.V.S.N.MURTY)  
Director, IQAC

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**SCSVMV UNIVERISTY IQAC APEX BODY**

Name of Members	Designation	Position	Signature
Dr. G. Srinivasu	Registrar	Member	
Sri. G. Ramachandran	CAO	Member	
Sri. V. Thiyagarajan	Asst. Registrar	Member	
Sri. N. Baskaran	Asst. Registrar	Member	
Prof. Dr. G. Sriram	Dean, Engineering	Member	
Dr. K.Venkatramanan	Professor & HOD, Physics	Member	
Dr. Debajyoti Jena	HOD, Sanskrit & IC	Member	
Dr. R. Jayaraman	Asst. Prof .S-II Mgt. Studies	Member	
Sri. V.K. Radhakrishnan	Asst. Prof. Math	Member	
Sri.G.PadmanabhaSiva Kumar	Asst. Prof. EIE	Member	
Sri. A.S. Viswanathan	Assistant Professor, EEE	Member	
Sri. M. Senthil Kumaran	Associate Professor, CSE	Member	
Dr. UshaPatil	Associate Prof. Ayurveda	Member	
Dr. Mrs. V.G. Booma	Divisional Railway Manager	Member-External	
Sri. N. GokulaKannan	HR Recruiter, Amazon DC	Member-Alumni	
Sri. M.V. Krishnaswamy	F/o Mr. Aravind, III CSE,	Member- Parent	
Sri. S. Narayanan	III CSE, 11159A030	Member- Student	

(Prof. Dr.K.V.S.N.MURTY)  
Director, IQAC

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No: 1/DIR/IQAC/SCSVMV/2018-2019

Dated: 23<sup>rd</sup> August 2018

SUB: **FIRST** Meeting of the IQAC for the academic year 2018-2019.

**MEETING No** : **FIRST**  
**VENUE** : **MEETING ROOM, 3<sup>RD</sup> FLOOR, NEW BUILDING, SCSVMV**  
**DATE** : **23.08.2018**  
**TIME** : **11 am**  
**CHAIR** : **Prof. V.S. Vishnu Potty, Chairman, IQAC. SCSVMV**

**AGENDA:**

1. Welcoming the IQAC Members by the Director, IQAC
2. Review of the Quality Policy of the SCSVMV University
3. Action Plan for the Academic Year 2018-2019
4. Review of the AQAR for uploading
5. Review of the PBAS-API Scores
6. Review of the Academic Audit
7. Suggestions on improvement in quality assurance measures
8. Any other matter with the permission of the chair

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**MEMBERS PRESENT:**

Sri. G. Ramachandran	CAO
Sri. V. Thiyagarajan	Asst. Registrar
Prof. Dr. G. Sriram	Dean, Engineering
Dr. K.Venkatramanan	Professor & HOD, Physics
Dr. Debajyoti Jena	HOD, Sanskrit & IC
Dr. R. Jayaraman	Asst.Prof.S-II Mgt. Studies
Sri. V.K. Radhakrishnan	Asst. Prof. Math
Sri.G.PadmanabhaSiva Kumar	Asst. Prof. EIE
Sri. A.S. Viswanathan	Assistant Professor, EEE
Sri. M. Senthil Kumaran	Associate Professor, CSE
Dr. UshaPatil	Associate Prof. Ayurveda
Sri. S. Narayanan	III CSE, 11159A030

**MEMBERS ABSENT:**

Dr. G. Srinivasu	Registrar
Sri. N. Baskaran	Asst. Registrar
Dr. Mrs. V.G. Booma	Divisional RailwayManager
Sri. N. GokulaKannan	HR Recruiter, Amazon DC
Sri. M.V. Krishnaswamy	F/o Mr. Aravind, III CSE,

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The meeting has been called to order by the Chairman at 11.00 AM and the business has been taken up immediately.

**Item No.1: Welcoming the IQAC Members by the Director, IQAC**

The Director, IQAC, welcomed all the members of the Internal Quality Assurance Cell

**Item No.2: Review of the Quality Policy of the SCSVMV University**

The Chairman, IQAC, elaborately explained about our University's present Quality Policy and ways and means to be adopted by all departments on the following aspects:

- To strengthen the quality of teaching and learning, new course materials and innovative teaching modules with particular reference to Arts and Humanities must be developed and implemented.
- According to Government / UGC's new policies, what are the requirements expected from each course by the students and the teachers' role in fulfilling the same with commitment.
- IQAC must take the responsibility of conducting Workshop / Seminars for the Faculty Members and other staff.
- NAAC Director may be invited as an Advisory Member to the university for maintaining quality.
- Links must be established with State Quality Cell and also one or two members may be included in the IQAC.
- Academic Policy of the university may be circulated to concerned.
- As per the UGC, the induction program are to be taken up and implemented.
- The suggestions made by the recent UGC Review Committee are to be implemented.
- The Placement Cell should be active and more placements may be done with high salary packages.

