



SKR & SKR GOVT. COLLEGE FOR WOMEN, KADAPA.
(AUTONOMOUS)

Reaccredited with 'B' Grade by NAAC
Y.S.R. Kadapa District – 516001, Andhra Pradesh, India.
Affiliated to Yogi Vemana University



Dr. P. Subba Lakshumma
M.Com., M.Phil., Ph.D.
Principal

E-mail: kadapaw.jkc@gmail.com
Website: www.skrgcdwkwadp.edu.in
Established: 1973

Internal Quality Assurance Cell (IQAC)
IQAC Minutes of the Meetings and Action Taken Reports

Composition of IQAC 2018-19

S. No	Designation	Name of the IQAC Committee Members
1	Chairperson and Head of the Institution	Dr. P. SubbaLakshumma, Principal.
2	IQAC Coordinator:	Dr C. V. Krishnaveni, Lecturer in Computer Science
3	Members	Criterion I - Curricular Aspects : Dr. Shazeeya Begum, Lecturer in Urdu Criterion II - Teaching Learning and Evaluation: Dr. D. ArunaKumari, Lecturer in Zoology Criterion III - Research Innovation and Extension: Dr. B. Sudhakar Reddy, Reader in Physics Criterion IV - Infrastructure and Learning Resources: Sri. V. Sreerama Reddy, Lecturer in Commerce Criterion V - Student Support and Progression: Dr. M.V. Ramanaiah, Lecturer in Physics Criterion VI - Governance Leadership and Management: K. Madan Mohan Lecturer in Physical Education Criterion VII - Institutional Values and Best Practices: B. Yugavani, Lecturer in Botany. Controller of Examination: Dr M. Sreenivasulu, Lecturer in Commerce
4	Member from Management:	Dr. P. Saritha, Associate Professor in Business Administration, Department of Business Administration, Yogi Vemana University, Kadapa
5	Senior Administrative officer	M. Sashidhar, Senior Assistant
6	Nominee: Local Society: Students: Alumni:	Dr. P. Sasi Kala, Gynaecologist. Kum. S. Anjana Devi, III BA Smt. V. Hima Kumari, Contract Lecturer in Chemistry (Alumni)
7	Nominee from Employers/ Industrialist/Stakeholders	S V Rama Murthy, Chaitanya Chemicals, Kadapa.



P. Subba Lakshumma
Dr. P. SUBBA LAKSHUMMA
Principal

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Internal Quality Assurance Cell (IQAC)

28-06-2018

Minutes of Meeting-1

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Nomination of convenors to NAAC 7 Criteria.
2. Institutional plan of Action 2018-19
3. NAAC - Quality Indicator Framework
4. Data collection for AQAR 2018-19
5. Capacity building programmes
6. Guest Faculty

Minutes of Meeting – 1

Agenda Point No.	Decisions Taken (Resolutions)																
1	<p>Nomination of convenors to NAAC 7 Criteria: The following faculty are nominated to act as convenors of NAAC 7 Criteria mentioned below:</p> <table border="1"> <thead> <tr> <th align="center">Criteria</th> <th align="center">Name of the Convenor</th> </tr> </thead> <tbody> <tr> <td>I Curricular Aspects</td> <td>Dr. Shazeeya Begum, Lecturer in Urdu</td> </tr> <tr> <td>II Teaching, Learning and Evaluation</td> <td>Dr. D. ArunaKumari, Lecturer in Zoology</td> </tr> <tr> <td>III Research, Innovations and Extensions</td> <td>Dr. B. Sudhakar Reddy, Reader in Physics</td> </tr> <tr> <td>IV Infrastructure and Learning Resources</td> <td>V. SreeRama Reddy, Lecturer in Commerce</td> </tr> <tr> <td>V Student Support and Progression</td> <td>Dr. M.V. Ramanaiah, Reader in Physics</td> </tr> <tr> <td>VI Governance, Leadership and Management</td> <td>K. Madan Mohan, Lecturer in Physical Education</td> </tr> <tr> <td>VII Institutional Values and Best Practices</td> <td>B. Yugavani, Lecturer in Botany</td> </tr> </tbody> </table>	Criteria	Name of the Convenor	I Curricular Aspects	Dr. Shazeeya Begum, Lecturer in Urdu	II Teaching, Learning and Evaluation	Dr. D. ArunaKumari, Lecturer in Zoology	III Research, Innovations and Extensions	Dr. B. Sudhakar Reddy, Reader in Physics	IV Infrastructure and Learning Resources	V. SreeRama Reddy, Lecturer in Commerce	V Student Support and Progression	Dr. M.V. Ramanaiah, Reader in Physics	VI Governance, Leadership and Management	K. Madan Mohan, Lecturer in Physical Education	VII Institutional Values and Best Practices	B. Yugavani, Lecturer in Botany
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VII Institutional Values and Best Practices	B. Yugavani, Lecturer in Botany																
2	<p>Institutional plan of Action 2018-19: The IQAC Committee members are requested to prepare Institutional Action Plan for the year 2018-19 by incorporating all the quality initiatives for the college development and for the benefits of the students</p>																



