

2 IQAC Spmvvi<sup>10<sup>th</sup></sup> Advisory Committee meeting held on 13.02.2017 at Committee Hall of the Saaveri Guest House:

Member's present:-

1. prof. V. Durga Bhavani - Vice Chancellor V. Murgan 13/2
2. prof. V. Uma - Rector V. Uma 13/2/17
3. prof. D. M. Mamatha - Registrar M. S. 13/2/17
4. prof. D. Sarada
5. prof. K. Anuradha Peer 13/2/17
6. prof. Y. S. Saradha Y. S. Shaheed 13/2/2017
7. prof. D. Kalavani K. Kalavani 13/2/2017
8. prof. B. Vijaya Lakshmi B. Vijayalakshmi 13/2/17
9. prof. P. Umamaheswari
10. prof. A. Sreedevi A. Sreedevi 13/2/17
11. Dr. V. Bindu Bindu
12. Dr. R. Jayamadhuri R. J. Maduri
13. Sri. G. Gopala Krishna Murthy
14. Sri. L. Makhal Saheb. REKSHU 13/2/2017
15. Sri. M. Devendranath Reddy
16. Sri. Galla Ramachandra Naidu
17. prof. S. Tyothi S. Tyothi

Agenda:-

- 1) progress of ongoing activities.
  - a) Automation of Employee Data Base.
  - b) Computerization of feedback forms.

2) Review and Analysis of Suggestions Submitted by NAAC Peer Team.

- b) UGC XIII plan proposal and plan of action - Discussion.
- c) Department-wise Document filing.
- d) Next year plan of action (2017-18)
- 4) Any other item.

#### Invitees:

Prof. K. Sandhya Rani - Dean, School of Sciences.

Prof. D. B. Krishna Kumar - Dean, School of Social Sciences.

Prof. Rama Krishna - Director, School of Engineering.

K. Sandhya Rani  
13/2/17

D. B. Krishna Kumar  
13/2/17

Rama Krishna  
13/2/17

#### Resolutions:-

1. It is resolved to submit a proposal to DBT through IQAC to conduct 'Brainstorming' session in the university.
2. It is resolved to finalize the UGC XIII plan proposal, future plan of action and 2017-18 plan of action.
3. It is resolved to monitor regularly department-wise information which is required at the time of NAAC visit in IQAC office for documentation. (Time tables, lecture notes etc.)
4. It is resolved to display the IQAC activities on plan pin board at IQAC office from time to time.
5. It is resolved to follow regularly UGC and NAAC websites to familiarize and to implement up to date rules and regulations.
6. It is resolved to prepare parent-feedback forms in Telugu also using the Telugu lipi.

8. It is resolved to develop software for getting feedback from students through online and through mobile app's.
9. It is resolved to visit IITC members along with other experts to the departments to monitor and maintain the academic audit of every department.
10. It is resolved to conduct different orientation programmes and workshops to students, teaching and non-teaching staff.
11. It is resolved to collect and maintain monthly reports from the department.
12. It is resolved to develop students friendly software to get NO dues at one place.
13. It is resolved to develop software for centralized data base in the university to maintain timelines, accountability and commitment of the teaching and non-teaching staff.
14. It is resolved to suggest students to enroll as members in Educational Societies like IEEE, ACM, IIT, CSI, IETE etc.
15. It is resolved to contact Bhoomi Reddy college of Engineering & Technology, Dornada for conducting awareness programme on Good Governance.
16. It is resolved to follow stranded practice to maintain Quality Assurance in the University.
17. It is resolved to conduct yoga classes to students and staff as a regular activity.
18. It is resolved to give awareness

19. It is resolved to suggest EEE and ECE students to do their projects in power energy and solar based system.

S. Note

~~Pages~~

~~Slips~~

Barua

17

B. Nijaydatta

A. Sanku

y.s. Sharada

Kundu

6 IQAC Spmvv<sup>nd</sup> Internal member's meeting held on 03.03.2017 at IQAC office Room no: 125

Member's present:-

1. prof S. Jyothi
2. prof D. Sarada
3. prof K. Anuradha
4. prof B. Vijaya Lakshmi
5. prof. P. Uma maheswari
6. prof. A. Sreedevi
7. Dr. V. Bindu
8. prof. Y.S. Sharada
9. Dr. R. Jayamadhuri

S. Jyothi  
 Sarada  
 3/3/17  
 Anuradha  
 B. Vijaya Lakshmi  
 P. Umamaheswari  
 A. Sreedevi  
 Bindu  
 Y.S. Sharada  
 3/3/17  
 R. Jayamadhuri

Agenda:-

Discuss about - IQAC Activities.