**Item No.3: Action Plan for the Academic Year 2018-2019**

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The Director, IQAC has prepared the Plan of Action during the Academic Year 2018-2019 and placed before the members. Director, IQAC also explained the Month-wise Annual Plan for suitable follow up action.

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**Item No. 4: Review of the AQAR for uploading**

Director, IQAC, has explained about the partial completion of AQAR and expected to be completed as soon as the data received from Admn / COE etc for uploading the same to the NAAC Website.

**Item No. 5: Review of the PBAS-API Scores**

Director, IQAC, has informed the members of IQAC that the Checking up of the PBAS-API Scores of the Departments of Sanskrit, English, E&I, Chemistry, and Physics are completed and MBA and ECE is under progress. The work will be speeded up and completed by 10<sup>th</sup> September 2018 for onward transmission to the Registrar for further process.

**Item No. 6: Review of the Academic Audit**

Except Ayurveda, the IQAC has received the Academic Audit Reports from all the Departments and shall be processed further in this regard. By 1<sup>st</sup> week of September, 2018, a team members comprising of Director, IQAC, Dean, Faculty of Engg & Technology, plus IQAC staff members shall be visiting to Ayurveda to complete the Academic Audit as well as the checking up of the PBAS-API scores. This time external member is included in the Academic Audit Teams.

**Item No. 7: Suggestions on improvement in quality assurance measures**

**Chairman, IQAC, has explained in detail, the following quality assurance measures already taken up by the university to improve and strengthen the areas:**

- Digitalization of all the departmental activities.
- More involvement of faculty members to be initiated.
- To go for NBA accreditation.
- When we are aiming for NBA accreditation and NAAC A++ grade, our university's Research and Consultancy aspects are to be strengthened so as to obtain the above accreditations.
- Automation of Library.

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**Item No. 8: Any other matter with the permission of the chair**

- Director, IQAC, has suggested implementing a common Mail ID Domain for all the staff members of our University for smooth and quick functioning of official work.
- Dean, Faculty of Engineering and Technology, informed members about some tangible placement activities that are taken up by the Placement Cell.
- Dr. K. Venkataraman, HoD, Physics, has suggested to implement any new items or change of items in the PBAS-API Formats just starting up of the Academic Year for proper follow up by the Faculty Members.
- Upon the inquiries made by Director, IQAC, Sri M. Senthil Kumaran, HoD, CSE, informed the members of IQAC that as per the requirements of IQAC, the PBAS-API formats are being digitalized for uploading by the faculty members and checking up of the same by the IQAC Office for quick completion of the work on time as well as to retrieve the data available on the digitalized formats for future use.

**MINUTES**

Minutes of the **FIRST** meeting of the Academic Year 2018-19 of the IQAC Committee held at 11.00 AM on Thursday, the 23<sup>rd</sup> August, 2018, in the Meeting Room, at the 3<sup>rd</sup> Floor of the New Building of Sri Chandrasekharendra Saraswathi Viswa MahaVidyalaya, is being presented hereunder:

1. It is resolved to go for NAB accreditation and NAAC Reaccreditation to get at least A+.
2. It is resolved to invite the Director, NAAC and to establish a rapport with Director, State Quality Cell, TN Government.
3. It is resolved to strengthen the Research and Consultancy areas of all the Depts.
4. It is resolved to go for digitalized version of PBAS-API Score Formats for quick submission and timely checking of the same besides data retrieval purpose.
5. It is resolved to strengthen the involvements of all faculty members in quality teaching and learning process to improve and rise from the present standards.
6. It is resolved to conduct various quality related activities to both teaching and non-teaching staff by IQAC.

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Name of the Members	Signature
Sri. G. Ramachandran	
Sri. V. Thiyagarajan	
Prof. Dr. G. Sriram	
Dr. K.Venkatramanan	
Dr. UshaPatil	
Sri. M. Senthil Kumaran	
Sri. A.S. Viswanathan	
Dr. Debajyoti Jena	
Dr. R. Jayaraman	
Sri. V.K. Radhakrishnan	
Sri.G.PadmanabhaSiva Kumar	
Sri. S. Narayanan	

