

**INTERNAL QUALITY ASSURANCE CELL**

**IQAC & Staff Meeting**

**Proceedings**

**On**

**25th July 2017**

**At 2.30 PM**

## IQAC MEETING WITH STAFF

**DATE: 25<sup>th</sup> July 2017**

A Meeting of the Internal Quality Assurance Cell Committee with staff members was held on 25<sup>th</sup> July 2017, Tuesday at 2.30 P.M. under the Chairmanship of Mr. Vekatesh Babu. TS, Principal in the IQAC room. The following members were present in the meeting.

Sl. No.	Names	Designation
1.	Mr. Venaktesh Babu.TS	Principal & IQAC Chairman
2.	Mr. Parveez ulla	Head, Dept. of BBA & IQAC Co-ordinator
3.	Mr. Sanathkumar.HS	Head, Dept. of Kannada & IQAC Member
4.	Mr. Ramesh. CG	Head, Dept. of Commerce & IQAC Member
5.	Mrs. Ameer.S	Head, Dept. of English & IQAC Member
6.	Mrs. Kusuma.HS	Asst. Professor, BBA & IQAC Member
7.	Mr. Ambarish.R	Lecturer, B.Com Dept. & IQAC Member
8.	Mr. Natraja	Librarian & IQAC Member
9.	Mr. Sathyanarayana.SB	Physical Education Director & IQAC Member
10.	Mr. Sampathkumar	Accountant and IQAC Member
11.	Mrs. Jyothi Prabha.R	Lecturer, Dept. of Commerce
12.	Mrs. Manju.B	Asst. of Professor, Dept. of Commerce
13.	Mr. Manjula.N	Asst. of Professor, Dept. of Commerce
14.	Mrs. Ramya.N	Lecturer, Dept. of Commerce
15.	Mrs. Fathima.N	Lecturer, Dept. of Commerce
16.	Mrs. Chandrakala	Lecturer, Dept. of Commerce
17.	Mr. Prashanthkumar.H	Lecturer, Dept. of Commerce
18.	Mr. Pradeepkumar.C	Lecturer, Dept. of Commerce
19.	Mrs. Rajeshwari	Lecturer, Dept. of Commerce
20.	Miss. Tejaswini.K	Lecturer, Dept. of Commerce
21.	Mrs. Vidya.R	Lecturer, Dept. of BBA
22.	Mrs. Sowmya.K	Lecturer, Dept. of BBA
23.	Mr. Rajesh.N	Asst. Professor, Dept. of Kannada

Mr. Parveez ulla, IQAC Co-ordinator welcomed the IQAC chairperson, IQAC Members and all the staff members and requested the Chairperson to conduct the meeting proceedings.

### **1) IQAC**

IQAC Co-ordinator confirmed the minutes of previous meeting and presented the importance, roles, functions and responsibilities of IQAC to all the staff members.

### **2) ICT Class Rooms and ICT Teachings**

IQAC Co-ordinators explained previous teaching and learning process and requested the chairperson to add 2 more ICT class rooms to increase the teaching learning quality. The chairperson agreed to add 2 ICT class rooms in addition to 4 ICT class rooms and informed the staff members to conduct more ICT teachings for all the subjects.

### **3) Unity in Diversity (Intra College Cultural Meet)**

As per the IQAC plan of action intra college cultural event was fixed on 21<sup>st</sup> July 2017 and assigned the work to Mrs. Jyothiprabha.R and team. The team suggested to conduct 4 event (Solo Dance, Mime, Group song and group dance). The chairperson agreed and informed to conduct the event on same day.

### **4) Sports Meet (Inter College)**

Intra College Sports Meet was scheduled on 22<sup>nd</sup> & 23<sup>rd</sup> July 2017 as per IQAC Plan of action and Mr. Sathyanarayana.SB was given the incharge. Mr. Sathyanaryana.SB and other members were suggested to conduct group events like Kabbadi, Kho-Kho, Tenni coit, Shuttle cock, Valley ball, Throw ball, Basket ball, Hand ball & Chess on 22<sup>nd</sup> July and Athletics like 100, 200, 400, 800, 1500, 3000 mts, 4x100 relay, 4x400 relay Disc throw & Javelin throw on

23<sup>rd</sup> July. The chairperson accepted the suggestion and said the team members to encourage the students for more participation.

