

**SARADA VILAS EDUCATIONAL INSTITUTIONS(R)
SARADA VILAS COLLEGE, MYSURU**

(Affiliated to the University of Mysore and Re accredited by NAAC with B+ grade (CGPA: 2.70))

Date: 10/02/2023

Dear Sir /Madam

Sub: IQAC Meeting

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 10th of February 2023 (Friday) at 11.00 am 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 meeting

- 1) Initial payment for SSR
- 2) Criteria wise PPT Presentation of SSR
- 3) To register our alumni association
- 4) To review SSS format
- 5) Any other matter

Thanking you

Yours sincerely


IQAC Co-coordinator

Suganthi. S. Singh
IQAC Co-ordinator
Sarada Vilas College
Mysuru-570004


Principal
Dr. M Devika
M.Sc., M.Phil., Ph.D.
Principal
Sarada Vilas College,
Krishnamurthypuram, Mysuru

**SARADA VILAS EDUCATIONAL INSTITUTIONS (R.)
SARADA VILAS COLLEGE, MYSURU**

(Affiliated to the University of Mysore and Re accredited by NAAC with B+ grade [CGPA: 2.70])

Meeting Details:

Date: 10/02/2023


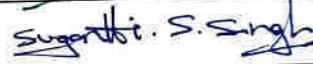

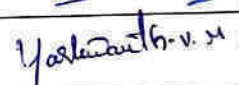






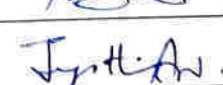
Day: Friday, Time: 11.00 am

Venue: Principal's chamber, Sarada Vilas College

Proposed Minutes of Meeting

1. Welcome Address by the Principal at the start of the meeting
2. Discussion related to the agenda of the meeting point wise
3. Vote of thanks by IQAC Coordinator at the conclusion of the meeting

Members Present

	Name	Designation	Signature
1	Dr. M .Devika	Principal	
2	Smt. Suganthi S Singh	IQAC - Coordinator	
3	Smt. Shakunthala	IQAC Co - coordinator	
4	Mr. Yashwanth V M	Part - A	
5	Smt. Suganthi S Singh	Criteria 1	
6	Dr. Pushpa K	Criteria 2	
7	Mr. Manjunath R A	Criteria 3	
9	Smt. Shakunthala	Criteria 4	
10	Mr. Shivakumar G	Criteria 5	
11	Mr. Yathiraj Sharma M.V	Criteria 6	
12	Dr. Jyothi A.N.	Criteria 7	

Minutes of the meeting to be recorded during the meeting


IQAC Coordinator

Suganthi. S. Singh
IQAC Co-ordinator
Sarada Vilas College
Mysuru-570004


Principal
Dr. M Devika
M.Sc., M.Phil., Ph.D.
Principal
Sarada Vilas College,
Krishnamurthypuram, Mysuru

Minutes of the meeting of the IQAC meeting

10/02/2023

- The meeting started with a welcome note from the Principal. The meeting progressed based on the agenda.
- As per agenda one,
Budget allocation for the initial payment of SSR was done.
- As per agenda two,
The PPT presentation of part – A of SSR started on 10/02/2023. Principal, the IQAC Co-ordinator and the Co-coordinator gave their suggestions and corrections to be implemented.
- Each criteria PPT was viewed each day and the meeting continued till 18/02/2023
- All the criteria heads were requested to implement the corrections and suggestions given and also given time to do the same.
- The next meeting was scheduled on 07/03/2023 with the modified version of PPT'S.
- As per the agenda three
- The principal and the IQAC came to the conclusion to have a registered alumni association with the permission of the management.
- As per the agenda four,
The SSS excel sheet containing the students details was verified and ready for the survey.
- The meeting concluded with a vote of thanks from the IQAC coordinator.

Action taken report

1. The SSR initial payment was done through the portal on time.
2. Second meeting regarding the modified PPT of criteria's was scheduled on 07/03/2023.
3. Alumni association registration work was initiated.
4. The SSS excel sheet containing the students details was verified and ready for the survey.

