



Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College

(University of Delhi)

NAAC Grade A+

**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

EVENT REPORT

NAME OF THE EVENT: Orientation program for the new joinees			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
19 th April, 2023		IQAC/ Research Council Committee	Prof. Swarn Singh Prof. Vartika Mathur
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Offline
11 am – 3 pm.	Committee room, Sri Venkateswara College		Offline
FINANCIAL SUPPORT/ASSISTANCE (if any):			

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	Orientation program for the new joinees
OBJECTIVES	<ol style="list-style-type: none">1. To make the new joinees about the important procedures, systems and processes of the college.2. To make the new joinees aware about the leave rules.3. To make the new joinees aware about the 7 criteria of NAAC.4. To gauge the areas of interest in the contribution to the college of new faculty.
METHODOLOGY	<ul style="list-style-type: none">• A presentation was given by Prof. Swarn Singh, IQAC Coordinator and Prof. Vartika Mathur, Convener, Research Council committee, about the important processes, procedures and systems of the college.• An introduction to the different criteria of NAAC was given by the Criterion Coordinators/ Co Coordinators
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	<ul style="list-style-type: none">• Prof. Swarn Singh – IQAC Coordinator• Prof. Vartika Mathur – Convener, Research Council Committee• Dr. Deepti Jain – Coordinator, Criterion 1 and Dr. Arpita Kaul – Co-Coordinator, Criterion 2

	<ul style="list-style-type: none"> • Prof. Sharda Pasricha – Coordinator, Criterion 2 and Dr. Vinita Kapoor, Co-Coordinator, Criterion 3 • Prof. Veena Budhiraja – Coordinator, Criterion 3 and Dr. Richa Misra, Co-Coordinator Criterion 3 • Dr. Nimisha Sinha - Coordinator, Criterion 4 • Dr. Shruti Mathur – Coordinator, Criterion 5, Dr. Pragya Gahlot, Co-Coordinator, Criterion 5 • Prof. Swarn Singh, Coordinator, Criterion 6 • Dr. Nandita Narayanasamy, Coordinator, Criterion 7
OUTCOMES	<ul style="list-style-type: none"> • The new faculty gained insights about the systems, processes and procedures of the college. • The new faculty became conversant with the leave rules. • The new faculty was instilled with a feeling of belongingness to the college by clarifying to them how they have an important role to play in the growth of the college and how the college in turn helps them to grow.

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

1 Notice & Letters √	2 Number of Participants & Name of participants √	3 Video clip	4 Photos √	5 Feedback Form & analysis √
6 News clip with details	7 Sample Copy of the Certificate	8 Posters/ Invites √	9 Event report Attested by Event Coordinator & IQAC Coordinator √	10 Any other document √

IQAC Document No: IQAC/SVC/2022-2023/22	Criterion No: I- VII
Departmental file no: SVC/2022-23	IQAC file No: SVC/2022-23

NAME OF TEACHER & SIGNATURE	NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE	IQAC COORDINATOR (SEAL & SIGNATURE)
Prof. Vartika Mathur Prof. Sharda Pasricha Prof. Veena Budhraj Dr. Nimisha Sinha Dr. Shruti Mathur Dr. Deepti Jain Dr. Nandita Narayanasamy Dr. Vinita Kapoor Dr. Richa Misra Dr. Pragya Gahlot Dr. Arpita Kaul	Prof. Swarn Singh	

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation	Criterion VI	Governance
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		

REPORT

In order to ensure that the new faculty aligns their objectives with that of Sri Venkateswara College, a personalised orientation was conducted. In all 6 sessions, spread over a period of 4 hours were conducted. Small groups of faculties from different departments were invited to attend the orientation program with the IQAC Team on 19th April, 2023 from 11am to 3 pm (detailed slot wise attendance sheets attached)



The new faculty from Mathematics and Statistics department attending the orientation session

The following important system/ procedures of the college were explained in detail to the new faculty:

1. Student-centric approach
2. Student/parent feedback
3. Out-of-Station Information
4. Permission to attend Refresher course/Induction programs/any other official work like paper setting, curriculum development, acting as resource person, etc.
5. Use of College affiliation for publishing any academic work
6. Prior permission to conduct an Event/Seminar/Workshop, etc.
7. Prior permission for any academic field trip/co-curricular/extra-curricular activities with students
8. Curriculum/experiential learning experience
9. Regular submission of information regarding academic/professional activities of the faculty to the IQAC and Department
10. Contribution to smooth functioning of college activities by participation in Staff council committees/ non-staff council clubs
11. Aligning your strengths and interests, as per the role and responsibilities of various staff council committees and contributing to smooth conduct of activities in the college shall mutually benefit the faculty and the college.
12. Creation of Google Scholar profile/Orcid, etc. & Profile on College website
13. Maintaining a positive and long term relationship with our students
14. Leave procedure
15. Salary slips
16. Useful Forms



Prof. Vartika Mathur explaining some important processes of the college

Each criterion coordinator and co-coordinator gave the new faculty insights into their respective criterions.