### **5) Converge – Intra College Conference**

To promote the research activities among the students and staff members, IQAC Co-ordinator proposed to organise Intra College Conference. The chair person accepted the proposal and discussion was happened on the same, where conference theme (Emerging Trends in Business and Human Values in Literature) and sub themes (Marketing, HR, Banking, Accounting & Taxation) was decided. And organising team was formed, where responsibility is assigned to IQAC Co-ordinator and other IQAC members. IQAC co-ordinator suggested to invite high profiled resource person Dr.Aruna Kothandaram, Professor, International School of Business & Research for Key Note Speak and Prof. Eranna.G, Professor, Alliance School of Business for commerce technical session. Mrs. Ameer suggested to invite Miss. Kavitha, Asst. Professor, Alliance School of Business for Language technical session. Date was fixed as per calendar of event i.e on 14<sup>th</sup> September 2017. The chairperson accepted every ones suggestion and informed to go ahead with same plans.

### **6) Internals**

IQAC co-ordinator raised the Internals matter. The chairperson informed to have 3 internals, 1<sup>st</sup> Internal for 25 marks, 2<sup>nd</sup> Internal for 50 marks and Pre-final exam for 70 marks. For each internal separate committee is formed. Mrs. For 1<sup>st</sup> Internal, Mrs. Ameer, Mrs. Vidya & Mr. Pradeepkumar are the members, for 2<sup>nd</sup> Internal, Mrs.Manula, Mrs. Manju and Mr. Prashanthkumar are members and for pre-final exam Mr.Sanathkumar, Mr. Ramesh and Mr. Parveez ulla are included in the committee. The chairperson accepted and informed pre-final exam committee to conduct University exam also.

### **7) Corporate Training**

IQAC Director informed the members that corporate training need to conduct on 7<sup>th</sup> October 2017 as per IQAC plan of action. This work is assigned to Mrs.

Ramya, Mrs. Kusuma and Mrs. Jyothiprbha. The chairperson informed the incharges to make plan about training and present the details about training to IQAC co-ordinator and conduct as per the schedule.

### 8) 1 Day NSS Camp

The NSS co-ordinator said as per calendar of event we suppose to have 1 day NSS camp on 14<sup>th</sup> October 2017 and to conduct 1 day camp he suggested few places. In the meeting Ramakrishnapura village is selected, responsibility given to NSS Committee and chairman informed to take batch of 50 students for the camp.

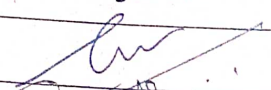
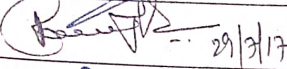
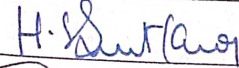

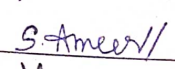
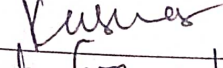
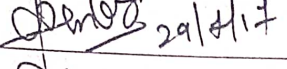


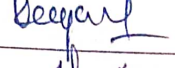
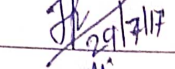

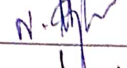

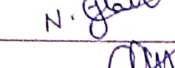
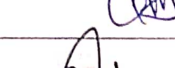
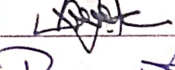

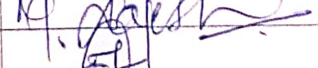
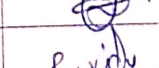
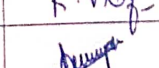
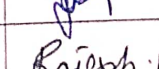
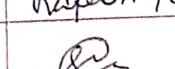
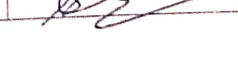
### 9) Inter Class Language Fest

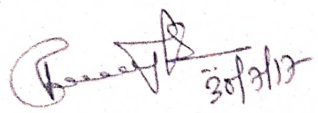
To bring out the hidden talent among the students on extracurricular activities IQAC requested the language department to organise inter class language fest on 13<sup>th</sup> November 2017. The chairman and language heads accepted the requisition and decided to have The chairman said language departmental head and teaching staff to take the responsibility.

