



SWAMY VIVEKANANDA RURAL EDUCATION SOCIETY  
**SWAMY VIVEKANANDA RURAL FIRST GRADE COLLEGE**



(Affiliated to Bangalore University, Accredited with NAAC)

Email: svrfcollege@gmail.com, Website: svres.org/fgc

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Chandapura, Anekal Taluk, Bengaluru – 560099. Ph: 080-27831900 Email: [iqacsvrfgc@gmail.com](mailto:iqacsvrfgc@gmail.com)

**Minutes of IQAC Meeting**

A meeting of Internal Quality Assurance Cell was held on 3<sup>rd</sup> October 2021, Sunday 10.30 A.M at IQAC room under the chairmanship of Mr. VenkateshBabu TS, Principal, SVRFGC. The following members were present in the meeting.

Sl. No.	Names	Designation
1.	Mr. VenkateshBabu T S	Chairperson, IQAC
2.	Dr. Venkatswamy Reddy	Management Representative
3.	Prof. Balakrishna HS	Advisor, IQAC
4.	Mr. Ramesh CG	Co-ordinator, IQAC
5.	Mr. Parveez Ulla	Member IQAC
6.	Mrs. Manju B	Member IQAC
7.	Mr. Ambarish R	Member IQAC
8.	Mrs. Kusuma H S	Member IQAC
9.	Mrs. Manjula N	Member IQAC

Mr.

Prabhakar, Corporate representative communicated his inability to attend the meeting by e-mail. The leave of absence was granted to them.

The meeting began at 10.30 AM. At the outset Mr. Parveez Ulla, Member, IQAC, welcomed the chairperson of IQAC including all other members present in the meeting and narrated the agenda and purpose of meeting.

**Agenda No. 1: Action Taken Report for 2020 - 21.**

Mr. Ramesh CG, IQAC Co-ordinator to presented the Action Taken Report for the year 2020 - 21.

- Even in the midst of pandemic and limitation, the IQAC conducted orientation program for 1<sup>st</sup> year students through online.
- Teaching - learning process during pandemic conducted without any hindrance in institution through both online and offline mode.

- IQAC conducted 2 online webinar to students on Stock Exchange and Intellectual Property Right. 1 online webinar to staff on New Education Policy (NEP).
- IQAC organised 2 industrial visit to Ambica Coaters and Lakshmi Machine Tools, Bengaluru, for I BBA students on 25/01/2021.
- Field work (Project work) was also initiated to final year BBA students as a part of their curriculum.
- Students Satisfactory Survey (SSS) and stakeholder' s feedback were also obtained.
- NSS and Co-vid team in association with Govt. Health Dept. organised Vaccination drive from 2<sup>nd</sup> June to 4<sup>th</sup> June 2021 to all staff and students.
- Online certificate course on computer fundamentals was offered to students from 13/09/220 to 25/09/2020.
- Due to Co-vid 19 pandemic IQAC could not organise certain events such as commerce fest, inter college sports events, inter college cultural events, alumni meet, NSS camp, language fest, university level sports, social responsibility programs etc. which were included in calendar of event.
- Even in this crisis period, students were given opportunity to take part in online seminars on career opportunities in defence, ICAI career counselling program and interview skill program.
- Campus placement by VK INFO EDU TECH Pvt. Ltd was initiated on 13/09/2021 & 23/09/2021.

### Resolution No. 1:

Committee accepted unanimously the Action Plan for 2020 - 21.

### Agenda No. 2: Presentation & Finalising of Proposed Action Plan cum

#### Calendar of Event for 2021 - 22 (Odd Semester).

Mr. Parveez Ulla, member, presented the Proposed Action Plan for 2021 - 22 (Odd Semester) and described briefly about the programs.

- Induction program and orientation program on NEP to 1<sup>st</sup> year students.
- Professional program for staff and supportive staff.
- Initiating parents meet.
- 20 hours certificate course on Tally ERP + GST, 15 hours value added program on yoga, field work, industrial visit to students.



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- Numbering & labelling to all the physical equipment of institution and to plant of campus.
- Organising intra college sports and cultural events for students.
- Seminar for students on gender equity, student learning disability and workshop for students on communication skill & case studies.
- Initiating waste management program along with paper recycling.
- Conducting Academic & Administrative Audit (AAA).
- Organising 2<sup>nd</sup> vaccination drive, workshop on road safety and 7 days NSS Special camp from NSS unit.
- Conducting bridge course, revision classes, remedial classes, internal etc.
- Collecting stakeholder' s feedback.
- Continuation of other routine activities for development of students.

### Resolution No. 2:

Committee accepted the proposed calendar of event after thorough deliberation and granted approval to execute the same with slight alignment. Committee suggested to include at least 3 - 4 external lecture to students & Green Audit in the current year action plan.

