



S.K.R. & S.K.R. Govt. College for Women (Autonomous), Kadapa.

Reaccredited with "B" Grade by NAAC

Y.S.R.Kadapa District - 516 001, Andhra Pradesh

Dr. P. Subba Lakshumma

M.Com., M.Phil., Ph.D.

Principal

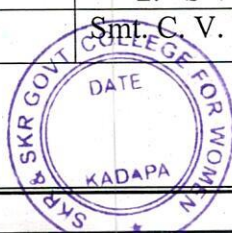
e-mail: kadapaw.jkc@gmail.com

website: www.skrgdcwkdap.edu.in

Internal Quality Assurance Cell (IQAC)

Composition of IQAC 2020-21

S. No	Designation	Name of the IQAC Committee Members
1	Chairperson Head of the Institution	Dr. P. Subba Lakshumma, Principal.
	Chairperson	Dr. B. Srinivasulu, Principal.
2	Members	Criterion I Curricular Aspects : Dr. Shazeeya Begum, Lecturer in Urdu Criterion II Teaching Learning and Evaluation: Dr. P. Sachi Devi, Lecturer in Zoology Criterion III Research Innovation and Extension: Dr. P. Gurivi Reddy, Lecturer in Mathematics 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: Sri. K. Madan Mohan, Physical Director Criterion VII Institutional Values and Best Practices: Smt. Y. Naga Ratnamma, Lecturer in Botany Controller of Examination: Smt. B. Yuga Vani, Lecturer in Botany Academic Coordinator: Smt. L. Sudheera, Lecturer in Chemistry
3	Member from Management:	Dr. P. Saritha, Associate Professor in Business Administration, Department of Business Administration, Yogi Vemana University, Kadapa
4	Senior Administrative officer	Sri. M. Brahmananada Reddy, Superintendent
5	Nominee: Local Society: Students: Alumni:	Dr. P. Sasi Kala, Gynaecologist. Miss. R. TejaSree, III BSc MSCS Smt. V. Hima Kumari, Contract Lecturer in Chemistry (Alumni)
6	Nominee from Employers/ Industrialist/Stakeholders	1. Dr Iqbal Qusro Khadri, Chief Editor of Dabistan Urdu Quarterly Magazine, Kadapa. 2. S V Rama Murthy, Chaitanya Chemicals
7	IQAC Coordinator:	Smt. C. V. Krishnaveni, Lecturer in Computer Science



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Internal Quality Assurance Cell (IQAC)

06-06-2020

Minutes of meeting-1

The IQAC members met in online meeting (due to COVID-19 pandemic in lockdown period) under the chairmanship of Dr P. Subba Lakshumma, Principal at 11 am, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Curriculum transaction to the students.
2. Timetables preparation
3. Orientation to Teaching fraternity on Online Teaching-Learning Process.
4. Supporting Students with Digital Content.
5. Faculty Participation in RC/OC/FDPs/Workshops/Short Term Courses.
6. Online Teaching tools
7. Designing of Academic Calendar
8. LMS - Learning Management System
9. UGC-INFLIBNET Access

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1	Institutional plan of Action 2020-21: The IQAC Committee members are requested to prepare Institutional Action Plan for the year 2020-21 by incorporating all the quality initiatives for the college development and for the benefits of the students
2	Curriculum transaction to the students: The method of teaching is shifted from offline to online mode. All the faculty are requested to motivate the students to purchase mobile with good internet connectivity to connect online classes regularly. Further, the faculty are informed to transact curriculum through college website, e-handbook, Whatsapp groups, emails etc.
3	Time-table preparation: It is resolved to revise timetables and made available in college website to give access to the students.
4	Orientation to Teaching fraternity on Online Teaching-Learning Process: In order to support the senior faculty and computer science faculty are advised to give orientation on Online Education Tools to the Teaching Staff to achieve course outcomes. The students attended classes through online using zoom, webex, google meet.



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5	Supporting Students with Digital Content: All the teaching fraternity are requested to share the study material in the form of Digital content.
6	Faculty Participation in RC/OC/FDPs/Workshops/Short Term Courses: In COVID-19 situation many Universities and Colleges are offering online webinars, RC/OC/FDPs/Workshops/Short Term Courses instead of offline to fill the gap in educational activities. Hence, all the faculty are directed to enrol and complete maximum number of RC/OC/FDPs/Workshops/Short Term Courses through online.
7	Online Teaching tools: All the faculty are instructed to utilize ICT enabled teaching methods in dissemination of subject content to students and to reach Course outcomes. All the faculty are directed to use Google applications such as Google Classroom, Google sheets, Google Docs. Google Classroom is a free blended learning platform, helps in creating, distributing and grading assignments. Through this all faculty members can share their files to students and students also can submit their assignment in Google Classroom. Hence, the faculty members are directed to share study material and to conduct assignments to the students by using Google Classroom.
8	Designing of Academic Calendar: Academic committee of the college is directed to prepare Tentative Academic Calendar for the academic year 2020-21 keeping in view of Covid -19 conditions and present for approval.
9	LMS - Learning Management System: Faculty are directed to contribute voluntarily in preparation of LMS in respective subjects and upload in ccelms.gov.in website (Video Lessons, Presentations, Digital Assignments, Quizzes, QP models). Faculty are requested to motivate the students to use LMS. LMS Coordinator Dr.MV.Ramanaiah, Reader in Physics is requested to maintain the data.
10	UGC-INFLIBNET Access: All the teaching faculty and students are advised to access with UGC Inflibnet for Research purpose to the faculty and study project purpose to the students, as number of articles and innovative research topics are available.