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SARADA VILAS COLLEGE, MYSURU
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Date: 07/03/2023

Dear Sir /Madam

Sub: IQAC Meeting

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 7th of March 2023 (Tuesday) at 11.00 am 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 meeting

1. To view the Executive summary and extended profile
2. Criteria wise modified PPT to be presented.
3. Any other matter

Thanking you

Yours sincerely


IQAC Co-coordinator

Suganthi S. Singh
IQAC Co-ordinator
Sarada Vilas College
Mysuru-570004


Principal

Dr. M Devika
M.Sc., M.Phil., Ph.D
Principal
Sarada Vilas College,
Krishnamurthypuram, Mysuru

SARADA VILAS EDUCATIONAL INSTITUTIONS (R.)
SARADA VILAS COLLEGE, MYSURU

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Meeting Details:

Date: 07/03/2023




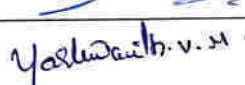
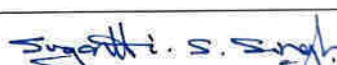
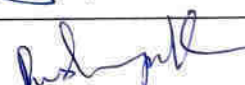


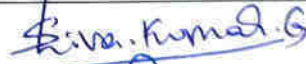

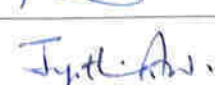
Day: Tuesday, Time: 11.00 am

Venue: Principal's chamber, Sarada Vilas College

Proposed Minutes of Meeting

1. Welcome Address by the Principal at the start of the meeting
2. Discussion related to the agenda of the meeting point wise
3. Vote of thanks by IQAC Coordinator at the conclusion of the meeting

Members Present

	Name	Designation	Signature
1	Dr. M.Devika	Principal	
2	Smt. Suganthi S Singh	IQAC - Coordinator	
3	Smt. Shakunthala	IQAC Co - coordinator	
4	Mr. Yashwanth V M	Part - A	
5	Smt. Suganthi S Singh	Criteria 1	
6	Dr. Pushpa K	Criteria 2	
7	Mr. Manjunath R A	Criteria 3	
9	Smt. Shakunthala	Criteria 4	
10	Mr. Shivakumar G	Criteria 5	
11	Mr. Yathiraj Sharma M.V	Criteria 6	
12	Dr. Jyothi A.N.	Criteria 7	

Minutes of the meeting to be recorded during the meeting


IQAC Coordinator

Suganthi. S. Singh
IQAC Co-ordinator
Sarada Vilas College
Mysuru-570004


Principal
Dr. M Devika
M.Sc., M.Phil., Ph.D.
Principal
Sarada Vilas College,
Krishnamurthypuram, Mysuru

Proceedings of the meeting

- The meeting commenced with a welcome note from the principal
- The Executive summary and the extended profile were viewed by the principal and suitable suggestions were incorporated.
- Criteria wise PPT presentation commenced and the required corrections were updated.
- The meeting concluded with vote of thanks by IQAC coordinator.

Action taken report

1. The Executive summary and extended profile of Part-A and all the criteria corrections and suggestions were updated and uploaded in the portal.

SARADA VILAS COLLEGE, MYSURU
INTERNAL QUALITY ASSURANCE CELL MEETING

Venue: Board Room

Date: 02/06/2023 (Friday)

Agenda of the Meeting

1. Second Installment Fee Payment discussion (Rs.59,000 & Rs.2,36,000/-)
2. To discuss about the stay of the NAAC Peer Team
3. To fix the dates of NAAC Peer Team visit within the academic period, as the university calendar of events is proponed
4. Department PPT's to be ready
5. Infrastructure requirements to be discussed
6. To arrange for a mock team visit
7. To discuss about the Route map of the NAAC Peer Team visit
8. To form various committees to receive the NAAC Peer Team
9. Principal & IQAC PPT to be ready
10. To prepare the visit schedule

The IQAC meeting was held on 02/06/2023 (Friday) at 11:00am in Central office in the presence of the Institution President, Hon. Secretary, Dr. T. K. Umesh Senior governing council member, Principal, IQAC Coordinator & other IQAC members.

Minutes of the meeting:

The meeting started with a welcome note from the principal.

The discussion started with

As per Agenda 1: The permission to pay the fees was granted by the management.

As per Agenda 2: It was decided, to fix the dates with reference to the university Calendar.

So that, the current students are available during the NAAC peer team visit.

To book suites in a decent and respectable star hotel.

As per Agenda 3: All the HOD's were instructed to prepare the department PPT's as per NAAC guidelines.

As per Agenda4: Infrastructure requirement was placed before the management for approval.

As per Agenda 5: A mock team visit was scheduled on 14/06/2023 and all the HOD's were instructed to prepare for the mock Peer Team visit. The team will consist of three members.

