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**SARADA VILAS COLLEGE**  
Krishnamurthypuram, Mysore – 570 004 Karnataka  
Affiliated to University of Mysore  
Re accredited by NAAC with B+ grade (CGPA: 2.70)



Dr. M Devika, M.Sc., M.Phil., Ph.D  
Principal  
Mobile: 9880024483

17-03-2021

Dear Sir/madam

Sub: IQAC meeting

A meeting of internal quality assurance cell (IQAC) will be held on 19-03-2021 at 4 pm in President's office SVEI. You are requested to find time and attend the meeting and give valuable suggestions to improve the performance of IQAC.

**Agenda**

- Timely submission of AQAR 2019 – 20
- Planning and Budget for the academic year 2020 -21
- Analysis of 2019-20 Results
- Platinum Jubilee Activities
- Conducting workshops, Seminars and Intercollegiate competitions
- Preparation and submission of SSR 2020 – 21
- Academic administrative audit
- Introduction of new courses
- Improvement of Infrastructure
- College Website with Online feedback system
- Language Lab, e-library & Internet Centre with free access to students

Thanking you




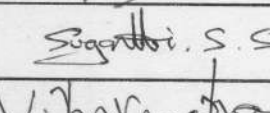
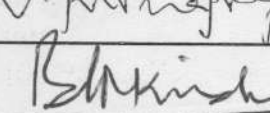


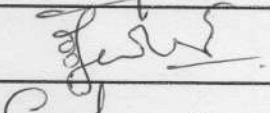
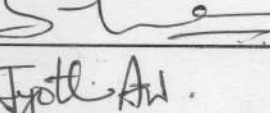

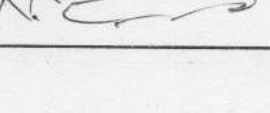
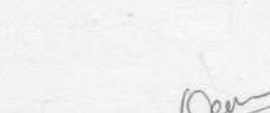
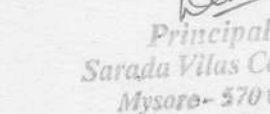


Yours sincerely

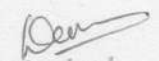
  
Principal  
Sarada Vilas College  
Mysore- 570 004

**Sarada Vilas Educational Institutions(R.)**  
**Sarada Vilas college**  
**Krishnamurthypuram, Mysuru**  
**Affiliated to University of Mysore**  
**Re accredited by NAAC with B+ grade (CGPA: 2.70)**

**IQAC MEETING**

**Date: 19-03-2021**

Sl No	Name	Designation	Signature
1	Dr. Subraya. B.M	President, SVEI	
2	Sri. Chandrashekar .N.	Secretary, SVEI	
3	Dr. T.K.Umesh	Vice President, SVEI	
4	Dr. M.Devika	Chairperson	
5	Smt. Suganthi S Singh	IQAC Coordinator	
6	Mr. Purnaprajna	Alumni Member	
7	Mr. Mohankrishna	Industry expert	
8	Dr.M.K.Manjula	Teacher Representative	
9	Sri.R.A.Manjunath	Teacher Representative	
10	Dr. Jagadeesh Krishna	Teacher Representative	
11	Sri. H.R.Krishnamurthy	Teacher Representative	
12	Smt. Shakunthala	Teacher Representative	
13	Dr. Jyothi A.N.	Teacher Representative	
14	Sagar D S	Student Representative	
14	Sri N Eshwara	Non Teaching Representative	

  
Principal  
Sarada Vilas College  
Mysore- 570 004

## MoM of IQAC Meeting held on 19-03-2021

Proceedings and minutes of the IQAC meeting held on 19<sup>th</sup> march 2021 at President's office, SVEI, at 4pm.

The meeting started with the welcome address by principal

Prof T. K. Umesh told the principal to start the meeting by discussing the agenda points one by one

### Agenda 1. AQAR 2019 -20 submission

Prof Umesh T K suggested downloading the recent format of AQAR and submitting all the previous year's AQAR to NAAC well in advance and asked for the validity of NAAC accreditation.

Principal said the validity expires in September 2021 and we have to submit SSR after September 2021

### Agenda 2. Planning and Budget for the academic year 2020 -21

Prof Umesh T K suggested the committee to ask the management to release funds for NAAC work.

Prof Umesh T K, insisted upon having full time technical support for IQAC cell to update the events on day to day basis and to have a Desktop, printer with Wi-Fi and a separate room for IQAC.

