

IQAC, SPMVV 5th Internal Committee meeting on 02/01/2018 at IQAC Room at 11.00 a.m

Members Present:

1. Prof. S. Jyothi
2. Prof. K. Anuradha
3. Prof. B. Vijayalakshmi
4. Prof. A. Sreedevi
5. Mrs. V. Rindu
6. Prof. P. Uma Maheswari Devi
7. Dr. P. Jaya Mohan
8. V. Kalra
9. Prof. Y. S. SHARADA

~~S. Jyothi~~

~~2/1/18~~

B. Vijayalakshmi  
2/1/18

~~A. Sreedevi~~  
2/1/18

Rindu  
2/1/18

Pumamaheswari  
2/1/18

~~P. Jaya Mohan~~  
2/1/18

~~V. Kalra~~  
2/1/2018

Y. S. Sharada  
2/01/2018

Agenda: 1. To review previous agenda on AQAR submission for 2016-17.

2. To finalize dates for National Conference on "Quality Assurance and Quality Enhancement in Higher Education".

3. To conduct awareness programme on "Urkund" to staff and research scholars, and "Career Counselling / Skill Development" programme to students and also to conduct Motivation Workshop on "E-File Management" to Non Teaching Staff, in association with "APIA 2018".

Resolutions: Points on previous agenda were reviewed.

It is resolved to organize IQAC National Conference on 15-16 Feb, 2018.

It is resolved to prepare the brochure for NCGAGE-18 by 4/1/18 and to release the brochure by Vice Chancellor on 6/1/18.

It is also resolved to publish book with ISBN No. on behalf of IATC - SMVU, 2018, as proceedings of the conference.

It is resolved to create awareness on "Urkun and Programsm" among research scholars and staff, as well as "Science Direct Register in the coming" in January / February 2018.

It is also proposed to hold awareness / talk to students on "Skill Development / Career Counselling" - March, 2018.

It is further resolved to conduct "Face Development Programme" to Engineering Fac in collaboration with IPI+ID.

[Signature] 2/1/2018

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IQAC, SPMVV 6<sup>th</sup> Internal Members Meeting with Rector Madam on 12/3/18 at Rector's Chamber, AD Building - 3 pm.

### Members Present

1. Prof. V. Uma Rector ✓ 12/3/18
  2. Prof. S. Jyothi Director ✓ Not
  3. Prof. D. Saradha Member ✓ Saradha 12/3/18
  4. Prof. K. Anuradha " ✓ 12/3/18
  5. Prof. B. Vijaya Lakshmi "
  6. Prof. A. Sreedevi " ✓ A. Sreedevi 12/3/18
  7. Prof. V.S. Saradha " ✓ y.s. Saradha 12/3/18
  8. ~~Dr.~~ V. Bindu " ✓ Bindu 12/3/18
  9. Dr. R. Jaya Madhuri " ✓ R. J. Madhuri 12/3/18
  10. ~~Mrs. G. S. Samana~~ Special Inviter ✓ 12/3/18
  11. ~~Prof. V. Kalarau~~
- Agenda:
1. Online Student Feed Back
  2. AQAR timely submission.
  - Any other item.

Resolution: It is resolved to collect feed back from students (Final Years) online from the academic year 2017-18.

Online Feed Back Form should be linked to student examination for result.

data.

1. AQAR of 2017-18 should be collected by 30 June, 2018, and Timeline for submission <sup>to 31<sup>st</sup> July</sup> August, 2018.
2. Faculty Incharge <sup>names</sup> of each department. For data collection related to AQAR should be obtained by 17/3/18.

12/3/18

S.No.	AQAR Task	IQAC Member
1.	Library E-Governance	Prof.B.Vijayalakshmi
2.	Examination Section	Prof.A.Sridevi
3.	Admissions(Directorate) +Academic Section + International	Prof.V.Kalarani
4.	IQAC	Prof.S.Jyothi
5.	Accounts – Finance Report	
6.	N.S.S.	Prof.D.Sarada
7.	Women's Studies Centre	
8.	Student Affairs Clubs	
9.	Placements	Prof.A.Sridevi
10.	Teaching	Prof.V.Uma
11.	Non-Teaching	
12.	Consultancy	Prof.K.Anuradha
13.	Computer Centre	Prof.Y.S.Sharada
14.	Dean Office Social Sciences	Prof.P.Uma Maheswari Mrs.V.Bindu
15.	Dean office Sciences	
16.	Engineering College	
17.	Nursing College	
18.	Grievance cell	Prof. Y.S.Sharada Dr.R.Jaya Madhuri
19.	Centres: Translation Studies, NET Coaching, IGNOU, Day Care, TBI, RWTP	
20.	University Community Engagement	

S. Jota

# IQAC, SPMVV 7<sup>th</sup> Internal Members Meeting on 16/3/18 at 11 am.

## Members Present.

1. Prof. S. Jyothi Director. S. Jyothi 16/3/18
2. Prof. Y. S. Sharadha Member. Y. S. Sharadha 16/3/18
3. Prof. V. Kalaran " V. Kalaran 16/3/18
4. Prof. P. Uma Maheswari Devi " P. Uma Maheswari Devi 16/3/18
5. Prof. K. Anuradha " K. Anuradha 16/3/18
6. Prof. A. Sreedevi " A. Sreedevi 16/3/18
7. Dr. R. Jaya Madhura " R. Jaya Madhura 16/3/18

- Agenda:
1. Post conference review.
  2. Online Interactive session of Dr. Sulhan with students on career counselling.
  3. Online Feedback Demo for students.
  4. Any other item.