C.V. Krishnaveni
IQAC Coordinator



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IQAC Minutes Circulated among Members through online

S.No	Name	Designation	Signatures
1	Dr.Shazeeya Begum, Urdu	CriteriaI Curricular Aspects	
2	Dr.P. Sachi Devi Zoology	CriteriaII Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	CriteriaIII Research, Innovations and Extension	
4	V. Sreeram Reddy Commerce	CriteriaIV Infrastructure and Learning Resources	
5	Dr. M VenkataRamanaiah Physics	CriteriaV Student Support and Progression	
6	K. Madan Mohan Physical Education	CriteriaVI Governance, Leadership and Management	
7	Y. Nagaratnamma, English	CriteriaVII Institutional Values and Best Practices	
8	B.Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	

P. Subba Lakshumma

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Internal Quality Assurance Cell (IQAC) ACTION TAKEN REPORT

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 06.06.2020 at 11.00 am.

Agenda point No.	Decisions Taken (Resolutions)	<u>Compliance (Action Taken)</u>
1.	Institutional plan of Action 2020-21: The IQAC Committee members are requested to prepare Institutional Action Plan for the year 2020-21 by incorporating all the quality initiatives for the college development and for the benefits of the students	Institutional plan of action 2020-21 prepared and implemented.
2	Curriculum transaction to the students: The method of teaching is shifted from offline to online mode. All the faculty are requested to motivate the students to purchase mobile with good internet connectivity to connect online classes regularly. Further, the faculty are informed to transact curriculum through college website, e-handbook, Whatsapp groups, e-mails.	Curriculum transacted to the students through college website, e-handbook, Whatsapp groups, emails etc.
3	Time-table preparation: It is resolved to revise timetables and made available in college website to give access to the students.	Timetables is prepared and made available in the college website for students access.
4	Orientation to Teaching fraternity on Online Teaching-Learning Process: In order to support the senior faculty and computer science faculty are advised to give orientation on Online Education Tools to the Teaching Staff to achieve course outcomes. The students attended classes through online using zoom, webex, google meet.	Senior faculty have conducted orientation to the staff on online classes to combat with Covid-19 Pandemic.
5	Supporting Students with Digital Content: All the teaching fraternity are requested to share the study material in the form of Digital content.	Digital content was shared by all the teaching fraternity to the students through Google Classroom, Whatsapp group, Google Docs. Emails.
6	Faculty Participation in RC/OC/FDPs/Workshops/Short Term Courses: In COVID-19 situation many Universities and Colleges are offering online webinars, RC/OC/FDPs/Workshops/Short Term Courses	All the faculty participated in virtual RC, OC, FDPs, and Workshops.



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	instead of offline to fill the gap in educational activities. Hence, all the faculty are directed to enrol and complete maximum number of RC/OC/FDPs/Workshops/Short Term Courses through online.	
7	Online Teaching tools: All the faculty are instructed to utilize ICT enabled teaching methods in dissemination of subject content to students and to reach Course outcomes. All the faculty are directed to use Google applications such as Google Classroom, Google sheets, Google Docs. Google Classroom is a free blended learning platform, helps in creating, distributing and grading assignments. Through this all faculty members can share their files to students and students also can submit their assignment in Google Classroom. Hence, the faculty members are directed to share study material and to conduct assignments to the students by using Google Classroom.	All the teaching faculty used Online teaching tools such as Gsuite, Zoom, Cisco webex, Microsoft teams.
8	Designing of Academic Calendar 2020-21: Academic committee of the college is directed to prepare Tentative Academic Calendar for the academic year 2020-21 keeping in view of Covid -19 conditions and present for approval.	Academic calendar 2020-21 was prepared and circulated among the staff.
9	LMS - Learning Management System: Faculty are directed to contribute voluntarily in preparation of LMS in respective subjects and upload in ccelms.gov.in website (Video Lessons, Presentations, Digital Assignments, Quizzes, QP models). Faculty are requested to motivate the students to use LMS. LMS Coordinator Dr.MV.Ramanaiah, Reader in Physics is requested to maintain the data.	Faculty contributed towards Learning Management system by preparing Video Lessons, Presentations, Digital Assignments, Quizzes, QP models.
10	UGC-INFLIBNET Access: All the teaching faculty and students are advised to access with UGC Inflibnet for Research purpose to the faculty and study project purpose to the students, as number of articles and innovative research topics are available.	All the staff and students have good access with UGC Inflibnet.

C.V. Krishnaveni
IQAC Coordinator



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Internal Quality Assurance Cell (IQAC)

Minutes of meeting-2

Dated: 04-08-2020

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Biometric Attendance.
2. Spoken Tutorials IIT Bombay - Enrolment of students in online courses.
3. Blended Teaching Classes.
4. Curriculum Distribution - Dept Minutes.
5. Enhancement of Enrolment.
6. ISO Certification - Submission of Document.
7. Student Database Maintenance.
8. New Market Oriented Courses.
9. NAAC – AQAR Preparation & Submission.
10. Proposals to funding Agencies.

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1	Biometric Attendance. Staff attendance is mandatory. The teaching staff are requested to attend college regularly as per the timings and give Bio-metric attendance and sign in Attendance Register. Faculty should also motivate the students to give biometric attendance.
2	Spoken Tutorials IIT Bombay - Enrolment of students in online courses: Smt. A. Haritha, Lecturer in Computer Science and Smt. D. Winnie Teja, Lecturer in Chemistry are nominated as coordinators for Spoken Tutorials online courses and should see that maximum enrolment of students in courses, registrations and course completion at an early date.
3	Blended Teaching Classes to students: All the faculty should conduct online/offline classes for the students in this COVID 19 Pandemic situation. The faculty should motivate the students to connect for online/offline classes and prepare well for the ensuing examinations.
4	Curriculum Distribution - Dept Minutes: All the Department incharges are requested to maintain Dept Minutes Register without fail about the curriculum distribution, online/offline classes time-tables, communicating the same to the students.



