



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.skrgcdwkdgp.edu.in
Established: 1973

INTERNAL QUALITY ASSURANCE CELL (IQAC)
COMPOSITION OF IQAC 2021-22

S. No	Designation	Name of the IQAC Committee Members
1	Chairperson , Head of the Institution	Dr. P. Subba Lakshumma, 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. P. Sachi Devi, Lecturer in Zoology Criterion III - Research Innovation and Extension: Dr. P. Gurivi Reddy, Reader 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 K. Madan Mohan, Lecturer in Physical Education Criterion VII - Institutional Values and Best Practices Smt. Y. Nagaratnamma, Lecturer in Botany Controller of Examination: Smt. B. Yuga vani, Lecturer in Botany Academic Coordinator: Smt. L. Sudheera, Lecturer in Chemistry
4	Member from Management:	Dr. P. Saritha, Associate Professor in Business Administration, Department of Business Administration, Yogi Vemana University, Kadapa
5	Senior Administrative officer	Sri. M. Brahmananada Reddy, Superintendent
6	Nominee: Local Society: Students: Alumni:	Dr. P. Sasi Kala, Gynaecologist. Kum Gouri, III BCom CA Smt. V. Hima Kumari, Contract Lecturer in Chemistry (Alumni)
7	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



P. Subba Lakshumma

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting-1

19-06-2021

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. NEP 2020 Principles in BOS
 - Multidisciplinary/Interdisciplinary
 - Academic Bank of Credits.
 - Skill development.
 - Appropriate Integration of Indian Knowledge System.
 - Focus on outcome based education.
 - Distance Education / Online Education
2. Online Teaching Classes by adopting Online Education Tools & Innovative Teaching Pedagogies
3. Virtual Labs for Science Stream programmes
4. MIS – Management Information System
5. Academic Registers
6. Criterion wise data submission

MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	<p>NEP 2020 Principles in BOS:</p> <ul style="list-style-type: none">• Multidisciplinary/Interdisciplinary• Academic Bank of Credits.• Skill development.• Appropriate Integration of Indian Knowledge System.• Focus on outcome based education.• Distance Education / Online Education <p>All the BOS chairmen are requested to include the above NEP 2020 Principles in their BOS proceedings.</p>



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2	Online Teaching Classes by adopting Online Education Tools: The faculty are advised to use Personal Laptops for Online Teaching, by adopting Online Education Tools 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 by using Innovative Teaching Pedagogies like a. Interactive Teaching Method b. Demonstration Method c. Problem Solving Method d. Participatory Learning Method e. Experiential Learning Method f. Experimental Method g. Lecture Method etc. to ensure efficiency of teaching
3	Virtual Labs for Science Stream programmes: For science courses, it is resolved to cater virtual practical sessions to impart practical knowledge with virtual labs demonstration.
4	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.
5	Academic Registers. The department incharges should submit their department faculty Teaching Diaries, Lesson Plans/ Teaching Plans, Dept. Activities, Dept. Minutes etc. before 5 th of every month
6	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. Prishnaveni
IQAC Coordinator

P. Summe Lakshmi

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. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagarathamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	Y. Nagarathamma
8	B. Yugavani Lecturer in Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra Lecturer in 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 19.06.2021 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	<p>NEP 2020 Principles in BOS:</p> <ul style="list-style-type: none">• Multidisciplinary/Interdisciplinary• Academic Bank of Credits.• Skill development.• Appropriate Integration of Indian Knowledge System.• Focus on outcome based education.• Distance Education / Online Education <p>All the BOS chairmen are requested to include the above NEP 2020 Principles in their BOS proceedings.</p>	Implemented
2	<p>Online Teaching Classes by adopting Online Education Tools:</p> <p>The faculty are advised to use Personal Laptops for Online Teaching, by adopting Online Education Tools 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 by using Innovative Teaching Pedagogies like</p> <ul style="list-style-type: none">h. Interactive Teaching Methodi. Demonstration Methodj. Problem Solving Methodk. Participatory Learning Methodl. Experiential Learning Methodm. Experimental Methodn. Lecture Method etc. to ensure efficiency of teaching.	All the faculty have conducted online classes as per the OTLP timetable by adopting Online Education Tools with Innovative Teaching Pedagogies.



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3	Virtual Labs for Science Stream programmes: For science courses, it is resolved to cater virtual practical sessions to impart practical knowledge with virtual labs demonstration.	During Covid-19 all the science faculty conducted virtual labs.
4	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.
5	Academic Registers. The department incharges should submit their department faculty Teaching Diaries, Lesson Plans / Teaching Plans, Dept. Activities, Dept. Minutes etc. before 5 th of every month	All the departments are maintaining academic registers.
6	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 for editing AQAR 2020-21.

C.V. Krishnaveni
IQAC Coordinator

P. Sumanth Reddy
Principal



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Internal Quality Assurance Cell (IQAC)

Minutes of meeting-2

14-08-2021

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. Guest Faculty based on the Workload
2. Student Satisfaction Survey
3. Alumni Meeting.
4. Parents-Teacher Meeting
5. Overall Feedback on Institution.

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1	Guest Faculty based on the Workload: As per the request and workload basis it is resolved to take guest faculty to teach the subject considering their academic performance and pass percent.
2	Student Satisfaction Survey: The IQAC is entrusted to conduct Student Satisfaction Survey for the Academic Year 2021-22 and prepare feedback analysis on SSS.
3	Alumni Meeting: It is resolved to register alumni association with elected body members and determined to register the alumni association and raise fund by increasing alumni members. It is also resolved to mobilize funds to alumni association.
4	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.
5	Overall Feedback on Institution: As per the new trends in NAAC overall feedback analysis mechanism is developed by framing with important aspects of Institution. It is resolved to collect overall feedback on Institution, do analysis, prepare action plan and to implement.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

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2	Dr. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sree rama Reddy
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	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani Lecturer in Botany	Controller of Examinations	
9	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
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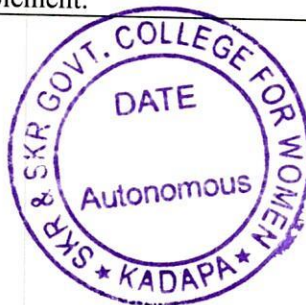
Internal Quality Assurance Cell (IQAC)

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 14.08.2021 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Guest Faculty permission (based on the Workload): As per the request and workload basis it is resolved to take guest faculty to teach the subject considering their academic performance and pass percent.	Guest faculty are permitted considering workload and request from the department incharges to teach subjects for the year 2021-22.
2	Student Satisfaction Survey: The IQAC is entrusted to conduct Student Satisfaction Survey for the Academic Year 2021-22 and prepare feedback analysis on SSS.	The IQAC conducted Student Satisfaction Survey for the Academic Year 2021-22 and prepared feedback analysis on SSS
3	Alumni Meeting: It is resolved to register alumni association with elected body members and determined to register the alumni association and raise fund by increasing alumni members. It is also resolved to mobilize funds to alumni association.	Alumni meetings conducted.
4	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 conducted by Parent Teacher committee.
5	Overall Feedback on Institution: As per the new trends in NAAC overall feedback analysis mechanism is developed by framing with important aspects of Institution. It is resolved to collect overall feedback on Institution, do analysis, prepare action plan and to implement.	IQAC collected feedback from stakeholders analysed and made suggestions to the departments.

C.V. Krishnaveni
IQAC Coordinator



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**Internal Quality Assurance Cell (IQAC)
Minutes of meeting-3**

04-10-2021

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. Awareness Programme on Professional Ethics to faculty and students
5. Ban on use of plastic
6. Landscaping

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
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 staff and students 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.



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4	To conduct awareness programme on Code of conduct and professional ethics: Academic Coordinator Smt L. Sudheera is 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.
6	Landscaping- Swatch Bharat: All the department incharges are motivated to develop greenery and protecting the plants in the college campus by involving staff and students under Swatch Bharat Mission.

C.V. Krishnaveni
IQAC Coordinator

P. Summe Rasthu

Principal

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2	Dr. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Lecturer in Mathematics	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	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani Lecturer in Botany	Controller of Examinations	
9	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra Lecturer in 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 4.00 pm.

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 functioning 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 conducted 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	All the department incharges motivated the students to ban the



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	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.	use of plastic products in the campus.
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 in Swatch Bharat.

C.V. Krishnaveni
IQAC Coordinator

P. Subba Lakshumma

Principal



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**Internal Quality Assurance Cell (IQAC)
Minutes of meeting-4**

04-12-2021

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 a Learning Resource - UGCINFLIBNET
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 a Learning Resource – UGCINFLIBNET: Library is main learning resource to students and staff to acquire information, knowledge and skills pertaining to their study programmes. To make learning more effective all the faculty and students should use library resources optimum and also UGCINFLIBNET journals.
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.,)



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4	Providing facility for e-Content Development: It is resolved to establish studio to prepare quality 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 by conducting awareness programmes.
6	AQAR 2019-20 Edit submission: IQAC Team is requested to resubmit the data of AQAR 2019-20 after duly editing.

