



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः

(विश्वविद्यालयानुदानयोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

**SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHAVIDYALAYA
(SCSVMV)**

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.

**Minutes of the IQAC Meeting with Department Coordinator held
on 24.09.2022**

Time : 02.30 P.M.
Date : 24.09.2022
Venue : CASD Lab, Dept. of ECE, First Floor, Sri Jayendra Prasadam Building,
SCSVMV

Agenda

SSR UPDATION AND DISCUSSION

- a. IIQA CLARIFICATION
- b. DEPARTMENT WISE DOCUMENTS DETAILS
- c. STUDENTS SATISFACTORY SURVEY QUESTIONS

Members Present

1. Prof.V.Swaminathan - Coordinator of IQAC & HOD, ECE & EIE
2. Dr.D.Nageswara Rao, Assistant Professor, Dept. of S & IC
3. Dr.T.Thirumaleswari, Assistant Professor, Dept. of Management Studies
4. Dr.E.Sambasivan, Associate Professor, Dept. of Commerce
5. Dr.J.Srinivasan, Assistant Professor,
6. Dr.S.Renukadevi, Assistant Professor
7. Dr.T.Dinesh Kumar, Assistant Professor
8. Dr.R.Jayalakshmi, Assistant Professor
9. Dr.P.Chenga Reddy, Assistant Professor
10. Dr.K.Ambiga, Assistant Professor
11. Ms.K.Saraswathi, Assistant Professor
12. Dr.R.Mageswari, Assistant Professor
13. Dr. K. Pramila, Assistant Professor
14. Dr.M.Sundarrajan, Assistant Professor
15. Dr.V.Ragavendran, Assistant Professor
16. Ms. C. Jeyalakshmi, Assistant Professor


**REGISTRAR
S.C.S.V.M.V
ENATHUR, KANCHIPURAM**



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17. Dr.T.Pushpanathan, Assistant Professor
18. Ms.J.Jayapriya, Assistant Professor
19. Dr.T.Poovaisubramanian, Assistant Professor

The meeting of the IQAC with Departments Coordinator of Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya was held on 24.09.2022 at Sri Jayendra Prasadam, CASD Lab, Dept. of ECE, First Floor, SCSVMV Campus. The coordinator of IQAC chaired the meeting.

The Coordinator welcomed the members and admitted the following agenda items criteria wise one by one for deliberations:-

SSR Updation and discussion

d. IIQA CLARIFICATION

- Coordinator informed about the submission of IIQA to the members.
- On submission the clarification raised by the NAAC on IIQA and action taken in this regards are informed by Chairman to the members.

S.No.	Clarification made	Action Taken
1.	University name correction in AISHE PORTAL	It was rectified in various authorities like AISHE, NIRF, UGC etc.
2.	Programmed offered not locate in institution website	The programmes offered for the academic year 2022-2023 is created in our website as per SRA recognition.
3.	Confirms NCTE recognition as on date for professional programmes offered under NCTE	Details of PAR submitted and other correspondence were submitted to NAAC.
4.	Institution name not reflected in the CCIM Approval letter	Request letter were submitted to Ministry of AYUSH through mail and intimated to NAAC.

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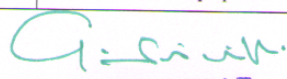
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e. DEPARTMENT WISE DOCUMENTS DETAILS

Coordinator briefly explained in the following criteria step by step and informed to keep ready with documents under criteria in the departments to enable place before NAAC Team visit.

Category	Document Related
Curricular Aspects	<ul style="list-style-type: none">➤ Details of Programmes by department Offered with Syllabus copies➤ Academic Council/BOS meetings➤ Value added Courses – Brochure and Course Content, Students list➤ Field projects/ Research projects /Internships➤ Stakeholder feedback analysis report / training programmes feedback➤ Department-wise Action taken Report on the feedback
Teaching – Learning and Evaluation	<ul style="list-style-type: none">➤ List of Students Admitted with information➤ Scholarship Details➤ Faculty Profile➤ Mentor Reports➤ Subject Allocation with Time table➤ Internal Examination details➤ Result Analysis➤ Online Exam related activities
Research Innovations and Extensions	<ul style="list-style-type: none">➤ Research Profile of the Department➤ Research Projects and Funds Granted➤ Research Compendium\➤ Students Projects➤ Entrepreneurship, skill development and IPR Activity Reports➤ Patents Filed➤ Books / Book Chapters Published – Book copy➤ Extension and Outreach activities – consultancy➤ MOU connected activities
Infrastructure and Learning Resources	<ul style="list-style-type: none">➤ Library Resources➤ Infrastructure details➤ Stock register and yearly stock verification➤ List of equipments


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Category	Document Related
Student Support and Progression	<ul style="list-style-type: none">➤ Student Scholarship➤ Career Counselling and Guidance Programs➤ GRE/GATE – Higher Education Details➤ Cultural and Sports Activities➤ NSS activities➤ Alumni Meeting/Alumni Contribution
Governance, Leadership and Management	<ul style="list-style-type: none">➤ Professional Development Programmes➤ Refresher Orientation Programmes
Institutional Values and Best Practices	<ul style="list-style-type: none">➤ Green Practises➤ Conservation of Resources and Best Practises➤ Name Boards- Faculty and student strength➤ Department Vision, Mission and PPT with SWOC (15-20 minutes)➤ Lab Manual /one copy of each student record corrected.

f. STUDENTS SATISFACTORY SURVEY QUESTIONS

Coordinator explained about the importance of student satisfaction survey to coordinators and informed to take necessary steps to convey the message among concerned department students.

After deliberation discussion made with members, the Coordinator briefed about the preparation and submission of SSR through online to the members. In this regards coordinator informed to provide required documents / details to IQAC to enable to upload the same.

The Coordinator concluded the meeting with thanks to the members of IQAC


COORDINATOR
IQAC


REGISTRAR
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