Resolutions:-

1. Information is given to IQAC members regarding UGC XIII plan proposal, plan of action and general events.
2. It is resolved to repair the computer and meet the expenditure as per university norms.
3. It is resolved to conduct workshop on "advanced teaching-learning techniques" for teaching staff and workshop on "maintain manual and computer records" for non-teach.

4. It is resolved to send circulars to each department regarding the submission of information of the events that are conducted by respective departments to IQAC office periodically.
5. It is resolved to send circular to all sections of the administration building and requesting them to mark one copy to IQAC office whenever committees are constituted.
6. It is resolved to inform the head of the departments to depute one faculty member to provide information to IQAC office to prepare AQAR & SSR reports.
7. It is resolved to publish books on following topic by IQAC and the amount may be met from publication grant.
  - a. How to write research proposal.
  - b. Advances in teaching, learning methods.
  - c. Academic audit.
  - d. Quality bench marks.
  - e. University ranking system.
  - f. Quality policy.
8. It is resolved to visit every department by team members of IQAC and Directors of Societies to give awareness about academic audit.
9. It is resolved to analyse factors from feedback forms using big data analysis.

S. J. J. J.

IGAC, SPMVV 3rd Internal Members Meeting with Rector Madam on 19/9/17 at Comptroller Hall, AD Building - 3.30 pm.

Members Present:

- |                                |                   |         |
|--------------------------------|-------------------|---------|
| 1. Prof. S. Jyothi             | S. Jyothi         | 19/9/17 |
| 2. Prof. D. Saradha            |                   |         |
| 3. Prof. K. Anuradha           | Jayes             | 19/9/17 |
| 4. Prof. B. Vijaya Lakshmi     | B. Vijaya Lakshmi |         |
| 5. Prof. P. Uma Maheswari Devi | P. Umamaheswari   | 19/9/17 |
| 6. Prof. A. Sreedevi           | A. Sreedevi       | 19/9/17 |
| 7. Prof. V. S. Saradha         | V. S. Saradha     | 19/9/17 |
| 8. Dr. V. Bindu                | Bindu             |         |
| 9. Dr. R. Jayas Mathun         | R. Jayas Mathun   |         |

Agenda: - To bring out a book on behalf of IGAC.

To conduct national conference

AGAR report submission

Any other item.

Resolution: - It is resolved to submit AGAR report for the year 2016-17 by 30 September, 2017.

- It is resolved to submit proposal to conduct national conference on "Quality Assurance and Quality Enhancement in Higher Education" held every in the month of Dec-17 / Jan-18.

for every 3 months.

- To circulate all the departments to give one page write up on "Research at Glance" for the year 2015-16 and 2016-17.
- To review previous meeting agendas and resolutions in every meeting.
- To conduct workshop to faculty on "Guidelines for publication of research papers."
- To prepare monographs from IBAC.

S. JOT 19/9/17

A. Suresh 19/9/17

P. Umamaheswari 19/9/17

Y. S. Sharada 19/9/17

19/9/17

RIM 19/9/17

B. Vijayalakshmi



IGAC, SPMVY 4<sup>th</sup> Internal Committee Meeting on 31/10/17 at IGAC Room at 330 pm

Members Present:

1. Prof. S. Jyothi S. Jyothi  
31/10/17
2. Prof. K. Anuradha
3. Prof. B. Vijaya Lakshmi B. Vijayalakshmi  
31/10/17
4. Prof. P. Uma Maheswari Devi P. Umamaheswari
5. Prof. Y. S. Saradha Y. S. Shaerada
6. Dr. R. Jayo Meadhun R. Jayo Meadhun
7. Prof. Kala Ram - D. K. Kalaram  
31/10/2017

Agenda: 1. A&AR report submission by November 2017. - To finalise A&AR 2016-17.

2. To conduct a workshop on "Demonetization".

3. To inform internal members for submission of proposals to National Workshop.

4. Any other item.

1) Resolution: It is resolved to carryout. correct in A&AR 2016-17, and upload the final copy November ending, 2017.

2) It is resolved to organize one day workshop on "Demonetization" in the month of Nov, 2017 in association with Prof. Kalyayani, Coordinator Demonetization.

3) It is resolved to organize workshop on "Academic Audit" by the end of November - December - 2017, to the teaching staff.

4) S. Jyothi