C.V. Krishnaveni
IQAC Coordinator

P. Suneeta Paschim
Principal



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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.skrgcdwakedp.edu.in
Established: 1973

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 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	Library a Learning Resource – UGC INFLIBNET: Library is main learning resource to students and staff to acquire information, knowledge and skills pertaining to their study programmes. To make learning more effective all the faculty and students should use library resources optimum and also UGC INFLIBNET journals.	All the faculty and students are accessing UGC INFLIBNET for preparing study projects, seminars and to improve knowledge.
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 competences.
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 competences.
4	Providing facility for e-Content Development: It is resolved to establish studio to prepare quality video lessons to make teaching - learning process more effective.	Faculty developed e-content by preparing video lessons to make teaching - learning process more effective and uploaded in ccelms.ap.gov.in made available in college website.



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5	Conduct more gender-equity programmes: Being a women institution, it is resolved to sensitize the women students on many women issues by conducting awareness programmes.	Women Empowerment cell organised Gender Equity Programmes to all the woman staff and students on women issues.
6	AQAR 2019-20 Edit submission: IQAC Team is requested to resubmit the data of AQAR 2019-20 after duly editing.	IQAC team resubmitted the AQAR 2019-20 data in the Month of May 2022 after editing.

C.V. Krishnaveni
IQAC Coordinator

P. Summe Padma
Principal



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**Internal Quality Assurance Cell (IQAC)
Minutes of meeting-5**

04.02.2022

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 NAAC Review
- 2 AQAR 2020-21 Preparation - Data submission by Depts.
- 3 CO-PO/PSO Attainment
- 4 MIS – Data Updation
- 5 Monthly News Letter Submission
- 6 Skill Sector Councils
- 7 Data Updation in College Website <http://skrgdcwakdp.edu.in>
- 8 Special Fee & RC Fund Utilisation
- 9 Mentoring System

Minutes of the Meeting

1	NAAC Review: Criterion-wise inputs are reviewed with the IQAC coordinator, Criterion-wise Convenors and Department Incharges and identified the gaps. Faculty are requested to complete the data submission without causing any delay and facilitate the IQAC in timely submission of AQAR 2020-21.
2	AQAR 2020-21 Preparation: NAAC extended the date for submission of AQAR 2020-21 upto 15 th May, 2021. Hence, the target is fixed for the online submission of AQAR 2020-21 on or before 25 th April, 2022 with all data and information in NAAC – HEI portal. Hence all the faculty concerned are requested to submit data in time.
3	CO-PO/PSO Attainment: (Direct, Indirect and Final Attainment) The Department incharges are requested to calculate and submit Programme-wise CO-PO/PSO Direct, Indirect and Final Attainment values. Further they are also requested to identify the gaps and prepare <i>Action plans of remedial measures</i> to reach the targets. If target is attained then re-fix higher target.
4	MIS – Data Updation: The principal and the staff concerned are requested to update data in MIS portal and HOI Tab as per the directions of Hon'ble CCE sir as mentioned below:



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	<p>Cadre Strength Information: Dr. P. Subba Lakshumma, Principal is requested to update Cadre Strength in Mis portal as Smt. B. Swarna Mary was expired on 14th March, 2022 morning and her salary bill is processed upto 14th March, 2022.</p> <p>Faculty Information: Miss. K. Shalini, Contract Lecturer in Mathematics is requested to update faculty information.</p>
5	<p>Monthly News Letter Submission: Miss. K. Shalini, Contract Lecturer in Mathematics is requested to prepare Monthly News Letter and upload in apcce.gov.in website.</p>
6	<p>Skill Sector Councils: The Department incharges should browse about NSDC and Skill Sector Councils and finalise with which SSCs the institution should develop connectivity based on the demand of the service or work.</p>
7	<p>Data Updation in College Website http://skrgcdwakdp.edu.in Sri. N. Raghavendra, Lecturer in Statistics and College website coordinator is requested to update college website http://skrgcdwakdp.edu.in as per NAAC requirement and to facilitate information to all the stakeholders of the institution.</p>
8	<p>Special Fee & RC Fund Utilisation: All the Special Fee beneficiaries are requested to procure equipment and chemicals by following purchasing procedure by utilising Special fee amount to conduct practicals effectively to the students. Special Fee coordinator Smt. D. Winnie Teja, Lecturer in Chemistry is requested to see the process and maintain file. The Restructured Course Department incharges are requested to plan for the requirements of the departments to impart quality education and practical knowledge and skills to students and can utilise RC fee based on the needs. The convenor of the RC funds Committee Sri. V. Sreerama Reddy is requested to update the relevant registers.</p>
9	<p>Mentoring System: Smt. L. Sudheera, Lecturer in Chemistry and Academic Coordinator is requested to prepare a file on Mentoring System duly assigning student to mentors/lecturers. And the mentors must maintain a record of mentees and see the progression and over all development of the students.</p>

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 Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Lecturer in Mathematics	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	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	B. Yugavani Lecturer in Botany	Controller of Examinations	
9	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra Lecturer in 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 04.02.2022 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	NAAC Review: Criterion-wise inputs are reviewed with the IQAC coordinator, Criterion-wise Convenors and Department Incharges and identified the gaps. Faculty are requested to complete the data submission without causing any delay and facilitate the IQAC in timely submission of AQAR 2020-21.	Criterion-wise inputs are reviewed with IQAC team and Department Incharges and identified the gaps. Data obtained from the concern to submit AQAR 2020-21.
2	AQAR 2020-21 Preparation: NAAC extended the date for submission of AQAR 2020-21 upto 15 th May, 2021. Hence, the target is fixed for the online submission of AQAR 2020-21 on or before 25 th April, 2022 with all data and information in NAAC – HEI portal. Hence all the faculty concerned are requested to submit data in time.	The IQAC team is seriously involved in preparation of AQAR 2020-21 and planned to submit in NAAC HEI portal before 15 th May, 2021.
3	CO-PO/PSO Attainment: (Direct, Indirect and Final Attainment) The Department incharges are requested to calculate and submit Programme-wise CO-PO/PSO Direct, Indirect and Final Attainment values. Further they are also requested to identify the gaps and prepare Action plans of remedial measures to reach the targets. It target is attained then re-fix higher target.	The Department incharges calculated and submitted Programme-wise CO-PO/PSO Direct, Indirect and Final Attainment values. Further they identified the gaps and prepared Action plans of remedial measures.
4	MIS – Data Updation: The principal and the staff concerned are requested to update data in MIS portal and HOI Tab as per the directions of Hon'ble CCE sir as mentioned below:	MIS – Data Updated in apcce.gov.in portal by the concerned.



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	<p>3 Cadre Strength Information: Dr. P. Subba Lakshumma, Principal is requested to update Cadre Strength in Mis portal as Smt. B. Swarna Mary was expired on 14th March, 2022 morning and her salary bill is processed upto 14th March, 2022.</p> <p>4 Faculty Information: Miss. K. Shalini, Contract Lecturer in Mathematics is requested to update faculty information.</p>	
5	<p>Monthly News Letter Submission: Miss. K. Shalini, Contract Lecturer in Mathematics is requested to prepare Monthly News Letter and upload in apcce.gov.in website.</p>	Monthly News Letter is prepared and uploaded in apcce.gov.in portal.
6	<p>Skill Sector Councils: The Department incharges should browse about NSDC and Skill Sector Councils and finalise with which SSCs the institution should develop connectivity based on the demand of the service or work.</p>	The department of Commerce took initiative to develop connectivity with SSCs.
7	<p>Data Updation in College Website http://skrgdcwakdp.edu.in Sri. N. Raghavendra, Lecturer in Statistics and College website coordinator is requested to update college website http://skrgdcwakdp.edu.in as per NAAC requirement and to facilitate information to all the stakeholders of the institution.</p>	The college website coordinator is updating the information.
8	<p>Special Fee & RC Fund Utilisation: All the Special Fee beneficiaries are requested to procure equipment and chemicals by following purchasing procedure by utilising Special fee amount to conduct practicals effectively to the students. Special Fee coordinator Smt. D. Winnie Teja, Lecturer in Chemistry is requested to see the process and maintain file. The Restructured Course Department incharges are requested to plan for the requirements of the departments to impart quality education and practical knowledge and skills to students and can utilise RC fee</p>	The department incharges concerned submitted their requirement for special fee and RC fund utilisation.



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	based on the needs. The convenor of the RC funds Committee Sri. V. Sreerama Reddy is requested to update the relevant registers.	
9	Mentoring System: Smt. L. Sudheera, Lecturer in Chemistry and Academic Coordinator is requested to prepare a file on Mentoring System duly assigning student to mentors/lecturers. And the mentors must maintain a record of mentees and see the progression and over all development of the students.	Smt. L. Sudheera, Academic Coordinator prepared a file on Mentoring System duly assigning students to mentors/lecturers and mentors are maintaining a record of mentees.

c.v.krishnaveni
IQAC Coordinator

P. Suresh Babu
Principal



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Internal Quality Assurance Cell (IQAC)

Minutes of meeting-6

14.06.2022

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. Academic Calendar
2. Institutional Plan
3. Semester Curricular Plans
4. Apprenticeship based Degree Programmes
5. Community Service Projects Implementation
6. Students Mapping to CSP/ Internships
7. AQAR 2016-17 and 2017-18 Preparation - Criterion-wise Data Collection
8. College Website Updation
9. Registration in Academic Bank of Credits
10. Online Classes

Minutes of the Meeting

1	Academic Calendar: Academic Coordinator Smt. L. Sudheera, Lecturer in Chemistry and Controller of Examinations Smt. B. Yugavani, Lecturer in Botany are requested to make changes in Academic Calendar by including CSPs/ Internships.
2	Institutional Plan: IQAC coordinator Dr. CV. Krishna Veni is requested to prepare institutional plan by consulting with Academic coordinator and Controller of Examinations.
3	Semester Curricular Plans: All the Department incharges are requested to prepare Semester Curricular Plans which includes co-curricular activities and extra-curricular activities.
4	Apprenticeship based Degree Programmes: As per the instructions of Hon'ble Commissioner of Collegiate Education, A.P., Vijayawada the department of Commerce should take initiative to introduce BBA-Event Management (SSC Management, Entrepreneurship & Professional Skills).



