


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

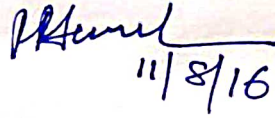
Minutes of the meeting with the internal members of the Internal Quality Assurance Cell (IQAC) held on Thursday, the 11<sup>th</sup> August, 2016 at 12.30 PM in the Committee Room.

The following Members Present:

1. Dr. P.S. Dhanaraj, Ag. Principal

 11/8/16

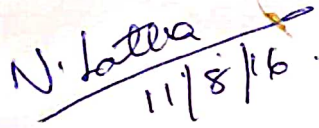
2. Dr.R.P.Singh

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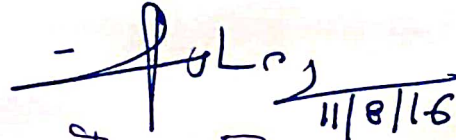
3. Dr.S.Venkata Kumar



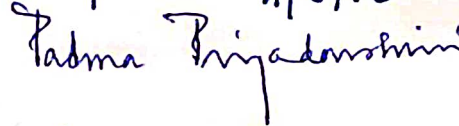
4. Dr.N.Latha

 11/8/16

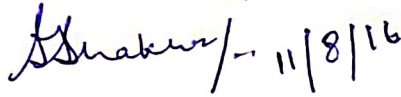
5. Dr.Punita Sharma

 11/8/16

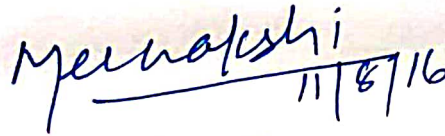
6. Dr.Padma Priyadarshni

 11.8.16

7. Dr.Shailaja Thakur

 11/8/16

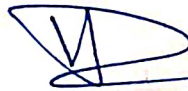
8. Dr.Meenakshi Kuhar

 11/8/16

9. Dr.Renu Jain

 11/8/16

10. Mr.Virendra Kumar, A.O.,SVC

 11/8/2016

The meeting was chaired by Dr.P.S. Dhanaraj, Ag. Principal.

At the outset, the Co-ordinator appraised the members that this meeting is informal and the full-fledged meeting will be held in October 2016.

The Coordinator presented a power point presentation on (a) IQAC Role & Function; (b) Annual Quality Assessment Report (AQAR), (c) preparation of Departmental AQAR, (d) Action Plan by IQAC (e) Semester wise Teaching Plan and (f) Feedback from the all stakeholders.

The Coordinator emphasized the need of preparation of Annual Quality Assessment Report (AQAR) to be submitted to the UGC-NAAC by the NAAC accredited institutions and elaborated the necessity of collection of data from the stakeholders i.e. students, alumni, parents, retired teachers et.al.

Dr.Latha discussed with the members about the objectives, strategies, functions, benefits of IQAC. She distributed draft action plan to improve quality pertaining to various criteria of the college, Semester wise teaching plan, student feedback form, Departmental AQAR etc. and requested the members to go through the same for suggestions/additions/deletions, if any.

The members agreed to the suggestion of the Coordinator for the meeting of the internal members of IQAC on First Friday of every month at 2.30 PM to review the progress of IQAC.

The next meeting of the Internal Members of IQAC will be held on Wednesday, the 24<sup>th</sup> August, 2016 at 2.30 PM to discuss the draft action plans submitted to the House today.

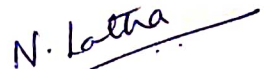
The meeting ended with thanks to the Chair.



(Dr.R.P.Singh)



(Dr.S.Venkata Kumar)



(Dr.N.Latha)  
Coordinator

(Dr.Punita Sharma)



(Dr.Padma Priyadarshni)



(Dr.Sailaja Thakur)  
Shailaja S.

(Dr.Meenakshi Kuhar)



(Dr.Renu Jain)



(Mr.Virendra Kumar)



(Dr.P.S. Dhanaraj)

Ag. PRINCIPAL  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021





## SRI VENKATESWARA COLLEGE: NEW DELHI

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting with the members of the Internal Quality Assurance Cell (IQAC) held on Friday, the 2<sup>nd</sup> September, 2016 at 2.30 PM in the Committee Room.

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The following members were present:

- |    |                                  |                  |
|----|----------------------------------|------------------|
| 1. | Dr. P.S. Dhanaraj, Ag. Principal | Chairperson      |
| 2. | Dr.E. MuralidharaRao             | Member           |
| 3. | Dr.R.P.Singh                     | Member           |
| 4. | Dr.S.Venkata Kumar               | Member           |
| 5. | Dr.Shailaja Thakur               | Member           |
| 7. | Dr.Renu Jain                     | Member           |
| 8. | Mr.Virendra Kumar, A.O.,SVC      | Member           |
| 9. | Dr.N.Latha                       | Member Secretary |

The meeting was chaired by Dr.P.S. Dhanaraj, Ag. Principal.