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5	Enhance of Enrolment: All the teaching staff are requested to campaign about the admissions among the intermediate students by giving publicity about the college, courses offered, facilities provided, support services available etc. and attract more number of student admissions in the academic year 2020-21.
6	ISO Certification - Submission of Document: Kum. K. Namratha, Lecturer in English and ISO coordinator is requested to mail the ISO documentation to Sri. Sivaiah garu and know the visiting dates to our college. All the department incharges should keep ready all the files and be ready for interaction.
7	Student Database Maintenance: All the department incharges should maintain <i>Student Database registers</i> at department level and keep ready to submit the data whenever the higher authorities required the information.
8	New Market Oriented Courses: The department of Botany have come forward to start New Market Oriented UG course B.Sc, BCH (Horticulture) and the department of Zoology took initiative to start PG course in M.Sc Zoology from the academic year 2020-21.
9	NAAC – AQAR Preparation & Submission: IQAC coordinator Smt. CV. Krishna Veni, Lecturer in Computer Science is requested to upload AQAR 2019-20 at an early date. The Criterion-wise convenors should submit required data to IQAC coordinator.
10	Proposals to funding Agencies: All the department in charges are requested to prepare and to send proposals for Seminars/Conferences/Workshops to various Research funding agencies UGC, DST, RUSA, CSIR, ICSR, industry and other organizations

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. P. Sachi Devi Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

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 04.08.2020 at 4 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	Biometric Attendance. Staff attendance is mandatory. The teaching staff are requested to attend college regularly as per the timings. They should give Bio-metric attendance and sign in Attendance Register.	All the staff and students are regularly giving attendance in Biometric attendance device.
2	Spoken Tutorials IIT Bombay - Enrolment of students in courses: Smt. A. Haritha, Lecturer in Computer Science and Smt. D. Winnie Teja, Lecturer in Chemistry are nominated as coordinators for Spoken Tutorials online courses and should see that maximum enrolment of students in courses, registrations and course completion at an early date.	283 students were enrolled in Spoken Tutorials IIT Bombay.
3	Blended Teaching Classes to students: All the faculty should conduct online classes for the students in this COVID 19 Pandemic situation. The faculty should motivate the students to connect for online classes and prepare well for the ensuing examinations	All the teaching faculty adopted blended teaching methods and supported the students in achieving learning objectives.
4	Curriculum Distribution - Dept Minutes: All the Department incharges are requested to maintain Dept Minutes Register without fail about the curriculum distribution, online classes time-tables, communicating the same to the students.	Department incharges distributed curriculum among their department faculty, maintained minutes register and communicated to the students.
5	Enhance of Enrolment: All the teaching staff are requested to campaign about the admissions among the intermediate students by giving publicity about the college, courses offered, facilities provided, support services available etc and attract more number of student admissions in the academic year 2020-21.	All the faculty campaigned about the reputation of the institution and achievements of the students to the nearby intermediate college students to enhance enrolment in the academic year 2020-21.



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6	ISO Certification - Submission of Document: Kum. K. Namratha, Lecturer in English and ISO coordinator is requested to mail the ISO documentation to Sri. Sivaiah garu and know the visiting dates to our college. All the department incharges should keep ready all the files and be ready for interaction.	Kum. K. Namratha, Lecturer in English and ISO coordinator submitted the necessary documents to the ISO certification.
7	Student Database Maintenance: All the department incharges should maintain <i>Student Database registers</i> at department level and should submit data whenever the higher authorities required.	All the department incharges maintained student Database registers at department level.
8	New Market Oriented Courses: The departments of Chemistry, Botany, arts and commerce have come forward to start 3 New Market Oriented courses. And the departments of Physics and Zoology took initiative to start 2 PG courses from the academic year 2020-21.	Proposals were sent to the Commissioner of Collegiate Education, AP, Vijayawada with regards to B.Sc BCH New UG programme and M.Sc Zoology PG programme to start from the academic year 2020-21.
9	NAAC – AQAR Preparation & Submission: IQAC coordinator Smt. CV. Krishna Veni, Lecturer in Computer Science is requested to upload AQAR 2019-20 at an early date. The Criterion-wise convenors should submit required data to IQAC coordinator.	The IQAC team was preparing AQAR 2019-20 to submit within the stipulated time.
10	Proposals to funding Agencies: All the department in charges are requested to prepare and to send proposals for Seminars/Conferences/Workshops to various Research funding agencies UGC, DST, RUSA, CSIR, ICSR, industry and other organizations	Proposals sent to the funding agencies.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting-3

Dated: 29-10-2020

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Attainment of POs, PSOs and COs
2. Covid Precautions
3. Spoken Tutorials-online courses completion
4. Cisco Edu-Skill courses.
5. Enhancement of Enrolment
6. Results-100% Target
7. Intellectual Property Rights (IPR)

MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	Attainment of POs, PSOs and COs: All the teaching faculty are informed to map Course outcomes to POs and PSOs and check whether outcomes achieved or not and identify the gaps and bridge the gaps.
2	Covid Precautions: All the staff and students are directed to adopt appropriate behaviour in covid-19 pandemic.
3	Spoken Tutorials-online courses completion: Smt. A. Haritha, Lecturer in Computer Science and Smt. D. Winnie Teja, Lecturer in Chemistry are nominated as coordinators for Spoken Tutorials online courses and should see that maximum enrolment of students in courses, registrations and course completion at an early date.
4	Cisco Edu-Skill courses: Smt. A. Haritha, Lecturer in Computer Science is nominated as coordinator for Cisco Edu-Skill online courses and should see that maximum enrolment of students in courses, registrations and course completion at an early date.
5	Enhancement of Enrolment 2020-21: It is resolved to enhance student enrolment in every programme by making appropriate plans and policies. For this academic year all the admissions are going to be conducted through OAMDC portal. To establish help desk to create awareness to students and parents regarding online admissions and student support facilities in our college.