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5	Community Service Projects Implementation: All the department incharges should read and implement the National Education Policy 2020 on Community Service Projects/Internships for the students who enrolled in 2020-21 and 2021-22 that is present first year and second year students in this summer vacation from 16.5.2022 to 12.06.2022. Orientation should be given to the students.
6	Students Mapping to CSP/ Internships: The mentors should map 15 students per batch and to the Industry or CSP and timely guide them to carry the work. He/she should monitor the CSP work. All the mentors should submit progress reports of their students timely as per the days set to the principal as per the instructions of CCE.
7	NAAC AQAR 2016-17 & 2017-18 Preparation- Criterion-wise Data submission: The IQAC/NAAC coordinator, Smt. C.V. Krishna Veni and the team is requested to continue the process of SSR preparation by duly collecting the information from Criterion-wise convenors. The Criterion-wise convenors are requested to prepare relevant and standard answers to both the metrics i.e. Quantitative metrics and Qualitative metrics by collecting data from department incharges and office.
8	College Website Updation: Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is requested to update website as per the SOP issued by our Hon'ble CCE sir. And also distribute proforma to the dept incharges so that there should be uniformity in submission of data by the depts.
9	Registration in Academic Bank of Credits: Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations is requested to register for Academic Bank Credit immediately and pursue ABC. "The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations.2021" in the Gazette of India on 28th July, 2021. The Academic Bank of Credits (ABC) platform has been developed by the National e-Governance Division (NeGD) of Ministry of Electronics and Information Technology (MeitY) under DigiLocker framework, with facility/functionality of opening Academic Account by the students and on-boarding of Higher Educational Institutions (HEIs). Academic Bank of Credits will digitally store the academic credits earned by students from HEIs registered with ABC, for awarding degree/Diploma /Certificates taking into account credits earned by students. ABC will ensure the opening, closure, and validation of Academic Bank of Accounts, verification, accumulation, and transfer or redemption for students. ABC facilitate students to choose their own learning path to attain a degree /Diploma /Certificates, working on the principle of multiple entry-multiple exit as well as anytime, any-where, and any-level learning. To enhance the reach of the ABC programme, all Higher Educational Institutions are requested to take action on the following on urgent basis.



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	<ul style="list-style-type: none">• Register your Institution on ABC (www.abc.gov.in).• Upload data of Student Credits obtained during or after the academic year 2021-22.• Make the students of your Institution aware about ABC facility and encourage and hand-hold them for opening Academic Bank Account on ABC portal (www.abc.gov.in).• Create a hyperlink of ABC URL, i.e., www.abc.gov.in on your Institution's respective website's home page.• Depute the Nodal Officers for implementing ABC and reflecting their details on their websites.• Higher Educational Institutions may insist their students to fill up ABC id on all examination form. <p>For any further information, you can contact ABC Cell of UGC on 011-24116316 & abc.ugc@gmail.com</p>
10	Online Classes: All the faculty and Dept incharges are requested to conduct online classes to the students as per mapped Time-Table from 1 st June, 2022 as per the Yogi Vemana University guidelines. Reopening of the college will be on 13.06.2022.
11	International YOGA Day Celebrations: Department of Physical Education is advised to organise International Yoga day celebrations on 21.06.2021

C.V. Krishnaveni
IQAC Coordinator



P. Sunka Padma

Principal

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2	Dr. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	K. Madan Mohan
7	Y. Nagarathamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	Y. Nagarathamma
8	B. Yugavani Lecturer in Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra Lecturer in Statistics	College Website Coordinator	



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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 14.06.2022 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Academic Calendar: Academic Coordinator Smt. L. Sudheera, Lecturer in Chemistry and Controller of Examinations Smt. B. Yugavani, Lecturer in Botany are requested to make changes in Academic Calendar by including CSPs/ Internships.	Academic Coordinator Smt. L. Sudheera, and Controller of Examinations prepared Academic Calendar by including CSPs/ Internships.
2	Institutional Plan: IQAC coordinator Dr. CV. Krishna Veni is requested to prepare institutional plan by consulting with Academic coordinator and Controller of Examinations.	IQAC team prepared institutional plan by consulting with Academic coordinator and Controller of Examinations.
3	Semester Curricular Plans: All the Department incharges are requested to prepare Semester Curricular Plans which includes co-curricular activities and extra-curricular activities.	All the Department incharges have prepared Semester Curricular Plans which includes co-curricular activities and extra-curricular activities.
4	Apprenticeship based Degree Programmes: As per the instructions of Hon'ble Commissioner of Collegiate Education, A.P., Vijayawada the department of Commerce should take initiative to introduce BBA-Event Management (SSC Management, Entrepreneurship & Professional Skills).	The department of Commerce should take initiative to introduce BBA-Event Management (SSC-Management, Entrepreneurship & Professional Skills).
5	Community Service Projects Implementation: All the department incharges should read and implement the National Education Policy 2020 on Community Service	All the department incharges implemented the National Education Policy 2020 on Community Service Projects/Internships for the



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	Projects/Internships for the students who enrolled in 2020-21 and 2021-22 that is present first year and second year students in this summer vacation from 16.5.2022 to 12.06.2022. Orientation should be given to the students.	students who enrolled in 2020-21 and 2021-22 in this summer vacation from 16.5.2022 to 12.06.2022. Orientation also give to the students.
6	Students Mapping to CSP/ Internships: The mentors should map 15 students per batch and to the Industry or CSP and timely guide them to carry the work. He/she should monitor the CSP work. All the mentors should submit progress reports of their students timely as per the days set to the principal as per the instructions of CCE.	The mentors were mapped 15-20 students CSP/Internships and pursued the projects.
7	NAAC AQAR 2016-17 and 2017-18 Preparation- Criterion-wise Data submission: The IQAC/NAAC coordinator, Smt. C.V. Krishna Veni and the team is requested to continue the process of SSR preparation by duly collecting the information from Criterion-wise convenors. The Criterion-wise convenors are requested to prepare relevant and standard answers to both the metrics i.e. Quantitative metrics and Qualitative metrics by collecting data from department incharges and office.	Department Incharges and Criterion wise convenors submitted data.
8	College Website Updation: Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is requested to update website as per the SOP issued by our Hon'ble CCE sir. And also distribute proforma to the dept incharges so that there should be uniformity in submission of data by the depts.	Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is continuously updating website.
9	Registration in Academic Bank of Credits: Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations is requested to register for Academic Bank Credit immediately and pursue ABC. "The University Grants Commission (Establishment and Operation of Academic	Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations has been taking steps to register the institution for Academic Bank Credit - NAD



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Bank of Credits in Higher Education) Regulations.2021" in the Gazette of India on 28th July, 2021. The Academic Bank of Credits (ABC) platform has been developed by the National e-Governance Division (NeGD) of Ministry of Electronics and Information Technology (MeitY) under DigiLocker framework, with facility/functionality of opening Academic Account by the students and on-boarding of Higher Educational Institutions (HEIs). Academic Bank of Credits will digitally store the academic credits earned by students from HEIs registered with ABC, for awarding degree/Diploma /Certificates taking into account credits earned by students. ABC will ensure the opening, closure, and validation of Academic Bank of Accounts, verification, accumulation, and transfer or redemption for students. ABC facilitate students to choose their own learning path to attain a degree /Diploma /Certificates, working on the principle of multiple entry-multiple exit as well as anytime, any-where, and any-level learning. To enhance the reach of the ABC programme, all Higher Educational Institutions are requested to take action on the following on urgent basis.

- Register your Institution on ABC (www.abc.gov.in).
- Upload data of Student Credits obtained during or after the academic year 2021-22.
- Make the students of your Institution aware about ABC facility and encourage and hand-hold them for opening Academic Bank Account on ABC portal (www.abc.gov.in).
- Create a hyperlink of ABC URL, i.e., www.abc.gov.in on your Institution's respective website's home page.



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	<ul style="list-style-type: none">• Depute the Nodal Officers for implementing ABC and reflecting their details on their websites.• Higher Educational Institutions may insist their students to fill up ABC id on all examination form. <p>For any further information, you can contact ABC Cell of UGC on 011-24116316 & abc.ugc@gmail.com</p>	
10	Online Classes: All the faculty and Dept incharges are requested to conduct online classes to the students as per mapped Time-Table from 1 st June, 2022 as per the Yogi Vemana University guidelines. Reopening of the college will be on 13.06.2022	All the faculty have conducted online classes to the students as per mapped Time-Table from 1 st June, 2022 as per the Yogi Vemana University guidelines.
11	International YOGA Day Celebrations: Department of Physical Education is advised to organise International Yoga day celebrations on 21.06.2021	Department of Physical Education organised International Yoga day celebrations on 21.06.2021

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal

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Internal Quality Assurance Cell (IQAC)

11.08.2022

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. Azadi Ka Amrut Mahostav – Har Ghar Tiranga 13th to 15th Aug, 2022 Working Days
2. Industry Connect
3. NAAC – SSR (Draft) & SWOC
4. College Website Updation
5. Academic Calendar
6. Registration in Academic Bank of Credits
7. Additional Infrastructural facilities Required
8. AQAR 2021 - 22 preparation
9. Feedback on Curriculum
10. Student satisfaction survey
11. Optional Metrics
12. IIQA Application submission and fee payment in NAAC HEI portal.