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3	<p>NAAC – Quality Indicator Framework: The criteria based assessment forms the backbone of A&A process of NAAC. The seven criteria represent the core functions and activities of a HEI. The seven Criteria to serve as basis for assessment of HEIs are:</p> <ol style="list-style-type: none">1. Curricular Aspects2. Teaching-Learning and Evaluation3. Research, Innovations and Extension4. Infrastructure and Learning Resources5. Student Support and Progression6. Governance, Leadership and Management7. Institutional Values and Best Practices <p>The criterion-wise key indicators of NAAC are discussed with criterion wise convenors, templates are distributed to them and requested to collect the relevant information from the incharges of the departments.</p>
4	<p>Data collection for AQAR 2018-19: The Criterion wise convenors are requested to prepare criterion wise data templates within the stipulated time for AQAR 2018-19.</p>
5	<p>Capacity building programmes: All the department incharges are requested to conduct Capacity building programmes to the students to enrich their knowledge levels.</p>
6	<p>Guest Faculty Based on the workload, the Department In-charges are requested to give advertisements in NEWS papers, conduct interviews and select the candidates as guest faculty based on the performance and the guidelines for the year 2018-19 under the chairmanship of the principal.</p>

C.V. Krishnaveni
IQAC Coordinator



P. Suneetha

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1	Dr. Shazeeya Begum Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B.Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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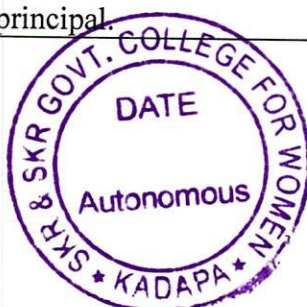
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**Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 1)**

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 28-06-2018 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Nomination of convenors to NAAC 7 Criteria: Seven faculty members are nominated for NAAC 7 Criteria to ease the process of AQAR submission.	The nominated faculty for NAAC Seven Criteria have started functioning.
2	Institutional plan of Action 2018-19: The IQAC Committee members are requested to prepare Institutional Action Plan for the year 2018-19 by incorporating all the quality initiatives for the college development and for the benefits of the students	Institutional plan of action 2018-19 prepared and implemented.
3	Criterion-wise key indicators of NAAC: The criterion-wise key indicators of NAAC are discussed with criterion wise convenors, templates are distributed to them and requested to collect the relevant information from the incharges of the departments.	The Criterion-wise indicators of NAAC are discussed with convenors and they started to collect relevant information from the departments.
4	Data collection for AQAR 2018-19: The Criterion wise convenors are requested to prepare criterion wise data templates within the stipulated time for AQAR 2018-19.	The Criterion wise convenors prepared criterion wise data templates and submitting them for AQAR 2018-19.
5	Capacity building programmes: All the department incharges are requested to conduct Capacity building programmes to the students to enrich their knowledge levels.	All the department incharges are conducting Capacity building programmes to the students to enrich their knowledge levels.
6	Guest Faculty: Based on the workload, the Dept In-charges are requested to give advertisements in NEWS papers, conduct interviews and select the candidates as guest faculty based on the performance and the guidelines for the year 2018-19 under the chairmanship of the principal.	Guest Faculty Selection Committee is formed. Selected and engaged in the departments for the academic year 2018-19 to teach the subjects to the students based on the workload by following the procedure.

C.V. Prishnaveni
IQAC Coordinator



P. Saritha Reddy
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Internal Quality Assurance Cell (IQAC)

01-08-2018

Minutes of Meeting-2

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. ICT Enabled Teaching and Learning
2. Teaching Diaries and Teaching Plans
3. Departmental Activity Register (Seminars, Field trips, Projects etc.)
4. Student Centric Programmes -Guest Lectures and Jam sessions
5. Certificate Courses
6. NAAC - QIF
7. Basic Information and Extended Profile of the Institution.
8. Academic Audit
9. Tree plantation programme
10. Any other issue

Minutes of Meeting – 2

Agenda Point No.	Decisions Taken (Resolutions)
1	ICT Enabled Teaching and Learning: All the staff members should engage Virtual classes and maintain date wise evidence and submit the same information to Sri. Ravindhra reddy JKC Mentor to send information to Commissioner of Collegiate Education, A.P., Vijayawada.
2	Teaching Diaries and Teaching Plans: The In-charges of the departments are informed that they should submit the teaching diaries and teaching plans of their faculty members before 5 th of every month and obtain principals signature.
3	Departmental Activity Register (Seminars, Field trips, Projects etc.): All the incharges of the departments are informed to update their departmental activity registers as and when they conduct activities such as seminars, Projects, Field trips etc.
4	Student Centric Programmes - Guest Lectures and Jam sessions: All the incharges of the departments are requested to organise Student Centric Programmes - Guest Lectures, Jam sessions and Awareness programmes.