### Agenda 3: Analysis of 2019-20 results and Admissions 2020-21

Principal Dr. M. Devika said that the results have improved this year in comparison to previous years at undergraduate level with 100% results in many subjects except for Mathematics as there is no experienced faculty in the department

Prof Umesh asked for the admission details and principal replied that the admissions have also improved this year in comparison to previous years at undergraduate level with increased intake of 15% in PCM & CBZ combination but it is not encouraging in M Com and no admissions to PEM

Prof Umesh T K said, it is the same in all the aided colleges as this year the applications received itself was less than the seats available for M Com

Dean of Commerce Dr. Satyanarayana said, in spite of all the efforts by the college, they could not get fill only 17 seats out of permitted 60 for M Com but it has improved in B Com

Agenda 4: Platinum Jubilee Activities : Prof Umesh suggested to conduct 3 or 5 days workshops by National Science Academies and IISC Persons. He also advised principal to contact HRDC Mysore regarding the matter.

### Agenda 5. Conduct of workshops, Seminars and intercollegiate competitions

**Agenda 11. Language Lab, e-library & Internet Centre with free access to students**

Dr. T.K. Umesh suggested the language teachers to visit few colleges and check for the facilities made there. He suggested visiting Vidyavardhaka College, Mysore as they have the best facility.

Dr. T.K. Umesh told to take the help of Dr. Hari Narayanan, Library Science Department, Manasagangothri and also to talk to librarian of the University

Mr. Mohan Krishna, Industrial Expert said that that he can give his valuable suggestion in upgrading the office.

Finally prof Umesh said, Preparing for NAAC is not an easy task and it needs lot of hard work from the faculty. Faculty should start working from today itself and start collecting documents for SSR. Work has to be distributed amongst the faculty members criteria wise. He said, there must be a PPT presentation regarding preparations in the next meeting.

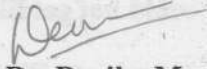
Principal said, we are finding it difficult as the previous IQAC co coordinators have not handed over documents to the present coordinator Mrs. Suganthi S Singh and requested the management to send a letter to previous principals and IQAC coordinators to come and submit the documents so that the present team can work upon it.

Mrs Suganthi S Singh proposed vote of thanks and the meeting was concluded at 7.15 pm

**Action Time of the IQAC Committee**

1. Submitting 2019-20 AQAR report by 20<sup>th</sup> April
2. Selecting a Draft Committee
3. Distributing the work to committee members criteria wise and start with documentation immediately and produce documents for 2017-18 AQAR by 15<sup>th</sup> April
4. Visit to Vidyavardhaka College by first week of April regarding language lab
5. Upgrading the internet speed with the consent of the management
6. Setting up of IQAC office
7. Preparation of academic calendar and including events in the calendar and work accordingly in the even semesters
8. Visiting University library and HRDC (Mysuru) by first week of April regarding E-library and conduction of workshops

Smt. Suganthi S Singh  
Coordinaor IQAC  
SVC

  
Dr. Devika M  
Principal & Chairperson IQAC  
Principal SVC  
Sarada Vilas College  
Mysore - 570 004

SARADA VILAS EDUCATIONAL INSTITUTIONS(R)

SARADA VILAS COLLEGE, MYSURU

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Date: 30 /12/2021

at 3.30 pm

Dear Sir /Madam

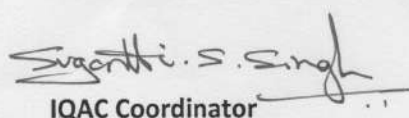
Sub: IQAC Meeting


A meeting of internal quality assurance cell (IQAC) will be held on 30-12- 2021 at 3.30 pm in Principal's chamber, SVC. You are requested to find time and attend the meeting and give your valuable suggestions to improve the performance of IQAC.

Agenda of the IQAC second meeting to be held at central office.

1. Admission of 2021- 22.
2. Result Analysis of 2020 -21 .
3. Commencing PG Diploma in e commerce and digitization from 2021-22.
4. AQAR of 2018-19 & 2019-20 has been submitted and the same has been accepted by the NAAC office.
5. AQAR of 2016-17 &2017-18 is ready for submission (online mode)
6. Discussion of AQAR 2020-21 new format released by the NAAC office.
7. Preparation and submission of SSR manual.
8. Matters related to Academic Administrative Audit, Energy Audit & Green Audit.
9. Preparation of calendar of events according to NAAC requirements separately for 2021 – 22.
10. Preparation of IIQA.
11. Appointment of new member in place of Dr. M. K. Manjula due to her retirement.
12. Any other matter.