As per Agenda 6: A Route map to be prepared for the NAAC PEER Team. The suggestions thus given by the experts to be adopted.

As per Agenda 7: As per the suggestion given by the experts Various Committees were framed and given responsibilities for the conduct.

As per Agenda 8: The principal PPT and IQAC PPT to be ready.

SARADA VILAS COLLEGE, MYSURU
INTERNAL QUALITY ASSURANCE CELL MEETING

Venue: Board Room

Date: 02/06/2023 (Friday)

Agenda of the Meeting

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3. To fix the dates of NAAC Peer Team visit within the academic period, as the university calendar of events is proposed
4. Department PPT's to be ready
5. Infrastructure requirements to be discussed
6. To arrange for a mock team visit
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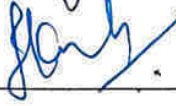


As per Agenda 5: A mock team visit was scheduled on 14/06/2023 and all the HOD's were instructed to prepare for the mock Peer Team visit. The team will consist of three members.

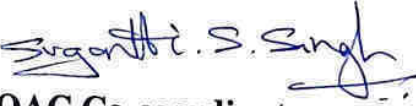
As per Agenda 6: A Route map to be prepared for the NAAC PEER Team. The suggestions thus given by the experts to be adopted.

As per Agenda 7: As per the suggestion given by the experts Various Committees were framed and given responsibilities for the conduct.

As per Agenda 8: The principal PPT and IQAC PPT to be ready.

Members Present for the Meeting

Sl.No	Name & Designation	Signature
1	Dr. Subraya – President (SVEI)	
2	Sri. Chandrashekar – Hon. Secretary	
3	Dr. T. K. Umesh – Senior Governing Council Member	
4	Dr. M. Devika – Principal (SVC)	
5	Smt. Suganthi. S .Singh – (SVC) IQAC Co-coordinator	


IQAC Co-coordinator
Suganthi. S. Singh


Principal
Dr. M Devika

SARADA VILAS COLLEGE
Krishnamurthypuram, Mysuru

INTERNAL QUALITY ASSURANCE CELL MEETING

Date: 15-06-2023

Venue: Principal Chamber





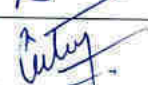





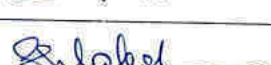



Day: Thursday


Time: 3:30 PM

A meeting was held in principal chamber on 15-06-2023 at 3:30pm. The meeting commenced with a welcome note from the principal. All the HOD's of various departments were present in the meeting. The purpose of the meeting was to discuss about the preparation for the NAAC PEER Team Visit. Various committees were framed to distribute the work among staff's. HOD's gave the required inputs. Requirement of various departments were listed and the said work started immediately.

All the HOD's were instructed by the principal to take care of all the department needs for the NAAC Visit. The meeting concluded with a thank you note from the IQAC Coordinator

The Members Present in the Meeting

Sl.No	Name	Designation	Signature
1	Dr. M. Devika	Principal	
2	Smt. Suganthi. S. Singh	IQAC Coordinator HOD of Physics	
3	Sri. Venkataramana Bhat	Sanskrit Professor	
4	Dr. Gururaj R	PG Coordinator	
5	Sri. Naraj	UG Chemistry	
6	Sri. Manjunath. R.A	HOD Microbiology & Biotechnology	
7	Smt. Shakunthala	Co-coordinator HOD of Zoology	
8	Sri. Krishanmurthy. H. R	HOD Chemistry	
9	Dr. Yathiraj Sharma	HOD of Mathematics Department	
10	Dr. Rekha	HOD of Kannada	
11	Smt. Srilakshmi. R	HOD of English	
12	Sri. Likith Clement	HOD of Bio-Chemistry	
13	Smt. Shilpashree .N	HOD of B.Sc Hon's & Computer Science	
14	Sri. Shivakumar. G	Physical Education	

15	Dr. Swamy. D	Librarian	
16	Dr. Jyothi A N	Dept. of Commerce	Jyothi. A. N.
17	Sri. Aravind	System IT Admin	Aravind


 Suganthi .S. Singh
 IQAC Coordinator

Suganthi .S. Singh


 Principal

Dr. M. Devika

SARADA VILAS COLLEGE
Krishnamurthypuram, Mysuru

INTERNAL QUALITY ASSURANCE CELL MEETING

Date : 23-06-2023


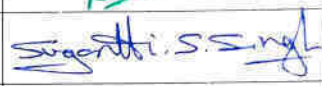

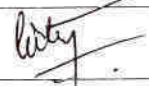
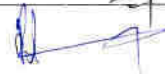
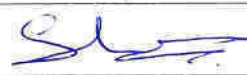