Minutes of the Meeting

1	<p>Azadi Ka Amrut Mahostav – Har Ghar Tiranga 13th to 15th Aug, 2022 Working Days: All the faculty are informed that 13th to 15th Aug, 2022 are Working Days as per progs. RC.No. 11/CCE-Acad.Cell/ HGT-AKAM/ AC-12/ 2022, Dated: 11.08.2022 of Commissioner of Collegiate Education, A.P. Vijayawada. Action Plan Chalked out: 12.08.2022 Rally to be organised by NSS PO Dr. G. Vijaya Lakshmi Devi, Lecturer in Economics. 13.08.2022 Flag hoisting by principal Dr. P.Subba Lakshumma, Patriotic Song and Dance Competitions to be organised by NSS PO Dr. G. Vijaya Lakshmi Devi, Lecturer in Economics and to select 1, 2, 3 prizes. 14.08.2022 Poster Presentation of Freedom Fighters and National Leaders to be organised by B. Yugavani, Lecturer in Botany and Students Union Vice President. 15.08.2022 Valuable speeches by staff and prizes and sweet distribution.</p>
2	<p>Industry Connect-Internships: All the department incharges should map the names of the students to Industries immediately and submit the list.</p>



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	IV Sem students 617 Exam fee paid.
3	NAAC – SSR (Draft) & SWOC: The IQAC 2016-17 & 2017-18 coordinator Sri. K. Madan Mohan is requested to complete AQAR 2016-17 & AQAR 2017-18 within week. IQAC team to prepare draft SSR by duly collecting the information from Criterion-wise convenors. Dr. B. Swaroopa is requested to prepare SWOC analysis. The Academic Coordinator Smt. L. Sudheera to validate NAAC information. Smt. M. Manjula Devi, Contract Faculty in Computer Science is the Technical coordinator. The Criterion Convenors are requested to submit data by collecting from Department incharges.
4	College Website Updation: Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is requested to update college website as per the SOP issued by our Hon'ble CCE sir. And also distribute proforma to the dept incharges so that there should be uniformity in submission of data by the depts.
5	Academic Calendar: Academic Coordinator Smt. L. Sudheera, Lecturer in Chemistry and Controller of Examinations Smt. B. Yugavani, Lecturer in Botany are requested to make changes in Academic Calendar by including CSPs/ Internships.
6	Registration in Academic Bank of Credits: Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations is requested to register for Academic Bank Credit immediately and pursue ABC.
7	Additional Infrastructural facilities Required Nadu-Nedu coordinator, Dr. Shazeeya Begum, Lecturer in Urdu and the committee members are requested to prepare estimations with justification and to submit Additional Requirement of Infrastructure facilities of College and Hostel to submit the same to CCE sir within the stipulated date.
8	AQAR 2021 - 22 preparation: The IQAC team is requested to prepare AQAR 2021-22 in NAAC HEI portal by collecting relevant information, data templates, additional information and geo tagged photos from Criterion convenors and department incharges.
9	Feedback on Curriculum: IQAC team is requested to collect Curriculum based feedback from stakeholders-Students, Teachers, Parents and Employers. Analyse the data, identify the gaps and to draw pertinent pointers to enhance the learning effectiveness.



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10	Student satisfaction survey: The criteria 2 convenor Dr P.Sachi devi, Lecturer in Zoology is requested to collect feedback from the students on Institutional performance.
11	Optional Metrics: The IQAC team of college have decided to select the following metrics as optional metrics after fruitful discussion by following the guidelines of NAAC manual for Autonomous colleges. 3.2.3 QnM Percentage of teachers recognised as research guides (3) 3.4.2 QnM Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years (5) 5.2.3 QnM Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: IIT JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations etc.) (10) 6.4.2 QnM Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs) (10) TOTAL SCORE: 28 WEIGHT
12	IIQA Application submission and fee payment in NAAC HEI portal: The IQAC team has decided to pay IIQA application fee in online NAAC portal Net Banking mode and to submit IIQA application in the month of November, 2022.

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 Lecturer in Urdu	Criteria I Curricular Aspects	
2	Dr. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B. Yugavani Lecturer in Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra Lecturer in 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 11.08.2022 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	<p>Azadi Ka Amrut Mahostav – Har Ghar Tiranga 13th to 15th Aug, 2022 Working Days: All the faculty are informed that 13th to 15th Aug, 2022 are Working Days as per progs. RC.No. 11/CCE-Acad.Cell/ HGT-AKAM/ AC-12/ 2022, Dated: 11.08.2022 of Commissioner of Collegiate Education, A.P. Vijayawada.</p> <p>Action Plan Chalked out: 12.08.2022 Rally to be organised by NSS PO Dr. G. Vijaya Lakshmi Devi, Lecturer in Economics. 13.08.2022 Flag hoisting by principal Dr. P.Subba Lakshumma, Patriotic Song and Dance Competitions to be organised by NSS PO Dr. G. Vijaya Lakshmi Devi, Lecturer in Economics and to select 1, 2, 3 prizes. 14.08.2022 Poster Presentation of Freedom Fighters and National Leaders to be organised B. Yugavani, Lecturer in Botany and Students Union Vice President. 15.08.2022 Valuable speeches by staff and prizes and sweet distribution.</p>	<p>Faculty and NSS, NCC, Sports and Students Circles involved in enthusiastically participated in Azadi Ka Amrut Mahostav – Har Ghar Tiranga 13th to 15th Aug, 2022.</p>
2	<p>Industry Connect-Internships: All the department incharges should map the names of the students to Industries immediately and submit the list. IV Sem students 615.</p>	<p>All the faculty mentors were mapped with 15-20 students to Industries for internships. IV Sem students 615 registered in APSCH LMS Portal</p>
3	<p>NAAC – SSR & AQAR: NAAC – SSR (Draft) & SWOC:</p>	<p>Implemented</p>



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	<p>The IQAC 2016-17 & 2017-18 coordinator Sri. K. Madan Mohan is requested to complete AQAR 2016-17 & AQAR 2017-18 within week. IQAC team to prepare draft SSR by duly collecting the information from Criterion-wise convenors. Dr. B. Swaroopa is requested to prepare SWOC analysis. The Academic Coordinator Smt. L. Sudheera to validate NAAC information. Smt. M. Manjula Devi, Contract Faculty in Computer Science is the Technical coordinator. The Criterion Convenors are requested to submit data by collecting from Department incharges.</p>	
4	<p>Academic Calendar: Academic Coordinator Smt. L. Sudheera, Lecturer in Chemistry and Controller of Examinations Smt. B. Yugavani, Lecturer in Botany are requested to make changes in Academic Calendar by including CSPs/ Internships.</p>	<p>Academic Coordinator Smt. L. Sudheera, and Controller of Examinations prepared Academic Calendar by including CSPs/ Internships.</p>
5	<p>Additional Infrastructural facilities Required Nadu-Nedu coordinator, Dr. Shazeeya Begum, Lecturer in Urdu and the committee members are requested to prepare estimations with justification and to submit Additional Requirement of Infrastructure facilities of College and Hostel to submit the same to CCE sir within the stipulated date.</p>	<p>Information submitted to CCE on Nadu-Nedu scheme for additional infrastructure facilities.</p>
6	<p>College Website Updation: Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is requested to update website as per the SOP issued by our Hon'ble CCE sir. And also distribute proforma to the dept incharges so that there should be uniformity in submission of data by the depts.</p>	<p>Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is continuously updating website.</p>
7	<p>Registration in Academic Bank of Credits: Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations is requested to register for Academic Bank Credit immediately and pursue ABC.</p>	<p>Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations has registered the institution for Academic Bank Credit – NAD.</p>



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8	<p>AQAR 2021 - 22 preparation: The IQAC team is requested to prepare AQAR 2021-22 in NAAC HEI portal by collecting relevant information, data templates, additional information and geo tagged photos from Criterion convenors and department incharges.</p>	<p>The IQAC team is preparing AQAR 2021-22 in NAAC HEI portal by collecting relevant information, data templates, additional information and geo tagged photos from Criterion convenors and department incharges.</p>
9	<p>Feedback on Curriculum: IQAC team is requested to collect Curriculum based feedback from stakeholders-Students, Teachers, Parents and Employers. Analyse the data, identify the gaps and to draw pertinent pointers to enhance the learning effectiveness.</p>	<p>IQAC team collected feedback from the stakeholders, analysed, gaps identified and drawn pertinent pointers to enhance the learning effectiveness and the incharges of the departments implemented the suggestions.</p>
10	<p>Student satisfaction survey: The criteria 2 convenor Dr P.Sachi Devi, Lecturer in Zoology is requested to collect feedback from the students on overall Institutional performance</p>	<p>Dr P. Sachi Devi conducted Student Satisfaction Survey (SSS) on overall institutional performance by sending Google forms to students, Results and details made available in college website.</p>
11	<p>Optional Metrics: The IQAC team of college have decided to select the following QnM metrics as optional metrics after fruitful discussion by following the guidelines of NAAC manual for Autonomous colleges. 3.2.3 QnM Percentage of teachers recognised as research guides (3) 3.4.2 QnM Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years (5) 5.2.3 QnM Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: IIT JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOE FL/Civil Services/State government examinations</p>	<p>The IQAC team will exercise the selected optional QnM metrics 3.2.3, 3.4.2, 5.2.3, 6.4.2 while filling the data of Self Study Report in NAAC HEI portal.</p>