**Prof. Dr. K.V.S.N.Murty**  
**Director, IQAC**

**Prof. V.S.Vishnu Potty**  
**Chairman, IQAC**



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**IQAC PLAN OF ACTION DURING THE ACADEMIC YEAR 2018-2019**

S. No	Month / Year	Details of the Annual Action Plan	Remarks
1	<b>July 2018</b>	<ul style="list-style-type: none"> <li>• PBAS-API formats sent to all departments for response</li> <li>• To receive the duly filled-in formats from all the Departments and start scrutiny</li> </ul>	
2	<b>August 2018</b>	<ul style="list-style-type: none"> <li>• Conducting 1<sup>st</sup> meeting of IQAC for the academic year 2018-2019</li> <li>• Scrutinizing of PBAS forms of each faculty and sending of PBAS forms to all the departments for finalizing the scores</li> <li>• Preparation of individual faculty profiles</li> </ul>	
3	<b>September 2018</b>	<ul style="list-style-type: none"> <li>• Verification of all the PBAS-API forms and submitting the scores to VC/Chairman, IQAC</li> <li>• The AQAR Report for 2017-18 to upload in our website and NAAC site</li> </ul>	
4	<b>October 2018</b>	<ul style="list-style-type: none"> <li>• Conducting 2<sup>nd</sup> meeting of IQAC for the academic year 2018-2019</li> <li>• Preparation of final IQAC Report on the Performance of Faculty Members on the basis of PBAS-API scores obtained during the academic year 2017-2018.</li> <li>• Conducting of quality related workshops</li> </ul>	
5	<b>November 2018</b>	<ul style="list-style-type: none"> <li>• Preparation and collection of Department Profiles</li> <li>• Preparation and collection of Department Research Compendia</li> </ul>	
6	<b>December 2018</b>	<ul style="list-style-type: none"> <li>• Collection of Student Feedback formats for analysis from all the departments</li> <li>•</li> </ul>	
7	<b>January 2019</b>	<ul style="list-style-type: none"> <li>• Conducting of quality related workshops for development of Teaching &amp; Learning process</li> </ul>	
8	<b>February 2019</b>	<ul style="list-style-type: none"> <li>• Conducting 3<sup>rd</sup> meeting of IQAC for the academic year 2018-2019</li> </ul>	
9	<b>March 2019</b>	<ul style="list-style-type: none"> <li>• Organizing quality related workshops</li> <li>• Organizing workshops for development of Teaching &amp; Learning quality improvement process</li> </ul>	
10	<b>April 2019</b>	<ul style="list-style-type: none"> <li>• Conducting of 4<sup>th</sup> meeting of IQAC for the academic year 2018-2019</li> </ul>	
11	<b>May 2019</b>	<ul style="list-style-type: none"> <li>• Collection of PBAS Forms for the Academic Year 2018-2019.</li> </ul>	
12	<b>June 2019</b>	<ul style="list-style-type: none"> <li>• Scrutiny of PBAS forms received from the departments.</li> </ul>	

**Prof. Dr. K.V.S.N. Murty,  
Dean, Faculty of Education &  
Director, IQAC**

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Lr. No. 2/DIR/IQAC /2017-2018

Date: 26<sup>th</sup> July, 2018

To: All the IQAC Department Coordinators

SCSVM University, Enathur.

All the IQAC Department Coordinators are hereby informed to make it convenient to attend the **SECOND** meeting of the academic year 2017-18 of IQAC in the **School of Education on 30<sup>th</sup> July 2018, at 11.30 a.m.** to discuss the items mentioned in the agenda below, under the chairmanship of Director, IQAC.

**AGENDA**

1. Welcoming the IQAC Department coordinators by the Chairman, DQAC,(Director, IQAC)
2. Review of the AQAR for uploading
3. Review of the PBAS-API Scores
4. Review of the Academic Audit
5. Conduct of one program in the department related to quality
6. Conduct of one program in the department related to teaching and learning
7. Submission of details of monthly activities of the department such as MoUs signed, books /papers/seminar proceedings published/projects undertaken/special recognition to faculty and students/ consultancy done etc.
8. Any other matter with the permission of the chair.

