IQAC Meeting

23rd September 2020 | TIME -3.30 PM | PLACE: SSB Principal Chamber

Members

FACULTY NAME	Designation/Department	Signature
Prof.P.Narayana Reddy	Group Director, SGI	
Dr. M. Bala Koteswari	Dean Academics & Principal	
Dr.R.Lilabeswara Singh	Associate Professor	
Dr.K.Rajendra Prasad	Associate Professor	
Mr.D.Hemanath	Assistant Professor	
Mrs.E.Prashanthi	Assistant Professor	
Mr.V.Ranganatham	Assistant Professor	
Ms.Pranavasree	Assistant Professor	

Agenda for the Meeting:

1. Academic activities
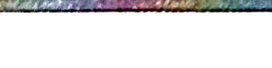
2. R&D activities

3. Teaching and learning process enhancement

4. Student feedback discussion

5. NAAC

6. Student performance

7. Co-curricular and extra-curricular activities

8. Placement and Training
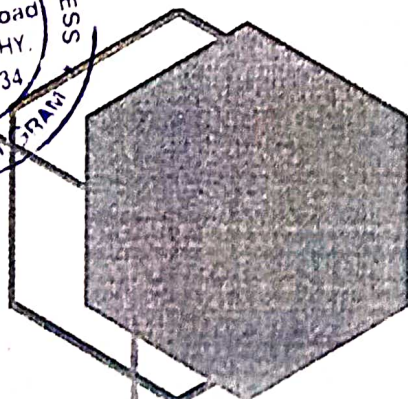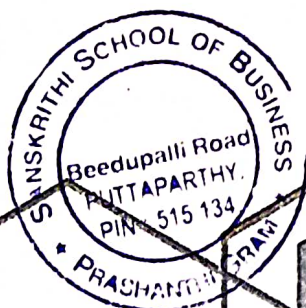
PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

Minutes of IQAC Meeting

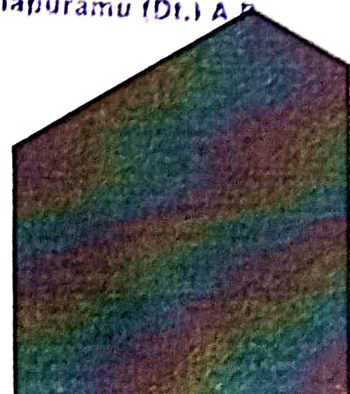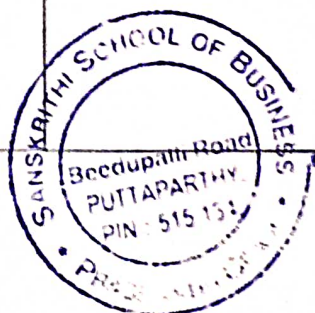| S.No	Subject /Action	In-Charge	Status	Action required
1	Academic activities	Faculty members	Academic activities like classes are happening online as per the planned time table. Students attendance is being tracked regularly	With the directions of JNTUA, online classes should continue without any interruption and should follow the academic calendar.
2	R&D activities	Research Coordinator/HOD	Faculty are publishing papers and presenting in conferences too	All faculty should focus on publishing papers in quality journals and attending/participating in conferences of good reputation. Faculty who are yet to register for PhD should enroll ASAP Workshops/Seminars/MDP's/FDP's should be attended by faculty regularly as all the programs are happening virtually and its an opportunity to learn
3	Teaching and learning process enhancement			As per the planned time table all the faculty should engage the students and ensure the student participation. Following materials need to be shared by all faculty and ensure quality in teaching 1. Unit-wise study material/scanned copies/PDF 2. Unit-wise PPT 3. Video lecture by IIT/NPTEL/e-patshala lectures Conduct quiz/assessment at least 1-2 in a week

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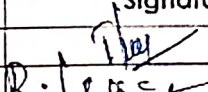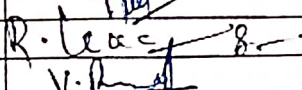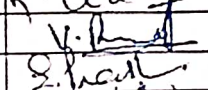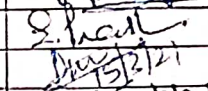|				
4	Student feedback discussion	Mentors/HOD	Regular feedback from students is taken by mentors and class committees meetings were conducted by HOD	Feedback has to be specifically taken on individual faculty and quality of teaching. Feedback should be conveyed by HOD to the concerned faculty constructively. Feedback should focus on quality improvement of teaching learning process
5	NAAC	Coordinators	Work is in progress by the coordinators	Data collection should fast up and proper supporting documents should be gathered.
6	Student performance	All faculty members	Online tests, assessments are in progress	All faculty members should ensure that students understand the concepts and necessary reading material should be provided, clarification sessions need to be conducted by respective subject teacher
7	Co-curricular and extra-curricular activities	Club heads	Because of online classes club activities are not very much active	All club heads need to conduct their activities online as it brings participation of students
8	Placement and Training	Coordinator	Placements for 2020 batch has completed and online classes for the next batch is in progress	Communication training and soft skills training classes need to be taken very seriously by students. Trainers need to follow systematic structure in delivering the training