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6	Results-100% Target: It is resolved to set 100% results as target for the academic year 2020-21. The examination cell is suggested to prepare an action plan to conduct examinations for VI semester outgoing students as early as possible in order to continue their higher education.
7	Intellectual Property Rights (IPR): To organise Workshops/Seminars/awareness programmes on Intellectual Property Rights (IPR) and Industry-academia innovative practices

C.V. Krishnaveni
IQAC Coordinator



P. Summe Padma
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IQAC Members Present

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4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B. Yugavani, Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera, Chemistry	Academic Coordinator	
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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

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 29.10.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	Attainment of POs, PSOs and COs: All the teaching faculty are informed to map Course outcomes to POs and PSOs and check whether outcomes achieved or not and identify the gaps and bridge the gaps.	All the teaching faculty mapped Course outcomes to POs and PSOs, identified gaps and incorporated necessary steps in achieving targets.
2	Covid Precautions: All the staff and students are directed to adopt appropriate behaviour in covid-19 pandemic.	All the staff and students have adopted appropriate behaviour in covid-19 pandemic.
3	Spoken Tutorials-online courses completion: Smt. A. Haritha, Lecturer in Computer Science and Smt. D. Winnie Teja, Lecturer in Chemistry are nominated as coordinators for Spoken Tutorials online courses and should see that maximum enrolment of students in courses, registrations and course completion at an early date.	155 students completed the course and got the certificates under the guidance of Smt. A. Haritha, Lecturer in Computer Science.
4	Cisco Edu-Skill courses: Smt. A. Haritha, Lecturer in Computer Science is nominated as coordinator for Cisco Edu-Skill online courses and should see that maximum enrolment of students in courses, registrations and course completion at an early date.	52 students registered in CISCO EDU SKILLS course and 42 completed the course under the guidance of Smt. A. Haritha, Lecturer in Computer Science.
5	Enhancement of Enrolment 2020-21: It is resolved to enhance student enrolment in every programme by making appropriate plans and policies. For this academic year all the admissions are going to be conducted through OAMDC portal. To establish help desk to create awareness to students and parents regarding online admissions and student support facilities in our college.	Help desk is established to create awareness to the students and parents on online admissions through OAMDC portal



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6	Results-100% Target: It is resolved to set 100% results as target for the academic year 2020-21. The examination cell is suggested to prepare an action plan to conduct examinations for VI semester outgoing students as early as possible in order to continue their higher education.	Examination cell and all the departments prepared action plans to achieve 100% results for the academic year 2020-21.
7	Intellectual Property Rights (IPR): To organise Workshops/Seminars/awareness programmes on Intellectual Property Rights (IPR) and Industry-academia innovative practices	Organised.

C.V. Krishnaveni

IQAC Coordinator



P. Subba Lakshumma

Principal

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Internal Quality Assurance Cell (IQAC)

08-12-2020

Minutes of meeting-4

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Uploading Online Classes details in Bharat Padhe Online.
2. JKC Skill Development Courses.
3. To introduce new market-oriented programmes in UG and PG.
4. Preparation and data collection of AQAR 2020-21
5. To Review the Mentoring system, the best practice.
6. Marks Register of CIA and Sem-End examinations.
7. Research papers.

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1	Uploading Online Classes details in Bharat Padhe Online: All the faculty are instructed to upload the details of online classes conducted every day in APCCE website, Bharat Padhe Online (BPO).
2	JKC Skill Development Courses: To provide job opportunities for the final year students of all groups it is resolved to start skill development courses through JKC in collaboration with IBM P-Tech, Mind-Map and Cisco.
3	To introduce new market-oriented programmes in UG and PG: It is resolved to start new market-oriented B.Sc Horticulture programme at UG level and MSc Zoology Programme at PG level from the Academic Year 2020-21 based on the demand for these programmes.
4	Preparation and data collection of AQAR 2020-21: The Criterion-wise Convenors are requested to distribute templates and collect the quantitative and qualitative metrics and submit to IQAC coordinator Smt. C.V. Krishna Veni, Lecturer in Computer Science to prepare consolidated information to AQAR 2020-21.
5	To Review the Mentoring system, the best practice: The college is successfully practicing Mentoring System, the best practice by distributing students to each staff member with 30 students in order to provide all sorts of guidance in education, personal, psychological, financial aspects. In this regard, all the faculty are instructed to maintain registers pertaining to the mentees.