The Coordinator presented a power point presentation on (a) IQAC Role & Function; (b) Annual Quality Assessment Report (AQAR), (c) preparation of Departmental AQAR, (d) Action Plan by IQAC (e) Semester wise Teaching Plan and (f) Feedback from the all stakeholders.


The Coordinator emphasized the need of preparation of Annual Quality Assessment Report (AQAR) to be submitted to the UGC-NAAC by the NAAC accredited institutions and elaborated the necessity of collection of data from the stakeholders i.e. students, alumni, parents, retired teachers et.al.

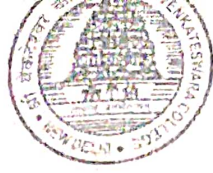
Dr.Latha discussed with the members about the objectives, strategies, functions, benefits of IQAC. She distributed draft action plan to improve quality pertaining to various criteria of the college, Semester wise teaching plan, student feedback form, Departmental AQAR etc. and requested the members to go through the same for suggestions/additions/deletions, if any.

The members agreed to the suggestion of the Coordinator for the meeting of the internal members of IQAC on First Friday of every month at 2.30 PM to review the progress of IQAC.

The meeting ended with thanks to the Chair.

  
(Dr.N.Latha)

  
(Dr.P.S. Dhanaraj)



SRI VENKATESWARA COLLEGE : NEW DELHI

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on Thursday, the 23<sup>rd</sup> February, 2017 at 12.30 PM in the Committee Room.

The following Members Present:

|                                      |                         |
|--------------------------------------|-------------------------|
| 1. Dr. P. Hemalatha Reddy, Principal | Chairperson             |
| 2. Dr. R.P. Singh                    | Member (Teacher)        |
| 3. Dr. E. Muralidhara Rao            | Member (Teacher)        |
| 4. Dr.S.Venkata Kumar                | Member (Teacher)        |
| 5. Dr. M.Padma Suresh                | Member (Teacher)        |
| 6. Dr. Renu Jain                     | Member (Teacher)        |
| 7. Dr. Meenakshi Kuhar               | Member (Teacher)        |
| 8. Dr. Punita Sharma                 | Member (Teacher)        |
| 9. Dr. Padma Priyadarshini           | Member (Teacher)        |
| 10. Dr. P. Hari Prasad               | Member (Governing Body) |
| 11. Dr. Rajiv Tandon                 | Member (Alumni)         |
| 12. Dr. Pawan Sharma                 | Member (Alumni)         |
| 13. Mr. Virendra Kumar               | Member (Administration) |
| 14. Mr. Abhishek Batra               | Member (Student Rep.)   |
| 15. Dr. N. Latha, Coordinator        | Member-Secretary        |

Dr. N. Latha, Coordinator IQAC informed the members about the establishment of IQAC in the College and introduced the members of the IQAC. She highlighted about the Annual Quality Assurance Report (AQAR) which gives overall picture of an institutional growth in all the seven criteria's identified by NAAC. The Coordinator, IQAC presented the activities carried out in the academic year 2016-2017.

The Committee recommended taking the following steps to improve the quality of the College :

1. At the beginning of the academic year, a College Almanac with a repository of academic events including meetings, extracurricular events, internal mid semester examinations, research projects and study tours/field trips/excursions should be designed. An academic calendar in consultations with teacher in charges of respective departments could help college for effective time management.
2. Apart from providing a degree, college education should also focus on skill development programmes. Vocational courses can be offered and better still the college can aspire to become a leading institute in skill based courses.

N. Latha



3. It was discussed that the IQAC should also evolve mechanisms for Internal Academic Audits of all the Departments. This will help to evaluate students' performance, teaching methodologies and identifying weaker students. It was suggested that remedial classes for weaker students will improve the performance for better results.
4. Orientation classes by faculty for higher studies/employment opportunities will guide and counsel students for better opportunities in higher education and employment.
5. The setting up of Language Lab was discussed for promotion of languages like Tamil, Telugu, Hindi and Sanskrit in the college. The labs will help students improve their language and communication skills.
6. Dr. P. Hari Prasad emphasized the need to generate funds from dignitaries (Donors) by conducting various meetings that can be used for overall development of the College. He also recommended a course on "English Language Proficiency" that will benefit students from weaker sections.
7. Dr. Rajiv Tandon emphasized on various measures to be adopted for the college to become visionary in this fast-changing world of education. He emphasized that the college must broaden its horizons to be able to compete with other global colleges. He encouraged the College to think out of the box. He said that this quality exercise should be taken as an opportunity to place the college in the global arena and to achieve for a deemed University status.
8. Ms Pawan Sharma emphasized the need to have a strong network of our alumni who can contribute hugely in presenting an impressive face of the institution.
9. The importance of embedding digital resources in various functioning of the College was discussed. The College also needs to develop E-resources for lectures, online quizzes, assignments. It was informed that development of E-Museums and e-Flora of the campus is already in progress.
10. It was decided that a workshop/training shall be conducted for the non-teaching staff as well as training in several aspects of office automation procedures.
11. Dr. N. Latha also shared that the IQAC has proposed to hold a Symposium on "Quality Enhancement in Higher Education" for faculty and staff of the College in the month of April 2017.
12. The Committee also agreed to collect feedbacks from all stakeholders in right time. These should be analyzed and proper action is to be taken regarding the functioning and performance of the institution, and in augmenting students' support services.
13. Steps to introduce Mobile App of Sri Venkateswara College to be taken for wider use by faculty and students.
14. The College should also work towards effective waste-disposal system for Biowaste, Chemical waste, food waste and E-waste.