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	etc.) (10) 6.4.2 QnM Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs) (10) TOTAL SCORE: 28 WEIGHT	
12	IIQA Application submission and fee payment in NAAC HEI portal: The IQAC team has decided to pay IIQA application fee in online NAAC portal Net Banking mode and to submit IIQA application in the month of November, 2022.	The IQAC team has planned to pay IIQA application fee in online NAAC portal Net Banking mode and to submit IIQA application in the month of November, 2022.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal

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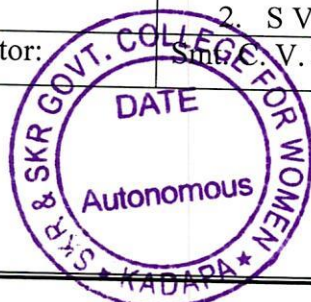


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Internal Quality Assurance Cell (IQAC)
Composition of IQAC 2020-21

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. V. Krishnaveni, Lecturer in Computer Science



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Dr. P. SUBBA LAKSHUMMA
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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. Prishnaveni
IQAC Coordinator



P. Suresh Babu

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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. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B. Yugavani Lecturer in Botany	Controller of Examinations	
9	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra Lecturer in 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 06.06.2020 at 11.00 am.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
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.



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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.	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 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.	All the faculty participated in virtual RC, OC, FDPs, and Workshops.
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	Faculty contributed towards Learning Management system by preparing



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	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. M.V. Ramanaiah, Reader in Physics is requested to maintain the data.	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



P. Subba Lakshumma

Principal

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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.



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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.
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. Summa Roshni
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. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagaratnamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	
8	B.Yugavani, Lecturer in Botany	Controller of Examinations	
9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in 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,	All the faculty campaigned about the reputation of the institution and achievements of the students to the nearby intermediate college



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	courses offered, facilities provided, support services available etc and attract more number of student admissions in the academic year 2020-21.	students to enhance enrolment 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.	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. Summe Reddy
Principal

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Internal Quality Assurance Cell (IQAC)

Dated: 29-10-2020

Minutes of meeting-3

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

Agenda point No.	Decisions Taken (Resolutions)
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.



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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.
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. Prishnaveni
IQAC Coordinator



P. Suneetha

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. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagaratnamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B.Yugavani, Lecturer in Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in 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 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. Suresh Padma

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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. Krishnaveni, Lecturer in Computer Science to prepare consolidated information to AQAR 2020-21.



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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.
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



P. Subba Lakshumma
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. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagaratnamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B. Yugavani, Lecturer in Botany	Controller of Examinations	
9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in 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)	Compliance (Action Taken)
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. Krishnaveni, 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	Each Mentor is assigned with 30 students (mentees) in order to provide all sorts of guidance in education, personal, psychological,



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Principal

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	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.	financial aspects and records maintained.
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. Prishnaveni
IQAC Coordinator



P. Subba Lakshumma

Principal

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting-5

06-01-2021

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.



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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.
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. Prishnaveni
IQAC Coordinator



P. Suman Reddy
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. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagaratnamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B. Yugavani, Lecturer in Botany	Controller of Examinations	
9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in 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)	Compliance (Action Taken)
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.



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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.
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. Prishnaveni
IQAC Coordinator



P. Sunna Parshma
Principal

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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.



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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.
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. Prishnaveni
IQAC Coordinator



P. Summa Radha

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. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagarathamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	Y. Nagarathamma
8	B. Yugavani, Lecturer in Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in 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 08.03.2021 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.



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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.
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

Agenda point No.	Decisions Taken (Resolutions)
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. Subba Lakshumma
Principal

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IQAC Members present:

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2	Dr. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	Y. Nagarathamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	Y. Nagarathamma
8	B. Yugavani, Lecturer in Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in 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 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. Subba Lakshumma

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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

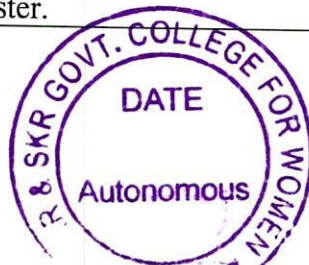
Agenda:

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
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6	K. Madan Mohan Lecturer in Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	
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9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in Statistics	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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Website: www.skrgcdcwakdp.edu.in
Established: 1973

**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. prishuaveni
IQAC Coordinator



P. Suma Padma
Principal

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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.



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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.
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. 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. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	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	Y. Nagaratnamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	
8	B.Yugavani, Lecturer in Botany	Controller of Examinations	
9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in 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.



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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.
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.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

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.

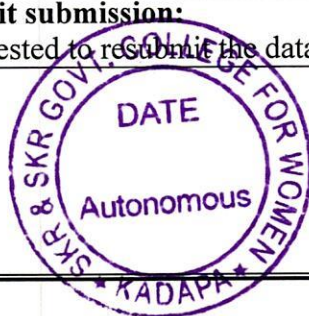
Agenda:

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

Agenda point No.	Decisions Taken (Resolutions)
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. Suneetha

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IQAC Members present:

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2	Dr. P. Sachi Devi Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Lecturer in Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Lecturer in Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
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	K. Madan Mohan
7	Y. Nagaratnamma, Lecturer in English	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B. Yugavani, Lecturer in Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera, Lecturer in Chemistry	Academic Coordinator	
10	N. Raghavendra, Lecturer in 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 04.12.2021 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



P. Subba Lakshumma
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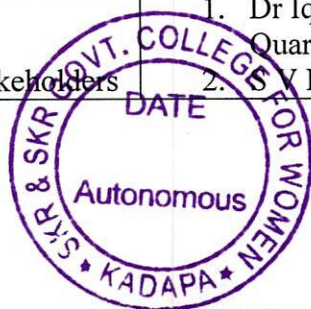


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IQAC Minutes of the Meetings and Action Taken Reports
Composition of IQAC 2019-20

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: 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: Smt B. Yugavani, Lecturer in Botany Academic coordinator: Smt L. Sudheera, Lecturer in Chemistry Website Coordinator: K. Namratha, Lecturer in English.
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. Tejasree, III B.Sc(MSCs) Smt. V. HimaKumari, Contract Lecturer in Chemistry (Alumni)
7	Nominee from Employers/ Industrialist/Stakeholders	1. Dr Iqbal QusroKhadri, Chief Editor of Dabistan Urdu Quarterly Magazine, Kadapa. 2. Y Rama Murthy, Chaitanya Chemicals



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Internal Quality Assurance Cell (IQAC)

15-06-2019

Minutes of meeting-1

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. Subba Lakshumma, Principal. The IQAC coordinator presented the below given agenda points for discussion and implementation.

Agenda:

1. Institutional plan of Action 2019-20
2. Certificate Courses/ Value Added Courses
3. Field Projects/Internships
4. Outcome based Education
5. Proposals to funding Agencies
6. Organise Workshops
7. Intellectual Property Rights (IPR)
8. Research Papers
9. Industry-Academia Innovative practices
10. To develop Collaborative activities for research, faculty exchange, student exchange in the college.
11. To develop digital content by the faculty for Learning Management System such as: e-PG-Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.
12. To establish e-studio in the college and to develop quality video lessons by the teachers and made available in college website to all the stakeholders.
13. To implement e-governance for timely disposal of files and to maintain transparency and accountability and to reduce usage of paper to safeguard environment.
14. To conduct Student Induction Programme for all first year entrants.
15. To prepare action plans at department level with all the initiatives.



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Minutes of the meeting 1

S.No.	RESOLUTIONS
1	Institutional plan of Action 2019-20: The IQAC Committee members are requested to prepare Institutional Action Plan for the year 2019-20 by incorporating all the quality initiatives for the college development and for the benefits of the students.
2	Certificate Courses/ Value Added Courses: All the department in charges are requested to organise Certificate Courses and Value added courses to impart transferable and life skills to the students and to enrich their knowledge levels in addition to curriculum.
3	Field Projects/Internships: All the teaching fraternity are requested to conduct Field Projects / Internships by involving all the students to impart Entrepreneurial skills.
4	Outcome based Education: All the department In charges are instructed to implement Bloom's Taxonomy and to design Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all the programmes offered by the institution and are communicated to the students and made available in college website https://skrgdcwakdp.edu.in
5	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.
6	Organise Workshops: To organise Workshops/Seminars/awareness programmes on Intellectual Property Rights (IPR) and Industry-academia innovative practices.
7	Intellectual Property Rights (IPR): To organise Workshops/Seminars/awareness programmes on Intellectual Property Rights (IPR) and Industry-academia innovative practices.
8	Research Papers: All the faculty are encouraged to publish papers in good Scopus, Indian Citation Index journals or UGC CARE recognised Journals.