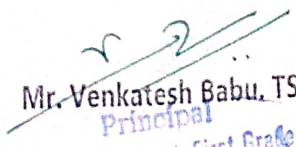
### 10) Nuddi Habba and Atharv – Inter College Cultural Meet

To provide the plat form for other & our college students to show their talent in extracurricular activities IQAC co-ordinator asked to conduct Atharv – Inter college cultural meet on 17<sup>th</sup> November 2017 as per calendar of event and work is assigned to Mr. Sanathkumar, Mrs. Kusuma, Mr. Ambarish, Mrs. Ameer, Miss. Sarasa and Mr. Rajesh. Every one accepted the offer and discussion was happened on this. Then event co-ordinator Mr. Sanathkumar suggested to few events for inter college cultural event. But in the meeting 4 events (Bhavageethe, Language Quiz, Essay and Group Folk Dance) were selected.

At the chairperson concluded the meeting and IQAC co-ordinator thanked chairperson and all the members for their active participation and fruitful suggestions in the meeting.

Sl. No.	Names	Signature
1.	Mr. Venkatesh Babu.TS	
2.	Mr. Parveez ulla	 29/3/17
3.	Mr. Sanathkumar.HS	
4.	Mr. Ramesh. CG	
5.	Mrs. Ameer.S	
6.	Mrs. Kusuma.HS	
7.	Mr. Ambarish.R	 29/3/17
8.	Mr. Natraja	
9.	Mr. Sathyanarayana.SB	 29/3/17
10.	Mr. Sampath. M	
11.	Mrs. Jyothiprabha.R	 29/3/17
12.	Mrs. Manju.B	
13.	Mr. Manjula.N	
14.	Mrs. Ramya.N	
15.	Mrs. Fathima.N	
16.	Mrs. Chandrakala	
17.	Mr. Prashanthkumar.H	
18.	Mr. Pradeepkumar.CR	 29/3/17
19.	Mrs. Rajeshwari	
20.	Miss. Tejaswini.K	
21.	Mrs. Vidya.R	
22.	Mrs. Sowmya.K	
23.	Mr. Rajesh.N	
24.	Miss. Sarasa	

  
Mr. Parveez ulla

  
Mr. Venkatesh Babu, TS  
Principal  
Swamy Vivekananda Rural First Grade College  
Chandapura, Anantapur, Andhra Pradesh - 560 083  
Principal & IQAC Chairman

**IQAC COORDINATOR**  
Internal Quality Assessment Cell (IQAC)  
Swamy Vivekananda Rural First Grade College,  
Chandapura, Anantapur Taluk, Bengaluru - 560099

**INTERNAL QUALITY ASSURANCE CELL**

**FIRST MEETING**

**PROCEEDINGS OF IQAC**

**On**

**5th May 2017**

**At 2.30 PM**

# FIRST MEETING PROCEEDINGS OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE: 5<sup>th</sup> May 2016

A Meeting of the Internal Quality Assurance Cell Committee (internal members of Swamy Vivekananda Rural First Grade College) was held on 5<sup>th</sup> May 2017, Friday at 2.30 P.M. under the Chairmanship of Mr. Vekatesh Babu. TS, Principal in his chamber. The following members were present in the meeting.

- 1) Dr. Yella Reddy. T  
Director, SVRES  
Retd. Professor, MIT & Cambridge University, UK.
- 2) Dr. Ramachandra Reddy. K  
Director, SVRES  
Professor & HOD (Retd) Epidemiology & Biostatistics Dept. KIDWAI, Bangalore - 29.
- 3) Dr. Venkatswamy Reddy  
Director, SVRES  
Retd. Senior Research Scientist,  
Central Power Research Institute,  
(CPRI), Bangalore.
- 4) Mr. Ramaswamy Reddy. T  
Director, SVRES and  
Senior Advocate.
- 5) Mr. Gopal Reddy. Y  
Director, SVRES,
- 6) Mr. Kiran Kumar  
Principal, SVRPUC.
- 7) Mr. Parveez Ulla  
Head, Dept. of Business Administration and IQAC Co-ordinator
- 8) Mr. Sanathkumar.HS  
Head, Dept. of Kannada & IQAC Member, SVRFGC
- 9) Mr. Ramesh. CG  
Head, Dept. of Commerce & IQAC Member, SVRFGC



10) Mrs. Ameer.S  
Head, Dept. of English & IQAC Member, SVRFGC

11) Mrs. Kusuma.HS

Asst. Professor, Dept. of Business Administration & IQAC Member, SVRFGC.

