

SRI VENKATESWARA COLLEGE (UNIVERSITY OF DELHI)

EVENT REPORT

| DATE | DEPARTMENT | COMMITTEE/SOCIETY | COORDINATORS' NAME |
|--|---|---------------------------|--|
| 19/05/2023 | - | Criterion 6 IQAC, SVC | Prof. Swarn Singh Coordinator |
| | | | Dr. Pooja Gokhale Sinha Dr. Shantanu Mandal Co- Coordinators |
| TIME | VENUE | NUMBER OF PARTICIPANTS | NATURE: Outdoor/Indoor; online/offline/hybrid |
| 2:30 PM - 4:00 PM | Seminar Hall, Durgabai Deshmukh Block, SVC | 70 | Indoor |
| FINANCIAL SUPPORT/ASSISTANCE (if any): | IQAC, Sri Venkates | wara College | • |

BRIEF INFORMATION ABOUT THE ACTIVITY

| TOPIC/SUBJECT OF THE ACTIVITY | Orientation of Newly Appointed Non-Teaching Staff |
|-------------------------------|---|
| OBJECTIVES | An orientation session of the newly appointed 55 non-teaching staff was conducted by the IQAC of the college. The meeting oriented the members towards the requirements of NAAC and a general code of conduct in the college, working environment and about the lab protocols. Different teacher in charge of the respective Departments orients about their lab protocols and encouraged them to work systematically. All newly appointed non-teaching staff introduced themselves. |
| METHODOLOGY | A meeting cum interaction session of 55 newly appointed non-teaching staff was conducted in the Seminar Hall of Durgabai Deshmukh Block of the college. All the members were welcomed by Prof. Swarn Singh, Coordinator, IQAC. Prof C. Sheela Reddy, Principal, SVC interacted with the members and briefed them about the general functioning of the college, and highlighted the role of non-teaching staff. She informed the members about the Professional Code of Conduct and Ethics, and highlighted the importance of discipline. She also emphasized on the working |

| INVITED SPEAKERS WITH AFFLIATION DETAILS (IF ANY) | environment of the college and the importance of coordination between the members. Different teacher in charge of the respective Departments orients about their lab protocols and encouraged them to work systematically. All the newly appointed non-teaching staff introduced themselves. Prof. C. Sheela Reddy, Principal, Sri Venkateswara College Prof. Swarn Singh, IQAC Convener, SVC Dr. Pooja Gokhale Sinha, Representative, Criteria VI, IQAC, SVC |
|---|--|
| OUTCOMES | Non-teaching staff were oriented towards the general functioning of the college, the code of conduct, and about their roles and responsibilities. All the members got to know about other non-teaching staff joined in other departments. |

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

| 1 Notice & Letters | 2 Number of Participants & Name of participants ✓ | 3 Video clip | 4 Photos | 5 Feedback Form & analysis |
|--------------------------------|---|--------------------------|---|-------------------------------------|
| 6 News clip with details | 7 Sample Copy of the Certificate | 8 Posters/ Invites | 9 Event report Attested by Event Coordinator & IQAC Coordinator | 10 Any other document MoU document |

| IQAC Document No: IQAC Document No: | Criterion No: VI, VII |
|-------------------------------------|---------------------------|
| IQAC/SVC/2022-2023/31 | |
| Departmental file no: SVC/2022-23 | IQAC file No: SVC/2022-23 |

| NAME OF TEACHER | NAME OF HEAD/ COMMITTEE | IQAC COORDINATOR (SEAL & |
|----------------------------|-------------------------|--------------------------|
| & SIGNATURE | INCHARGE & SIGNATURE | SIGNATURE) |
| Dr. Pooja Gokhale Sinha | Prof. C. Sheela Reddy | Prof. Swarn Singh |

For Reference

| Criterion I | Curricular Aspects (planning & | Criterion V | Student Support & Progression |
|---------------|---------------------------------------|----------------|---------------------------------------|
| | Implementation) | | |
| Criterion II | Teaching Learning & Evaluation | Criterion VI | Governance <u>√</u> |
| Criterion III | Research, Innovations & Extension | ✓Criterion VII | Institutional Values & Best Practices |
| Criterion IV | Learning Resources and Infrastructure | | |

PHOTOS



Prof. C. Sheela Reddy, Principal, SVC addressing the gathering



Non-teaching staff, Teacher in charges and IQAC VI Coordinators, SVC



Prof. Swarn Singh, IQAC Coordinator, addressing the gathering



Dr. Pooja Gokhale Sinha, Representative, Criteria VI, IQAC addressing the gathering

EVENT CERTIFICATE



CERTIFICATE

This is to certify that the Orientation Session for non-teaching staff was successfully conducted on 19-05-2023 from 10:00 am to 1:00 pm by Prof. C. Sheela Reddy (Principal SVC) and Prof. Swarn Singh (IQAC Coordinator) in physical mode and its event report has been submitted to IQAC for records.

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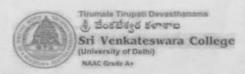
Event In-Charge

IQAC Coordinator

Coordinator, IQAC Sri Venkateswara College (University of Delhi) Dhaula Kuan, New Delhi-110021 Principal Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaula Kuan, New Delhi-110021

ATTENDANCE LIST



ATTENDANCE SHEET

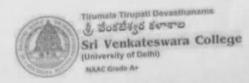
TITLE OF THE EVENT: ORIENTATION OF NON-TEACHING

DATE OF THE EVENT: 19.5.23

NAME OF THE DEPARTMENT/ SOCIETY: CRITERION, 6

NAME OF THE EVENT COORDINATOR: POW SWARN SINGH

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| 17 | VIKAS MOTLA | ST. ASSISTANT | 1-11 | 2-51- |
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TITLE OF THE EVENT: ORIENTATION OF NON-TEACHING

DATE OF THE EVENT: 19.5.23

NAME OF THE DEPARTMENT/ SOCIETY: ERITERIONG, IBAC

NAME OF THE EVENT COORDINATOR: BOOF SWARN SINGH

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