Inputs from Dr. Vedanidhi

Two way interaction was promoted during the meeting. New faculties clarified their doubts regarding the important procedures of the college. Some new faculty shared their ideas on the kind of contributions they would like to make in the growth of the college. A Google form was designed to gauge the areas in which the new joinees have already worked. This was done to provide a comfortable environment to them, where they could choose their area of interest and work towards it. They were also asked to fill the areas they would like to work on.



New faculty filling the Google form designed to gauge their interest area

The meeting was specially designed to ensure that new faculty understand the way of working at Sri Venkateswara College. It was a platform to allay the doubts of new faculty and a way to encourage the new faculty to give creative and innovative ideas to take the institution to greater heights.



New faculties understanding the systems of the college



Sri Venkateswara College
Benito Juarez Marg,
Dhaura Kuan, New Delhi-110021

IMPORTANT REMINDERS FOR FACULTY

College website: www.svc.ac.in

Twitter handle: <https://twitter.com/TTDSVCDU>

1. Student-centric approach

The institutional system works on student/parent feedback. As members of a prestigious academic institution, we must prioritize students' need and assure we follow the code of conduct in the classroom.

2. Out-of-Station Information

Whenever a faculty needs to travel out of station for any reason (official/personal), prior permission is mandatory by sending email to the Principal (principal@svc.ac.in).

3. Permission to attend Refresher course/Induction programs/any other official work like paper setting, curriculum development, acting as resource person, etc.

Whenever a faculty wishes to attend a course/program/work in official capacity, prior permission is mandatory by sending email to the Principal forwarded by the faculty's department TIC. After completion, the soft copy of completion certificate has to be submitted to principal (principal@svc.ac.in) and IQAC (iqac@svc.ac.in). A hard copy of the same should be submitted to office (Mr. Anshul).

4. Use of College affiliation for publishing any academic work

a. It is essential to use full college affiliation (Sri Venkateswara College, University of Delhi) whenever a faculty publishes a research publication/book/book chapter/e-modules, MOOC, etc. (Do try to contribute to research activity in some way!).

b. It is also essential that we maintain the essential standard of publication in our academic discipline (Eg. SCOPUS/Web of Science/UGC-listed journal for publications, reputed publishers, ISBN etc).

c. Any publication or grant received maybe immediately notified to the Principal, IQAC and criterion3@svc.ac.in , with the soft copy of the publication/ sanction letter of the grant/front page, and page with author name and affiliation in case of books published.

5. Prior permission to conduct an Event/Seminar/Workshop, etc.

- a. IQAC prescribed format to be submitted duly forwarded by the faculty's department TIC at least **one week** prior to the event.
- b. All the necessary requirements for the Event report (Geo-tagged pictures of the event and attendance with signatures, permission letter, YouTube link to the event video, sample of the certificate etc) should be included in the event report to receive an Event completion certificate from IQAC (iqac@svc.ac.in) which needs to be uploaded on the college website for records.
- c. Prior intimation to ICT (sysadmin@svc.ac.in) regarding Poster announcement on website and Twitter handle of college is important for promotion of event and media visibility of our events conducted in college.

6. Prior permission for any academic field trip/co-curricular/extra-curricular activities with students

As part of curriculum/experiential learning experience, faculty are required to take students for field work, with **prior permission of Principal, forwarded by the department TIC**, wherever students have to be taken out of college premises. Also, in case of any out-of-station event, submission of list of students along with signed No-objection-certificates from parents is essential for official purposes. (NOC format attached)

7. Regular submission of information regarding academic/professional activities of the faculty to the IQAC and Department

- a. Yearly submission of academic and professional progress data (Research grants, Publications, details of conferences attended, conducting events, participation in staff council committees etc.) is mandatory in prescribed format in APAR (academic year July-June).
- b. Keep and update a record of your data on a regular basis for the academic year in coordination with Department coordinators for timely submission of data for AQAR, Annual report, various college ranking surveys, etc (Academic year July-June).