Signature of HOD

Signature of Principal

Dr Balakoteswad
PRINCIPAL
Sanskrithi School of Business,
Beedupalii Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

IQAC Meeting

15th March 2021 | TIME – 4:00 PM | PLACE: SSB Principal Chamber

Members

FACULTY NAME	Designation/Department	Signature
Dr.T.Venkatesan	Associate Professor & HOD	
Dr.R.Lilambeshwar Singh	Associate Professor	R. lea 8
MR.V.Ranganatham	Assistant Professor	
Mrs. E. Prashanthi	Associate Professor	
Ms. D.Pranava Sree	Assistant Professor	
Ms. S.Jaya Nandini Devi	Assistant Professor	

Agenda for the Meeting:
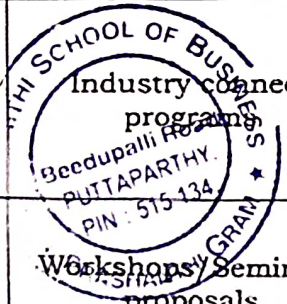
1. Research funding opportunities
2. Extra-curricular activities
3. Academic Activities
4. Mentoring
5. Industry connect programs
6. Workshops/Seminars proposals
7. Quality enhancement in examination cell
8. NAAC
9. Sai Prudent Scholarship exam
10. Semester Results and feedback
11. Student participation in external events
12. Training
13. NPTEL courses as value-added courses

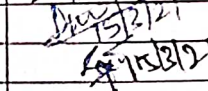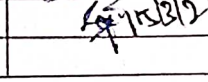DY - Bala Ketesoo
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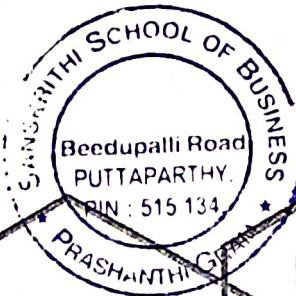| S.No	Subject /Action	In-Charge	Status	Action required
1	Research and funding opportunities	Coordinator	Applying for AICTE-ATAL	Research proposals should address the concepts of social relevance and make quality proposals in order to attract the funding agencies
2	Extracurricular activities	Coordinator	NSS activities and community engagement activities are being conducted especially on COVID pandemic awareness	Students should be motivated to work for social cause hand in hand with their academics. Quality of the students also depends on their orientation towards social issues around them and their efforts to address them
3	Academic Activities	HOD	Following the JNTUA calendar class work is being conducted where enough weightage is given to spoken English and soft skills. Co-curricular activities like HR Club, Marketing Club, Finance Club, Case Study Club, ED club heads are conducting activities bringing live situations from theory to practice	Students' involvement and participation will make great difference in the academic activities and take leadership in conducting
4	Mentoring	All faculty members/Mentors	Mentoring sessions are in progress according to time table and meetings are happening as and when required	Mentors needs to focus on specific needs and issues of mentees along with discipline and regularity. Maintain documentation of progress
5	Industry connect programs	Coordinator	Webinar, workshops and seminars are being conducted regularly and documented	
6	Workshops/Seminars proposals	Coordinator	Proposal are ready and submitted for approval	Need to focus on quality of the programs conducted, as in good resource persons and external

Dr. Balakteswn
PRINCIPAL
Sai Sruthi School of Business
Beedupalli Road, Puttaparthram,
PUTTAPARTHI-515 134,
Anantapuramu.(A.P)

