



**श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः**  
(विश्वविद्यालयानुदानायोगस्य ३९५६ विधे: तृतीयविधिमनुसृत्य संस्थापितः मानितविश्वविद्यालयः NAAC द्वारा "ए" श्रेण्या प्रत्यायितः)  
**SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHAVIDYALAYA**  
(Deemed to be University u/s 3 of UGC act 1956) (Accredited by NAAC with 'A' Grade)  
Enathur, Kanchipuram - 631 561, Tamil Nadu.

## Minutes of the IQAC Meeting with Department Heads held on 23.10.2023

Time: 02.30P.M.

Date: 23.10.2023

Venue: Seminar Hall, Mechanical Block, SCSVMV

### AGENDA

AQAR 2022-23 Submission and Discussion

### Members Present

1. Dr. T. Rajmohan - Coordinator of IQAC
2. Dr. M. Senthil Kumaran - HOD, CSE
3. Dr. S. Sentamil Selvan - HOD, EEE
4. Dr. R. Jayalakshmi - HOD, ECE
5. Dr. R. Sumathi - HOD, Civil
6. Dr. P. Vithya - HOD, Mechanical
7. Dr. B. Balaji Srinivasan - HOD, MBA
8. Dr. T. Lakshmibai - HOD, EIE
9. Dr. M. Kannan - HOD, CSA
10. Mr. V. Santhanam - HOD, Chemistry
11. Dr. M. Sundarrajan - HOD, Physics
12. Dr. D. Vijayalakshmi – HOD, Maths
13. Mrs. J Jayapriya – HOD, SOE
14. Dr. R. Naveen - HOD, Sanskrit



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**Key Points Discussed**

The following points were discussed during the meeting:

S. No	Category	Remarks
1.	Curriculum Design and Development	It was resolved that each department should submit backup documents, including BoS minutes, feedback reports, reports on value-added courses, and field project reports.
2.	Teaching and Learning	It was resolved to implement outcome-based education for the academic year 2023-24.
3.	Research Publication	It was resolved that departments should submit details of publications indexed in Scopus, UGC CARE, and Web of Science.
4.	Infrastructure	It was resolved that departments should submit updated details of infrastructure, including computers, classrooms, seminar halls, and other facilities.
5.	Student Details	It was resolved that departments should provide information on higher education, placements, and alumni.
6.	Professional Development	It was resolved that departments should submit details of funded FDPs and workshops.
7.	Institutional Values	It was resolved that departments should share ongoing best practices.

  
Coordinator  
IQAC

  
Registrar i/c  
REGISTRAR I/c  
S.C.S.V.M.V.  
ENATHUR, KANCHIPURAM



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## Minutes of the IQAC Meeting with Department Heads held on 29.12.2023

Time: 02.30P.M.

Date: 29.12.2023

Venue: Seminar Hall, Mechanical Block, SCSVMV

### AGENDA

**AQAR 2022-23 Review and Discussion**

#### **Members Present**

1. Dr. T. Rajmohan - Coordinator of IQAC
2. Dr. M. Senthil Kumaran - HOD, CSE
3. Dr. S. Sentamil Selvan - HOD, EEE
4. Dr. R. Jayalakshmi - HOD, ECE
5. Dr. R. Sumathi - HOD, Civil
6. Dr. P. Vithya - HOD, Mechanical
7. Dr. B. Balaji Srinivasan - HOD, MBA
8. Dr. T. Lakshmibai - HOD, EIE
9. Dr. M. Kannan - HOD, CSA
10. Mr. V. Santhanam - HOD, Chemistry
11. Dr. M. Sundarrajan - HOD, Physics
12. Dr. D. Vijayalakshmi – HOD, Maths
13. Mrs. J Jayapriya – HOD, SOE
14. Dr. R. Naveen - HOD, Sanskrit

#### **Key Points Discussed**

The IQAC coordinator presented and discussed the following points of the prepared AQAR 2022-23 during the meeting:



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**Criterion I: Curricular Aspects**

- For the academic year 2022-23, curriculum design and development were conducted by the Management, EEE, and CSA departments.
- Departments are advised to update the curriculum every six months or once a year.
- A common feedback system should be adopted for stakeholders and faculty.
- Human value courses should be introduced across all programs.
- Value-added courses (VAC) should be implemented and reflected in syllabi, with separate certificates issued.

**Criterion II: Teaching-Learning and Evaluation**

- Examination processes should be fully automated, and an Examination Management System should be implemented.
- Student-teacher ratios need improvement.
- Student-centric methods should be enhanced.
- ICT-enabled tools should be utilized more frequently.
- The gap between result declaration and the last working day should be reduced.

