



## SANSKRITHI SCHOOL OF BUSINESS

Approved by AICTE, New Delhi. Affiliated to JNTUA, Anantapur.  
Beedupalli Road, Prasanthigram, Puttaparthi, Sri Sathya Sai District – 515 134.

### File 5: Principal – HOD and Faculty Meetings

#### Department Meeting

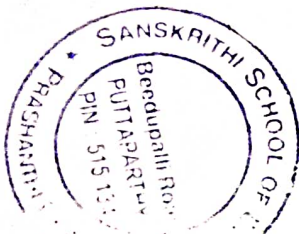
22<sup>nd</sup> June, 2023 TIME: 11.00 Am to 12.30 Pm

#### Members Present

FACULTY NAME	Designation
Dr. M. BalaKoteswari	Dean Academics & Principal
Mrs.E.Prashanthi	HOD & Associate Professor
Dr. Srinivasan	Professor
Mr.D.Pranavasree	Assistant Professor
Mrs.Nelofar	Assistant Professor
Mr.C Ramsheshu	Assistant Professor
Mr.Lingamaiah	Assistant Professor

#### Agenda for the Meeting:

1. Mini Project & Major Project report
2. Events report Filing
3. Mid paper valuation & Submission
4. Add on Course status
5. Club activities
6. Training Program
7. Sai Prudent interview
8. II & IV Sem class work
9. NAAC work Status
10. FFC Update
11. Daily & Weekly reports Submission
12. Library Hour
13. Restriction on student entry into faculty cabin
14. Mentor Hour in Class/Library



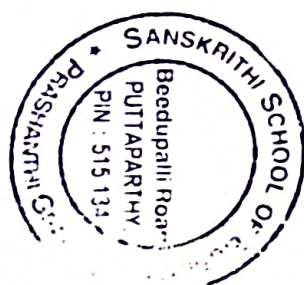
**PRINCIPAL**  
Dr. BalaKoteswari  
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S.No	Subject /Action	In-Charge	Status	Action required
1	Mini Project & Major Project report Status	Dr.A.Srinivas - Main Projects Mr.Ramseshu - Mini Project	• 17 <sup>th</sup> Reviews completed	Need to submit the reports as early as possible in a prescribed format
2	Events report Filing	All the faculty	May & June event files to be filled	By Saturday all the reports should be filled in concern files
3	Mid paper valuation & Submission	All the faculty	I mid for II & IV sem completed	Need to submit all the scripts on or before 28 <sup>th</sup> June
4	Add on Course status	Dr.D.Rajesh	Identification & Initiation of Value added courses	By Monday i.e by 26 <sup>th</sup> students list with the enrolled course need to be submitted
5	Club activities	Club Coordinators	After mid exam Clubs activities should be initiated	Club activities need to started with activities and need to file in the department
6	Training Program	Ms.Nilofar	Rubicon training from 22 <sup>nd</sup> to 24 <sup>th</sup> June	Smooth conduction of training classes and coordinating with the trainers.
7	Sai Prudent interview	E.Prashanthi	• 27 <sup>th</sup> to 30 <sup>th</sup> June	Interviews are scheduled and telecalling has started
8	II & IV Sem class work	All the faculty	• Offline classed for II sem • Online classed for IV sem	Detailed report of classes taken need to submit in the weekly report
9	NAAC work Status	All the faculty	• 24 <sup>th</sup> is the deadline to complete the NAAC work	Both Qualitative & Quantitative metrics need to submit by all the faculty



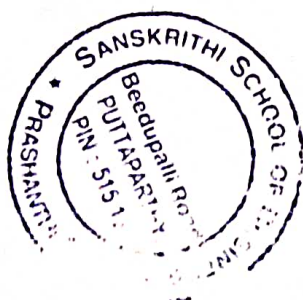
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10	FFC Update	All the faculty	• 10 points are pending	Need to complete as soon as possible
11	Daily & Weekly reports Submission	All the faculty	All the faculty should submit the daily & weekly report to HOD & Principal	All the faculty while sending the report copy should be mailed to principal
12	Library Hour	All the faculty	New journal are subscribed	All the faculty along with the students should take one library hour for the student for their subject and also try to utilize the journals subscribed
13	Restriction on student entry into faculty cabin	All the faculty	No student should enter into the faculty cabins	For any type of communication student should mail the faculty for support
14	Mentor Hour in Class/Library	All the faculty	Mentor sessions	Mentor sessions to be handled in the classrooms/Library
15	Exam Section Communication	Exam Section Incharge	No entry to Exam section	For type of quires should approach the exam section through mail. Immedaiatlet circular will be released and informed to all the students