N. Latha  
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15. The Committee also resolved that the AQAR (2016-17) be prepared at an early date and for that purpose appropriate personnel be communicated and followed up. The Committee also proposed that that comprehensive proformae be designed for collecting relevant data from all functional areas for the purpose of preparation and submission of AQAR to NAAC.
16. The Committee agreed upon to hold the next IQAC meeting in the second week of April 2017.
- The meeting ended with thanks to the Chair.

(Dr. R. P. Singh) (Dr. E. Muralidhara Rao) (Dr. Renu Jain) (Dr. Punita Sharma)

(Dr. Padma Suresh) (Dr. Meenakshi Kuhar) (Dr. Padma Priyadarshini) (Mr. Virendra Kumar)

(Dr. S. Venkata Kumar) (Dr. Rajiv Tandon) (Dr. Pawan Sharma) (Mr. Abhishek Batra)

(Dr. P. Hari Prasad) (Dr. N. Latha) (Dr. P. Hemalatha Reddy)

Principal, Sri Venkateswara College  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021





INTERNAL QUALITY ASSURANCE CELL (IQAC)

SRI VENKATESWARA COLLEGE

ACTION TAKEN REPORT 2016-2017

| Action Plan                 | ACTION TAKEN REPORT  |
|-----------------------------|--|
| Curriculum Planning         | Internal Assessment through mid term examination, quizzes, class presentations, etc. Mid term Examination schedule prepared in consultation with all Departments.  |
| Teaching-Learning process   | Involvement of faculty in pedagogy workshops, Mentor-Mentee interaction strengthened, Result analysis for each department,   |
| Student Support & Mentoring | Orientation/Counselling for choice of Generic Elective (GE) and Skill Enhancement courses, Student Grievances. Support to SC/ST students, Counselling for North East Students,   |
| Feedback System             | Online/Manual Feedback System for Alumni, Parents and Hostel were formulated. A link has been created for Alumni registration and feedback in the college website  |
| Support for Office Staff    | A University level "Training Programme on Educational Administration" for office staff was organized (Dec 2016)  |
| Curriculum Enrichment       | Workshop in R was initiated by Department of Economics, Add on Course in IPR was introduced in the academic session August- November 2016. New add on courses in Yoga, Ayurbiology & Indian Music to be introduced from August 2017. |
| Infrastructure              | New Academic Building work in progress. IT facilities were upgraded. A New Tissue Culture Facility was created under DU-CIC Star project that was commissioned on Feb 28, 2017.  |

*N. Lalita*

*[Signature]*

**PRINCIPAL**  
Sri Venkateswara College  
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Dhaura Kuan, New Delhi-110021

|                           |   |
|---------------------------|---|
| Digital Initiatives       | Development of Mobile app for centralized resource for information, community, and campus life thereby enriching student and faculty life, Software for Time table Installed, New College website.  |
| Research                  | Interdisciplinary undergraduate student research projects were promoted under DBT Star College Status, DU-CIC Star Innovation Projects & other schemes. Many faculties published their research work in journals of high repute. Faculty also presented their research work in international and national conferences   |
| Social Responsibility     | <ul style="list-style-type: none"> <li>• “SriVidya” – initiative of the College to adopt a rural school under DBT Star College Status.</li> <li>• Open House for GSSS, Khanpur Kalan Students (Sonapat District) for visits to various laboratories in the Science Departments (September 2016). Two day workshop on Advanced Science and Mathematics of Senior Secondary School Students from 3 Schools - Vivekananda Vidya Vihar, MARAL, Madhya Pradesh, Graphite School, Mandideep, Madhya Pradesh; Vivekananda Kendra Vidhyalay, Hurda, Bhilwara) jointly organised by DBT-STAR STATUS Sri Venkateswara College and LNJ Bhilwara Group on April 7-8, 2017.</li> </ul> |
| Environment Consciousness | <ul style="list-style-type: none"> <li>• Green School Initiative organized by the college to sensitize 4000 students of 14 secondary school in Delhi and NCR (Dec 2016)</li> <li>• International Conference and Outreach program on Environment &amp; Ecology: Sustainability and Challenges (ENCON) held organized by SVCollege in association with AIIMS and UN on Jan 4-6, 2017</li> <li>• Solid Waste Management</li> </ul>   |
| Extension Activities      | Health Camps, Blood Donation Camps, Parivartan, Women Development Cell, Equal Opportunity Cell  |

N. Latha

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