



**Ref: SVCON/IQAC/2017/Meeting/ 09**

**Minutes of 09<sup>th</sup> IQAC Meeting**

**Date: 09.10.2017**

**Time: 11 AM**

**Venue: Board room, SVCON**

**In Attendance :** V. Sujatha, C. Rathiga, P. Reddemma , G.Anusha, P.Anusha, Pavithra S, G.Anuradha, T.P.Ganga Devi, Vasantha Kumari.C, D.Chandrakala, R.Usharani K.Dileep , Jayalakshmi.P, V.Padmaja, M.Bhavya, S.Jeevitha , G.Jhansi, Preethi Padma

Minutes of 09<sup>th</sup> Internal Quality Assurance Cell (IQAC) Meeting was held on Monday, 09 October 2017 at Board room in Sri Venkateswara College of Nursing at 11A.M. V.Sujatha, chair person, IQAC , C. Rathiga Vice Principal, HODs of all Departments of SVCON called for the meeting and the following points were discussed in the meeting .

1. The Principal Mam discussed regarding the previous meeting
- 2.C. Rathiga Vice Principal planned the Academic calendar for the B.Sc nursing program
- 3.Subjects were alloted according to the syllabus and Class-coordinator ship
4. Discussed regarding the Dress coding and punctuality among Faculty, Students
5. Informed to the class coordinators to prepare MRP, CRP, Time tables for the preceding year
6. Class coordinators and Subject Teachers should maintain the Student attendance(Class and Subject)
- 7.Informed the Class coordinators to arrange for the External Classes For the External subjects
8. Discussed regarding the orientation program for the new batch of B.Sc Nursing Program
9. All Class Coordinators should maintain the health Record with hepatitis-B vaccination for all the students
- 10.Mentor-Mentee system meetings to be conducted strictly

*V. Sujatha*  
Principal

Sri Venkateswara College of Nursing

RVS Nagar, Tirupathi Road,  
Chittoor - 517 127.



11. Class Coordinators should explain the College rule and regulations and visiting pass to the new batch of students
12. Subject in charges must prepare for the University Practical examination
13. Extracurricular activities like fare well for final year students and fresher's party for I year Students to be organized by class coordinators
14. Discussed regarding the responsibilities and follow the work of the Committee members of NAAC and IQAC.

**ACTION TAKEN REPORT:**

- a) The Principal Mrs.V.Sujatha Mam discussed regarding the previous meeting of activities like Documentations
- b) C. Rathiga Vice Principal planned the Academic calendar for the B.Sc nursing program of 2018-19
- c) Subjects were allotted according to the syllabus and Class-coordinator ship

**Class Coordinators:**

- I Year- Mrs.P.Anusha
- II Year- Ms.Vasantha Kumari.C
- III Year- Ms.G.Anusha
- IV Year- Mrs.T.P.Ganga Devi

- d) Discussed regarding the Dress coding and punctuality among Faculty, Students during the class hours and college hours  
9.15 Am- 5 Pm – College hours  
1.15 Pm- 2 Pm – Lunch Break
- e) Prepared MRP, CRP, Time tables for the preceding year by the class coordinators for the year 2018-19
- f) Class coordinators and Subject Teachers should maintain the Student attendance(Class and Subject) hourly and daily
- g) Informed the Class coordinators to arrange for the External Classes For the External subjects – letters have been prepared and submitted to SVCET and SVCOP for the subjects like Biochemistry, English, Computers, Microbiology, Pharmacology etc.,
- h) Prepared the orientation program for the new batch of B.Sc Nursing Program by the class coordinator Mrs.Anusha P
- i) All Class Coordinators should maintain the health Record with hepatitis-B vaccination for all the students monthly LMP and weight etc.,
- j) Mentor-Mentee system meetings to be conducted strictly and documentation is recorded

*V. Sujatha*  
Principal

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Chittoor - 517 127.



**SRI VENKATESWARA  
COLLEGE OF NURSING**  
Code : SVCC

**SVCON**

Recognized by Govt. A.P., and APNMC, Vijayawada  
Rccredited with 'A' Grade by NAAC, Bengaluru  
Approved by Indian Nursing Council, New Delhi  
Affiliated to Dr. N.T.R University of Health Sciences, Vijayawada.

- k) Class Coordinators should explain the College rule and regulations in College, Hostel, Mess and in Campus and visiting pass only permitted in the needs of necessary to the new batch of students
- l) Subject in charges must prepare for the University Practical examination like departmental evaluation form, attendance sheet, examination papers with stationary.
- m) Extracurricular activities like fare well for final year students conducted by III Year Class coordinator Ms.G.Anusha and fresher's party for I year Students organized by II year Class Coordinator Ms.Vasantha Kumari.C
- n) Discussed regarding the responsibilities and follow the work of the Committee members of NAAC and IQAC.

*V. Sujatha*  
**PRINCIPAL**

Principal  
Sri Venkateswara College of Nursing  
R.V.S. Nagar, Tirupathi Road,  
Chittoor - 517 127.