



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः

(विश्वविद्यालयानुदानायोगस्य 1956 नियमे तृतीयविधिमनुसृत्य संस्थापितः विश्वमहाविद्यालयः)

एनात्तूर, काञ्चीपुरम् – 631 561

SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHAVIDYALAYA

Deemed to be University U/S 3 of UGC Act 1956, Accredited with "A" grade by NAAC

Enathur, Kancheepuram – 631 561

F/SCSVMV/REG/2024-25/EC 03/IOC- २३)

Date: 07.01.2025

INTER OFFICE COMMUNICATION

Sub: Constitution of Centre for Internal Quality Assurance Committee – Reg.

Ref: Resolution of the 3rd Meeting of the Executive Council held on 07.12.2024

In compliance with University Grants Commission (Open and Distance Learning and Online Courses or Programmes) Regulations, 2020, the Centre for Internal Quality Assurance is constituted with the following members.

S. No.	Name & Designation	Status	Position
1.	Prof. G. Srinivasu, Vice Chancellor	Vice Chancellor	Chairperson
2.	Prof. R.Vasanth Kumar Mehta Prof Vice Chancellor	Pro Vice Chancellor	Member
3.	Dr.T.Pushpanathan, Assistant Professor Department of English		Member
4.	Dr.V.K.Radhakrishnan, Assistant Professor, Department of Mathematics	Three senior teachers (Nominated by Vice Chancellor)	Member
5.	Dr.K.S.Sivakumar Assistant Professor Department of Sanskrit & Indian Culture		Member
6.	Dr.Debajyoti Jena, HOD i/c, Department of Sanskrit & Indian Culture		Member
7.	Dr.A.Mathini HOD i/c, Department of English	Head of the Departments (Nominated by Vice Chancellor)	Member
8.	Dr.J.Santhi HOD, Department of Commerce		Member
9.	Prof. G. Sankara Narayanan Professor, Dept. of Sahitya, National Central University, Tirupati		Member
10.	Prof. Dr. R. Balaji, Professor, Centre for Distance and Online Education (CDOE), AMET – Deemed to be University, Chennai – 603 112	Two external experts (Nominated by Vice Chancellor)	Member
11.	Prof. G. Sriram, Registrar i/c	Officials from the Administration and Finance departments (Nominated by Vice Chancellor)	Member
12.	Dr. R. Jayaraman, Finance Officer i/c		Member
13.	Prof. B. Balaji Srinivasan, Director, CDOE	Director	Member Secretary

Tenure of the Members, Meeting etc.

The membership of such nominated members shall be for a period of two years. The Committee of Centre for Internal Quality Assurance shall meet at least once in a semester. The quorum for the meeting shall be two-third of the total number of members with mandatory presence of one external expert. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format

Roles & Responsibilities of the Committee

- (i) To oversee the functioning of Centre for Internal Quality Assurance and approve the reports generated by Centre for Internal Quality Assurance on the effectiveness of quality assurance systems and processes.
- (ii) To facilitate adoption of instructional design requirements as per the philosophy of the Open and Distance Learning and/or Online learning decided by the statutory bodies of the HEI for its different academic programmes.
- (iii) To promote automation of learner support services of the Higher Educational Institution.
- (iv) To coordinate with external subject experts or agencies or organisations, the activities pertaining to validation and annual review of its in-house processes.
- (v) To coordinate with third party auditing bodies for quality audit of programme(s).
- (vi) To oversee the preparation of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution.
- (vii) To promote collaboration and association for quality enhancement of Open and Distance Learning and Online modes of education and research therein.
- (viii) To facilitate industry-institution linkage for providing exposure to the learners and enhancing their employability

To
Prof. B. Balaji Srinivasan,
Director – Member Secretary
Centre of Distance Online Education (CDOE)
SCSVMV

cc.to.: Concerned Individuals


07/11/25
Registrar i/c
SCSVMV

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