**Prof. Dr. K.V.S.N. Murty,**  
**Dean, Faculty of Education,**  
**Director, IQAC &**  
**Chairman, DQAC**

**IQAC DEPARTMENT COORDINATORS (2017 – 2018)**

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S. No	Name of the Faculty	Department	Signature
1	Prof. Dr. Predeep Kumar Moharana	Professor, Ayurveda	
2	Dr. Usha Patil	Associate Prof. Ayurveda	
3	Dr. M. Senthil Kumaran	Associate Prof. CSE	
4	Dr. P. Shanmugapriya	Associate Prof. CSE	
5	Dr. Sujatha Raghavan	Asst. Prof. Sanskrit	
6	Dr. D. Nageswara Rao	Asst. Prof. Sanskrit	
7	Dr. K. Latha	Asst. Prof. MBA	
8	Dr. A. Vanitha	Asst. Prof. MBA	
9	Dr. R. Malathi	Asst. Prof. Math	
10	Mrs. D. Vijayalakshmi	Asst. Prof. Math	
11	Dr. M. Sundarajan	Asst. Prof. Physics	
12	Mr. V. Ragavendran	Asst. Prof. Physics	
13	Dr. V. Ramesh	Asst. Prof. CSA	
14	Mr. J. Srinivasan	Asst. Prof. CSA	
15	Dr. Vinayagamoorthy	Asst. Prof. Mech	
16	Mr. A. Nanda Kumar	Asst. Prof. Mech	
17	Mr. K. Palani	Asst. Prof. Mech	
18	Dr. K. Kavitha	Asst. Prof. Tamil	
19	Mr. P. Anandakumar	Asst. Prof. Tamil	
20	Mrs. C. Jeyalakshmi	Asst. Prof. Chemistry	
21	Mr. B. Muthukumaran	Asst. Prof. Chemistry	
22	Ms. M.A. Archana	Asst. Prof. ECE	
23	Mr. A. Rajasekaran	Asst. Prof. ECE	
24	Mrs. P. Rajalakshmi	Asst. Prof. EEE	
25	Mrs. S. Renukadevi	Asst. Prof. EEE	
26	Mrs. T. Lakshmbai	Asst. Prof. EIE	
27	Mr. N.C.A. Boovarahan	Asst. Prof. EIE	
28	Mrs. R. Sumathi	Asst. Prof. Civil	
29	Mrs. P. Meenakshi	Asst. Prof. Civil	
30	Mrs. J. Jayapriya	Asst. Prof. SOE	
31	Mr. K.U. Giridhar	Asst. Prof. SOE	
32	Mrs. P. Bindhu	Asst. Prof. English	
33	Mr. T. Pushpanathan	Asst. Prof. English	
34	Mr. A. Gunalan	Asst. Director. Phy Edu	

**IQAC PLAN OF ACTION DURING THE ACADEMIC YEAR 2018-2019**

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**July 2018:**

PBAS-API formats sent to all departments for response

**August 2018:**

Conducting 1<sup>st</sup> meeting of IQAC for the academic year 2018-2019  
Obtaining of the all the PBAS-API Forms from departments for checking.  
Preparation of individual faculty profiles

**September 2018:**

Verification of all the PBAS-API forms and submitting the report to VC/Chairman, IQAC  
Preparation of the AQAR Report for 2017-18 to upload in our website and NAAC site

**October 2018:**

Conducting 2<sup>nd</sup> meeting of IQAC for the academic year 2018-2019  
Conducting of Academic Audit

**November 2018:**

Preparation and collection of Department Profiles  
Preparation and collection of Department Research Compendia  
Initiate the Student Feedback formats for analysis to be sent to all the departments

**December 2018:**

Collection of Student Feedback formats for analysis from all the departments  
Preparation of final IQAC Report on the Performance of Faculty Members on the basis of PBAS-API scores obtained during the academic year 2017-2018.

**January 2019:**

Conducting of quality related workshops  
Conducting of quality related workshops for development of Teaching & Learning process

**February 2019:**

Conducting 3<sup>rd</sup> meeting of IQAC for the academic year 2018-2019

**March 2019:**

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Organizing quality related workshops  
Organizing workshops for development of Teaching & Learning quality improvement process

**April 2019:**

Conducting of 4<sup>th</sup> meeting of IQAC for the academic year 2018-2019

**May 2019:**

Organizing quality related workshops  
Organizing workshops for development of Teaching & Learning quality improvement process

**June 2019:**

Conducting of 5<sup>th</sup> meeting of IQAC for the academic year 2018-2019

Organizing workshop on awareness of the year-long activities and achievements of IQAC to acquaint by the members of faculty.

Preparation of Action Plan work for the new Academic Year 2019 - 2020

**Prof. Dr. K.V.S.N. Murty,  
Dean, Faculty of Education,  
Director, IQAC**

Lr. No. 3/DIR/IQAC /2017-2018

Date: 27<sup>th</sup> July, 2018

To: All the Members of Sub-Committee, IQAC

SCSVMV University, Enathur.

All the IQAC Sub-committee Members are hereby informed to make it convenient to attend the **THIRD** meeting of the academic year 2017-18 of IQAC in the **Director, IQAC Chamber on 31<sup>th</sup> July 2018, at 11.30 a.m.** to discuss the items mentioned in the agenda below, under the chairmanship of Director, IQAC.

### **AGENDA**

1. Welcoming the IQAC Members by the Director, IQAC
2. Review of the AQAR for uploading
3. Review of the PBAS-API Scores
4. Review of the Academic Audit
5. Action Plan for the Academic Year 2018-2019
6. Digitalization of IQAC formats and other activities
7. Any other matter with the permission of the chair.

