श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृत:)

SRI CHANDRASEKHARENDRA SARASWATHI 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 QUARTERLY IQAC MEETING – Q1

Date : **September 13, 2024 (Friday)**

Time : **2:30 PM**

Venue : **IQAC Office, Mechanical Block, SCSVMV**

Members Present

- Dr. T. Rajmohan – IQAC Coordinator
- Department Heads
- IQAC Department coordinators

Agenda

1. Review and Approval of IQAC Calendar for AY 2024–25
2. Budget Planning and Activity Scheduling
3. Initiation of AQAR 2023–24 Data Collection
4. Research and Publication Strategy
5. NAAC and NIRF Compliance Focus

Key Points Discussed

1. **IQAC Calendar and Budget Finalization:**

   - The IQAC reviewed and approved the **Activity Calendar and budget** allocations for AY 2024–25.
   - Departments were instructed to adhere to timelines and submit documentation for each activity conducted.

2. **AQAR 2023–24 Preparation:**

   - All departments were directed to begin compiling data relevant to their activities for the **AQAR 2023–24**, targeting submission by **December 2024**.
   - A common format for data collection was to be circulated.

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3. **Research and Publication Metrics:**
   - The average research output per faculty was discussed.
   - Faculty were encouraged to submit papers to **Scopus, Web of Science, and UGC CARE-listed journals**, and to explore internal or external funding support for publication charges.

4. **Accreditation Compliance and Reporting:**
   - Departments were reminded to update their **infrastructure, FDPs, and student activity reports** on the university website.
   - IQAC emphasized the need for improved performance in **NAAC and NIRF indicators**, particularly in teaching-learning, research, and outreach.

5. **Department-Level Responsibilities:**
   - Heads were advised to assign internal quality documentation responsibilities to designated faculty members for smooth coordination with IQAC.

Meeting Concluded at 4:10 PM

Co-ordinator
IQAC, SCSVMV

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MINUTES OF THE QUARTERLY IQAC MEETING – Q2

Date: November 8, 2024 (Friday)

Time: 2:30 PM

Venue: Board Room, Administrative Block, SCSVMV

Members Present

- Dr. G. Srinivasu – Vice Chancellor (Chairperson)
- Dr. G. Sriram – Registrar
- Dr. T. Rajmohan – IQAC Coordinator
- Controller of Examinations
- Director of Research
- Dr. Swaminathan – Dean, Ayurvedha Institute
- Deans of Faculties
- IQAC Core Committee Members

Agenda

1. Alumni Portal Update and Alumni Meet Planning
2. PBAS Implementation and Plagiarism Check Tools
3. Faculty Research Output and Journal Publication Support
4. Student Satisfaction Survey (SSS) – Initiation and Target
5. NAAC/NIRF Score Improvement Suggestions

Key Points Discussed

1. **Alumni Database Strengthening:**

   - The Vice Chancellor emphasized updating the alumni portal, noting over 25,000 alumni globally.
   - Dr. Swaminathan proposed conducting an **annual alumni meet** starting with the Ayurvedha department.
   - The initiative may expand to other faculties based on response.

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2. **PBAS and Plagiarism Tools:**

   - Dr. Janani from Mechatronics requested access to **iThenticate** for research submissions.

   - The Controller of Examinations noted that **Drillbit** is currently in use with limited access.

   - The Vice Chancellor instructed using available resources until subscriptions are expanded.

3. **Faculty Research Output:**

   - Dr. T. Rajmohan presented that the **average publication per teacher is 0.335**.

   - The Vice Chancellor urged improvement and recommended targeting **Q1/Q2 indexed journals**.

   - Dr. K. Venkatramanan highlighted the need for **funding support** for publication charges.

4. **Student Satisfaction Survey 2023–24:**

   - The IQAC shared the draft questionnaire and plan for implementation.

   - The Vice Chancellor directed early circulation and feedback analysis for academic improvements.

5. **NAAC Score Enhancement:**

   - The Vice Chancellor encouraged all departments to focus on key **quantitative metrics**, upload activities to the website, and ensure visibility of student-centric efforts.

Meeting Concluded at 4:30 PM

Co-ordinator
IQAC, SCSVMV

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MINUTES OF THE QUARTERLY IQAC MEETING – Q3

Date   : March 14, 2025 (Friday)

Time   : 2:30 PM

Venue: IQAC Office, Mechanical Block, SCSVMV

Members Present

- Dr. T. Rajmohan – IQAC Coordinator
- Heads of Departments
- IQAC Members

Agenda

1. Review of IQAC Activities Conducted till March 2025
2. Submission Status of AQAR 2023–24
3. PBAS Data Collection through LMS
4. Alumni and Student Placement Records
5. NAAC and NIRF Readiness

Key Points Discussed

1. **Review of Activities:**
   - The IQAC reviewed the implementation of activities as per the approved Activity Calendar for 2024–25.
   - All quarterly meetings and workshops conducted so far were documented and acknowledged.

2. **AQAR Submission – Academic Year 2023–24:**
   - The AQAR for 2023–24 was successfully submitted on 20.01.2025 and approved by NAAC on 30.01.2025.
   - The Coordinator appreciated the timely contribution from departments for compiling the report.

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3. **PBAS Submission via LMS Portal:**

   - It was informed that online PBAS data collection is now enabled through the LMS portal.

   - Faculty members must complete PBAS data entry by 30.06.2025. Department Heads were asked to ensure compliance.

4. **Alumni and Placement Records:**

   - Departments were instructed to update alumni contact and employment data regularly in the portal.

   - Placement records of final year students must be documented with supporting evidence.

5. **NAAC and NIRF Preparation:**

   - Departments were urged to improve documentation of publications, extension activities, and student achievements.

The meeting concluded at 4:00 PM on the same day.

Co-ordinator
IQAC, SCSVMV

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MINUTES OF THE QUARTERLY IQAC MEETING – Q4

Date   : June 16, 2025 (Monday)

Time   : 3:00 PM

Venue: IQAC Office, Mechanical Block, SCSVMV

Members Present

- Dr. T. Rajmohan – IQAC Coordinator
- Department Heads
- IQAC Department coordinators

Agenda

1. Annual Review of IQAC Activities (2024–25)
2. Final Reminder – PBAS Submission via LMS
3. Student Satisfaction Survey (SSS) 2024–25
4. AQAR 2024–25 Planning
5. Institutional Best Practices and AIU Collaborations

Key Points Discussed

1. **Review of IQAC Calendar 2024–25:**
   - All proposed activities for the academic year were completed as per schedule.
   - Departments were requested to submit activity reports for documentation.
2. **PBAS Submission – Final Reminder:**
   - Faculty were reminded to submit PBAS data via LMS by the deadline **30.06.2025**.
   - Department Heads were instructed to monitor submission status and follow up where required.
3. **Student Satisfaction Survey (SSS) 2024–25:**
   - Survey responses were collected via LMS.
   - IQAC urged departments to evaluate responses and take corrective actions based on student feedback.

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4. **AQAR 2024–25 Preparation:**
   - A tentative timeline for AQAR data collection was discussed, with formats to be circulated in **July 2025**.
   - Departments were advised to consolidate annual records of FDPs, placements, publications, extension activities, etc.

5. **Strategic Institutional Enhancements:**
   - Best practices from departments are to be compiled for institutional documentation.

The meeting concluded at 4:30 PM.

Co-ordinator
IQAC, SCSVMV