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6	Marks Register of CIA and Sem-End examinations: All the incharges should maintain Marks Register of both CIA and Semester end exams in departments without fail.
7	Research Papers: All the faculty are encouraged to publish papers in good Scopus, Indian Citation Index journals or UGC CARE recognised Journals

C.V. Krishnaveni
IQAC Coordinator



B. Srinu Fadhur

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IQAC Members Present

S.No	Name	Designation	Signatures
1	Dr. Shazeeya Begum, Urdu	Criteria I Curricular Aspects	
2	Dr. P. Sachi Devi Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaih Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

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 08.12.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	<u>Compliance (Action Taken)</u>
1.	Uploading Online Classes details in Bharat Padhe Online: All the faculty are instructed to upload the details of online classes conducted every day in APCCE website, Bharat Padhe Online (BPO).	All the faculty are uploading the details of online classes every day in APCCE website, Bharat Padhe Online (BPO).
2	JKC Skill Development Courses: To provide job opportunities for the final year students of all groups it is resolved to start skill development courses through JKC in collaboration with IBM P-Tech, Mind-Map and Cisco.	Jawahar Knowledge Centre of the college has enrolled in IBM P-Tech, Mind-Map and Cisco.
3	To introduce new market-oriented programmes in UG and PG: It is resolved to start new market-oriented B.Sc Horticulture programme at UG level and MSc Zoology Programme at PG level from the Academic Year 2020-21 based on the demand for these programmes.	Started new market-oriented B.Sc Horticulture programme at UG level and MSc Zoology Programme at PG level from the Academic Year 2020-21.
4	Preparation and data collection of AQAR 2020-21: The Criterion-wise Convenors are requested to distribute templates and collect the quantitative and qualitative metrics and submit to IQAC coordinator Smt. C.V. Krishna Veni, Lecturer in Computer Science to prepare consolidated information to AQAR 2020-21.	The criterion wise convenors are preparing and submitting the data templates QnM Metrics with information for AQAR 2020-21.
5	To Review the Mentoring system, the best practice: The college is successfully practicing Mentoring System, the best practice by distributing students to each staff member with 30 students in order to provide all sorts of guidance in education,	Each Mentor is assigned with 30 students (mentees) in order to provide all sorts of guidance in education, personal, psychological, financial aspects and records maintained.



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	personal, psychological, financial aspects. In this regard, all the faculty are instructed to maintain registers pertaining to the mentees.	
6	Marks Register of CIA and Sem-End examinations: All the incharges should maintain Marks Register of both CIA and Semester end exams in departments without fail.	All the incharges maintained Marks registers of CIA and semester End examinations.
7	Research Papers: All the faculty are encouraged to publish papers in good Scopus, Indian Citation Index journals or UGC CARE recognised Journals	Published papers.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

Principal

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Internal Quality Assurance Cell (IQAC)

06-01-2021

Minutes of meeting-5

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

Agenda:

1. Conduction of BOS, AC and GB meeting
2. Collaborative activities
3. JKC Campus Drives
4. Certificate Courses
5. Conducting Webinars/Seminars/Workshops in online or offline mode.
6. Innovative Teaching - Learning methodologies to adopt.

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1.	Conduction of BOS, AC and GB meeting: As per the UGC guidelines laid down in the Autonomous pattern it is resolved to conduct BOS, AC, GB meetings on specific dates as per the academic action plan. All the Heads, convenors, coordinators are advised to make changes in curriculum if necessary while designing the syllabi according to the feedback received from all the stakeholders.
2.	Collaborative activities: In order to cater new and additional information on subject, Research, Internships student exchange and faculty exchange it is resolved to have collaborative understandings between nearby institutions, Industries, Universities. As a part of collaborative initiatives invite guest lectures from Industries, and other institutions and sending faculty to the collaborative institutions.
3	JKC Training & Campus Drives: It is unanimously resolved to provide skill training programmes to all eligible final year students in spoken tutorials, IBP Tech mind app, Cisco edu-skills courses, and to conduct on campus and off campus drives through JKC and placement cell.
4	Certificate Courses: To provide additional value to the regular curriculum it is resolved to start value added certificate courses by all departments. The department incharges should plan to conduct certificate courses.



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5	Conducting Webinars/Seminars/Workshops in online or offline mode: It is resolved to organise webinars/Seminars/workshops/symposiums in international and national, state level.
6	Innovative Teaching - Learning methodologies to adopt: It is resolved to optimum utilization of ICT tools in blended mode of teaching and learning evaluation process. It is also resolved to conduct project based learning to inculcate research attitude among the students.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma
Principal
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IQAC Members Present

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1	Dr. Shazeeya Begum, Urdu	Criteria I Curricular Aspects	
2	Dr. P. Sachi Devi Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

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 06.01.2021 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	<u>Compliance (Action Taken)</u>
1.	Conduction of BOS, AC and GB meeting: As per the UGC guidelines laid down in the Autonomous pattern it is resolved to conduct BOS, AC, GB meetings on specific dates as per the academic action plan. All the Heads, convenors, coordinators are advised to make changes in curriculum if necessary while designing the syllabi according to the feedback received from all the stakeholders.	As per the UGC guidelines all the department incharges conducted BOS, AC meetings on specific dates as per the academic action plan.
2	Collaborative activities: In order to cater new and additional information on subject, Research, Internships student exchange and faculty exchange it is resolved to have collaborative understandings between nearby institutions, Industries, Universities. As a part of collaborative initiatives invite guest lectures from Industries, and other institutions and sending faculty to the collaborative institutions.	As a part of collaborative activities Guest lectures were conducted by inviting Lecturers from other Institutions.
3	JKC Training & Campus Drives: It is unanimously resolved to provide skill training programmes to all eligible final year students in spoken tutorials, IBP Tech mind app, Cisco edu-skills courses, and to conduct on campus and off campus drives through JKC and placement cell.	JKC placement cell conducted virtual campus drive on 22.02.2021 by inviting Infosys Private Limited and Kotak Mahindra Pvt Ltd. 56 students trained and 03 got placement.
4	Certificate Courses: To provide additional value to the regular curriculum it is resolved to start value added certificate courses by all departments. The department incharges should plan to conduct certificate courses.	Departments organised certificate courses to impart additional value to the regular curriculum.