**Prof. Dr. K.V.S.N. Murty,  
Dean, Faculty of Education,  
Director, IQAC**

**INTERNAL QUALITY ASSURANCE CELL  
SUB-COMMITTEE  
(2017 – 18 & 2018 – 19)**

Name of the Members	Designation	IQAC Position	Signature
Prof. Dr. G. Sriram	Dean, Engg.	Coordinator	
Dr. K.Venkatramanan	Professor & HOD, Physics	Member	
Dr. Debajyoti Jena	HOD, Sanskrit&IC	Member	
Dr. R. Jayaraman	Asst.Prof.S-II, Management Studies	Member	
Sri. V.K. Radhakrishnan	Asst. Prof. Maths	Member	
Sri. G. Padmanabha Sivakumar	Asst. Prof. EIE	Member	
Dr. M. Senthil Kumaran	Associate Prof. CSE	Member	
Sri. A.S. Viswanathan	Assistant Professor, EEE	Member	
Dr. Usha Patil	Associate Prof. Ayurveda	Member	

**Prof. Dr. K.V.S.N. Murty,**  
**Dean, Faculty of Education,**  
**Director, IQAC**

## IQAC SUB-COMMITTEE MEETING

### MINUTES

**MEETING NO** : **THIRD**  
**VENUE** : **Faculty of Education, SCSVMV**  
**DATE** : **31.07.2018**  
**TIME** : **11.30 AM**  
**CHAIR** : **Prof. Dr. K.V.S.N.Murty, Dean, Faculty of Education, SCSVMV**

The meeting has been called to order by the Chairman at 11.30 AM and the business has been taken up immediately.

#### **AGENDA**

1. Welcoming the IQAC Members by the Director, IQAC
2. Review of the AQAR for uploading
3. Review of the PBAS-API Scores
4. Review of the Academic Audit
5. Action Plan for the Academic Year 2018-2019
6. Digitalization of IQAC formats and other activities
7. Any other matter with the permission of the chair.

#### **MEMBERS PRESENT**

1. Prof. Dr. G. Sriram, Dean Engg
2. Dr. K. Venkatramanan, Prof. & HOD, Physics
3. Dr. Debajyoti Jena, HOD, Sanskrit & IC
4. Dr. R. Jayaraman, Asst. Prof, MBA
5. Dr. M. Senthil Kumaran, Asso. Prof. CSE
6. Dr. Usha Patil, Asso. Prof. Ayurveda
7. Mr. V.K. Radhakrishnan, Asst. Prof. Maths
8. Mr. G. Padmanabha Sivakumar, Asst. Prof. EIE
9. Mr. A.S. Viswanathan, Asst. Prof. EEE

#### **MEMBERS ABSENT**

**NIL**

Minutes of the **THIRD** meeting of the Academic Year 2017-18 of the IQAC Sub-Committee held at 11:30 AM on 31<sup>st</sup> July 2018 in the Faculty of Education of SCSVMV University is being presented hereunder:

#### **Item No.1: Welcoming of the Sub-Committee Members by the Chairman**

While welcoming the sub-committee members by the Chairman, IQAC, he whole heartedly thanked for the sub-committee members for their support extended to the IQAC in fulfilling the tasks of quality work on time. The Chairman also thanked the sub-committee members for their cooperation in accomplishing to obtain the NAAC "A" GRADE well before the time. The Chairman also explained about the UGC & AICTE Team inspections that followed immediately just after the NAAC inspection when our university upgraded to "A" GRADE. The IQAC records its appreciation to the sub-committee members for their fullest cooperation in conducting the above three major achievements in a short span of duration successfully. The Chairman also informed the members about the major aim of the university to obtain "A++" GRADE with in span of coming two years, for which all the members of this committee must contribute and continue the expert services to turn this dream into success. To accomplish this task quality work should be enhanced as per the requirements of the NAAC including the parameters of



Teaching and Learning, patents and other R&D publications must be qualitatively and quantitatively achieved.

**Item No.2: Review of the AQAR for Uploading**

The Chairman informed the members about the AQAR for the academic year 2017-18 which is under preparation and at the verge of completion stage. The same shall be uploaded shortly in our University site keeping the target on time. The Chairman also informed the members about the mandatory submission of AQAR every year without fail. The Chairman requested the members for their cooperation in submitting the data which IQAC is needed on time.

**Item No.3: Review of the PBAS-API Scores**

The Committee members were informed that based on the earlier suggestions made by the Chairman and further clarifications received from other faculty including Ayurveda, suitable changes were made in the PBAS-API formats. Eleven page HoD checklist is a unique system introduced and the new format implemented from the academic year 2017-18. The Chairman informed the members about the quality aspects of faculty members with regard to teaching and learning, latest trends and technologies adopted, personal professional achievements, etc. are all strictly scrutinized for proper scoring in the PBAS-API formats received from the departments.

**Item No.4: Review of the Academic Audit**

Academic Audit completed in all the departments including Road Map and SWOC analysis for 3 years planning strategy to achieve and enhance the quality aspects of the university when we are aiming for the "A++" within the time span of 2 years.