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5	Certificate Courses: All the department incharges are requested to conduct Certificate courses to the students to enhance the knowledge of the students In addition to the curriculum.
6	NAAC – QIF: The faculty and office staff concerned are requested to supply the data and information for AQAR 2018-19.
7	Basic Information and Extended Profile of the Institution: Templates of Basic Information and Extended Profile of the Institution are distributed to the respective convenors and Non-Teaching staff to provide the required data.
8	Academic Audit: The in-charges of the Departments should keep ready all the files, registers and records related to Academic performance and other activities to present before the Academic Audit team when they visit to the college and departments.
9	Tree plantation programme: All the department incharges should motivate the students to participate in Tree Plantation programme and create environmental consciousness among the students.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

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2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 2)

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 01-08-2018 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	ICT Enabled Teaching and Learning: All the Teaching faculty should use Virtual classes and maintain date wise evidence details.	All the Teaching faculty are conducting classes by using Virtual classes and maintain date wise evidence details.
2	Teaching Diaries and Teaching Plans: The In-charges of the departments are informed that they should submit the teaching diaries and teaching plans of their faculty members before 5 th of every month and obtain principals signature.	All the teaching faculty are preparing Teaching Diaries and Teaching plans.
3	Departmental Activity Register (Seminars, Field trips, Projects etc.): All the incharges of the departments are informed to update their departmental activity registers as and when they conduct activities such as seminars, Projects, Field trips etc.	Dept. Incharges are maintaining Departmental Activity Register.
4	Student Centric Programmes - Guest Lectures and Jam sessions: All the incharges of the departments are requested to organise Student Centric Programmes - Guest Lectures, Jam sessions and Awareness programmes.	All the Dept. incharges organised Student Centric Programmes - Guest Lectures, Jam sessions, Awareness programmes.
5	Certificate Courses: All the department incharges are requested to conduct Certificate courses to the students to enhance the knowledge of the students In addition to the curriculum.	Certificate Courses: All the department incharges are requested to conduct Certificate courses to the students to enhance the knowledge of the students.
6	NAAC – QIF: The faculty and office staff concerned are requested to supply the data and information for AQAR 2018-19.	NAAC Review meeting is conducted with Criterion wise convenors on Collection of NAAC templates.



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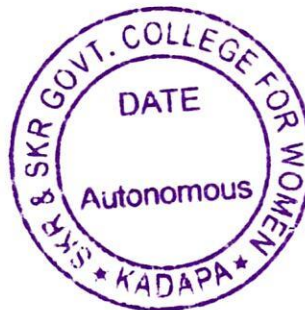


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7	Basic Information and Extended Profile of the Institution: Templates of Basic Information and Extended Profile of the Institution are distributed to the respective convenors and Non-Teaching staff to provide the required data.	Information related to Basic information and Extended Profile of the institution is collected.
8	Academic Audit: The in-charges of the Departments should keep ready all the files, registers and records related to Academic performance and other activities to present before the Academic Audit team when they visit to the college and departments.	The in-charges of the Departments Are maintaining relevant files, registers and records related to Academic performance and other activities.
9	Tree plantation programme: All the department incharges should motivate the students to participate in Tree Plantation programme and create environmental consciousness among the students.	All the staff and students have participated in Tree Plantation programme and create environmental consciousness among the students.

C.V. Krishnaveni
IQAC Coordinator



P. Suneetha

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Internal Quality Assurance Cell (IQAC)

12-09-2018

Minutes of Meeting-3

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Nomination of Convenors to NIRF 5 Parameters
2. NIRF Parameter-wise data collection
3. AQAR 2018-19 Data Collection
4. World Tourism Day celebrations
5. Student Centric Programmes
6. Research Publications by Teachers