Thanking you

  
IQAC Coordinator

  
Principal  
Sarada Vilas College  
Mysore-570 004

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Minutes of IQAC Meeting: 2020 – 21

Meeting Details:

Date: 30 /12/2021

Day: Thursday

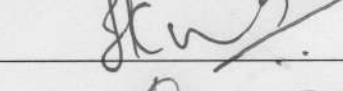
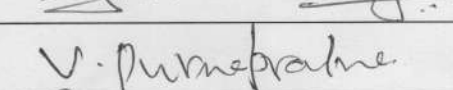
Time: 3.30 pm


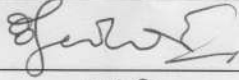

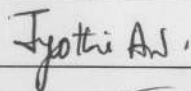

Venue: Principal's chamber, SVC.

Proposed Minutes of Meeting

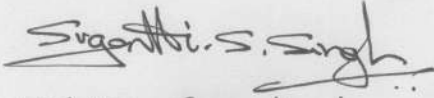
1. Welcome Address by the principal.
2. Discussion related to the agenda of the meeting.
3. Vote of thanks by IQAC Coordinator.


Members Present

	Name	Designation	Signature
1	Dr .Subraya .B.M	President, SVEI	
2	Hon. Chandrashekar .N.	Secretary, SVEI	
3	Dr. T. K. Umesh	Vice President, SVEI	
4	Dr. M .Devika	Principal	
5	Smt. Suganthi S Singh	IQAC Coordinator	
6	Sri. Purnaprajna	Alumni Member	
7	Sri. Mohan Krishna	Industrial Expert	
8	Dr. M. K. Manjula	Teacher Representative	
9	Sri. R. A. Manjunath	Teacher Representative	

10.	Smt. Shakunthala	Co-coordinator	
11.	Sri .H. R. Krishnamurthy	Teacher Representative	
12.	Sri. Geoffrey Vijay Kumar	IT Coordinator	
13.	Dr. Jyothi A.N.	Teacher Representative	
14.	Sri. Eshwar <sup>a.n.</sup>	Non Teaching Representative	

Proceedings of the meeting to be recorded by the IQAC coordinator

  
IQAC Co-ordinator

  
Principal

**Dr. M Devika**  
M. Sc., M. Phil., Ph.D.  
Principal  
Sarada Vilas College,  
Krishnamurthypuram, Mysuru.  
Phone: 0821-2332479  
E-mail: principal@saradavilas.com

## Proceedings of the meeting held on 30<sup>th</sup> December 2021

At Principal's chamber

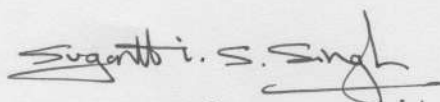
The meeting started with a welcome note from the principal Dr. M Devika. All the members were present during the meeting. Dr. T K Umesh gave the suggestions to improve the energy audit and green audit.


Sri. MohanKrishna gave suggestions to collect feedback from the students during the end of each semester and to analyze it to improve the quality and to run a bridge course based on the feedback. He also suggested that appraisal for teachers should be taken in uniform format. He also suggested that the teacher salary has to be hiked to the best possible.

Dr. T K Umesh suggested that the placement should be made strong and to get teachers updated related to the subject FDP etc., to be conducted. He also suggested to retain good teachers to maintain the glory of the college by making management permanent.

Sri. N Chandrashekar suggested a new technique of analysis the result based on unit handled by individual teachers to improve the next semester results.

The meeting concluded with a vote of thanks from the IQAC coordinator.

  
IQAC coordinator

  
Principal  
Saraswathi Vilas College  
Mysore-570 004



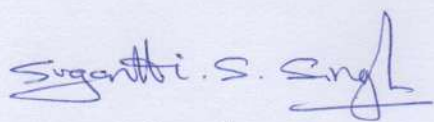
## Action taken report

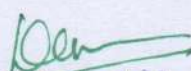
As per the meeting held on 19/03/2021

1. The college has submitted the AQAR 2019-20 on time.
2. A separate room for IQAC was installed in the college.
3. Few workshops, seminars and special lectures on almost all the subjects were conducted.
4. Intercollege sports, literary and cultural competitions were conducted.
5. Language lab was installed.

As per the meeting held on 30/12/2021

1. The SSR preparation work was implemented.
2. Academic administrative audit was done.
3. The energy audit was conducted by an external body.
4. The green audit of the college campus was done by external agency.

  
IQAC Coordinator

  
Principal  
Sarada Vilas College  
Mysore - 570 004