**Criterion III: Research, Innovations, and Extension**

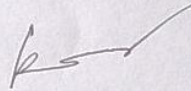
- Research facilities in thrust areas should be updated.
- Seed funding should be provided for minor research projects.
- Faculty should be encouraged to apply for external research grants.
- More seminars and workshops on research methodologies and skill development should be organized.

**Criterion IV: Infrastructure and Learning Resources**

- Additional ICT-enabled facilities (e.g., LCDs, smartboards) should be installed in classrooms and seminar halls.
- Facilities for e-content development, such as a media center and lecture-capturing systems, should be established.

**Criterion V: Student Support and Progression**

- Students should be encouraged to appear for competitive examinations such as GATE, NET, and others.
- Institutional sports and cultural activities should be expanded.
- Alumni contributions should be strengthened and leveraged effectively.

  
Coordinator  
IQAC

  
Registrar  
REGISTRAR I/c  
S.C.S.V.M.V.  
ENATHUR, KANCHIPURAM

## MEETING OF INTERNAL IQAC MEMBERS WITH VC

Date: 29.02.2024

Time: 3.30 p.m

### Members Present




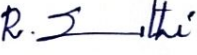





1. Dr.G.Srinivasu (Vice-Chancellor) – Chair Person
2. Dr.G.Sriram (Registrar) - Management
3. Dr.M. Senthil Kumaran (HoD, Department of CSE) – Faculty Member
4. Dr.R.Sumathi (Department of Civil & Structural Engineering) – Faculty Member
5. Dr.D.Vijayan (Department of Mechanical Engineering) – Faculty Member
6. Dr.G.Senthil Kumar ( Department of ECE) – Faculty Member
7. Dr.V.Ragavendran (Department of Physics) – Faculty Member
8. Dr.T.Rajmohan (Department of Mechanical Engineering) – Co-ordinator, IQAC
  
9. Dr.M.Rathinakumar (Dean – E&T) – Special Invitee

### SALIENT POINTS OF DISCUSSION

1. Every faculty member of the University should have minimum 2 publications per academic year in UGC approved journals.
2. Faculty member of the University not having Ph.D degree must register for Ph.D. immediately.
3. Radhakrishnan Committee Report (Report of the Overarching Committee) on NAAC to be studied and a report to be submitted on the same
4. NEP 2020 to be studied and a report to be submitted on key points and the same to be informed to all faculty members
5. All the activities of the University must be uploaded in the University website. Every single student based activity must immediately reflect in our website.
6. Target with respect to programmes and workshops must be fixed for each Department.
7. Obtaining Patents & Copyrights must be strengthened.

8. Outcome Based Education – CO (Course Outcome), PO (Programme Outcome) and PSO (Programme Specific Outcome) – attainment must be evaluated for the concluded odd semester.
9. Thrust areas for research to be identified and faculty members to be encouraged to undertake research projects.
10. Details of seed money received for projects, must be obtained across departments.
11. Details of all UGC, AICTE, other statutory bodies' and accreditation bodies' compliance requirements must be made known to all the departments in our University. Increased awareness must be created
12. Appointment of Professor of industry practice in each department needs to be explored.
13. IQAC must prepare Action Taken Report based on comments made in previous NAAC visit. Where we lagged behind in latest NAAC findings – Qualitative and Quantitative – to study the same and prepare report on improving the same.
14. To include persons from MCA, MBA & Education Department too in IQAC team
15. NAAC & NIRF rankings must definitely improve next time. We have to plan accordingly and focus on areas which will fetch more points in accreditation.
16. To utilize the services provided by AIU (Association of Indian Universities) to its members and try for academic collaboration with foreign universities.
17. To improve parent interaction. As a first step in this direction, to send details of attendance of the students to parents on a daily basis.

**ATTENDANCE AND CONFIRMATION OF MINUTES SHEET FOR THE MEETING OF INTERNAL IQAC  
MEMBERS WITH VC HELD ON 29.02.2024**

Sl. No.	Name	Designation	Signature
1.	Dr.G.Srinivasu	Vice-Chancellor	
2.	Dr.G.Sriram	Registrar	
3.	Dr.M. Senthil Kumaran	HoD, Department of CSE	
4.	Dr. R.Sumathi	Department of Civil & Structural Engineering	
5.	Dr.D.Vijayan	Department of Mechanical Engineering	
6.	Dr.G.Senthil Kumar	Department of ECE	
7.	Dr.V.Ragavendran	Department of Physics	
8.	Dr.T.Rajmohan	Department of Mechanical Engineering	
9.	Dr.M.Rathinakumar	Dean – E&T	



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## Minutes of the IQAC Meeting with Department Heads held on 15.03.2024

Time: 02.30P.M.