Minutes of Meeting – 3

Agenda Point No.	Decisions Taken (Resolutions)										
1	<p>Nomination of Convenors to NIRF 5 Parameters: The following Teaching staff are nominated as convenors to NIRF 5 Parameters:</p> <table border="1"> <tr> <td>I Teaching, Learning and Resources</td> <td>B. Gangadhar, Lecturer in History</td> </tr> <tr> <td>II Research and Professional Practice</td> <td>Dr. B. Sudhakar Reddy, Reader in Physics</td> </tr> <tr> <td>III Graduation Outcomes</td> <td>Dr. Shazeeya Begum, Lecturer in Urdu</td> </tr> <tr> <td>IV Outreach and Inclusivity</td> <td>Dr. M.V. Ramanaiah, Reader in Physics</td> </tr> <tr> <td>V Perception</td> <td>Dr. M. Padmavathi, Lecturer in Physics</td> </tr> </table>	I Teaching, Learning and Resources	B. Gangadhar, Lecturer in History	II Research and Professional Practice	Dr. B. Sudhakar Reddy, Reader in Physics	III Graduation Outcomes	Dr. Shazeeya Begum, Lecturer in Urdu	IV Outreach and Inclusivity	Dr. M.V. Ramanaiah, Reader in Physics	V Perception	Dr. M. Padmavathi, Lecturer in Physics
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IV Outreach and Inclusivity	Dr. M.V. Ramanaiah, Reader in Physics										
V Perception	Dr. M. Padmavathi, Lecturer in Physics										
2	<p>NIRF Parameter-wise data collection: NIRF convenors are requested to submit the parameter wise data as per the templates.</p>										
3	<p>AQAR 2018-19 Data Collection: NAAC Criterion wise convenors are requested to provide required and relevant data for AQAR 2018-19.</p>										
4	<p>World Tourism Day celebrations: The incharge of the department of Travel and Tourism Management (TTM), Sri. B. Gangadhar is requested to organise World Tourism Day Celebrations on 27.09.2018.</p>										



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5	Student Centric Programmes; All the Department incharges are requested to conduct Student Centric Programmes such as Student Study Projects, Field visits, Student seminars, Guest lectures, Group discussions.
6	Research Publications by Teachers: It is mandatory that all the teaching faculty should get publication of their research papers in UGC care approved journals.

C.V. Krishnaveni
IQAC Coordinator



P. Summa Raveena

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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT (Meeting 3)

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 12-09-2018 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Nomination of Convenors to NIRF 5 Parameters: Teaching staff are nominated as convenors to NIRF 5 Parameters	Principal has nominated convenors to NIRF five parameters and they are functioning.
2	NIRF Parameter-wise data collection: NIRF convenors are requested to submit the parameter wise data as per the templates.	Distributed the templates of NIRF parameters to the convenors and they submitted data.
3	AQAR 2018-19 Data Collection: NAAC Criterion wise convenors are requested to provide required and relevant data for AQAR 2018-19.	Criterion wise convenors are collecting information from department incharges and submitting to the IQAC.
4	World Tourism Day celebrations: TTM Dept incharge Sri. B. Gangadhar is requested to organise World Tourism Day Celebrations on 27.09.2018.	Department of Tourism organised World Tourism Day celebrations on 27.09.2018.
5	Student Centric Programmes; All the Department incharges are requested to conduct Student Centric Programmes such as Student Study Projects, Field visits, Student seminars, Guest lectures, Group discussions. Eco friendly awareness programmes.	Department of Economics organised a guest Lecture on 06.09.2018. Women Empowerment cell organised awareness programme on Gender Equity on 07.09.2018. Department of Botany organised Eco-friendly Ganesha awareness programme on 12.09.2018, World Ozone day on 16.09.2018, Organised seminar on Software Engineering by Computer Science department on 18.09.2018, Awareness programme on welfare cancer patients on 22.09.2018, Department of Computer Science organised seminar on Hyperlink on 22.09.2018.



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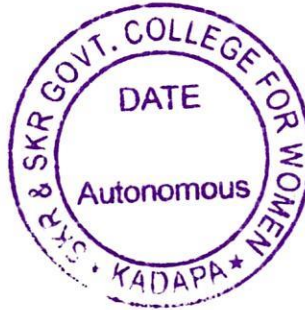


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Principal

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6	Research Publications by Teachers: Teaching faculty should get publication of their research papers in UGC care approved journals.	Faculty are getting their publications in UGC care approved journals
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C.V. Krishnaveni
IQAC Coordinator



B. Suresh Reddy

Principal
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Internal Quality Assurance Cell (IQAC)

04.10.2018

Minutes of Meeting-4

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Professional Development Programmes
2. MOOCs online Certificate Courses
3. Feedback System (Students, Teachers, Employers, Alumni, Parents)
4. Learning Management Systems (LMS)
5. Best Practice (Students mentoring system and Skill Will Club)
6. Swachh Bharat Programme.
7. Any other issue.