12) Mr. Ambarish.R

Lecturer, Dept. of Commerce & IQAC Member, SVRFGC

At the outset Mr. Parveez ulla, IQAC Co-ordinator welcomed the chairperson of IQAC Mr. Venkatesh Babu. TS and all other members of Internal Quality Assurance Cell and requested the Chairperson to conduct the meeting proceedings.

The Hon'ble Principal after his greetings initiated the proceedings. Before taking up the agenda he appreciated the efforts being made by the members of IQAC in NAAC Visit happened on 19<sup>th</sup> and 20<sup>th</sup> December 2016 and formally he informed that our institution accredited with 'B' Grade by NAAC with all your kind effort and support.

### Resolution on Proceedings:

#### 1) NAAC Post Accreditation Analysis:

Mr. Parveez ulla presented the NAAC Peer Team Report and explained the Pros and Cons of NAAC Visit. And he also presented the strengths and weakness of the institution as per the NAAC Peer Team and their suggestions for improvement at weak areas. Later he analysed the NAAC Grade Points Criteria wise and informed that institution got good points in certain criteria and less points at certain criteria. So asked the team members to give suggestion to focus on weak areas and implement good programs to improve the quality in the institution.

#### 2) IQAC Team Constitution:

The institutional Management Committee constituted IQAC Team, which was formally announced by chairperson of the meeting.

IQAC Team Comprised of

Sl. No.	Names	Professional Designation	Designation at IQAC
1.	Mr. Venkatesh Babu.TS	Principal	Chairperson
2.	Dr. Yella Reddy, T	Retd. Professor, MIT & Cambridge University, UK	
	Dr. Ramachandra Reddy	Professor & HOD (Retd) Epidemiology & Biostatistics Dept. KIDWAI, Bangalore - 29.	Advisors

	Dr. Venkatswamy Reddy Mr. Kiran Kumar	Retd. Senior Research Scientist, Central Power Research Institute, (CPRI), Bangalore. Principal, SVRPUC	
3.	Dr. Usha Anandi Dr. Venkatesh.MG	Prof. Dept. of Zoology, BU Prof. Dept. of Zoology, BU	University Nominees
4.	Mr. Parveez Ulla	Head, Dept. of Business Administration	IQAC - Co-ordinator
5.	Mr. Sanathkumar.HS Mr. Ramesh.CG Mrs. Ameer.S Mrs. Kusuma.HS Mr. Ambarish.R Mr. Nataraja Mr. Sathyanarayana.SB Mr. Sampathkumar	Head, Dept. of Kannada Head, Dept. of Commerce Head, Dept. of English Asst. Professor, Dept. of BBA Lecturer, Dept. of Commerce Librarian, Physical Education Director Office Administrator	Members
6.	Mr. Sunka Reddy.T Mr. Gopal Reddy.Y Mr. Ramaswamy Reddy	President, SVRES Director, SVRES Director, SVRES	Management Representatives
7.	Ashwini Bhuvaneshwari	II B.Com I BBA	Students Representatives
8.	Mr. Raviverma Madhusudhan Manohar.V Santhosh.V	Lecturer Financial Analyst Asst. Professor Lecturer	Alumni Representatives

### 3) Plan of Action for Odd Semester 2017

The IQAC Director advised to frame the plan of action for odd semester 2017 and constitute the incharges to execute the plans. So with all the members suggestions the following Plan of Action were made.