Venue : Principal Chamber

Day :Monday

Time : 3:00 PM

A meeting was held in principal chamber on 23-06-2023 at 3:00 pm. The meeting Commenced with a welcome note from the principal. All the HOD's of various department and committee members were present in the meeting. The meeting was scheduled to discuss about the NAAC PEER TEAM Visit, various committees framed for the NAAC preparation work were given instructions by the principal. A time target was given to each committee to submit the report of preparation done by them. The meeting concluded with a vote of thanks from the IQAC Co-ordinator.

The Members Present in the Meeting

Sl.No	Name	Designation	Signature
1	Dr.M.Devika	Principal	
2	Smt.Suganthi.S.Singh	IQAC Co-ordinator	
3	Dr.Gururaj	PG Co-ordinator	
4	Nataraj	UG Chemistry	
5	Sri.Manjunath.R.A	HOD Microbiology	
6	Smt.Shakunthala	HOD of Zoology	
7	Sri.Krishanmurthy.H.R	HOD Chemistry	
8	Dr.Yathiraj Sharma	HOD of Maths Department	
9	Dr.Rekha	HOD of Kannada	
10	Smt.Srilakshmi.R	HOD of English	
11	Sri.Likith Clement	HOD of Bio-Chemistry	
12	Smt.Shilpashree.N	HOD of B.Sc Hon's & Computer Science	
13	Smt.Akshaya	Computer Science Faculty	
14	Sri.Shivakumar.G	Physical Education	
15	Dr.Swamy.D	Librarian	


IQAC Co-ordinator

(Suganthi.S.Singh)


Principal
Principal
(Dr. Sarada Vilas College)
Mysore - 570 004

SARADA VILAS COLLEGE
Krishnamurthypuram, Mysuru

INTERNAL QUALITY ASSURANCE CELL MEETING


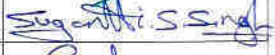




Date : 30-06-2023
Venue : Principal Chamber

Day :Friday
Time : 2:15 PM

A meeting was held in principal chamber on 30-06-2023 at 2:15 pm. The meeting Commenced with a welcome note from the principal. The purpose of the meeting was to discuss about the website requirements as per NAAC guidelines for the visit. The required modification was to be done immediately without any delay, various suggestions given by the website technical team was implemented. The meeting concluded with a thankyou note from the IQAC Co-ordinator.

The Members Present in the Meeting

Members present in the meeting

Sl.No	Name	Designation	Signature
01.	Dr.Devika.M	Principal	
02.	Smt.Suganthi.S.Singh	Co-ordinator	
03.	Smt.Shakunthala	co-ordinator	
04.	Smt.Shilpashree	HOD of Computer Science Department	
05.	Smt.Akshaya	Computer Science Faculty	
06.	Sri.Aravind	IT representative	


IQAC Co-ordinator

(Suganthi.S.Singh)


Principal
Sarada Vilas College
(Dr.M.Devika)
Mysore - 570 004

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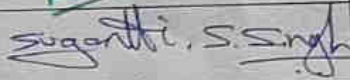




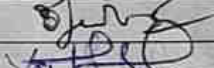
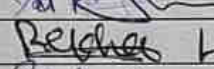








INTERNAL QUALITY ASSURANCE CELL MEETING

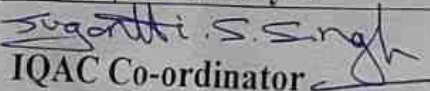
Date : 12-07-2023
Venue : Principal Chamber

Day : Thursday
Time : 12:00 PM

A meeting was held in principal chamber on 12-07-2023 at 12:00 pm. The meeting Commenced with a welcome note from the principal. All the HOD's of various department were present in the meeting. The purpose of the meeting was to discuss about the Mock PEER Team visit on 12-07-2023 to check all the department file documentation. To serve this purpose Dr. Ashok Kumar Department of Zoology, former principal of Sarada Vilas College, Mysuru was invited as an external expert. The External expert visited all the departments along with principal Dr. Devika, IQAC Co-ordinator Smt. Suganthi. S. Singh and IQAC Co-coordinator Smt. Shakunthala. The valuable suggestions given by the expert was noted and all HOD's were instructed to implement the same. The meeting concluded with a thankyou note from the IQAC Co-ordinator.