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### Department Meeting

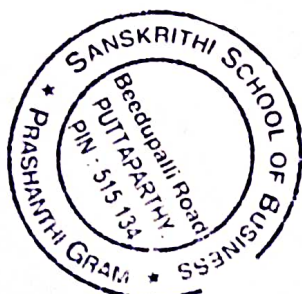
18<sup>th</sup> Mar, 2023 TIME: 4.00 PM to 5.00 Pm

### Members Present

FACULTY NAME	Designation
Dr. M. BalaKoteswari	Dean Academics & Principal
Mrs.E.Prashanthi	HOD & Associate Professor
Dr.T.Venkateshan	Vice Principal
Mr.Ranganatham	Assistant Professor
Ms.D.Pranavasree	Assistant Professor
Mrs.Nelofar	Assistant Professor
Mr.Lingamaiah	Assistant Professor

### Agenda for the Meeting:

1. I & III sem course files attendance registers
2. NAAC work update
3. Upcoming sem workload
4. Event file/Guest lecture documentation
5. Sai prudent status
6. Placements update
7. Faculty online course
8. Upcoming semester action plan



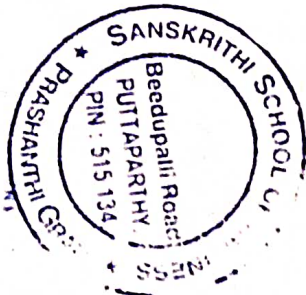
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S.No	Subject /Action	In-Charge	Status	Action required
1.	I & III sem course files attendance registers	All the faculty	Almost all the faculty have submitted	Pending files will be submitted as soon as possible by Dr.D. Rajesh Babu, V.Ranganatham & Dr.A.Srinivasan
2	NAAC work update	Dr.T.Venkatesan Dr.D.Rajesh Babu Mr.Ranganatham	3 <sup>rd</sup> criteria complted	4 <sup>th</sup> Criteria allotted and all the faculty teams working on that
3	Upcoming sem workload	All the faculty	New Faculty Amaala And Ramsheshu will be allotted in the time table	New Time table will be prepared with the dean madam inputs
4	Event file/Guest lecture documentation	All the faculty	Updated	For IWD with few modification it will be updated soon
5	Sai prudent status	E.Prashanthi	1500 registrations till now	Telecalling and whatsapp marketing is on going
6	Placements update required - students feedback	Mrs.Nilofar	Coordinating	Followup with the students and coordinating with dean madam
7	. Faculty online course	All the faculty	Every faculty should enrol for one online course	Next week faculty should give the course which they have enrolled
8	Upcoming semester action plan	All the faculty	<b>Club coordinator</b> HR Club- V.Ranganatham Marketing- Dr.A.Sriniavasan ED – Prashanthi/Pranavasree Finance- Dt.T.V/Remashesu <b>Project coordinators</b> I Year – Ranganatham II Year – Dr.A.Srinivasan	Concerend faculty should submit the action plan for upcoming semester



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### Meeting

February 8th 2022 TIME: 09:00PM to 10:00AM

### Attendees

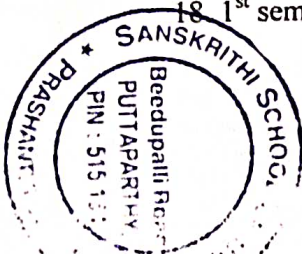
FACULTY NAME	Designation	Signature
Dr. M. Bala Koteswari	Dean Academics & Principal	
Dr.T.Venkatesan	Associate Professor & HOD	
Dr. D. Hemanth	Assistant Professor	
Prof. D.Pranavasree	Assistant Professor	
Prof.E Prashanthi	Associate Professor	
Prof.Lingamaiah	Assistant Professor	
Prof.D. Jayanandini	Assistant Professor	
Prof. Thimmaiah Chinappa	Assistant Professor	
Ms. Vijayalakshmi	English Trainer	