Date: 23.10.2023

Venue: Seminar Hall, Mechanical Block, SCSVMV

### AGENDA

#### STUDENT SATISFACTION SURVEY & PBAS - REG

#### Members Present

1. Dr. T. Rajmohan - Coordinator of IQAC
2. Dr. M. Senthil Kumaran - HOD, CSE
3. Dr. S. Sentamil Selvan - HOD, EEE
4. Dr. R. Jayalakshmi - HOD, ECE
5. Dr. R. Sumathi - HOD, Civil
6. Dr. P. Vithya - HOD, Mechanical
7. Dr. B. Balaji Srinivasan - HOD, MBA
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14. Dr. R. Naveen - HOD, Sanskrit

The IQAC coordinator presented and discussed the questionnaires of the student satisfaction Survey 2023-24 and revised PBAS Score Sheet during the meeting:



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### Student Satisfaction Survey 2023-24 Questionaries:

- ✓ How much of the syllabus was covered in the class?
- ✓ How well did the teachers prepare for the classes?
- ✓ How well were the teachers able to communicate?
- ✓ The teachers approach to teaching can best be described as
- ✓ Fairness of the internal evaluation process by the teachers
- ✓ Was your performance in assignments discussed with you?
- ✓ The institute takes active interest in promoting internship, student exchange, field visit opportunities for students
- ✓ The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth
- ✓ The institution provides multiple opportunities to learn and grow
- ✓ Teachers inform you about your expected competencies, course outcomes and programme outcomes
- ✓ Your mentor does a necessary follow-up with as assigned task to you
- ✓ The teachers illustrate the concepts through examples and applications
- ✓ The teachers identify your strengths and encourage you with providing right level of challenges
- ✓ Teachers are able to identify your weaknesses and help you to overcome them
- ✓ The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process
- ✓ The institute/teachers use student centric methods, such as experiential learning, participative learning and problem-solving methodologies for enhancing learning experiences
- ✓ Teachers encourage you to participate in extracurricular activities
- ✓ Efforts are made by the institute/teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work
- ✓ What percentage of teachers use ICT Tools such as LCD projector, Multimedia etc. while teaching
- ✓ The overall quality of teaching-learning process in your institute is very good
- ✓ Give three observation/suggestions to improve the overall teaching-learning experience in your institution



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**Revised PBAS Score Sheet 2023-24:**

It was resolved that minor changes were incorporated in category I and Category III as follows:

**CATEGORY-I (1.3)**

**3. Imparting Knowledge (20)**

S. No.	Details of the items	Unit Score	Max. score	API Score deserves
a.	Student performance in the end-semester examination	5	5	
b.	Performance-based on student feedback	5	5	
c.	Use of library resources (no. of hours in a year)	—	5	
<b>Maximum Category Aggregate (a+b+c+d)</b>			<b>15</b>	

**CATEGORY-III (3.1)**

**1. Publications (50)**

S. No.	Particulars	Details	Unit score	Maximum score	API Score deserves
<b>Journals</b>					
a.	Web of Science indexed	International level	20	50	
	Scopus indexed / UGC Care	International level	15		
	Indian Citation Index	International level	5		
b.	Conf. Proceedings with ISBN No.	International level	5	5	
c.	Web of Science indexed	National level	15	30	
	Scopus indexed / UGC Care	National level	10		
	Indian Citation Index	National level	3		
d.	Conf. Proceedings with ISBN No.	National level	5	5	
e.	Completed Major Research Project	Worth of Rs.10 Lakhs & above	20	20	
	On-going Major Research Project	Worth of Rs.10 Lakhs & above	10		
	Completed Minor Research Project	Worth of below Rs.10 Lakhs	10		
	On-going Minor Research Project	Worth of below Rs.10 Lakhs	7		
	Completed Minor Research Project	Funded by SCSVMV	5		
	Ongoing Minor Research Project	Funded by SCSVMV	3		
f.	Consultancy done	In lakhs	5	10	
<b>Maximum Category Aggregate (a+ b+ c+ d+ e+ f)</b>				<b>50</b>	

Coordinator  
IQAC

Registrar i/c

**REGISTRAR I/c**  
S.C.S.V.M.V.