The Members Present in the Meeting

Sl.No	Name	Designation	Signature
1	Dr.M.Devika	Principal	
2	Smt.Suganthi.S.Singh	IQAC Co-ordinator	
3	Sri.Venkataramana Bhat	Sanskrit Professor	
4	Dr.Gururaj	PG Co-ordinator	
5	Nataraj	UG Chemistry	
6	Sri.Manjunath.R.A	HOD Microbiology	
7	Smt.Shakunthala	HOD of Zoology	
8	Sri.Krishanmurthy.H.R	HOD Chemistry	
9	Dr.Yathiraj Sharma	HOD of Maths Department	
10	Dr.Rekha	HOD of Kannada	
11	Smt.Srilakshmi.R	HOD of English	
12	Sri.Likith Clement	HOD of Bio-Chemistry	
13	Smt.Shilpashree.N	HOD of B.Sc Hon's & Computer Science	
14	Smt.Akshaya	Computer Science Faculty	
15	Sri.Shivakumar.G	Physical Education	
16	Dr.Swamy.D	Librarian	


IQAC Co-ordinator
(Suganthi.S.Singh)


Principal
(Dr.M.Devika)

SARADA VILAS COLLEGE
Krishnamurthypuram, Mysuru
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INTERNAL QUALITY ASSURANCE CELL MEETING

Meeting details for 03-08-2023 at 4PM.

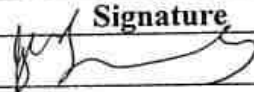
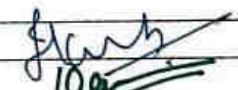
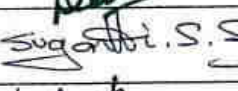
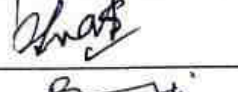


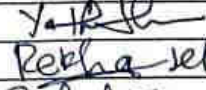
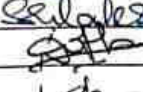
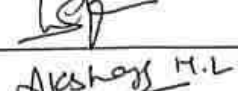
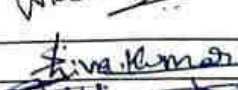


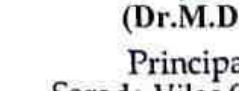
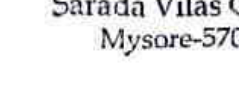

Venue: Board Room

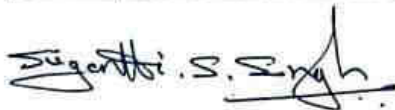
Time: 4:00 PM


Agenda of the Meeting

- To discuss about the NAAC PEER Team visit.
- To take the Valuable suggestion from our institution President, Secretary, Dr.T.K.Umesh and other members present.

The Members Present in the Meeting

Sl.No	Name	Designation	Signature
1	Dr.B.Subraya	President SVEI	
2	Hon.Chandrashekar.N	Secretary, SVEI	
3	Dr.T.K.Umesh	Senior Governing Council	
4	Dr.M.Devika	Principal	
5	Smt.Suganthi.S.Singh	IQAC Co-ordinator	
6	Sri.Venkataramana Bhat	Sanskrit Professor	
7	Dr.Gururaj	PG Co-ordinator	
8	Nataraj	UG Chemistry	
9	Sri.Manjunath.R.A	HOD Microbiology	
10	Smt.Shakunthala	Co-coordinator	
11	Sri.Krishanmurthy.H.R	HOD Chemistry	
12	Dr.Yathiraj Sharma	HOD of Maths Department	
13	Dr.Rekha	HOD of Kannada	
14	Smt.Srilakshmi.R	HOD of English	
15	Sri.Likith Clement	HOD of Bio-Chemistry	
16	Smt.Shilpashree.N	HOD of B.Sc Hon's & Computer Science	
17	Smt.Akshaya	Computer Science Faculty	
18	Sri.Shivakumar.G	Physical Education Director	
19	Dr.Swamy.D	Librarian	


IQAC Co-ordinator
(Suganthi.S.Singh)


Principal
(Dr.M.Devika)
Principal
Sarada Vilas College
Mysore-570004