### Agenda for the Meeting:

- 1st sem class work progress - 1st sem subject teachers
2. 3rd sem class work progress - 3rd sem subject teachers
3. Placement training sessions update - trainers
4. 3rd sem Miniproject presentations update - Coordinator
5. Matribhasha Diwas and Voters awareness program execution update- coordinator
6. Placements update - Hemnath coordinator
7. Admissions update - Coordinator
8. JNTUA Microsoft courses program update - HOD
9. AICTE-KARMA-Vidyanjali - faculty volunteers - Update
10. International conference 2021/2022- Coordinators
11. Savyasaachin - MT's selection plan
12. Mentors report
13. Student discipline- Dress code
14. Business Sagas publication - update
15. Research Colloquium update – HOD
16. 1<sup>st</sup> Mid term exam question papers – 3<sup>rd</sup> sem subject teachers
17. Department File updation – All coordinators
18. 1<sup>st</sup> sem Internships – Nominating new coordinator

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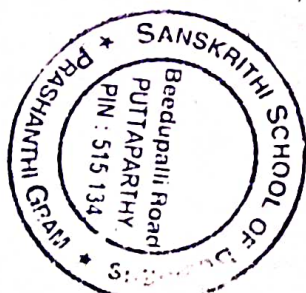




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1	1st sem class work progress	All subject teachers	Towards completion of 1 <sup>st</sup> unit	As admissions are still in progress, teachers should keep in mind the new joinees and summarize the concepts for them separately. Attendance need to be maintained by the individual subject teachers till the final student list is freezed. Tracking of the students is mandatory.
2	3rd sem class work progress	All subject teachers	1 and half units are over across the subjects.	Ensuring student attendance and regular assignments and seminars should be conducted in the respective subjects
3	Placement training sessions update	All Trainers	Aptitude, Softskills and Communication training sessions are in progress	All skill LSRW need to be practiced by students including cursive writing. Weekly reports need to be submitted to HOD along with the action plan for semester. Paper pencil test is mandatory.
4	3rd sem Miniproject presentations update	Coordinator – Ranganatham sir	Students completed the presentations on 07.02.22. Many students were asked to redo the presentations as they were not up to the mark	All students should duly complete their presentations as per the prescribed guidelines by Dept. Report need to be submitted.



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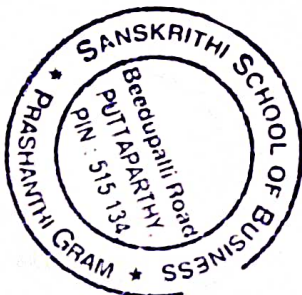




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5	Matrihasha Diwas and Voters awareness program execution update- coordinator	Coordinator - DR. Hemnath	Need to plan	Need to encourage students to participate in the events floated by AICTE and JNTUA and submit report
6	Placements update	Coordinator - DR. Hemnath	WIPRO and BYJUS's are in pipeline. For ANZ Bank students will be registering	Need to submit the list of registered students
7	Admissions update	Coordinator – Prof. Prashanti	Spot admissions data yet to filled	Shall communicate to APSCH to sort out the issue
8	JNTUA Microsoft courses program update	Coordinator	List of students and faculty were submitted to JNTUA for the courses	Shall wait for further communication
9	International conference 2021/2022	Coordinators	2021 ISSN publication is done and communicated to the paper contributors.  2022 conference brochure is getting ready from design team	Need to market the conference and get good quality research papers. Faculty can propose Conference speakers and sessions chairs
10	Savyasaachin - MT's selection plan	Coordinator	Shall wait to close the admissions list	Start the selection process soon after the students list is freezed



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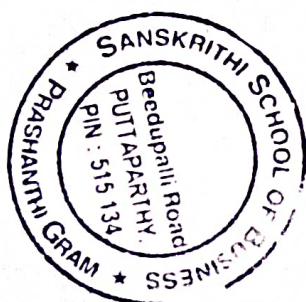




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11	Mentors report	All mentors of 3 <sup>rd</sup> sem mentees	Few mentees are not being regular even after repeated follow-up	75% attendance is mandatory for attending the 1 <sup>st</sup> mid term examination. Pls inform mentees
12	Student discipline- Dress code	HOD	1 <sup>st</sup> sem are new to campus, need to orient them with dress code	Circular need to be released to state that all days formals from Monday to Friday. Plain shirt. Tuck-in and shoes are mandatory for boys. Saturday they can wear casuals (Collar T-Shirts). Any guest lectures, placement drives, presentations students should wear formals. Students shall be receiving their uniforms shortly.
13	Business Sagas publication - update	Coordinator	Waiting to hear from publisher	Need to follow-up and complete
14	Research Colloquium update	HOD	Shall be conducted every week Friday from 3:40 PM to 4:30 PM	Every faculty member need to present their research area before the faculty team for inputs
15	1 <sup>st</sup> Mid term exam question papers	Exam cell in-charge	Circular is shared with students about the commencement of 1 <sup>st</sup> mid-term examination from 14 <sup>th</sup> to 17 <sup>th</sup> Feb for 3 <sup>rd</sup> sem students. Communication is sent to all faculty to submit the question paper by 11 <sup>th</sup> Feb.	Teachers need to submit their question paper in time