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5	Conducting Webinars/Seminars/Workshops in online or offline mode: It is resolved to organise webinars/Seminars/workshops/symposiums in international and national, state level.	IQAC and Department of Mathematics organised Virtual workshop on Intellectual property Rights, Panel discussion on Gross enrolment Ratio and Matrix factorization and Research Methodology by inviting Eminent Resource persons from the reputed Universities.
6	Innovative Teaching - Learning methodologies to adopt: It is resolved to optimum utilization of ICT tools in blended mode of teaching and learning evaluation process. It is also resolved to conduct project based learning to inculcate research attitude among the students.	All the teaching faculty used Innovative ICT tools to inculcate Research attitude among the students.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Lakshmi

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Internal Quality Assurance Cell (IQAC)

08-03-2021

Minutes of meeting-6

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Student Induction programmes
2. Participation in NIRF
3. Faculty induction programme
4. Preparedness for ISO Certification.
5. To observe International, National Important Days.
6. HODs to conduct field projects, field trips, student study projects and internships.
7. Eco-friendly Campus.

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1.	Student Induction programmes: It is resolved to nominate Dr M. Padmavathi, Lecturer in Physics coordinator for SIP programme to conduct Student Induction programme to make the students aware of institution policies, culture, values, procedures and student code of conduct.
2	Participation in NIRF: It is resolved to submit NIRF data every year with all details to get good rank within stipulated time.
3	Faculty induction programme: To familiarise the faculty with the aims, structure and responsibilities to be discharged with professionalism at higher, it is resolved to conduct faculty induction programme (Guru Dakshata) by inviting eminent personalities from different fields.
4	Preparedness for ISO Certification: To set a separate benchmark to autonomous college, submitted proposal for ISO certification. As a part of it all the department incharges are instructed to get ready with necessary information and related documents to interact with ISO team during visit.
5	To observe International, National Important Days: To transmit the importance of National and International Days among the generations, it is resolved to observe National, International Days to spread and sensitize the messages given by the eminent personalities on those special occasions.



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6	HODs to conduct field projects, field trips, student study projects and internships: To built capacity, creativity and research inquisition among students and to get state of art of learning all HODs are instructed to conduct student field projects, field trips, student study projects and internships.
7	Eco-friendly Campus. To make the campus eco-friendly more plant saplings should be grown within the campus and also directed to save the power by using LED bulbs in place of tubes. Students should be instructed by all faculty to make campus plastic-free.

C.V. Prishnavani
IQAC Coordinator



P. Summe Lashmi

Principal
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IQAC Members Present

S.No	Name	Designation	Signatures
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2	Dr. P. Sachi Devi Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaiiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

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 08.03.2021 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	Student Induction programmes: It is resolved to nominate Dr M. Padmavathi, Lecturer in Physics coordinator for SIP programme to conduct Student Induction programme to make the students aware of institution policies, culture, values, procedures and student code of conduct.	Dr Dr M. Padmavathi, Lecturer in Physics coordinator for SIP programme conducted Student Induction programme to make the students aware of institution policies, culture, values, procedures and student code of conduct.
2	Participation in NIRF: It is resolved to submit NIRF data every year with all details to get good rank within stipulated time.	IQAC submitted NIRF data within the stipulated timeline.
3	Faculty induction programme: To familiarise the faculty with the aims, structure and responsibilities to be discharged with professionalism at higher, it is resolved to conduct faculty induction programme (Guru Dakshata) by inviting eminent personalities from different fields.	IQAC conducted Guru Dakshata Faculty Induction Programme to all the teaching staff by inviting eminent and experienced personalities.
4	Preparedness for ISO Certification: To set a separate benchmark to autonomous college, submitted proposal for ISO certification. As a part of it all the department incharges are instructed to get ready with necessary information and related documents to interact with ISO team during visit.	Kum K. Namratha, ISO coordinator submitted data.
5	To observe International, National Important Days: To transmit the importance of National and International Days among the generations, it is resolved to observe National, International Days to spread and sensitize the messages given by the eminent personalities on those special occasions.	The departments and committees concerned have conducted National and International Days.



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6	HODs to conduct field projects, field trips, student study projects and internships: To built capacity, creativity and research inquisition among students and to get state of art of learning all HODs are instructed to conduct student field projects, field trips, student study projects and internships.	All the departments conducted.
7	Eco-friendly Campus. To make the campus eco-friendly more plant saplings should be grown within the campus and also directed to save the power by using LED bulbs in place of tubes. Students should be instructed by all faculty to make campus plastic-free.	Eco-friendly practices implemented in the campus.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

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Internal Quality Assurance Cell (IQAC)

19-06-2021

Minutes of meeting-7

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Online Teaching Classes
2. Virtual Practicals for Science Stream programmes
3. MIS
4. Academic Registers.
5. Criterion wise data submission

MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	Online Teaching Classes: The faculty are advised to use Personal Laptops for Online Teaching and upload the same in OTLP as per the OTLP time table. It is also resolved to maintain student attendance during the teaching periods assigned and to preserve record of OTLP.
2	Virtual Practicals for Science Stream programmes: For science courses, it is resolved to cater virtual practical sessions to impart practical knowledge and to complete.
3	MIS: Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to check the data uploaded in Management Information System portal and ensure that the courses in MIS and Jnanabhumi are one and the same.
4	Academic Registers. The department incharges should submit their department faculty Teaching Diaries, Lesson Plans, Dept. Activities, Dept. Minutes etc. before 5 th of every month
5	Criterion wise data submission: It is resolved all Criterion convenors and department incharges are directed to submit criterion wise data for AQAR 2020-21 submission.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Lakshma