Minutes of Meeting – 4

Agenda Point No.	Decisions Taken (Resolutions)
1	Professional Development Programmes: The IQAC members are requested to organise Professional Development Programmes to the teaching staff and non-teaching staff.
2	MOOCs online Certificate Courses: The Dept incharges are requested to enrol students and faculty in MOOCs online courses.
3	Feedback System (Students, Teachers, Employers, Alumni, Parents) Dr. Shazeeya Begum is requested to conduct Feedback and collect information from Students, Teachers, Employers, Alumni, Parents to identify gaps and take suitable measures for implementation.
4	Learning Management Systems (LMS) All the faculty are requested to develop e-content for Learning Management System to access to staff and students.
5	Best Practice (Students mentoring system and Skill Will Club): The coordinators of Students mentoring system and Skill Will Club are requested to prepare the procedure of these best practices at institution level.
6	Swachh Bharat Programme: NSS Programme Officer is requested to plan for Swachh Bharat Programme.

C.V. Krishnaveni
IQAC Coordinator



P. Sanku Padma
Principal

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Established: 1973

IQAC Members present:			
S.No	Name	Designation	Signatures
1	Dr. Shazeeya Begum Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B. Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 4)

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 4-10-2018 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Professional Development Programmes: The IQAC members are requested to organise Professional Development Programmes to the teaching staff and non-teaching staff.	IQAC members have been organising the Professional Development Programmes to the teaching staff and non-teaching staff.
2	MOOCs online Certificate Courses: The Dept incharges are requested to enrol students and faculty in MOOCs online courses.	The faculty and students are being enrolled in MOOCs online courses
3	Feedback System (Students, Teachers, Employers, Alumni, Parents) Dr. Shazeeya Begum is requested to conduct Feedback and collect information from Students, Teachers, Employers, Alumni, Parents to identify gaps and take suitable measures for implementation.	Dr. Shazeeya Begum has conducted Feedback and collected information from Students, Teachers, Employers, Alumni, Parents to identify gaps and suggested suitable measures to the departments for implementation.
4	Learning Management Systems (LMS) All the faculty are requested to develop e-content for Learning Management System to access to staff and students.	The faculty are involved in developing e-content for LMS and given access to staff and students.
5	Best Practice (Students mentoring system and Skill Will Club): The coordinators of Students mentoring system and Skill Will Club are requested to prepare the procedure of these best practices at institution level.	The Best Practices namely Students mentoring system and Skill Will Club are in implementation.
6	Swachh Bharat Programme: NSS Programme Officer is requested to plan for Swachh Bharat Programme.	All the students and staff are participating in Swachh Bharath programme.

C.V. Krishnaveni
IQAC Coordinator



P. Suneeta Radhame

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Internal Quality Assurance Cell (IQAC)

22.11.2018

Minutes of Meeting-5

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

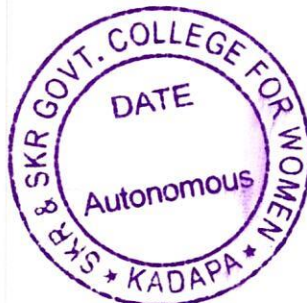
Agenda:

1. National Digital Library
2. College Activity Register.
3. Examinations
4. Swayam Prabha – Videos
5. Any other issue

Minutes of Meeting – 5

Agenda Point No.	Decisions Taken (Resolutions)
1	National Digital Library All the Teaching Staff are requested to register in National Digital Library to browse information.
2	College Activity Register: All the dept. incharges are requested to update College Activity Register.
3	Examinations: Planned to conduct examinations and class work in half day sessions without affecting number of working days to students.
4	Swayam Prabha – Videos All the Teaching Staff are requested to download swayam prabha APP/use swayam prabha, download videos and demonstrate to students.

C.V. Krishnarani
IQAC Coordinator



P. Subba Lakshumma

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IQAC Members present:			
S.No	Name	Designation	Signatures
1	Dr. Shazeeya Begum Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaih Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B. Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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**Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 5)**

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 22-11-2018 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	National Digital Library All the Teaching Staff are requested to register in National Digital Library to browse information.	All the teaching staff registered in National Digital Library and n-list.
2	College Activity Register: All the dept. incharges are requested to update College Activity Register.	All the dept. incharges are entering their dept activities in College activity register provided and maintained at IQAC
3	Examinations: Planned to conduct examinations and class work in half day sessions without affecting number of working days.	The examination cell has planned to conduct examinations and classwork in half day sessions without affecting the number of working days.
4	Swayam Prabha – Videos All the Teaching Staff are requested to download swayam prabha APP/use swayam prabha, download videos and demonstrate to students.	All the teaching staff downloaded Swayam Prabha App and downloaded videos and demonstrated to the students.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Parthi

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Internal Quality Assurance Cell (IQAC)

13.12.2018

Minutes of Meeting-6

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Continuous Internal Assessment
2. NIRF-2019 Data Collection
3. NAAC New procedure
4. National Mathematics day celebrations

Minutes of Meeting – 6

Agenda Point No.	Decisions Taken (Resolutions)
1	Continous Internal Assessment: All the Dept. incharges should maintain the CIA Record of students under internal evaluation
2	NIRF-2019 Data Collection: Parameter wise convenors should submit NIRF data.
3	NAAC New procedure: NAAC new procedure to understand by all the faculty.
4	National Mathematics day celebrations: The dept. of Mathematics is requested to organise National Mathematics Day Celebrationsm on 22.12.2018.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