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16	Department File updation	All Coordinators	Soft copies of reports of events were submitted	Hard copy need to filed by respective coordinators by EOD tomorrow.
17	1 <sup>st</sup> sem Internships – Nominating new coordinator	Coordinator	Need to have a faculty coordinator to initiate internships for 1 <sup>st</sup> sem	Prof. Rajiv Chinappa sir will be the coordinator to initiate and shall report in the next faculty meeting on progress.



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### Meeting

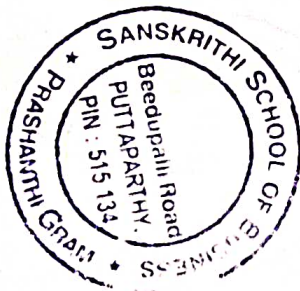
August 23<sup>rd</sup> 2021 | TIME: 04:00 PM to 05:00 PM

### Attendees

FACULTY NAME	Designation	Signature
Dr. M. Bala Koteswari	Dean Academics & Principal	
Dr. T. Venkatesan	Associate Professor & HOD	
Prof. D. Pranavasree	Assistant Professor	
Prof. E. Prashanthi	Assistant Professor	
Prof. D. Hidayathunnisa	Assistant Professor	
Prof. Lingamaiah	Assistant Professor	
Prof. V. Ranganatham	Assistant Professor	

### Agenda for the Meeting:

1. Admission 2021 action plan - coordinator
2. Intl Conference 2021 publication update
3. 1st and 4th sem course files and attendance register submission
4. Files updating post audit
5. Placement update
6. R&D update - all faculty- research papers- PhD work progress- PhD registration progress- project application
7. IBM SKILLBUILD update from mentors
8. Prerequisites for applying leave.



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### Details of Discussion as per the above agenda points

S.No	Subject /Action	In-Charge	Status	Action required
1	Admission 2021 action plan – coordinator.	E. Prashanthi	In-Progress. For Non AP Saiprudent students, telecalling is made to conduct online interview. 25 <sup>th</sup> August 2 PM schedule is fixed as date and time. 11 students had given consent to attend the interview	<ul style="list-style-type: none"><li>✓ ICET online coaching is going to start from 6<sup>th</sup>-15<sup>th</sup>.</li><li>✓ Online Mock test going to conduct on 9<sup>th</sup> and 16<sup>th</sup>.</li><li>✓ AP Sai prudent (i.e., in A.P) going to start from 1<sup>st</sup> sept 2021 as UG exams will end by that time.</li></ul>
2	Intl Conference 2021 publication update.	Rajesh Babu	In-Progress	<ul style="list-style-type: none"><li>✓ ISBN is ready processed and going to publish within a week. Design team is getting the front pages ready</li><li>✓ ISSN work in progress. Shall complete publication by Oct 1<sup>st</sup>.</li><li>✓ For ISSN each faculty member requested to give one research paper for faculty publication.</li></ul>



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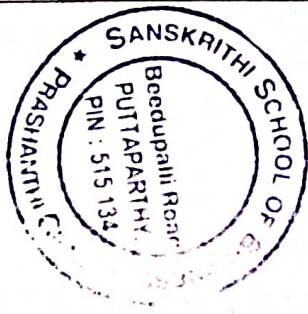
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3	1st and 4thsem course files and attendance register submission.	All Mentors	In-Progress	<ul style="list-style-type: none"><li>✓ Course files and attendance register need to be submitted by all subject teachers latest by Friday (i.e., 27<sup>th</sup> august 2021).</li></ul>
4	Files updating post audit.	All Coordinator	In-Progress	<ul style="list-style-type: none"><li>✓ Need update the files as per the audit feedback</li><li>✓ Need to submit lab manuals on 24/08/2021.</li></ul>
5	Placement update.	Coordinator	In-Progress	<ul style="list-style-type: none"><li>✓ High Radius, joy Consultancy, Bajaj housing finance placement drives need to follow up. Student database is already shared with the above companies. Waiting for drive</li></ul>
6	R&D update - all faculty- research papers- PhD work progress- PhD registration progress- project application.	All Faculty	In-Progress	<ul style="list-style-type: none"><li>✓ Those who are not register for PhD need to make registration for PhD.</li><li>✓ All faculties requested to submit research paper.</li><li>✓ Project proposals should be prepared by faculty with the guidance of HOD</li></ul>