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9	Industry-Academia Innovative practices: All the faculty are motivated to conduct Workshops/Seminars on Industry-Academia Innovative practices during the year.
10	Incubation centre, start-ups: All the faculty should conduct awareness programmes about incubation centre, start-ups and the feasibility to start their own small Industries.
11	Collaborative activities: All the faculty are requested to develop Collaborative activities for research, faculty exchange, student exchange in the college.
12	E-Content: All the faculty are motivated to develop digital content by the faculty for Learning Management System such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform 13NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.
13	Media Centre (e-studio): All the faculty are instructed to establish e-studio in the college and to develop quality video lessons by the teachers and made them available in college website to all the stakeholders.
14	e-governance: To implement e-governance for timely disposal of files and to maintain transparency and accountability and to reduce usage of paper to safeguard environment.
15	Student Induction Programme: To conduct Student Induction Programme for all first year entrants.
16	Action plans at department level: All the department in charges are requested to prepare action plans at department level with all the initiatives.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Lakshmi
Principal

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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 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 15.06.2019 at 4.00 am.

Agenda Point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Institutional plan of Action 2019-20: The IQAC Committee members are requested to prepare Institutional Action Plan for the year 2019-20 by incorporating all the quality initiatives for the college development and for the benefits of the students.	IQAC team prepared Institutional action plan for the year 2019-20 by incorporating all the quality initiatives for the college development and for the benefits of the students.
2	Certificate Courses/ Value Added Courses: All the department in charges are requested to organise Certificate Courses and Value added courses to impart transferable and life skills to the students and to enrich their knowledge levels in addition to curriculum.	Department of Chemistry organised certificate course on Chem draw.
3	Field Projects/Internships: All the teaching fraternity are requested to conduct Field Projects / Internships by involving all the students to impart Entrepreneurial skills	Conducted field projects.
4	Outcome based Education: All the department In charges are instructed to implement Bloom's Taxonomy and to design Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all the programmes offered by the institution and are communicated to the students and made available in college website https://skrgcdwakdp.edu.in/	Designed Programme Outcomes, Programme specific outcomes and Course outcomes for all the programmes offered by the institution and made available in the college website.



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5	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.	Faculty are requested to prepare proposals for Seminars/conferences/Workshops to various research funding agencies UGC, RUSA, CSIR and industry and other organisations.
6	Intellectual Property Rights (IPR): To organise Workshops/Seminars/awareness programmes on Intellectual Property Rights (IPR) and Industry-academia innovative practices.	IQAC Coordinator organised Workshop on Intellectual property Rights and industry academia innovative practices.
7	Research Papers: All the faculty are encouraged to publish papers in good Scopus, Indian Citation Index journals or UGC CARE recognised Journals.	IQAC Coordinator is requested to publish Research papers in Scopus and UGC care recognised Journals.
8	Industry-Academia Innovative practices: All the faculty are motivated to conduct Workshops/Seminars on Industry-Academia Innovative practices during the year.	All the faculty are motivated to conduct workshops/seminars on industry academia innovative practices during the year.
9	Incubation centre, start-ups: All the faculty should conduct awareness programmes about incubation centre, start-ups and the feasibility to start their own small Industries.	Conducted awareness programmes on incubation centre.
10	Collaborative activities: All the faculty are requested to develop Collaborative activities for research, faculty exchange, student exchange in the college	All the departments developed collaborative activities for research, faculty exchange, student exchange in the college.
11	e-Content: All the faculty are motivated to develop digital content by the faculty for Learning Management System such as: e-PG-Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other	All the faculty registered in MOOCs platform and pursuing the courses.



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	Government initiatives & institutional (Learning Management System (LMS) etc.	
12	Media Centre (e-studio): All the faculty are instructed to establish e-studio in the college and to develop quality video lessons by the teachers and made them available in college website to all the stakeholders	Planning to establish e-studio in the college.
13	e-governance: To implement e-governance for timely disposal of files and to maintain transparency and accountability and to reduce usage of paper to safeguard environment.	Implemented
14	Student Induction Programme: To conduct Student Induction Programme for all first year entrants	Dr M. Padmavathi, Lecturer in Physics is nominated as SIP Coordinator and organised Student Induction Programme.
15	Action plans at department level: All the department in charges are requested to prepare action plans at department level with all the initiatives.	All the department incharges prepared Department action plans.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu

Principal

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Internal Quality Assurance Cell (IQAC)

10-08-2019

Minutes of meeting-2

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. Subba Lakshumma, Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

Agenda:

1. Field projects/field trips/student study projects and internships.
2. Achieving POs, PSOs and COs.
3. Eco-friendly Campus.
4. Job drives.

Minutes of the meeting

S. No.	RESOLUTIONS
1	Field projects/field trips/student study projects and internships. To build capacity and 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.
2	Achieving POs, PSOs and COs. All the subject wise faculty should communicate POs and COs to the students to accomplish the predetermined goals of the college.
3	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.
4	Job drives The JKC training cell is directed to give appropriate training in job skills to all the enrolled students in specified times. It is also directed to conduct on-campus and off-campus drives by inviting MNCs and other start-ups.

C.V. Krishnaveni
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 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 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 10.08.2019 at 4.00 pm.

Agenda Point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Field projects/field trips/student study projects and internships. To build capacity and 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.	Conducted field projects, field trips, student study projects.
2	Achieving POs, PSOs and COs. All the subject wise faculty should communicate POs and COs to the students to accomplish the predetermined goals of the college.	Prepared Programme Outcomes, Programme Specific outcomes, Course outcomes and made available in the college website.
3	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.	An awareness programme on Plastic free campus was conducted
4	To conduct on-campus and off-campus drives: The JKC training cell is directed to give appropriate training in job skills to all the enrolled students in specified times. It is also directed to conduct on-campus and off-campus drives by inviting MNCs and other start-ups.	JKC Cell conducted on campus and off campus drives.

c.v.krishnavani
IQAC Coordinator



P. Suresh Babu

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Internal Quality Assurance Cell (IQAC)

10-10-2019

Minutes of meeting - 3

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. Subba Lakshumma, Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

Agenda:

1. To nominate convenors to NIRF parameters
2. To discuss the parameter wise data
3. Examination revaluation process.
4. AQAR 2019-2020 Data Collection
5. Curriculum Design.

Minutes of Meeting

S.No	Resolutions																					
1	<p>To nominate convenors to NIRF parameters: With a view to obtain data from various sources and to avoid delay in process in submitting NIRF data Convenors are nominated by the Principal to collect the data for each below given parameter of NIRF and for other necessary information.</p> <table border="1"> <thead> <tr> <th>Parameter No</th> <th>Parameter name</th> <th>Convenor</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>Teaching, Learning and Resources</td> <td>B. Gangadhar, Lec in History</td> </tr> <tr> <td align="center">2</td> <td>Research and professional practice</td> <td>Dr B. Sudhakar Reddy, Reader in Physics</td> </tr> <tr> <td align="center">3</td> <td>Graduation Outcomes</td> <td>Dr Shazeeya Begum, Lec in Urdu</td> </tr> <tr> <td align="center">4</td> <td>Outreach and Inclusivity</td> <td>Dr M.V Ramanaiah, Reader in Physics</td> </tr> <tr> <td align="center">5</td> <td>Perception</td> <td>Dr M.Padmavathi, Lec in Physics</td> </tr> <tr> <td align="center">6</td> <td>Budget/funds utilization</td> <td>K. Madan Mohan, Lec in Physical Education</td> </tr> </tbody> </table>	Parameter No	Parameter name	Convenor	1	Teaching, Learning and Resources	B. Gangadhar, Lec in History	2	Research and professional practice	Dr B. Sudhakar Reddy, Reader in Physics	3	Graduation Outcomes	Dr Shazeeya Begum, Lec in Urdu	4	Outreach and Inclusivity	Dr M.V Ramanaiah, Reader in Physics	5	Perception	Dr M.Padmavathi, Lec in Physics	6	Budget/funds utilization	K. Madan Mohan, Lec in Physical Education
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5	Perception	Dr M.Padmavathi, Lec in Physics																				
6	Budget/funds utilization	K. Madan Mohan, Lec in Physical Education																				
2	<p>To discuss the parameter wise data: With a view to obtain data from various sources and to avoid delay in process in submitting NIRF data Convenors are nominated by the Principal to collect the data for each parameter of NIRF and for other necessary information. It is resolved to get all the required data in old NIRF templates. Discussed the parameter wise questions and clarified the doubts pointed out by the members attended. It is strongly determine to submit apt data from the respective departments to get rank in NIRF.</p>																					



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3	Examination revaluation process: It is resolved to procure software to examination cell for the planning, administration, documenting the performance of students obtained in learning process
4	AQAR 2019-2020 Data Collection: It is resolved to get the data for AQAR 2019-20 within the stipulated time.
5	Curriculum Design: All the BOS chairmen are requested to design curriculum, revise and to include in Board of Studies meeting and Academic Council Meeting.