8. Contribution to smooth functioning of college activities by participation in Staff council committees/ non-staff council clubs

Aligning your strengths and interests, as per the role and responsibilities of various staff council committees and contributing to smooth conduct of activities in the college shall mutually benefit the faculty and the college.

9. Creation of Google Scholar profile/Orcid, etc. & Profile on College website

- a. For many rankings, and for the benefit of college and your own academic visibility, all faculty are requested to create/maintain their professional profiles popular on Google scholar/LinkedIn/Orcid, etc. For any queries, faculty may contact IQAC. (iqac@svc.ac.in)
- b. Please make your profile on College website and update it regularly.

10. Maintaining a positive and long term relationship with our students

- a. All the teachers should try to maintain positive and long term relationship with the students. The mentors should try to help their mentees in overall development; mentors should encourage their mentees to fill the feedback forms at the end of every semester.
- b. Students should be made aware that they shall share their achievements with documentary proof on the email studentachievements@svc.ac.in. They shall also be encouraged to share the same so that the same can be promoted on the twitter page of the college and students feel motivated, appreciated and an important part of Sri Venkateswara College community. Each mentor should seek the proofs like job offer letters and offer letters from institutions for further studies.

11. Leave procedure

- a. Faculty can seek casual leave, earned leave, medical leave and official duty leave. The process of seeking casual and earned leave is to mail the Principal **in advance**; a copy of the mail should be marked to the Teacher-in-Charge and Mr. Chanderpal.
- b. Medical leave need not be sought in advance, the mail for medical leave can be sent afterwards. However, in case of hospitalization, unless there is an emergency, prior approval should be taken by writing a mail to Principal.
- c. Official duty leaves are for official purposes and can also be sought by mailing Principal with cc to the above stated persons.
- d. For more information on leave rules, please see DU leave rules 2013:

https://www.du.ac.in/uploads/Rules_Policies_Ordinances/Teaching/171013_Leave_Rules_2013.pdf

12. Salary slips

The College doesn't provide hard copy of salary slips. Every faculty has been provided with a unique ID (please contact Mr. Naveen if you haven't received it). You can log in through it to retrieve the soft copy of your pay slip from the following website:

<https://payroll.svc.ac.in/login>

13. Useful Forms

Forms for LTC, Medical, Children education fees reimbursement, etc. are available on College website under the tab "Staff" tab.

For more queries/clarifications, please contact:

IQAC (iqac@svc.ac.in)

NAAC Criterion-specific queries

Criteria 1: criterion1@svc.ac.in (CURRICULAR ASPECTS)

Criteria 2: criterion2@svc.ac.in (TEACHING, LEARNING AND EVALUATION)

Criteria 3: criterion3@svc.ac.in (RESEARCH, INNOVATIONS & EXTENSION)

Criteria 4: criterion4@svc.ac.in (INFRASTRUCTURE & LEARNING RESOURCES)

Criteria 5: criterion5@svc.ac.in (STUDENT SUPPORT AND PROGRESSION)

Criteria 6: criterion6@svc.ac.in (GOVERNANCE, LEADERSHIP AND MANAGEMENT)

Criteria 7: criterion7@svc.ac.in (INSTITUTIONAL VALUES AND BEST PRACTICES)

Students Achievements: studentachievements@svc.ac.in (WINNERS OF cultural programs, academic competitions, admissions in higher studies institutions)

QR CODE TO THE GOOGLE FORM



MEETING INVITATION

From: **Prof. C. Sheela Reddy Principal** <principal@svc.ac.in>

Date: Tue, 18 Apr, 2023, 12:24 pm

Subject: Meeting at 12 pm with IQAC team

To: manoj thakur <manojthakur@svc.ac.in>, muthabathula prajna <muthabathula@svc.ac.in>, shantanu mandal <shantanu@svc.ac.in>, Madhu Raina <madhu@svc.ac.in>, k.prasad <k.prasad@svc.ac.in>, Dr. Navneet Kumar <navneetkumar@svc.ac.in>, Amrita Singh <amrita@svc.ac.in>, Dr. Shweta Sharma <dr.shweta@svc.ac.in>, Guduru Krishan Kumar <gkumar@svc.ac.in>, Dr. Pankaj Kumar <pankaj.evs@svc.ac.in>, Rahul <rahul_electronics@svc.ac.in>, Tarakeswara Rao Kaviti <trkaviti@svc.ac.in>

Dear Colleagues,

Greetings!