### Agenda No. 3: Re-composition of IQAC & reframing of Criteria

#### Co-ordinators.

As per NAAC guidelines IQAC must comprised of office assistant and Librarian. So IQAC co-ordinator requested to re-compose IQAC and include 2 more faculty members, Librarian & office assistant.

### Resolution No. 3:

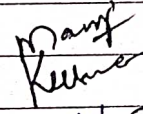
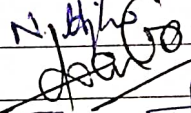
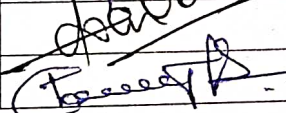
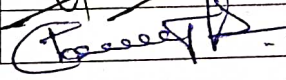
Committee agreed the proposal of re-composition of IQAC and approved to include Mrs. Jyothiprabha RV, Asst. Professor, Mrs. Vidya R, Asst. Professor, Mr. Nataraja, Librarian, Mr. Sampath accountant in the IQAC.

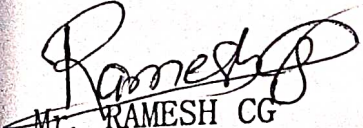
### Agenda No. 4: Other relevant matters.

Co-ordinator requested the chairperson and other members to discuss the matters if any.

### Resolution No. 4:

No other matters raised by the Co-ordinator and chairperson. Mrs. Kusuma HS, Member IQAC proposed vote of thanks and concluded the meeting.

Sl. No.	Names	Designation	Signature
1.	Prof. Balakrishna HS	Advisor, IQAC	
2.	Dr. Venkatswamy Reddy	Management Representative	
3.	Mrs. Manju B	Member, IQAC	
4.	Mrs. Kusuma HS	Member, IQAC	
5.	Mrs. Manjula N	Member, IQAC	
6.	Mr. Ambarish R	Member, IQAC	
7.	Mr. Parveez Ulla	Member, IQAC	

  
Mr. RAMESH CG

CO-ORDINATOR  
Co-ordinator, IQAC

Internal Quality Assurance Cell (IQAC)  
Sri Vijayananda Rural First Grade College  
Mandapura, Anekal Taluk, Bangalore-560079

Mr. VENKATESH BABU TS

Chairperson, IQAC



**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

Internal Quality Assurance Cell (IQAC) committee meeting was held on 10<sup>th</sup> May 2022, Tuesday at 2 PM in Room No.104 First Grade College, SVRES. The Following members were present in the meeting.

1. Shri. Venkatesh Babu T S, Principal & Chairperson
2. Mr. Ramesh C G, IQAC Co-Ordinator
3. Mrs. Manju B, Coordinator, Criteria 1
4. Mr. Parveez Ulla, Coordinator, Criteria 2
5. Mrs. Jyothi Prabaha, Coordinator, Criteria 3
6. Mrs. Vidya R, Coordinator, Criteria 4
7. Mrs. Kusuma H S, Coordinator, Criteria 5
8. Mr. Ramesh C G, Co-Ordinator, Criteria 6
9. Mrs. Manjula, Co-Ordinator, Criteria 7
10. Faculty members, First Grade College

Mr. Venkatesh Babu T.S chairman of the IQAC welcomed all the members to the meeting.

**Agenda**

To discuss the calendar of events for the even semester  
To frame the committees to support IQAC activities

**Highlights of the meeting:**

**Agenda 1: To discuss the calendar of events for the even semester**

The proposed calendar for the even semester commenced from 12/05/2022

The following events are discussed to conduct during the semester

- Inter class cultural Programs
- Inter class sports events
- FDP from Dept. of Commerce
- Commencement of 2 internal test and preparatory examination
- Industrial visit/Visit to NGO
- Career guidance and soft skills training for final year students
- Campus placement



## Agenda 2: To frame the committees to support IQAC activities

The activities are decided to carry on through committees

The following committees are framed

Committee	In charge
IQAC	Ramesh CG
Examination	Mr. Parveez Ulla
Cultural	Mrs. Vidya
NSS and Sports	Mr. Satya Narayana SB
Library	Mr. Nataraja
Industrial visit and project Report	Mrs. Sowmya K
Training and Placement	Mr. Parveezulla
FDP, Seminars, Workshops, Presentation	Mrs. Manju B
Infrastructure	Mr. Ambreesh
Parents Meeting	Mrs. Manjula N
Anti-ragging and Student Redressal Committee	Mr. Sanath Kumar

The meeting ended with vote of thanks from the Principal to all the participants for their cooperation



  
**Principal**  
Swamy Vivekananda Rural First Grade College,  
Chandapura, Anantapur Taluk Bangalore-560 022