## Resolution:

1. It is resolved to publish a book as "Proceedings of National Conference on Quality Assurance and Quality Enhancement" organized by IQAC, SPMVV, Tirupat.
2. It is also resolved to conduct student interactive session with Dr. Sulhan on "Career Counselling on 19/3/18 at Indira Prasadarshini Auditorium, 10 am - 12 pm.
3. It is further resolved to give demo

IKATC SPMVV 15<sup>th</sup> Internal Members Meeting  
on 22/3/19 at 3 pm in IKATC Room.

### Members Present:

1. Prof. P. Uma Maheswari Devi Director Pms
2. Prof. S. Jyothi S. Not ~~22-3-19~~ Member
3. Dr. R. Jayu Madhuri RM Member
4. Dr. N. Anuradha N. Anuradha Member
5. Prof. B. Vijaya Lakshmi B. Vijaya Lakshmi Member 22/3/19
6. Prof. K. Anuradha Member
7. Prof. K. Usha Rani Member Kus.
8. Prof. V. Kalaran Member. ~~22/3/19~~

### Agenda:

1. Format for ABAR
2. Feed Back from students
3. Workshop proposal for NAAC.
4. Any other.

### Resolutions

1. To conduct a meeting with Heads of the Departments regarding ABAR on 8/4/19 at Saaveni Guest House at 3 pm.
2. To complete feedback forms online of students (Final Years) by 30/3/19.
3. To prepare a proposal on "System

# IQAC SPMVY 8<sup>th</sup> Internal Members Meeting on 30/4/18 at 10am

## Members Present

1. Prof. S. Tyothi Director. S. Tyothi  
30/4/18
2. Prof. K. Anuradha Advisory member Anuradha  
30/4/18
3. Prof. P. Uma Maheswari Deputy Member Uma Maheswari  
30/4/18
4. Prof. Y.S. Sharadha Y.S. Sharadha  
30/4/18
5. Prof. B. Vijaya Lakshmi B. Vijaya Lakshmi  
30/4/18
6. Dr. R. Jayu Madhvan R. Jayu Madhvan  
30/4/18
7. Mrs. V. Bindu Bindu  
30/4/18
8. Prof. A. Sreedevi A. Sreedevi  
30/4/18

- Agenda:
1. Review of AQAR and Online Feed Back Status of Students (2017-18)
  2. Activities planned for 2018-19.

Resolution: Online Feed Back for all outgoing was successfully implemented for the academic year 2017-18

1a. It is resolved to collect the feedback yearly from students of undergraduate courses.

1b. It is resolved to collect the feedback at the end of IV Semester for P.G. Students.

AQAR information was received from 12 departments. Reminders were sent to the remaining departments.

the departments

2b. It is resolved to conduct one week workshop on "Capacity Building" on behalf of IGAC in 1st week of July 2018 to the deputed staff of all the departments in SPMVV and external faculty. Registration fee of Rs 2000/- has been fixed. Proposal to be submitted to APSCHE.

Spes 30/4/18

AS 30/4/18

yes 30/4/18

B. Vijayakumar 30/4/18

pumamhesevan 30/4/18

S. Jothi 30/4/18

Rishi 30/4/18

R21 30/4/18



IQAC, SPMVV 9<sup>th</sup> Internal Members Meeting on  
9/7/18 at 3.30 pm in IQAC Office.

Members Present.

1. Prof. S. Jyothi - IQAC Director. S. Jyothi
2. Prof. P. Uma Maheswari Devi - " Member. P. Umamaheswari
3. Prof. Y. S. Sharadha - " " y.s. Sharadha 9/7/18
4. Prof. A. Sreedevi - " " A. Sreedevi
5. Dr. V. Bindu - " " Bindu
6. Dr. R. Jayas Madhuri - " " R. Jayas Madhuri

- Agenda
1. Review of AQAR report for 2017-18
  2. Review of Online Student Feed Back Forms - 2017-18.
  3. Any other.

Resolution

1. It is resolved to verify AQAR information for 2017 to 18 and update the data by July, 2018.

2. It is resolved to analyze Online Student Feed Back information for the year 2017-18

3. It is resolved to  
 Book with

July, 2018  
 R. J. M.