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Established: 1973

IQAC Members present:			
S.No	Name	Designation	Signatures
1	Dr. Shazeeya Begum Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B.Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 6)

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 13-12-2018 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Continous Internal Assessment: All the Dept. incharges should maintain the CIA Record of students under internal evaluation	Maintained
2	NIRF-2019 Data Collection: Parameter wise convenors should submit NIRF data.	NIEF convenors are submitting data.
3	NAAC New procedure: NAAC new procedure to understand by all the faculty.	NAAC new procedures are explained with the help of manual and videos to the staff.
4	National Mathematics day celebrations: The dept. of Mathematics is requested to organise National Mathematics Day Celebrations on 22.12.2018.	The dept. of Mathematics conducted National Mathematics Day Celebrations on 22.12.2018.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

Principal

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Internal Quality Assurance Cell (IQAC)

10.01.2019

Minutes of Meeting-7

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Google Applications
2. Vidwan Registration
3. Admission campaign
4. UGC INFLIBNET 'N-LIST
5. Any other issue

Minutes of Meeting – 7

Agenda Point No.	Decisions Taken (Resolutions)
1	Google Applications: The dept. of Computer Science is requested to conduct awareness programme on Google Applications.
2	Vidwan Registration: All the faculty are requested to do registration in Vidwan and update information.
3	Admission campaign: All the faculty are requested to campaign about the admissions by highlighting the achievements of the students, staff, facilities available and the programmes offered.
4	UGC INFLIBNET 'N-LIST: All the faculty and students should register with UGC INFLIBNET 'N-LIST to access with online journals and e-books.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

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IQAC Members present:			
S.No	Name	Designation	Signatures
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2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B.Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 7)

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 10-01-2018 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Google Applications: The dept. of Computer Science is requested to conduct awareness programme on Google Applications.	Dr P. Subba Lakshumma, Principal created awareness on usage of Google sheets to all the faculty and resolved to use google sheets to reduce redundancy
2	Vidwan Registration: All the faculty are requested to do registration in Vidwan and update information.	All the staff registered in Vidwan and got Vidwan ID.
3	Admission campaign: All the faculty are requested to campaign about the admissions by highlighting the achievements of the students, staff, facilities available and the programmes offered.	All the faculty went to door to door campaign for admissions for the next academic year.
4	UGC INFLIBNET `N-LIST: All the faculty and students should register with UGC INFLIBNET `N-LIST to access with online journals and e-books.	All the faculty and students have registered in UGC INFLIBNET `N-LIST and accessing e-books and journals.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma
Principal

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Internal Quality Assurance Cell (IQAC)

09.02.2019

Minutes of Meeting-8

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Learning Outcomes
2. AISCHE 2018-19 Data Collection
3. Board of Studies meetings
4. MANA TV presentations
5. Any other issue

Minutes of Meeting – 8

Agenda Point No.	Decisions Taken (Resolutions)
1	Learning Outcomes: The faculty should check whether they reached learning outcomes. Identify the gaps and should take remedial measures.
2	AISCHE 2018-19 Data Submission: IQAC is requested to collect required data and submit within timeline.
3	Board of Studies Meetings: All the BOS Chairpersons are requested to conduct BOS Meetings.
4	MANA TV presentations: All the faculty are requested to give MANA TV presentations.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal

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IQAC Members present:			
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1	Dr. Shazeeya Begum Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B.Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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**Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 8)**

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 09.02.2019 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Learning Outcomes: The faculty should check whether they reached learning outcomes. Identify the gaps and should take remedial measures.	The faculty checked the performance and learning outcomes, identifies gaps and took remedial measures.
2	AISCHE 2018-19 Data Submission: IQAC is requested to collect required data and submit within timeline.	Collected data for AISHE 2018-19 on 20.01.2019 from the Criterion convenors.
3	Board of Studies Meetings: All the BOS Chairpersons are requested to conduct BOS Meetings.	The HODs planned to organise BOS meetings.
4	MANA TV presentations: All the faculty are requested to give MANA TV presentations.	Smt B. Yugavani, Lecturer in Botany gave MANA TV presentation on Mushroom cultivation on 21.02.2019.