**Item No.5: Action Plan for the Academic Year 2018-2019**

The Chairman informed that the IQAC has prepared Action Plan for the academic year 2018-2019 and shall be placed to IQAC Apex Meeting shortly for approval to implement the same.

**Item No.6: Digitalization of IQAC formats and other activities**

The Chairman informed the members about the importance of the IQAC documents for regular up-keeping and periodical retrieval of the university / faculties data as and when required for the purpose of UGC / NAAC / AICTE / MHRD. A common domain to be developed for the purpose of not only IQAC but also university as a whole.

**Item No.7: Any other matter with the permission of the chair**

- Prof. Dr. G. Sriram, Dean Engg, suggested that NBA accreditation for the concerned departments of the university may be obtained for keeping our university's reputation at par with others.

- Prof. Dr. G. Sriram, Dean Engg, the profile of the Alumni of our university may be updated and periodical meetings with Alumni may be conducted for proper liaison support for the development of the university.
- Prof. Dr.K.Venkataramanan, HOD Physics, suggested that one member from Admin may be inducted to this committee for proper and prompt coordination to extend IQAC the required data from Admin.
- Prof. Dr. K. Venkataramanan also suggested organizing at least one workshop / seminar by MBA / Ayurveda with the sponsorship of NAAC. He further suggested enhancing the Research Facilities in the university. He also suggested that a poster of university quality policy and NAAC accreditation certificate are to be printed and kept in prominent places.

At the end, the IQAC sub-committee strongly recommended to put-forth to Vice Chancellor for granting considerable support money for all the departments to carry out departmental R&D work, paper publication, patents filing, outside R&D projects to be under taken, Augmentation of R&D facilities etc.

### **MINUTES**

Minutes of the **THIRD** meeting of the Academic Year 2017-18 of the IQAC Sub-Committee held at 11:30 AM on 31<sup>st</sup> July 2018 in the Faculty of Education, of Sri Chandrasekharendra Saraswathi Viswa MahaVidyalaya, is being presented hereunder:

1. It is resolved to complete the AQAR for the academic year 2017-18 and upload in our university site at the end of August.
2. It is resolved to take up Academic Audit of all departments including Road Map and SWOC analysis to be complied for 3 years planning strategy and file all the reports in a book form.
3. It is resolved to put up in the IQAC Apex Body Meeting, the Action Plan prepared for academic year 2018-19 for approval prior to its implementation in the last week of August.
4. It is resolved to keep IQAC documents for regular up-keeping and periodical university data retrieval by developing a common domain for IQAC.
5. It is resolved to go for NBA accreditation for at least two departments viz. Department of Mechanical Engineering and Department of Computer Science and Engineering within 6 months duration.
6. It is resolved to conduct Alumni meetings periodically particularly in places like Bangalore, Chennai etc.

7. It is resolved to induct one member from Admin. in this sub-committee for proper and prompt coordination.
8. It is resolved to organize with the sponsorship of NAAC one seminar in the university for the academic year 2018-2019.
9. It is resolved make suitable posters for university quality policy and NAAC accreditation to be placed in prominent places.
10. It is resolved to prepare PBAS-API reports in the month of September 2018.

<b>INTERNAL QUALITY ASSURANCE CELL SUB-COMMITTEE (2017 – 18 &amp; 2018 – 19)</b>			
Name of the Members	Designation	IQAC Position	Signature
<b>Prof. Dr. G. Sriram</b>	Dean, Engg.	Coordinator	
<b>Dr. K.Venkatramanan</b>	Professor & HOD, Physics	Member	
<b>Dr. M. Senthil Kumaran</b>	HOD CSE & Associate Professor	Member	
<b>Dr. Usha Patil</b>	Associate Professor, Ayurveda	Member	
<b>Dr. Debajyoti Jena</b>	HOD, Sanskrit & IC, Asst. Prof	Member	
<b>Sri. G. Padmanabha Sivakumar</b>	Asst. Prof. EIE	Member	
<b>Dr. R. Jayaraman</b>	Asst. Prof. MBA & HR	Member	
<b>Sri. A.S. Viswanathan</b>	Asst. Prof. EEE	Member	
<b>Sri. V.K. Radhakrishnan</b>	Asst. Prof. Maths	Member	

**Prof. Dr. K.V.S.N. Murty,  
Dean, Faculty of Education,  
Director, IQAC**

Lr. No. 2/DIR/IQAC/SCSVMV/2019

Enathur, Kanchipuram,  
Date: 12<sup>th</sup> March, 2019.

To: All the Members of IQAC  
SCSVMV, Enathur.

All the IQAC Members are hereby informed to make it convenient to attend the **FOURTH** meeting of the academic year 2018-19 of IQAC in the **Meeting Room at 3<sup>rd</sup> Floor, New Building on 20<sup>th</sup> March, 2019, at 11.30 a.m.** to discuss the items mentioned in the agenda below, under the chairmanship of Prof. Dr. V.S. Vishnu Potty, Chairman, IQAC.