C.V. Krishnaveni
IQAC Coordinator



P. Suvvra Padma
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 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 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 10.10.2019 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	To nominate convenors to NIRF parameters: With a view to obtain data from various sources and to avoid delay in process in submitting NIRF data Convenors are nominated by the Principal to collect the data for each below given parameter of NIRF and for other necessary information.	Dr P. Subba Lakshumma, Principal nominated convenors NIRF parameters and instructed to collect the data for NIRF ranking.
2	To discuss the parameter wise data: With a view to obtain data from various sources and to avoid delay in process in submitting NIRF data Convenors are nominated by the Principal to collect the data for each parameter of NIRF and for other necessary information. It is resolved to get all the required data in old NIRF templates. Discussed the parameter wise questions and clarified the doubts pointed out by the members attended. It is strongly determine to submit apt data from the respective departments to get rank in NIRF.	IQAC Team discussed parameter wise data for NIRF templates to get rank in NIRF.
3	Examination revaluation process: It is resolved to procure software to examination cell for the planning, administration, documenting the performance of students obtained in learning process	Examination cell procured software to examination cell for administration, documenting the performance of students obtained in learning process.
4	AQAR 2019-2020 Data Collection: It is resolved to get the data for AQAR 2019-20 within the stipulated time.	IQAC team is requested to collect data for AQAR 2019-20 within the stipulated time.
5	Curriculum Design: All thr BOS chairmen are requested to design curriculum, revise and to include in Board of Studies meeting and Academic Council Meeting.	Academic coordinator scheduled AC meeting and BOS meetings in the departments for curriculum design and implementation.

C.V. Krishnaveni
IQAC Coordinator



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Internal Quality Assurance Cell (IQAC)

10-12-2019

Minutes of meeting 4

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

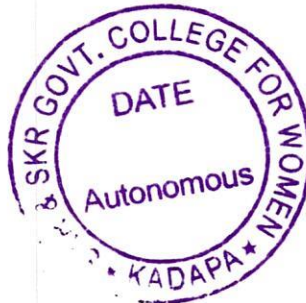
Agenda:

1. To discuss the criterion wise key indicators of NAAC
2. To handover the templates related to all 7 criteria of NAAC
3. To plan Certificate Courses.
4. National Mathematics Day Celebrations
5. Any other issue.

Minutes of meeting 4

S.No.	Resolutions
1	To discuss the criterion wise key indicators of NAAC: In view of NAAC 3 rd Cycle, discussed about total metrics of (QIM)-35 and QnM(72). Apart from these, there are 34 key indicators with different weightages. The total weightage of across key indicators are 1000. Hence, all the criterion convenors and Department Heads are advised to bestow special attention in fulfilling NAAC Objectives.
2	To handover the templates related to all 7 criteria of NAAC: To make the things easy as per the guidelines of NAAC, suggestive documents of each Quantitative Metric is provided to all the Convenors and HODs to fulfil the required quantitative data.
3	To plan Certificate Courses: At the same time, all the Department incharges are also instructed to offer Value added Certificate courses outside the curriculum that add value and help in the students in getting employment in various organizations.
4	National Mathematics Day Celebrations: The dept. of Mathematics is requested to organise National Mathematics Day Celebrations on 22.12.2019.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Reddy

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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 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 10.12.2019 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	To discuss the criterion wise key indicators of NAAC: In view of NAAC 3 rd Cycle, discussed about total metrics of (QIM)-35 and QnM(72). Apart from these, there are 34 key indicators with different weightages. The total weightage of across key indicators are 1000. Hence, all the criterion convenors and Department Heads are advised to bestow special attention in fulfilling NAAC Objectives.	Discussed and had awareness on QnM and QIM metrics and weightages
2	To handover the templates related to all 7 criteria of NAAC: To make the things easy as per the guidelines of NAAC, suggestive documents of each Quantitative Metric is provided to all the Convenors and HODs to fulfil the required quantitative data.	Data templates given to criterion convenors for data collection of AQAR 2019-20.
3	To plan Certificate Courses: At the same time, all the Department incharges are also instructed to offer Value added Certificate courses outside the curriculum that add value and help in the students in getting employment in various organizations.	Dept. incharges are conducting certificate courses in addition to the curriculum.
4	National Mathematics day celebrations: The dept. of Mathematics is requested to organise National Mathematics Day Celebrations on 22.12.2019.	The dept. of Mathematics conducted National Mathematics Day Celebrations on 22.12.2019.

c.v. Krishnaveni
IQAC Coordinator



P. Suman Reddy
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Internal Quality Assurance Cell (IQAC)

06-2-2020

Minutes of meeting-5

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

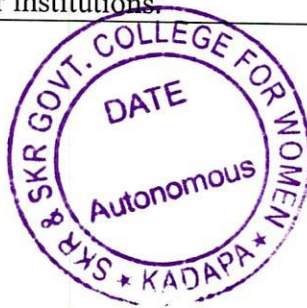
Agenda:

1. Usage of google sheets / Google forms etc.
2. MOOCs
3. Vidwan Registration
4. Field trips
5. Awareness programmes(Science day, International Mother Language day,
6. Blood camp
7. Guest Lectures.

Minutes of meeting 5

Agenda Point No.	Resolutions
1	Usage of google sheets / Google forms: To get information fast anytime and anywhere by using google sheets is new trend in administration. This procedure is adopted and awareness created among faculty. Resolved to use Google sheets to get timely information and to reduce paper usage.
2	MOOCs: Faculty are directed to enrol themselves and students in MOOCs online courses, complete them and write exams.
3	Vidwan Registration: Vidwan provides important information on various subject experts views on many fields. Resolved that all the faculty should register in Vidwan.
4	Field trips: It is resolved to organise Educational Tours.
5	Awareness programmes(Science day, International Mother Language day) Faculty are instructed to conduct awareness programmes on National Science Day celebrations, International Mother Language Day celebrations.
6	Blood Donation camp: Red Ribbon club cell is directed to organise blood camp in the campus.
7	Guest Lectures: All the department incharges are requested to conduct Extension Lectures by inviting Lecturers from other institutions.

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 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	
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Principal

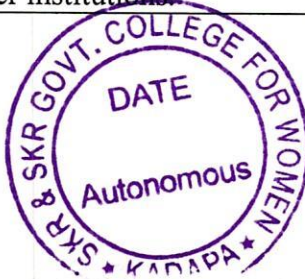
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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 5)

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 06.02.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Usage of google sheets / Google forms: To get information fast anytime and anywhere by using google sheets is new trend in administration. This procedure is adopted and awareness created among faculty. Resolved to use Google sheets to get timely information and to reduce paper usage.	IQAC Coordinator conducted workshop and explained in detail about the usage of Google sheets, and Google forms to all the teaching and non teaching staff.
2	MOOCs: Faculty are directed to enrol themselves and students in MOOCs online courses, complete them and write exams.	Faculty and students enrolled in MOOCs courses in their respective subjects.
3	Vidwan: Vidwan provides important information on various subject experts views on many fields. Resolved that all the faculty should register in Vidwan.	All the teaching faculty registered in Vidwan and got Ids.
4	Field trips: It is resolved to organise Educational Tours	Department of Telugu organised Educational tour on 08.01.2020.
5	Awareness programmes(Science day, International Mother Language day) Faculty are instructed to conduct awareness programmes on National Science Day celebrations, International Mother Language Day celebrations.	National Science day celebrations was organised on 28.02.2020. International Mother Language day celebrations on 19.02.2020.
6	Blood Donation camp: Red Ribbon club cell is directed to organise blood camp in the campus.	Red ribbon club coordinator organised blood camp in the campus on 24.02.2020
7	Guest Lectures: All the department incharges are requested to conduct Extension Lectures by inviting Lecturers from other institutions.	Organised Extension Lectures.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Reddy

Principal
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Y.S.R. Kadapa District – 516001, Andhra Pradesh, India.

Affiliated to Yogi Vemana University



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Principal

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Established: 1973

Internal Quality Assurance Cell (IQAC)

06-4-2020

Minutes of meeting-6

IQAC members, Department Incharges and Principal discussed through Online Conference call about planning and conduct of online teaching classes, video lessons due to lockdown period of COVID-19 pandemic situation.

Agenda:

1. Online classes.
2. To prepare video lessons by teachers.
3. Online assessment using various online tools available.
4. Participated in National Webinar
5. Any other issue

Minutes of Meeting-6

Agenda Point No.	Resolutions
1	Online classes: In the midst of COVID-19 situation special care and focus was laid to teach the course material in different modes. Hence, It is resolved to conduct teaching and learning process using online tools available (Zoom, Google Meet, Cisco Webex).
2	To prepare Video Lessons by Teachers: It is resolved to prepare video classes by each and every Department and share links to students so that they can revise the concepts from their home.
3	Online Assessment using various online tools available: It is resolved to conduct Online assessment is done for the students by using Google Forms, Socrative, Quizizz by all the faculty.
4	Participation in National Webinar: It is resolved to participate National and International Webinar online or Offline

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu

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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-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 06.04.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Online classes: In the midst of COVID-19 situation special care and focus was laid to teach the course material in different modes. Hence, It is resolved to conduct teaching and learning process using online tools available (Zoom, Google Meet, Cisco Webex).	Due to covid-19 all the teaching faculty took online classes using online tools Google meet, Cisco webex etc.
2	To prepare Video Lessons by Teachers: It is resolved to prepare video classes by each and every Department and share links to students so that they can revise the concepts from their home.	Prepared video lessons and share to students due to covid 19
3	Online assessment using various online tools available It is resolved to conduct Online assessment is done for the students by using Google Forms, Socrative, Quiz by all the faculty.	During covid 19 period online assessment is done using Google forms, Quizizz by all the faculty.
4	Participation in National Webinar It is resolved to participate National and International Webinar online or Offline.	Participated National and International webinar in Online mode.