Bindu

P. Umamaheswari

y. s. Sharadha

A. Sreedevi

IQAC SPMVV 10<sup>th</sup> Internal Members Meeting on  
17/8/18 - at 3.00 pm in IQAC office

### Members Present

1. Prof. S. Jyothi - IQAC Director S. Jyothi
2. Prof. K. Anuradha - Advisory Member K. Anuradha
3. Prof. V. Kalarani - IQAC Member V. Kalarani
4. Prof. P. Uma Maheswari Devi - " " P. Uma Maheswari
5. Dr. V. Bindu - " " V. Bindu
6. Dr. D. Jaya Madhuri - " " D. Jaya Madhuri

① Agenda: Review of finalized AQAR report for of 2017-18 for upload into NAAC Web site.

② Any other item.

### Resolution:

1.2. It is resolved to submit the finalized AQAR report (2017-18) in a week's time.

*[Signature]*  
17/8/18

*[Signature]*  
17/08/2018

*[Signature]*

*[Signature]*

*[Signature]*  
17/8

*[Signature]*  
17/8/18

*[Signature]*

IQAC, SPMVY 11<sup>th</sup> Internal Members Meeting  
on 27/9/18 at 12 pm in IQAC Office

Members Present

1. Prof. P. Uma Maheswari Devi - Director <sup>Pomamale</sup>
2. Prof. S. Jyothi - ~~Former~~ ~~Member~~ <sup>SI</sup>
3. Prof. K. Anuradha - Member <sup>SI</sup>
4. Prof. V. Kalavari - Member <sup>SI</sup>
5. Prof. A. Sreedevi - Member <sup>SI</sup>
6. Dr. V. Bindu - Member <sup>SI</sup>
7. Dr. R. Joyce Madhun - Member <sup>R.IH</sup>

Agendas:

1. Handover & change as IQAC Director
2. Proposal for Workshop
3. Proposal for Book
4. Permission for Laptop & Printer for IQAC office.

Resolutions:

1. Prof. S. Jyothi, IQAC Former Director handed over the change along with relevant registers and files to Prof. P. Uma Maheswari Devi, Director of IQAC on 27/9/18.

2. It is resolved to conduct workshop on "Plagiarism to faculty and scholars"

3. It is resolved to propose book on "Quality Research" on behalf of IQAC

4. It is resolved to place orders for Laptop and Printer for IQAC Office.

IGAC, SPMVV 12<sup>th</sup> Internal Members Meeting  
on 12/11/18 at 3.30 pm in IGAC Office

### Members Present

1. Prof. P. Uma Maheswari Devi - Director pumamaheswari
2. Prof. S. Jyothi - Former Director ~~not~~
3. Prof. A. Sreedevi - Member - A. Sreedevi
4. Prof. Y.S. Sharada - Member - y.s. Sharada
5. Prof. B. Vijayalakshmi - Member - B. Vijayalakshmi
6. Dr. R. Jayu Madhun - Member - R.J.M.   
 12/11/18

- Agenda:
- 1) IGAC Calender 2018 - 19
  - 2) IGAC Committee 2018 - 19
  - 3) IGAC Workshop 2018 - 19

- Resolutions
1. It is resolved to prepare IGAC Activity Calender for 2018 - 19.
  2. It is resolved to request for additional three members in IGAC Committee of SPMVV, for the year 2018 - 19.
  3. It is resolved to conduct IGAC workshop on 20 - 21, December, 2018.

A. Sreedevi  
12/11/18

S. Jyothi  
12/11/18

y.s. Sharada  
12/11/18

B. Vijayalakshmi  
12/11/18

R.J.M.  
12/11/18

pumamaheswari  
12/11/18

IGAC, SPMVV 18<sup>th</sup> Internal Members Meeting  
on 28/12/18 at 3.30 pm in IGAC Office

### Members Present

- |                                |                          |
|--------------------------------|--------------------------|
| 1. Prof. P. Uma Maheswari Devi | Director.                |
| 2. Prof. S. Jyothi             | Former Director          |
| 3. Prof. A. Sreedevi           | Member A. Sreedevi       |
| 4. Prof. Y.S. Sharadha         | Member Y.S. Sharadha     |
| 5. Prof. B. Vijaya Lakshmi     | Member B. Vijaya Lakshmi |
| 6. Dr. V. Bindu                | Member V. Bindu          |
| 7. Dr. R. Jayu Madhuri         | Member R. Jayu Madhuri   |

### Agenda :

1. IGAC Workshop dates rescheduled
2. IGAC Committee Members for 2019-20
3. Any other item.

### Resolutions :

1. It is resolved to conduct IGAC workshop on 'Plagiarism and Publishing in Scopus Indexed Journals' on 4<sup>th</sup> Feb with Prof Y.S. Sharadha and Dr. R. Jayu Madhuri as Co-Convenors for the conference.

2. It is also resolved to form new IGAC Committee for the academic year

3. It is resolved to prepare IGAAC Activity Calendar for 2019-20
4. It is resolved to allocate staff members for AGAR report of 2018-19.

R. J. M.  
28/12/18

A. Soeadi  
28/12/18

B. Hidayat

P. Umamaheswari  
28/12/18

yes  
28/12/18

Kinda