



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 SESSION FOR NEWLY APPOINTED NON-TEACHING STAFF			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
19/05/2023	-	Criterion 6 IQAC, SVC	Prof. Swarn Singh Coordinator Dr. Pooja Gokhale Sinha Dr. Shantanu Mandal Co- Coordinators
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
2:30 PM - 4:00 PM	Seminar Hall, Durgabai Deshmukh Block, SVC	70	Indoor
FINANCIAL SUPPORT/ASSISTANCE (if any):	IQAC, Sri Venkateswara College		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	Orientation of Newly Appointed Non-Teaching Staff
OBJECTIVES	An orientation session of the newly appointed 55 non-teaching staff was conducted by the IQAC of the college. The meeting oriented the members towards the requirements of NAAC and a general code of conduct in the college, working environment and about the lab protocols. Different teacher in charge of the respective Departments orients about their lab protocols and encouraged them to work systematically. All newly appointed non-teaching staff introduced themselves.
METHODOLOGY	<ul style="list-style-type: none">• A meeting cum interaction session of 55 newly appointed non-teaching staff was conducted in the Seminar Hall of Durgabai Deshmukh Block of the college.• All the members were welcomed by Prof. Swarn Singh, Coordinator, IQAC.• Prof C. Sheela Reddy, Principal, SVC interacted with the members and briefed them about the general functioning of the college, and highlighted the role of non-teaching staff. She informed the members about the Professional Code of Conduct and Ethics, and highlighted the importance of discipline. She also emphasized on the working

	<p>environment of the college and the importance of coordination between the members.</p> <ul style="list-style-type: none"> • Different teacher in charge of the respective Departments orients about their lab protocols and encouraged them to work systematically. • All the newly appointed non-teaching staff introduced themselves.
INVITED SPEAKERS WITH AFFLIATION DETAILS (IF ANY)	<ul style="list-style-type: none"> • Prof. C. Sheela Reddy, Principal, Sri Venkateswara College • Prof. Swarn Singh, IQAC Convener, SVC • Dr. Pooja Gokhale Sinha, Representative, Criteria VI, IQAC, SVC
OUTCOMES	<p>Non-teaching staff were oriented towards the general functioning of the college, the code of conduct, and about their roles and responsibilities.</p> <p>All the members got to know about other non-teaching staff joined in other departments.</p>

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 MoU document

IQAC Document No: IQAC Document No: IQAC/SVC/2022-2023/31	Criterion No: VI, 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)
Dr. Pooja Gokhale Sinha	Prof. C. Sheela Reddy	Prof. Swarn Singh

For Reference

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		

PHOTOS



Prof. C. Sheela Reddy, Principal, SVC addressing the gathering



Non-teaching staff, Teacher in charges and IQAC VI Coordinators, SVC



Prof. Swarn Singh, IQAC Coordinator, addressing the gathering



Dr. Pooja Gokhale Sinha, Representative, Criteria VI, IQAC addressing the gathering

EVENT CERTIFICATE



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CERTIFICATE

This is to certify that the Orientation Session for non-teaching staff was successfully conducted on 19-05-2023 from 10:00 am to 1:00 pm by Prof. C. Sheela Reddy (Principal SVC) and Prof. Swarn Singh (IQAC Coordinator) in physical mode and its event report has been submitted to IQAC for records.

Pothala
Event In-Charge

Swarn Singh
IQAC Coordinator
Coordinator, IQAC
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