### AGENDA

1. Welcoming the IQAC Members by the Director, IQAC
2. Uploading of AQAR in the old format.
3. Preparation of bound book of AQAR.
4. Preparation of PBAS scores.
5. Academic Audit is to be conducted.
6. To visit the State Quality Cell at Chennai.
7. Suggestions on improvement in quality assurance measures
8. Any other matter with the permission of the chair

(Prof. Dr.K.V.S.N.MURTY)

Director, IQAC

### SCSVMV UNIVERISTY IQAC APEX BODY

Name of Members	Designation	Position	Signature
Dr. G. Srinivasu	Registrar	Member	

Sri. G. Ramachandran	CAO	Member	
Sri. V. Thiyagarajan	Asst. Registrar	Member	
Sri. N. Baskaran	Asst. Registrar	Member	
Prof. Dr. G. Sriram	Dean, Engineering	Member	
Dr. K.Venkatramanan	Professor & HOD, Physics	Member	
Dr. Debajyoti Jena	HOD, Sanskrit & IC	Member	
Dr. R. Jayaraman	Asst.Prof.S-II Mgt. Studies	Member	
Sri. V.K. Radhakrishnan	Asst. Prof. Math	Member	
Sri.G.PadmanabhaSiva Kumar	Asst. Prof. EIE	Member	
Sri. A.S. Viswanathan	Assistant Professor, EEE	Member	
Sri. M. Senthil Kumaran	Associate Professor, CSE	Member	
Dr. UshaPatil	Associate Prof. Ayurveda	Member	
Dr. Mrs. V.G. Booma	Divisional RailwayManager	Member-External	
Sri. N. GokulaKannan	HR Recruiter, Amazon DC	Member-Alumni	
Sri. M.V. Krishnaswamy	F/o Mr. Aravind, III CSE,	Member- Parent	
Sri. S. Narayanan	III CSE, 11159A030	Member- Student	

(Prof. Dr.K.V.S.N.MURTY)  
Director, IQAC

No: 2/DIR/IQAC/SCSVMV/2018-2019

Dated: 20<sup>th</sup> March 2019

SUB: **FOURTH** Meeting of the IQAC for the academic year 2018-2019.

**MEETING NO : FOURTH**

**VENUE : MEETING ROOM, 3<sup>RD</sup> FLOOR, NEW BUILDING, SCSVMV**

**DATE : 20.03.2019**

**TIME : 11:30 AM**

**CHAIR : Prof. V.S. Vishnu Potty, Chairman, IQAC. SCSVMV**

**AGENDA:**

1. Welcoming the IQAC Members by the Director, IQAC
2. Uploading of AQAR in the old format.
3. Preparation of bound book of AQAR.
4. Preparation of PBAS scores.
5. Academic Audit is to be conducted.
6. To visit the State Quality Cell at Chennai.
7. Suggestions on improvement in quality assurance measures
8. Any other matter with the permission of the chair

**MEMBERS PRESENT:**

Dr. G. Srinivasu	Registrar
Sri. V. Thiyagarajan	Asst. Registrar
Sri. N. Baskaran	Asst. Registrar
Prof. Dr. G. Sriram	Dean, Engineering
Dr. Debajyoti Jena	HOD, Sanskrit & IC
Sri. V.K. Radhakrishnan	Asst. Prof. Math
Sri. A.S. Viswanathan	Assistant Professor, EEE
Sri. M. Senthil Kumaran	Associate Professor, CSE
Dr. UshaPatil	Associate Prof. Ayurveda

**MEMBERS ABSENT:**

Sri. G. Ramachandran	CAO
Dr. K.Venkatramanan	Professor & HOD, Physics
Dr. R. Jayaraman	Asst.Prof.S-II Mgt. Studies
Sri.G.PadmanabhaSiva Kumar	Asst. Prof. EIE
Dr. Mrs. V.G. Booma	Divisional RailwayManager
Sri. N. GokulaKannan	HR Recruiter, Amazon DC
Sri. M.V. Krishnaswamy	F/o Mr. Aravind, III CSE,
Sri. S. Narayanan	III CSE, 11159A030

The meeting has been called to order by the Chairman at 11.30 AM and the business has been taken up immediately.

**Item No.1: Welcoming the IQAC Members by the Director, IQAC**

The Director, IQAC, welcomed all the members of the Internal Quality Assurance Cell

**Item No.2: Uploading AQAR in the old format**

The Chairman, IQAC, elaborately explained about our University's present Quality Policy and ways and means to be adopted by all departments on the following aspects:

- To strengthen the quality of teaching and learning, new course materials and innovative teaching modules with particular reference to Arts and Humanities must be developed and implemented.
- According to Government / UGC's new policies, what are the requirements expected from each course by the students and the teachers' role in fulfilling the same with commitment.
- IQAC must take the responsibility of conducting Workshop / Seminars for the Faculty Members and other staff.
- NAAC Director may be invited as an Advisory Member to the university for maintaining quality.
- Links must be established with State Quality Cell and also one or two members may be included in the IQAC.
- Academic Policy of the university may be circulated to concerned.