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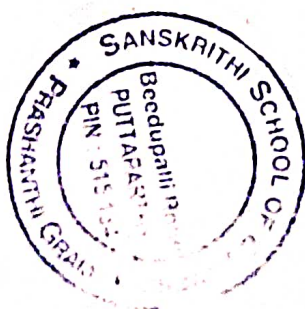


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7	IBM SKILLBUILD update from mentors.	All Mentors	In-Progress	<ul style="list-style-type: none"><li>✓ At least one module should ready before 28<sup>th</sup> august, 2021.</li><li>✓ All mentors need to follow up.</li></ul>
8	Prerequisites for applying leave.	All Faculty	Prerequisites	<ul style="list-style-type: none"><li>✓ Any of the faculty is applying for leave more three days need to take permission before a week.</li><li>✓ Faculty need to complete the assigned task before going on leave even if the leave is approved</li><li>✓ In case of communication from exam section/HOD/ Principal, faculty should respond to the call even in leave</li></ul>

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### Meeting

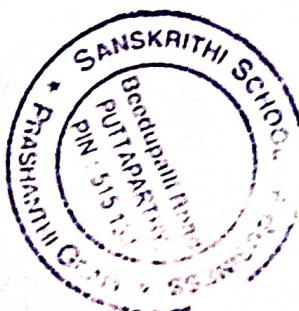
23<sup>rd</sup> Nov, 2022 TIME: 1.00 Pm to 2.00 Pm

### Attendees

FACULTY NAME	Designation	Signature
Dr. M. BalaKoteswari	Dean Academics & Principal	
Dr.T.Venkatesan	Vice Principal	
Mrs.E.Prashanthi	HOD & Associate Professor	
Dr. Srinivasan	Professor	
Dr.D.Rajesh Babu	Assistant Professor	
Mrs.Nelofar	Assistant Professor	
Mr.Lingamaiah	Assistant Professor	

### Agenda for the Meeting:

1. Mentors Speakers Club & Time Table revision
2. Social Media Post
3. Video Lectures
4. I Sem Answer Scripts
5. Guest lecturers filing
6. Kalpatharu Report
7. Add on Course Certificates



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S.No	Subject /Action	In-Charge	Status	Action required
1.	Mentors Speakers Club & Time Table revision	All the faculty Mentors	Last hour in the time table should be replaced with Mentors Speakers Club	Each and every mentor should focus on the development of mentees Communication skills. Regular monitoring of all these classes will be done by the Dean Madam
2	Social Media Post	All the faculty	Daily 1 <sup>st</sup> hour Social media should be shared to the students	Requesting the faculty who are talking 1 <sup>st</sup> hour to encourage the students to follow/like/share SSB Social media posts daily. So that we can reach out to the students
3	Video Lectures	All the faculty	One video lecture by all the faculty	All the faculty should submit 10-15 Min subject video on or before 31 <sup>st</sup> Dec, 2022
4	I Sem Answer Scripts	All the Faculty	I Sem Answers scripts correction	All the subject faculty should submit the Answer scripts to the I Years on Monday i.e 26 <sup>th</sup> Dec
5	Guest lecturers report filing	Guest Lecture coordinator	Reports Submission is pending	All the completed guest lecture files should be prepared and filed in the concerned file by Dr. Rajesh babu



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6	Kalpatharu Report	Mr.Ranganatham	Report need to submit to JNTUA	As per the orders from JNTUA Kalpatharu report should be prepared and submit to the JNTUA as early as possible
7	Add on Course Certificates	All the mentos	<ul style="list-style-type: none"><li>Collect the hardcopies of ADD on courses and other certificates achived by the students</li></ul>	ALL the mentors should collect the hardcopies of Add on courses and other certifications from mentees and file it in the department.



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## SANSKRITHI SCHOOL OF BUSINESS

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Beedupalli Road, Prasanthigram, Puttaparthi, Sri Sathya Sai District – 515 134.