C.V. Krishnaveni
IQAC Coordinator



P. Srinivas Reddy
Principal

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Internal Quality Assurance Cell (IQAC)

11.03.2019

Minutes of Meeting-9

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Academic and Administrative Audit
2. Completion of Syllabus
3. Gender Sensitisation Programmes
4. International Womens Day celebrations
5. Consultancy
6. Any other issue

Minutes of Meeting – 9

Agenda Point No.	Decisions Taken (Resolutions)
1	Academic and Administrative Audit: The IQAC team are requested to prepare documents for Academic and Administrative Audit. Lecturers should fill Format III and submit.
2	Completion of Syllabus: All the dept. incharges are requested to complete the syllabus and to provide study material to the students.
3	Gender Sensitisation Programmes The convenor of Women Empowerment Cell of the college is requested to organise Gender sensitisation programmes such as Gender Equality, Beti Bachao-Beti Padhao, National Girl Child Day celebrations, International Women Day Celebrations etc.
4	International Womens Day celebrations: The convenor of Women Empowerment Cell of the college is requested to organise International Women Day Celebrations on 08.03.2019.
5	Consultancy: The faculty are requested to develop consultancy services to the industries.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

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Established: 1973

IQAC Members present:			
S.No	Name	Designation	Signatures
1	Dr. Shazeeya Begum Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B. Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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Affiliated to Yogi Vemana University



Dr. P. Subba Lakshumma
M.Com., M.Phil., Ph.D.
Principal

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**Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 9)**

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 11.03.2019 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Academic and Administrative Audit: The IQAC team are requested to prepare documents for Academic and Administrative Audit.	IQAC team prepared documents for Academic and Administrative Audit. Lecturers filled Format III and submitted
2	Completion of Syllabus: All the dept. incharges are requested to complete the syllabus and to provide study material to the students.	All the departments have completed the syllabus and to provided study material to the students.
3	Gender Sensitisation Programmes The convenor of Women Empowerment Cell of the college is requested to organise Gender sensitisation programmes such as Gender Equality, Beti Bachao-Beti Padhao, National Girl Child Day celebrations, International Women Day Celebrations etc.	The WEC of the college is organising gender sensitisation programmes.
4	International Womens Day celebrations: The convenor of Women Empowerment Cell of the college is requested to organise International Women Day Celebrations on 08.03.2019.	The WEC of the college has organised International Women Day Celebrations on 08.03.2019.
5	Consultancy: The faculty are requested to develop consultancy services to the industries.	Some faculty are offering consultancy services.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal

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Internal Quality Assurance Cell (IQAC)

24.06.2019

Minutes of Meeting-10

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Student Satisfaction Survey
2. College website
3. Admission campaign
4. Centres of Excellence
5. Any other issue

Minutes of Meeting – 10

Agenda Point No.	Decisions Taken (Resolutions)
1	Student Satisfaction Survey: To demonstrate Student Satisfaction Survey process online in our college website http://www.skrgcdwakdp.edu.in
2	College website: Website coordinator is directed to update all the relevant information in the college website http://www.skrgcdwakdp.edu.in
3	Admission campaign: All the faculty are instructed to do admission campaign for the academic year 2019-20.
4	Centres of Excellence: Resolved to make our Degree College to Centre of Excellence with sustenance.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal

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IQAC Members present:			
S.No	Name	Designation	Signatures
1	Dr. Shazeeya Begum Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B. Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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**Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 10)**

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 05.08.2019 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Student Satisfaction Survey: To demonstrate Student Satisfaction Survey process online in our college website http://www.skrgcdwakdp.edu.in	Dr. D. ArunaKumari, Lecturer in Zoology and Criterion 2 Convenor is demonstrated student satisfaction survey process online in our college website.
2	College website Website coordinator is directed to update all the relevant information in the college website http://www.skrgcdwakdp.edu.in	Website coordinator updated all the records in the college website.
3	Admission campaign: All the faculty are instructed to do admission campaign for the academic year 2019-20.	All the faculty are instructed to do admission campaign door to door campaign for enhancement of Enrolment ratio.
4	Centres of Excellence: Resolved to make our Degree College to Centre of Excellence with sustenance.	Principal and IQAC Coordinator discussed with all the teaching staff about the points pertaining to centres of excellence with sustenance.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal

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Internal Quality Assurance Cell (IQAC)

21.10.2019

Minutes of Meeting-11

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. SWOC Analysis
2. National Career Service
3. POs, PSOs, COs
4. Results Framework

Minutes of Meeting – 11

Agenda Point No.	Decisions Taken (Resolutions)
1	SWOC Analysis: IQAC team is requested to prepare NAAC Criterion wise Action Plan with SWOC Analysis
2	National Career Service: Resolved to enroll students as Job Seekers in 'National Career Service' Portal.
3	POs, PSOs, and COs: All the BOS incharges should include POs, PSOs, and COs and see the PO – CO attainment.
4	Results Framework: All the dept. incharges should Prepare Results Framework Document to be prepared as vision 2019-2020.
5	MoUs & Linkages: All the dept. incharges should develop MoUs and Linkages with the industries and organisations for internships, on-the- job training, project work, sharing of research facilities.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal

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IQAC Members present:			
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2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaih Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B. Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
9	K. Namratha Lecturer in English	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 11)

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 21.10.2019 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	SWOC Analysis: IQAC team is requested to prepare NAAC Criterion wise Action Plan with SWOC Analysis	IQAC team has prepared NAAC Criterion wise Action Plan with SWOC Analysis.
2	National Career Service: Resolved to enroll students as Job Seekers in 'National Career Service' Portal.	Dept. incharges have taken initiative and enrolled.
3	POs, PSOs, and COs: All the BOS incharges should include POs, PSOs, and COs and see the PO – CO attainment.	All the BOS incharges included POs, PSOs, and COs in their BOS and calculated PO – CO attainment.
4	Results Framework: The Exam Cell and all the dept. incharges should Prepare Results Framework Document	The Exam Cell and all the dept. incharges should Prepare Results Framework Document expecting the result target as 90 %.
5	MoUs & Linkages: All the dept. incharges should develop MoUs and Linkages with the industries and organisations for internships, on-the- job training, project work, sharing of research facilities.	All the dept. incharges have entered into MoUs and developed Linkages with the industries and organisations for internships, on-the- job training, project work, sharing of research facilities.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu

Principal

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Internal Quality Assurance Cell (IQAC)

09.12.2019

Minutes of Meeting-12

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4.00 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Management Information System (MIS)
2. Capability enhancement Programmes
3. Alumni Association Registration
4. internal and external financial audits
5. Parent – Teacher Meeting
6. Environmental Consciousness and Sustainability
7. Best Practices - Guest Lectures and Field Visits
8. AQAR 2018-19 Submission
9. Seminars & Workshops
10. Any other issue

Minutes of Meeting – 12

Agenda Point No.	Decisions Taken (Resolutions)
1	Management Information System (MIS): the IQAC of the college should maintain all the documents and MIS for decision making
2	Capability enhancement Programmes: All the depts should conduct Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.
3	Alumni Association Registration: The alumni of the college requested to register and mobilise funds.
4	Internal Financial Audit: The Internal Financial Audit Committee is requested to conduct audit and give suggestions.
5	Parent – Teacher Meeting: Dept. incharges are requested to organise Parent-teacher meetings and to have interaction with them and to seek guidance.



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6	Environmental Consciousness and Sustainability: All the departments should conduct awareness programmes on Environmental Consciousness and Sustainability.
7	Best Practices - Guest Lectures and Field Visits: All the dept incharges should conduct guest lectures by inviting eminent personalities from various organisations and to organise field trips to impart practical knowledge to the students.
8	AQAR 2018-19 Submission: The IQAC team is requested to submit data to fill in NAAC HEI portal and to submit AQAR 2018-19 within timeline.
9	Seminars & Workshops: All the faculty are requested to prepare proposals and send to funding agencies UGC, ICSSR, DBT, ICHR, RUSA.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal

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IQAC Members present:			
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2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. B. Sudhakar Reddy Reader in Physics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Lecturer in Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	B. Yugavani Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
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**Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 12)**

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 09.12.2019 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Management Information System (MIS): The IQAC of the college should maintain all the documents and MIS for decision making	IQAC of the college is maintaining all the documents and MIS for decision making.
2	Capability enhancement Programmes: All the depts should conduct Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.	The depts concerned are conducting Capability enhancement Programmes.
3	Alumni Association Registration: The alumni of the college requested to register and mobilise funds.	In process.
4	Internal Financial Audit: The Internal Financial Audit Committee is requested to conduct audit and give suggestions.	The Internal Financial Audit Committee is constituted to conduct audit and give suggestions.
5	Parent – Teacher Meeting: Dept. incharges are requested to organise Parent-teacher meetings and to have interaction with them and to seek guidance.	Depts have conducted Parent-teacher meetings, had interaction with them and sought guidance.
6	Environmental Consciousness and Sustainability: All the departments should conduct awareness programmes on Environmental Consciousness and Sustainability.	All the departments conducted awareness programmes on Environmental Consciousness and Sustainability.
7	Best Practices - Guest Lectures and Field Visits: All the dept incharges should conduct guest lectures by inviting eminent personalities from various organisations and to organise field trips to impart practical knowledge to the students.	All the dept incharges conducted guest lectures by inviting eminent personalities from various organisations and organised field trips and imparted practical knowledge to the students.



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8	AQAR 2018-19 Submission: The IQAC team is requested to submit data to fill in NAAC HEI portal and to submit AQAR 2018-19 within timeline.	In progress
9	Seminars & Workshops: All the faculty are requested to prepare proposals and send to funding agencies UGC, ICSSR, DBT, ICHR, RUSA.	The Research Committee of the college prepared and submitted proposals to organise workshops to RUSA

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Reddy
Principal

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