- As per the UGC, the induction program are to be taken up and implemented.
- The suggestions made by the recent UGC Review Committee are to be implemented.
- The Placement Cell should be active and more placements may be done with high salary packages.

**Item No.3: Action Plan for the Academic Year 2018-2019**

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The Director, IQAC has prepared the Plan of Action during the Academic Year 2018-2019 and placed before the members. Director, IQAC also explained the Month-wise Annual Plan for suitable follow up action.

**Item No. 4: Review of the AQAR for uploading**

Director, IQAC, has explained about the partial completion of AQAR and expected to be completed as soon as the data received from Admn / COE etc for uploading the same to the NAAC Website.

**Item No. 5: Review of the PBAS-API Scores**

Director, IQAC, has informed the members of IQAC that the Checking up of the PBAS-API Scores of the Departments of Sanskrit, English, E&I, Chemistry, and Physics are completed and MBA and ECE is under progress. The work will be speeded up and completed by 10<sup>th</sup> September 2018 for onward transmission to the Registrar for further process.

**Item No. 6: Review of the Academic Audit**

Except Ayurveda, the IQAC has received the Academic Audit Reports from all the Departments and shall be processed further in this regard. By 1<sup>st</sup> week of September, 2018, a team members comprising of Director, IQAC, Dean, Faculty of Engg & Technology, plus IQAC staff members shall be visiting to Ayurveda to complete the Academic Audit as well as the checking up of the PBAS-API scores. This time external member is included in the Academic Audit Teams.

**Item No. 7: Suggestions on improvement in quality assurance measures**

**Chairman, IQAC, has explained in detail, the following quality assurance measures already taken up by the university to improve and strengthen the areas:**

- Digitalization of all the departmental activities.



- More involvement of faculty members to be initiated.
- To go for NBA accreditation.
- When we are aiming for NBA accreditation and NAAC A++ grade, our university's Research and Consultancy aspects are to be strengthened so as to obtain the above accreditations.
- Automation of Library.

**Item No. 8: Any other matter with the permission of the chair**

- Director, IQAC, has suggested implementing a common Mail ID Domain for all the staff members of our University for smooth and quick functioning of official work.
- Dean, Faculty of Engineering and Technology, informed members about some tangible placement activities that are taken up by the Placement Cell.
- Dr. K. Venkataraman, HoD, Physics, has suggested to implement any new items or change of items in the PBAS-API Formats just starting up of the Academic Year for proper follow up by the Faculty Members.
- Upon the inquiries made by Director, IQAC, Sri M. Senthil Kumaran, HoD, CSE, informed the members of IQAC that as per the requirements of IQAC, the PBAS-API formats are being digitalized for uploading by the faculty members and checking up of the same by the IQAC Office for quick completion of the work on time as well as to retrieve the data available on the digitalized formats for future use.

**MINUTES**

Minutes of the **FIRST** meeting of the Academic Year 2018-19 of the IQAC Committee held at 11.00 AM on Thursday, the 23<sup>rd</sup> August, 2018, in the Meeting Room, at the 3<sup>rd</sup> Floor of the New Building of Sri Chandrasekharendra Saraswathi Viswa MahaVidyalaya, is being presented hereunder:

1. It is resolved to go for NAB accreditation and NAAC Reaccreditation to get at least A+.
2. It is resolved to invite the Director, NAAC and to establish a rapport with Director, State Quality Cell, TN Government.
3. It is resolved to strengthen the Research and Consultancy areas of all the Depts.
4. It is resolved to go for digitalized version of PBAS-API Score Formats for quick submission and timely checking of the same besides data retrieval purpose.
5. It is resolved to strengthen the involvements of all faculty members in quality teaching and learning process to improve and rise from the present standards.

6. It is resolved to conduct various quality related activities to both teaching and non-teaching staff by IQAC.

<b>Name of the Members</b>	<b>Signature</b>
Sri. G. Ramachandran	
Sri. V. Thiyagarajan	
Prof. Dr. G. Sriram	
Dr. K.Venkatramanan	
Dr. UshaPatil	
Sri. M. Senthil Kumaran	
Sri. A.S. Viswanathan	
Dr. Debajyoti Jena	
Dr. R. Jayaraman	
Sri. V.K. Radhakrishnan	
Sri.G.PadmanabhaSiva Kumar	
Sri. S. Narayanan	

**Prof. Dr. K.V.S.N.Murty**

**Director, IQAC**

**Prof. V.S.Vishnu Potty**

**Chairman, IQAC**