Principal

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5	Dr. M Venkata Ramanaiiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani, Botany	Controller of Examinations	B. Yugavani
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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

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 19.06.2021 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	Online Teaching Classes: The faculty are advised to use Personal Laptops for Online Teaching and upload the same in OTLP as per the OTLP time table. It is also resolved to maintain student attendance during the teaching periods assigned and to preserve record of OTLP.	All the faculty are conducted online classes as per the OTLP timetable.
2	Virtual Practicals for Science Stream programmes: For science courses, it is resolved to cater virtual practical sessions to impart practical knowledge and to complete.	During Covid-19 all the science faculty conducted virtual labs.
3	MIS: Kum K. Shalini is requested to check the data uploaded in Management Information System portal and ensure that the courses in MIS and Jnanabhumi are one and the same.	MIS data is updated.
4	Academic Registers. The department incharges should submit their department faculty Teaching Diaries, Lesson Plans, Dept. Activities, Dept. Minutes etc. before 5 th of every month	All the departments are maintaining academic registers.
5	Criterion wise data submission: It is resolved all Criterion convenors and department incharges are directed to submit criterion wise data for AQAR 2020-21 submission.	Criterion convenors are collecting data and submitting to IQAC.

C.V. Krishnaveni
IQAC Coordinator



P. Summe Lakshmi

Principal
PRINCIPAL
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for Women, KADAPA



S.K.R. & S.K.R. Govt. College for Women (Autonomus), Kadapa.

Reaccredited with 'B' Grade by NAAC

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Internal Quality Assurance Cell (IQAC)

14-08-2021

Minutes of meeting-08

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

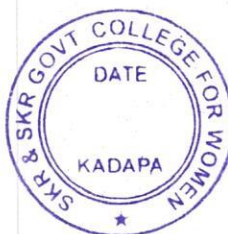
Agenda:

1. Student Satisfaction Survey
2. Alumni Meeting.
3. Parents-Teacher Meeting
4. Overall Feedback on Institution.
5. Conducting of Examinations

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1	Student Satisfaction Survey: The IQAC is entrusted to conduct Student Satisfaction Survey for the Academic Year 2020-21 and prepare feedback analysis on SSS.
2	Alumni Meeting: It is resolved to register alumni association with elected body members and determined to enhance the alumni association fund by increasing alumni registrations. It is also resolved to mobilize funds to alumni association.
3	Parents-Teacher Meeting: It is resolved to conduct parent-teacher meetings. Hence, the Departmental Incharges are guided to conduct parent-teacher meetings at Departmental level and record their valuable suggestions and feedback from parents in revising curriculum.
4	Overall Feedback on Institution: As per the new trends in NAAC overall feedback analysis mechanism is developed by framing 20 points on important aspects of Institution. It is resolved to collect overall feedback on Institution and present analysis
5	Conducting of Examinations: The external examination for all the 1 st , 4 th , 6 th semesters is scheduled from 2nd to 14th for 1st Semester (2020-23 Batch) from 16th to 28th 4th (2019-22) and 6th (2018-21) Semester.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma
Principal

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IQAC Members Present

S.No	Name	Designation	Signatures
1	Dr. Shazeeya Begum, Urdu	Criteria I Curricular Aspects	
2	Dr. P. Sachi Devi Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

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 14.08.2021 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	Student Satisfaction Survey: The IQAC is entrusted to conduct Student Satisfaction Survey for the Academic Year 2020-21 and prepare feedback analysis on SSS.	Student Satisfaction Survey was conducted.
2	Alumni Meeting: It is resolved to register alumni association with elected body members and determined to enhance the alumni association fund by increasing alumni registrations. It is also resolved to mobilize funds to alumni association.	Alumni meeting was conducted by Alumni Committee.
3	Parents-Teacher Meeting: It is resolved to conduct parent-teacher meetings. Hence, the Departmental Incharges are guided to conduct parent-teacher meetings at Departmental level and record their valuable suggestions and feedback from parents in revising curriculum.	Parent teacher meetings was conducted.
4	Overall Feedback on Institution: As per the new trends in NAAC overall feedback analysis mechanism is developed by framing 20 points on important aspects of Institution. It is resolved to collect overall feedback on Institution and present analysis	Feedback on Institution was collected and analysed.
5	Conducting of Examinations: The external examination for all the 1 st , 4 th , 6 th semesters is scheduled from 2nd to 14th for 1st Semester (2020-23 Batch) from 16th to 28th 4th (2019-22) and 6th (2018-21) Semester.	Examination cell planned to conduct Semester End Examinations for all the semester students.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma
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Internal Quality Assurance Cell (IQAC)

04-10-2021

Minutes of meeting-9

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

Agenda:

1. Outreach programmes
2. Implementation of e-Governance.
3. Best practices
4. Conduction of students and faculty conduct and professional ethics programme for faculty.
5. Ban on use of plastic
6. Landscaping

MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	Outreach programmes: To make aware of society and its problems like Say "Yes to Life, No to Drugs" anti-consumption of tobaccos, alcohol activities should be taken to masses to create awareness among them, and also Gender sensitization programmes.
2	Implementation of e-Governance: Office personnel are advised to implement e-governance in all sections and function well in order to provide simpler, and efficient system of governance within the institution. To promote transparency and accountability in all the functions of the college and also timely disposal of files.
3	Best practices: The Department of English is advised to continue the best practice of Skill-Will Club. It is resolved to continue institutional best practices, mentoring system and skill-will club. At the same time all Departments should adopt one best practice in their interesting field.
4	To conduct awareness programme on Code of conduct and professional ethics: Academic Coordinator Smt L. Sudheera are requested to conduct code of conduct programme to staff and students.
5	Ban on use of plastic: The department in charges are directed to ban the use of plastic products in the campus and the same thing is informed to the students not to use plastic items in the college. Instead of them eco-friendly gunny bags, copper bottles, steel glasses etc. are encouraged to use.