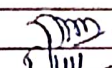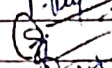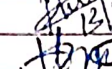|			participation should be encouraged
7	Quality enhancement in examination cell	Exam cell in-charge	Process is in place	Need to revamp the guidelines of functioning as fine tuning is required. Faculty coordinator shall be appointed as exam coordinator to collect the question paper, conduction of exams, allotting the invigilation duties etc. Proper guidelines need to circulated to the faculty who are acting as invigilators
8	NAAC	Coordinator	Criteria wise work is distributed and faculty coordinators are working on it	Need to ensure the quality parameters while gathering the data for all the metrics
9	Sai Prudent Scholarship exam	HOD	Planning is in progress	All faculty shall ne playing their role in coordinating the event as this is a flagship event for SSB. This exam gives opportunity to deserving students to study MBA free with us.
10	Semester Results and feedback	HOD	Students have performed well	All the subject teachers need to work for 100% results
11	Student participation in external events	HOD	Students are participating in the events conducted by SSB very actively	Students need to get exposure by participating in external events, competitions, FESTS, Conferences, Seminars etc
12	Training	P&T Coordinator	English training, Soft skills training and Aptitude training are in progress for all students	Focused training need to the objective which are company specific by discussing their assessments etc
13	NPTEL courses as value-added courses	HOD		Students need to be encouraged to enroll selected courses enrolling in the NPTEL courses which will complement with their specializations and industry required skills

Dr Balakoteswl

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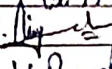Sanskrit School of Business
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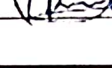PUTTAPARTHI - 515 134,
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Signature of HOD

Signature of Principal

IQAC Meeting

13th September 2021 | TIME – 4:00 PM | PLACE: SSB Principal Chamber

Members

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. Intl Conference 2021 publication
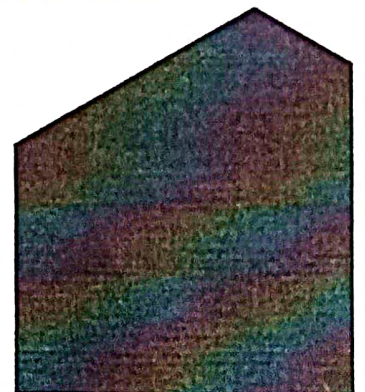2. Semester end course files and Attendance registers audit
3. File audit report
4. Placement update
5. Funding/Project Proposals/Research Colloquium Plan
6. MOU's
7. SPICES-ED Club activity
8. FDP – Peanmind.in – MOU partner
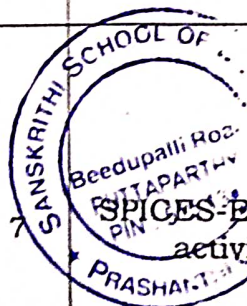9. Quality project work and internships

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S.No	Subject /Action	In-Charge	Status	Action required
1	Intl Conference 2021 publication	Coordinator – Dr. Rajesh Babu	Work is in progress to publish ISBN and ISSN	Look for quality publication. Quality of the paper with Plagiarism check should be mandated.
2	Semester end course files and Attendance registers audit	HOD	Audit report is presented and faculty have updated the respective course files in the given format	Online material need to be shared with students.
3	File audit report	HOD/Event Coordinators	Filing is completed	All the faculty coordinators who are coordinating various activities need to submit their hard copy report on event in the prescribed format the next day of the event and soft copy to be submitted with their weekly reports
4	Placements	Coordinator	In-progress	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
5	Funding/Project Proposals/Research Colloquium Plan	Dr.T.Venkatesan	Funding proposals applied a total of 5 in this 2021-2022 academic year.	Identified AIMS for research proposal and in process of application
6	MOU's	Coordinator	In order to connect with the industry and bridge the gap, MOU's were signed with SKILLING INDIA TSILICON PEAKMIND.IN INDIASPARK	Indiaspark – IBM skill build will be value addition for students. Microsoft programs are also coming up. Need to motivate the students to utilize the opportunities
7	SPICES-ED Club activity	Coordinator	We have received grand of 1 Lakh from AICTE for SPICES club. Conducting activities, B-plan competition for the students across India. Business Sagas – Entrepreneurs journey book is going to come out with the success stories of	

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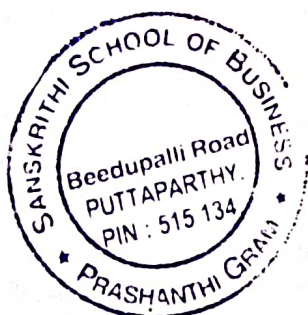PUTTAPARTHI - 515134,
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			rural entrepreneurs	
8	FDP – Peanmind.in – MOU partner	Coordinator	To help our faculty to over come stress and keep good mental health, our MOU partner Peakmind.in is organizing online wellness session	Faculty should participate and get benefit out of such programs
9	Quality project work and internships	Coordinator	Project work is in progress and every semester students are encouraged to do internships to enrich their knowledge in working skills	Quality of the project need to be given priority. Mentors/guides need to spend quality time with their project students on helping them understand the importance of project work in their career