Sl. No	Date	Plan of Action	Incharges
1.	21-7-2017	Unity in Diversity - Inter Class Cultural Meet	Mrs. Jyothiprabha, Mrs. Sowmya & Mr. Rajesh.N
2.	22-7-2017	Inter Class Sports Meet	Mr. Sathyanarayana, Mr. Natraja & Mr. Sampath
3.	12-8-2017	Career Guidance Program	Mr. Ramesh
4.	7/8/2017	Ist Internals	Mrs. Ameer, Mrs. Vidya &

5.	14-9-2017	Converge - Intra College Conferene	Mr. Pradeep kumar.C Mr. Parveez & IQAC Team
6.	18/9/2017	2 <sup>nd</sup> Internals	Mr. Prashanth, Mrs. Majula.N & Mrs. Manju.B
7.	7/10/2017	Corporate Training	Mrs. Ramya, Mrs. Jyothiprabha & Mrs. Kusuma
8.	14/10/2017	1 Day NSS Camp	Mr. Sathyanarayana & Mr. Pradeep Kumar.C
9.	14/10/2017	Parents Meet	Mrs. Fathima, Miss. Sarasa & Mrs. Rajeshwari
10.	30/10/2017	Pre-Final Exam	Mr. Parveez, Mr. Sanathkumar & Mr. Ramesh
11.	13/11/2017	Inter Class Language Fest	Mr. Sanathkumar, Mrs. Ameer, Mr. Rajesh & Miss. Sarasa
12.	17/11/2017	Nudi Habba & Atharv + Inter College Cultural Fest	Mr. Sanathkumar, Mrs. Kusuma, Mr. Ambarish, Mr. Rajesh, Mrs. Ameer & Miss. Sarasa

#### 4) Students Supporting Cells:

The IQAC Director suggested that a committee to be constituted to the students supports and for their career development. In this direction the chairperson and other members accepted the suggestion and constituted Students Supporting Cells, which were as under.

Sl. No.	Name of the Cell	In Charges
1.	Placement and Training Cell	Mr. Ramesh.CG, Mrs. Manju.B & Mrs. Kusuma.HS
2.	Anti Ragging Cell	Mr. Ramesh.CG & Mrs. Manju.B
3.	Students Counselling Cell	Mr. Rajesh.N & Mrs. Chandrkala
4.	Anti Sexual Harassment Cell	Mr. Sanathkumar.HS & Mrs. Kusuma,HS
5.	Woman Empowerment Cell	Mrs. Ameer.S & Mrs. Ramya.N
6.	Equal Opportunity Cell	Mr. Ambarish. R & Mrs. Manjula.N
7.	Students Grievance Cell	Mr. Ramesh.CG & Mr. Parveez ulla
8.	Cultural Participation Cell	Mrs. Sowmya.K, Mrs. Vidya.R & Miss. Sarasa
9.	Sports Participation Cell	Mr. Sathyanarayana.SB & Mrs. Jyothiprabha
10.	Students Saving Bank Cell	Mr. Pradeep Kumar & Miss. Tejaswini.K
11.	Extension Activities	Mr. Sathyanarayana.SB, Mr. Pradeep kumar.C & Mrs. Rajeshwari.


At the end, the chairperson in his concluding remarks said that we need to improve the quality in certain criteria. So we should focus on improvement of quality in all the areas of institutional activities and asked the IQAC team to take initiatives.

In the end the Director, IQAC thanked chairperson and all the members for their active participation and fruitful deliberations in the meeting.

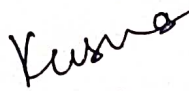
- 1) Dr. Yella Reddy. T
- 2) Dr. Ramachandra Reddy. K
- 3) Dr. Venkatswamy Reddy
- 4) Mr. Ramaswamy Reddy. T
- 5) Mr. Gopal Reddy. Y
- 6) Mr. Kiran Kumar
- 7) Mr. Parveez Ulla
- 8) Mr. Sanathkumar.HS
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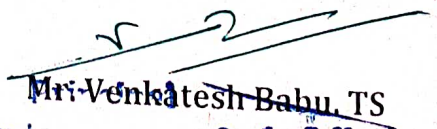








Mr. Parveez ulla



Swamy Vivekanand  
Chandapura, Anantapur  
Principal & IQAC Chairman

CO-ORDINATOR  
Internal Quality Assessment Cell (IQAC)  
Rural First Grade College,  
Chandapura, Anantapur, Bengaluru - 560099

CO - ORDINATOR  
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