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6

Landscaping- Swatch Bharat:

All the department incharges are requested to develop greenery and protecting the plants in the college campus by involving staff and students under swatch bharat mission.

c.v. prishnaveni
IQAC Coordinator



P. Sumana Reddy

Principal

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IQAC Members Present

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2	Dr. P. Sachi Devi Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

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 04.10.2021 at 11.00 am.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	Outreach programmes: To make aware of society and its problems like Say "Yes to Life, No to Drugs" anti-consumption of tobaccos, alcohol activities should be taken to masses to create awareness among them, and also Gender sensitization programmes.	Department incharges conducted awareness programmes on Gender Sensitization and outreach programmes.
2	Implementation of e-Governance: Office personnel are advised to implement e-governance in all sections and function well in order to provide simpler, and efficient system of governance within the institution. To promote transparency and accountability in all the functions of the college and also timely disposal of files.	Office personnel are implementing e-governance in all sections and function well.
3	Best practices: The Department of English is advised to continue the best practice of Skill-Will Club. It is resolved to continue institutional best practices, mentoring system and skill-will club. At the same time all Departments should adopt one best practice in their interesting field.	The Department of English has been implementing Best Practice Skill-Will Club.
4	To conduct awareness programme on Code of conduct and professional ethics: Academic Coordinator Smt L. Sudheera are requested to conduct code of conduct programme to staff and students.	Academic Coordinator Smt L. Sudheera has been implementing code of conduct programme to staff and students.
5	Ban on use of plastic: The department in charges are directed to ban the use of plastic products in the campus and the same thing is informed to the students not to use plastic items in the college. Instead of them eco-friendly gunny bags, copper bottles, steel glasses etc. are encouraged to use.	All the department incharges are directed to motivate the students and staff to ban the use of plastic products in the campus.



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6	Landscaping- Swatch Bharat: All the department incharges are requested to develop greenery and protecting the plants in the college campus by involving staff and students under swatch bharat mission.	All the staff and students are participating.
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c.v.krishnaveni
IQAC Coordinator



P. Suresh Lakshmi

Principal

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Internal Quality Assurance Cell (IQAC)

04-12-2021

Minutes of meeting-10

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

Agenda:

1. Library Automation
2. Participation in Professional Development Courses.
3. Administrative Training Programmes to Teaching and Non-Teaching.
4. Providing facility for e-Content Development.
5. Conduct more gender-equity programmes.
6. AQAR 2019-20 Edit submission.

MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	Library Automation: Library is main learning resources to students to acquire information/knowledge and skills pertaining to their study programmes. To make learning more effective automation of library is inevitable. In view of NAAC automation has to be done on or before 2022 June.
2	Participation in Professional Development Courses: It is resolved and advised the faculty to participate in FDP programmes such as orientation, induction, and refresher, short term courses to enhance and to develop professional competence.
3	Administrative Training Programmes to Teaching and Non-Teaching: In order to enhance skills and professional competence among faculty and non-teaching staff, it is resolved to conduct skill development programmes to faculty and administrative training programmes to non-teaching staff (computers/English/drafting skills etc.,)
4	Providing facility for e-Content Development: It is resolved to establish studio to prepare video lessons to make teaching - learning process more effective
5	Conduct more gender-equity programmes: Being a women institution, it is resolved to sensitize the women students on many women issues.
6	AQAR 2019-20 Edit submission: IQAC Team is requested to resubmit the data of AQAR 2019-20.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma
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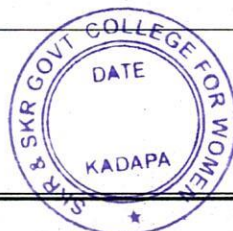
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Internal Quality Assurance Cell (IQAC) ACTION TAKEN REPORT

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 04.12.2021 at 11.00 am.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	Library Automation: Library is main learning resources to students to acquire information/knowledge and skills pertaining to their study programmes. To make learning more effective automation of library is inevitable. In view of NAAC automation has to be done on or before 2022 June.	Library is partially automated.
2	Participation in Professional Development Courses: It is resolved and advised the faculty to participate in FDP programmes such as orientation, induction, and refresher, short term courses to enhance and to develop professional competence.	Faculty participated in FDP programmes such as orientation, induction, and refresher, short term courses to enhance and to develop professional competence.
3	Administrative Training Programmes to Teaching and Non-Teaching: In order to enhance skills and professional competence among faculty and non-teaching staff, it is resolved to conduct skill development programmes to faculty and administrative training programmes to non-teaching staff (computers/English/drafting skills etc.,)	Department of Computer Science conducted training programmes to both Teaching and Non-teaching staff to enhance skills and professional competence.
4	Providing facility for e-Content Development: It is resolved to establish studio to prepare video lessons to make teaching - learning process more effective	Faculty developed e-content content by preparing video lessons to make teaching - learning process more effective.
5	Conduct more gender-equity programmes: Being a women institution, it is resolved to sensitize the women students on many women issues.	Women Empowerment cell organised Gender Equity Programmes to all the woman staff and students.
6	AQAR 2019-20 Edit submission: IQAC Team is requested to resubmit the data of AQAR 2019-20.	IQAC team resubmitted the AQAR 2019-20 data in the Month of May 2022.

C.V. Krishnaveni
IQAC Coordinator



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