Signature of HOD
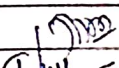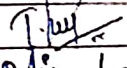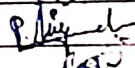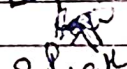
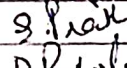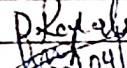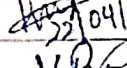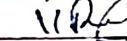Signature of Principal

Dr Balakdeswar

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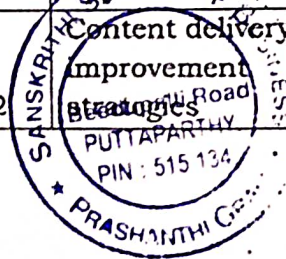
IQAC Meeting

22ndApril 2022 TIME: 09:30 AM to 10:30AM|

Attendees

FACULTY NAME	Designation	Signature
Dr. M. BalaKoteswari	Dean Academics & Principal	
Dr.T.Venkatesan	Associate Professor & HOD	
Prof.Lingamaiah	Assistant Professor	
Prof. .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. NAAC Provisional Application
2. Content delivery – improvement strategies
3. R&D Activities
4. Placements and Training5. Community Engagement Programs/NSS activities update
6. Online programs/activities for students
7. Mentoring
8. MOU partners
9. AICTE – KARMA program
10. ACITE mandatory disclosures

S.No	Subject /Action	In-Charge	Status	Action required
1	NAAC Provisional Application	Principal/HOD/Faculty coordinators	Shared the application and metrics	Qualitative and quantitative metrics shall be allotted to each faculty for gathering the data ASAP. Completed academic year data to be considered while compiling the data
2	Content delivery – improvement strategies	All faculty members	Lecture method, PPT presentations, Case studies, seminars by	With the changing generation we can introduce new methods

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Ananthapuramu (Dt.) A.P.

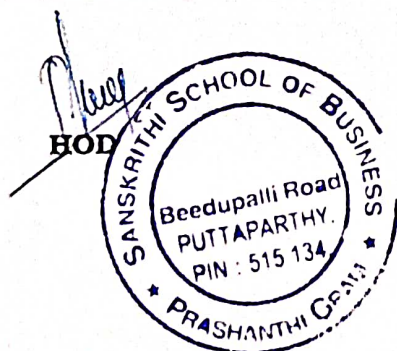|			students are in practice by all faculty	of teaching going with the interest of students like peer learning, digital tools in giving assessments etc. which faculty can propose and use in their classes
			Conference 2022 is scheduled on 25th and 26th of March focussing on Sustainable Development. ISBN as well as paper publications in ABDC journals is in planning	Conference coordinator shall take the responsibility of coordinating the program well with the support of the faculty team.
			IPR KAPILA program of AICTE is coordinated by Prof. Chinnappa who will file the IPR before 18th April	IPR registration process and details should be shared with the dept soon by coordinator
3	R&D activities	HOD/Coordinator	MBA students are encouraged to present and publish their papers in the conference	Mentors should look into the quality of the papers
4	Placements and Training	Placement Coordinator Trainers	Placement 2022 are in progress. As on date 25 students are placed out of 87. Still companies are lined up for drives. Training in English, Soft skills and Aptitude in in progress	Placement coordinators should ensure that resumes of students are updated with internships/certifications etc All trainers should focus on company specific requirements to train the students
5	Community Engagement Programs/NSS	Coordinator	Events for the calendar year 2022 are identified to celebrate	Engage students in various community development programs.

Dr. PUNCHRAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.

	activities update		various NSS activities.	All the programs need to be documented
6	Online programs/activities for students	Coordinator	APSCHE Championship, Microsoft skilling program are in progress	Need to encourage students to participate in all the online programs communicated by JNTUA, AICTE and APSCHE
7	Mentoring	All faculty mentors	Daily updates and reporting is maintained by all mentors	All round development of the students should be focussed, Advanced, average and slow learners should be tracked by the mentors and inform the subject teachers for necessary action
8	MOU partners	Coordinator	London School of Digital Business signed MOU with us to help students for career in Digital Marketing. Webinar will be conducted on 24rth March	All MOU's should be functional, need to conduct activities and focus on student development
9	AICTE – KARMA program	Coordinator	ACITE Program KARMA partnering with institutions who would provide resources for conducting vocational courses under Model 3	All faculty who have registered under this program should do the needful as per the communication from AICTE
10	ACITE mandatory disclosures	HOD/Coordinators	As a part of AICTE Approval process for 2022-23, all mandatory disclosures should be a available in college website. Work is in progress	Need to complete the work with the updated information

HOD

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PRINCIPAL
Sanskrithi School of Business,
Beedupalli Road, Prasanthigram,
PUTTAPARTHI - 515134,
Ananthapuramu (Dt.) A.P.