You are all requested to come for a meeting with the IQAC/ Research Council Committee at 12:00 pm. on 19th April, 2023 in the Committee room (Adjoining the Principal's room).

Thanks

Prof C Sheela Reddy
Principal
Sri Venkateswara College
University of Delhi
Dhaulta Kuan
New Delhi - 110 021
Ph: +91 11 2411 3129
Fax: +91 11 2411 8535
Email: principal@svc.ac.in

From: **Prof. C. Sheela Reddy Principal** <principal@svc.ac.in>

Date: Tue, 18 Apr, 2023, 2:53 pm

Subject: Meeting at 02:15 pm with the IQAC team

To: Ramavath Janraj Naik <rjnaik@svc.ac.in>, Thoti Vasantha <tvasantha@svc.ac.in>, Seella Ramanaiah <sramanaiah@svc.ac.in>, Ravindra Kumar Upadhyay <rkupadhyay@svc.ac.in>, Murali Mohan Achari Kamsali <mmakamsali@svc.ac.in>, Yenugu Veeramanothara Reddy <yvreddy@svc.ac.in>, Neelam Kumari <neelam@svc.ac.in>, Meena Bisht <meena@svc.ac.in>, Sidhartha Taritla <sidhartha@svc.ac.in>, Lakshay Malhotra <lakshay@svc.ac.in>

Dear Colleagues,

Greetings!


You are all requested to come for a meeting with the IQAC/ Research Council Committee at 02:15 pm. on 19th April 2023 in the Committee Room (Adjoining the Principal's room).

Thanks

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Prof C Sheela Reddy
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Dhaura Kuan
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Fax: +91 11 2411 8535
Email: principal@svc.ac.in

ATTENDANCE SHEETS


SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI – 110 021

Meeting with IQAC on 19th April, 2023 from 11 am - 11:30 am

Sl.No.	Name of the Assistant Professor	Department	Signature
1 ✓	Ms. Monika Meena	Mathematics	Monika Meena
2 ✓	Mr. Vikas Jorwal	Mathematics	Vikas Jorwal
3 ✓	Ms. Arushi	Mathematics	Arushi
4 ✓	Dr. Rahul Thakur	Mathematics	Rahul Thakur
5 ✓	Mr. Anuj Kumar	Mathematics	Anuj Kumar
6 ✓	Dr. P. Devaki	Mathematics	P. Devaki
7 ✓	Mr. Mahendra Pratap Pal	Mathematics	Mahendra Pratap Pal
8.	Dr. Nagendra Kumar Kalaparathi	Statistics	Nagendra Kumar Kalaparathi
9. ✓	Dr. Kalpana Yadav	Statistics	Kalpana Yadav
10 ✓	Dr. Mandaleeka Subrahmanya Ravi Kumar	Statistics	Mandaleeka Subrahmanya Ravi Kumar


SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI – 110 021

Meeting with IQAC on 19th April, 2023 from 11:30 am - 12:00 pm

Sl. No.	Name of the Assistant Professor	Department	Signature
1 ✓	Dr. Satheesh T	Telugu	Satheesh T
2	Dr. Dattaiah Attem	Telugu	Dattaiah Attem
3	Dr. Dhruv Kumar	Hindi	Dhruv Kumar
4 ✓	Shri Avinash Kumar	Hindi	Avinash Kumar
5	Dr. Ravi Kumar Meena	Sanskrit	Ravi Kumar Meena
6 ✓	Dr. Vedanidhi	Sanskrit	Vedanidhi
7	Ms. N. Tejaswini	English	N. Tejaswini
8 ✓	Dr. Manvi Singh	English	Manvi Singh
9	Dr. Amrita Sharma	English	Amrita Sharma
10	Ms. Pooja Sharma	English	Pooja Sharma



SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI – 110 021

Meeting with IQAC on 19th April, 2023 from 12 pm - 12:30 pm

Sl.No.	Name of the Assistant Professor	Department	Signature
1 ✓	Dr. Manoj Thakur	Botany	
2 ✓	Dr. Muthabathula Prajna	Botany	M. Prajna
3 ✓	Dr. Shantanu Mandal	Botany	Shantanu
4 ✓	Dr. Madhu Raina	Botany	Madhu Raina
5 ✓	Dr. K. Prasad	Botany	
6	Dr. Navneet Kumar	Botany	
7	Dr. Amrita Singh	Botany	
8	Dr. Shweta Sharma	Botany	Shweta
9 ✓	Dr. Guduru Krishna Kumar	Botany	G. Krishna Kumar
10 ✓	Dr. Pankaj Kumar	EVS	
11 ✓	Dr. Rahul	Electronics	
12 ✓	Dr. Tarakeswara Rao Kaviti	Electronics	K. Tarakeswara Rao



SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI – 110 021

Meeting with IQAC on 19th April, 2023 from 12:30 pm - 01:00 pm

Sl.No.	Name of the Assistant Professor	Department	Signature
1	Ms. Sheebani Goswami	Economics	Sheebani Goswami
2 ✓	Dr. Sonakshi Jain	Economics	Sonakshi Jain
3 ✓	Dr. Kanika Pathania	Economics	Kanika Pathania
4 ✓	Ms. Mausumi Mohanty	Economics	Mausumi Mohanty
5 ✓	Mr. Abhishek Malhotra	Economics	Abhishek Malhotra
6	Ms. Varadapureddy Sushmitha Naidu	Economics	Varadapureddy Sushmitha Naidu
7	Mr. Yogesh Malhotra	Economics	Yogesh Malhotra
9 ✓	Dr. Praveen Verma	History	Praveen Verma
10	Ms. Jhansi Rangu	History	Jhansi Rangu
11 ✓	Dr. Sunitaa Saikia	History	Sunitaa Saikia
12 ✓	Dr. Satheesh Perumalla	Sociology	Satheesh Perumalla



SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI – 110 021

Meeting with IQAC on 19th April, 2023 from 01:45 pm - 02:15 pm

Sl.No.	Name of the Assistant Professor	Department	Signature
1	Mr. C. Sreenivasa Reddy	Zoology	C. Sreenivasa Reddy
2 ✓	Dr. Sukrat Sinha	Zoology	Sukrat Sinha
3	Dr. Obaiah Jamakala	Zoology	Obaiah Jamakala
4 ✓	Dr. Anandha Rao Ravula	Zoology	Anandha Rao Ravula
5 ✓	Dr. Sumit Raj	Zoology	Sumit Raj
6	Dr. Mohita Bhagat	Zoology	Mohita Bhagat
7	Dr. Priya Singh	Zoology	Priya Singh
8 ✓	Dr. Anjali S. Nawani	Zoology	Anjali S. Nawani
9 ✓	Dr. Durgesh Kumar	Pol. Sc.	D. Durgesh Kumar
10	Mr. Yeruva Lakshmi Reddy	Pol. Sc.	Y. Lakshmi Reddy
11 ✓	Dr. Ravuru Narasaiah	Pol. Sc.	Ravuru Narasaiah
12 ✓	Dr. Latika Bishnoi	Pol. Sc.	Latika Bishnoi
13 ✓	Ms. Preeti Singh	Pol. Sc.	Preeti Singh



SRI VENKATESWARA COLLEGE : DHAULA KUAN : NEW DELHI – 110 021

Meeting with IQAC on 19th April, 2023 from 02:15 pm - 02:45 pm

Sl.No.	Name of the Assistant Professor	Department	Signature
1 ✓	Dr. Ramavath Janraj Naik	Chemistry	R. Janraj Naik
2	Dr. Thoti Vasantha	Chemistry	T. Vasantha
3	Dr. Seella Ramanaiah	Chemistry	Seella Ramanaiah
4 ✓	Mr. Ravindra Kumar Upadhyay	Chemistry	Ravindra Kumar Upadhyay
5 ✓	Dr. Murali Mohan Achari Kamsali	Chemistry	M. Mohan Achari
6 ✓	Dr. Yenugu Veeramanohara Reddy	Chemistry	Y. Veeramanohara Reddy
7	Dr. Neelam Kumari	Chemistry	Neelam Kumari
8	Dr. Meena Bisht	Chemistry	Meena Bisht
9	Shri Sidhartha Taritla	Biochemistry	S. Sidhartha
10 ✓	Shri Lakshay Malhotra	Biochemistry	Lakshay Malhotra

Report Prepared by **Dr. Arpita Kaul**, Assistant Professor, Department of Commerce, Sri Venkateswara College