### Meeting

26th April 2022 TIME: 04:00 PM to 05:00PM

### Attendees

FACULTY NAME	Designation	Signature
Dr. M. BalaKoteswari	Dean Academics & Principal	
Dr.T.Venkatesan	Associate Professor & HOD	
Prof.Lingamaiah	Assistant Professor	
Prof.D.Jayanandini	Assistant Professor	
Prof. Prashanthi	Associate Professor	
Dr. Rajesh Babu	Assistant Professor	
Prof. Pranavasree	Assistant Professor	
Prof. Ranganatham	Assistant Professor	

### Agenda for the Meeting:

1. Academics update - 1st and 3rd sem - Action plan for good results - HOD
2. Mentors update on mentees - 1st and 3rd sem– Midterm evaluation
3. Industrial visit for 1st sem
4. Online saiprudent exam - coordinator
5. Intel conference - Publication update - coordinator
6. Placements update - coordinator
7. Exam cell - update on activities - deadlines
8. NAAC work - update
9. Students participation in external events filing - coordinator
10. APSCHE best student's nomination – HOD
- 11.e-content for subjects – JNTUA requirement
12. Attendance registers and Course file submission – 1<sup>st</sup> and 3<sup>rd</sup>sem



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S.No	Subject /Action	In-Charge	Status	Action required
1	Academics update - 1st and 3rd sem - Action plan for good results - HOD	HOD	Syllabus is completed and university examinations are commencing from 28 <sup>th</sup> April. Support required for subject teachers 1 <sup>st</sup> sem syllabus is completed, revision and question paper discussion is in progress	Material need to be resend to the students again and mentors need to monitor the performance  Accounts and statistics papers, teachers need to spend extra time with students on practice and provide model questions and discuss
2	Mentors update on mentees - 1st and 3rd sem	Mentors	Daily all mentees and meeting the mentors	Any specific issues with mentors should be escalated to HOD sir ASAP to take necessary action
3	Industrial visit	Coordinator – Dr.Hemnath	Planning in progress, wrote to KMF and Toyota for permitting 1 <sup>st</sup> year MBA on 7 <sup>th</sup> May.	Need to follow up and plan
4	Online saiprudent exam	Coordinator – Dr.Hemnath	Exam is scheduled on 1 <sup>st</sup> May at 10 AM to 12 Noon. Exam link shall be shared with the registered candidates on the day of exam at 9:45 AM.	Need to ensure that exam is conducted smoothly with maximum participation



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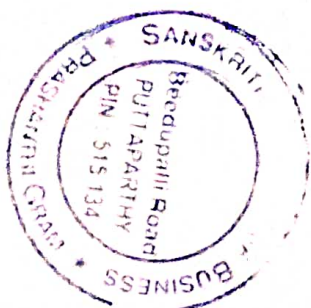




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5	Intel conference	Coordinator – Prof. Prashnathi	ISBN number will be given shortly helping for publication and Journal paper publication, segregating the papers as per the author choice is made and papers were sent for review	Need to complete the work ASAP as per the plan
6	Placements update	Coordinator – Prof. Rajeev	<p>EUCLID Innovations pvt ltd. Completed the drive and 12 students are selected</p> <p>Aceline company has conducted the interviews</p> <p>Paid internship opportunities Allied Analytics – 9 Agile capital services – 9 Intershala – 3 Event Beep - 62</p>	<p>Need to update the placement data and also ensure the group photos of students company-wise is maintained.</p> <p>Datasheet for internships need to maintained and students need to cater time for the internships after the college hours as already informed to them. They should take up one internship at a time</p>
7	Exam cell	Coordinators Lingamaiah Prof. Jayanandini	<p>Mid term marks for 3<sup>rd</sup> sem were uploaded on 23<sup>rd</sup> and filed.</p> <p>1<sup>st</sup> sem midterm marks uploading deadline is 9<sup>th</sup> May</p>	Need to keep track of deadlines and submit the marks in time



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8	NAAC work	Coordinators	Data discussed as per the earlier meetings is submitted	Shall check and get back in case of revised formats/data etc
9	Students participation in external events filing	Dr. Rajesh, Dr. Hemnath	Collecting the data and supporting documents from students	Need to complete it ASAP as there is no data filed in the dept
10	APSCHE best students nomination	Dr. Rajesh	6 students are applying in the 3 categories	All the data required to be uploaded by students need to be monitored and guided personally by the coordinator to avoid any errors
11	e-content for subjects –	HOD	All the faculty has given their subject choice to make the e-content and same has been filled in the google form from HX mail	Need to wait for further communication
12	Attendance registers and Course file submission	All subject teachers	In-progress	All the faculty should submit the 3 <sup>rd</sup> sem course files and attendance registers by 4 <sup>th</sup> May to the dept office without fail.



Dr. Balakrishnan

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