C. Sheela Reddy
Principal
PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

ATTENDANCE LIST



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ATTENDANCE SHEET

TITLE OF THE EVENT: ORIENTATION OF NON-TEACHING STAFF

DATE OF THE EVENT: 19.5.23

NAME OF THE DEPARTMENT/ SOCIETY: CRITERION, 6

NAME OF THE EVENT COORDINATOR: Prof. SWARN SINGH
DEPARTMENT

S.NO.	NAME OF THE STUDENT	ROLL NO. OF THE STUDENT	COURSE AND YEAR	SIGNATURE
1.	Aashish Kumar	Electronics	-	Aashish
2.	Vishal Bhardwaj	Electronics	-	Vishal
3.	Alit	Bio-Chemistry	-	Alit
4.	Kalapala Anand	Bio-Chemistry	-	K. Anand
5.	BALJEET	Chemistry	-	Baljeet
6.	ANIL KUMAR	Chemistry	-	Anil
7.	YOJENDER	Chemistry	-	Yojender
8.	Sachin	Chemistry	-	Sachin
9.	Shilpi	Botany	-	Shilpi
10.	Rakesh Singh	Biology	-	Rakesh Singh
11.	Rinku	Botany	-	Rinku
12.	Ravish	Botany	-	RAVISH
13.	Jatin	Chemistry	-	Jatin
14.	Nikhil Kumar	Chemistry	-	Nikhil
15.	Ram Nitesh	Chemistry	-	Ram Nitesh
16.	MANISH MEHRA	Statistics	N/A	Manish
17.	VIKAS MOTIA	Sr. ASSISTANT	-	Vikas
18.	BHEEM KUMAR	LIBRARY ATTENDANT	-	Bheem
19.	Neeraj	Library	-	Neeraj
20.	Mahesh Alon	Library	-	Mahesh
21.	ARVIND KUMAR	Library	-	Arvind
22.	N UMA DEVI	Admin	-	N Uma Devi
23.	Neeraj Kumar Sharma	Library	-	Neeraj
24.	Jashin	Library	-	Jashin
25.	Nashy	Library	-	Nashy
26.	NASREEN ANSARI	Library	-	Nasreen
27.	Pooja Sharma	Library	-	Pooja
28.	Roma Tiwari	Accounts	-	Roma Tiwari
29.	Satyannarayan	Physics	-	Satyannarayan
30.	Venkat Anjanulu	Physics	-	Venkat Anjanulu
31.	Jegannadhram	IT	-	Jegannadhram
32.	Tarun Mohan	Zoology	-	Tarun Mohan
33.	Mohit Kumar	Zoology	-	Mohit Kumar
34.	Sanku	Zoology	-	Sanku
35.	Jagmohan	Physics	-	Jagmohan



ATTENDANCE SHEET

TITLE OF THE EVENT: ORIENTATION OF NON-TEACHING STAFF

DATE OF THE EVENT: 19.5.23

NAME OF THE DEPARTMENT/ SOCIETY: CRITERIONG, IBAC

NAME OF THE EVENT COORDINATOR: Prof. SWARN SINGH

S.NO.	NAME OF THE STUDENT	DEPARTMENT ROLL NO. OF THE STUDENT	COURSE AND YEAR	SIGNATURE
1	TARSEM	Chemistry	-	TARSEM
2.	Anand Singh Rawat	Zoology	-	Ranab
3	Chanda Pal Singh	Zoology	-	Ch
4	Ashwika Girdi	Chemistry	-	Sudhin
5	Srichen Sharma	Zoology	-	Widat
6	Nidhi Gulia	Zoology	-	Kanchala
7	KUMARI Hanisha	Zoology	-	Sh
8.	Arun Sharma	Botany	-	Sh
9.	Sanjeev Luchem	Botany	-	Sh
10.	Ankit Bisht	Principal office	-	Ankit
FACULTY MEMBERS				
1	Nit Singh	COMMERCE	-	Nit Singh
2.	Dr. Nutan Jais	TIC, Electronics	-	Nutan Jais
3.	Dr. Shukla Sahya	TIC, Botany	-	Shukla
4	ANANT HANDE	TIC, Physics	-	An
5	A.M. K. Choudhary	TIC, Statistics	-	Ch
6.	Ravindra Varma	TIC, Biochemistry	-	RP
7.	Dr. Richa Mista	Zoology	-	Richa Mista
8	Dr. Pooja Gothale	Botany	-	PJ
9	Dr. Shanmugha Mandal	Botany	-	SM