C.V. Krishnaveni
IQAC Coordinator



P. Suresha Padma
Principal

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Internal Quality Assurance Cell (IQAC)

06-06-2020

Minutes of Meeting 7

IQAC members and Principal discussed through Online Conference call to review about online teaching classes, video lessons, and online-assessment due to lockdown period.

Agenda:

1. Online Classes on Cisco Webex platform
2. Participation in RC/OC/FDPs/Workshops/Short Term Courses.
3. Faculty Sensitization to Online Teaching and Learning Tools
4. Creation of Google Classroom.
5. Any other issue.

Minutes of Meeting-7

Agenda Point No.	Resolutions
1	Online classes: In the midst of COVID-19 situation special care and focus was laid to teach the course material in different modes. Hence, It is resolved to conduct teaching and learning process using online tools available (Zoom, Google Meet, Cisco Webex).
2	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.
3	Faculty Sensitization to Online Teaching and Learning Tools: All the faculty are instructed to utilize Google Sheets, Google Docs, Google Slides, and Google Forms in teaching, learning, and evaluation and in administrative aspects.
4	Creation of Google Classroom: 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.

C.V. Krishnarani
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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Principal

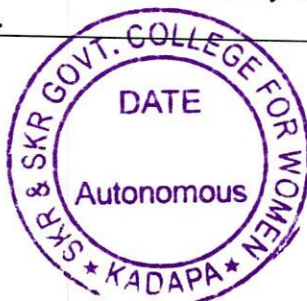
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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 7)

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 06.06.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Online classes: In the midst of COVID-19 situation special care and focus was laid to teach the course material in different modes. Hence, It is resolved to conduct teaching and learning process using online tools available (Zoom, Google Meet, Cisco Webex).	In COVID-19 pandemic all the teaching faculty are conducting online classes and uploading in Bharath Padhe Online in our apcce.gov.in website.
2	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.	All the faculty participated in RC, OC, FDPs/ Workshops in online mode.
3	Faculty Sensitization to Online Teaching and Learning Tools All the faculty are instructed to utilize Google Sheets, Google Docs, Google Slides, and Google Forms in teaching, learning, and evaluation and in administrative aspects.	All the faculty used Google sheets, Google Docs, Google Slides, Google Forms and shared material to the students in digital form.
4	Creation of Google Classroom 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 staff created Google classroom and shared notes, Assignments to the students.

C.V. Krishnaveni
IQAC Coordinator



P. Subba Lakshumma

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Internal Quality Assurance Cell (IQAC)

Dated: 04-08-2020

Minutes of meeting 8

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. Subba Lakshumma, Principal. The IQAC coordinator presented the below given agenda points for discussion and implementation.

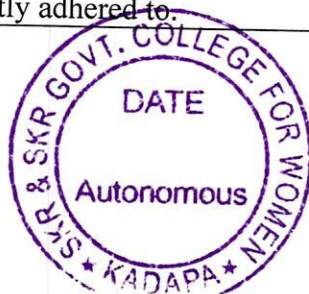
Agenda:

1. Staff Attendance.
2. Spoken Tutorials IIT Bombay - Enrolment of students in courses.
3. Online Teaching Classes students.
4. Curriculum Distribution - Dept Minutes.
5. Submission of Time-Tables.
6. Any other issue.

Minutes of Meeting-8

Agenda Point No.	Resolutions
1	Staff Attendance: Staff attendance is mandatory. The teaching staff (Regular Lecturers, Redeployed Lecturers, PTLs, Contract Lecturers are requested to attend college regularly as per the timings. They should give Bio-metric attendance and sign in Attendance Register.
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.
3	Online Classes 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
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.
5	Submission of Time-Tables: All the Department incharges should prepare time-table and submit to the Academic Coordinator and strictly adhered to.

C.V. Krishnaveni
IQAC Coordinator



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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	
9	K. Namratha Lecturer in English	College Website Coordinator	



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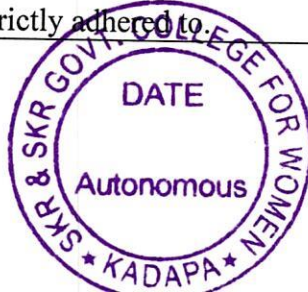
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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 8)

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 04.08.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Staff Attendance: Staff attendance is mandatory. The teaching staff (Regular Lecturers, Redeployed Lecturers, PTLs, Contract Lecturers) are requested to attend college regularly as per the timings. They should give Bio-metric attendance and sign in Attendance Register.	All the teaching staff, non-teaching staff and students marked attendance at the time of entry and exit.
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.	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 enrolled students in courses, registrations and course completion at an early date.
3	Online Teaching Classes 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.	Due to Covid-19 pandemic situation all the faculty motivated the students to connect for online classes and prepare well for ensuring examinations.
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.	Maintained at College level and Department level.
5	Submission of Time-Tables.: All the Department incharges should prepare time-table and submit to the Academic Coordinator and strictly adhere to.	Prepared Timetables and submitted to the academic coordinator.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu

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Internal Quality Assurance Cell (IQAC)

Dated: 07-09-2020

Minutes of meeting 9

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. Subba Lakshumma, Principal. The IQAC coordinator presented the below given agenda points for discussion and implementation.

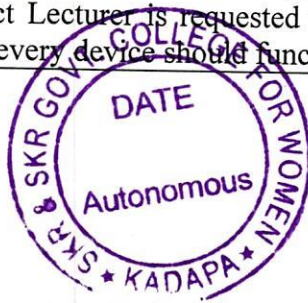
Agenda:

1. ISO Certification - Submission of Document
2. Student Database Maintenance
3. New Market Oriented Courses.
4. NAAC – AQAR Preparation & Submission
5. Biometric Attendance
6. Any other issue.

Minutes of Meeting 9

Agenda Point No.	Resolutions
1	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.
2	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.
3	New Market Oriented Courses. The departments of Chemistry, Botany, one New Market Oriented Degree programme and the department of Zoology took initiative to start PG programme in M.Sc. Zoology from the academic year 2020-21. The incharges should follow up the admission procedure as per the guidelines
4	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.
5	Biometric Attendance: Biometric Attendance is mandatory for all the staff and students. All the faculty should motivate the students to give attendance in Biometric devices provided in college. 75% attendance is compulsory for students to appear for end semester examinations. Smt. B. Renuka, Contract Lecturer is requested to maintain daily Biometric Attendance details and see that every device should function well.

C.V. Krishnaveni
IQAC Coordinator



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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 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 07.09.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	ISO Certification - Submission of Document. 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 nominated as ISO Coordinator and submitted documents to Sri Sivaiah garu for ISO Certification.
2	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.	Maintained.
3	New Market Oriented Courses. The departments of Chemistry, Botany, one New Market Oriented Degree programme and the department of Zoology took initiative to start PG programme in M.Sc. Zoology from the academic year 2020-21. The incharges should follow up the admission procedure as per the guidelines	Department of Chemistry, Botany started new market oriented courses. Department of Zoology is planning to start M.Sc Zoology from the next academic year.
4	NAAC – AQAR Preparation & Submission IQAC team are requested to submit AQAR 2019-20 data. The Criterion-wise convenors should submit required data to IQAC coordinator.	IQAC coordinator Smt. CV. Krishna Veni, Lecturer in Computer Science is requested to upload AQAR 2019-20 at an early date.
5	Biometric Attendance: All the faculty should motivate the students to give attendance in Biometric devices provided in college. 75% attendance is compulsory for students to appear for end semester examinations. Smt. B. Renuka, Contract Lecturer is requested to maintain daily Biometric Attendance.	All the staff and students marked their attendance both in entry level and exit level. Smt. B. Renuka, Contract Lecturer is requested to maintain daily Biometric Attendance details and see that every device should function well.

c.v.krishnaveni
IQAC Coordinator



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Internal Quality Assurance Cell (IQAC)

Dated: 07-10-2020

Minutes of meeting 10

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. Subba Lakshumma, Principal. The IQAC coordinator presented the below given agenda points for discussion and implementation.

Agenda:

1. Video Conference headed by Hon'ble Special Commissioner Sir 28.10.2020
2. Academic Calendar 2020-21
3. Online Admissions
4. Help Line Centre at College Level
5. Offline Classes
6. Online (Physical) Classes
7. LMS
8. Spoken Tutorials
9. CISCO SKILL PROGRAMMES
10. Any other issues.

Minutes of Meeting 10

Agenda Point No.	Resolutions				
1	Video Conference headed by Hon'ble Special Commissioner Sir 28.10.2020: Video Conference held at 10.15 am on 28-10-2020 with Hon'ble Special commissioner sir and sir interacted with the principals on Online Admissions and guided us to implement certain Quality measurements to impart better education with skills and Job oriented courses to the students in the colleges. Minutes of the Video Conference.				
2	Academic Calendar 2020-21: Tentative Academic Calendar is prepared for the academic year 2020-21 and all the faculty should implement it.				
3	Online Admissions &Enrolment: From the academic year 2020-21 online admissions are planned by APSCHE to ensure transparency. As per the instructions of our Honourable Special Commissioner of Collegiate Education, all the Admissions incharges are requested to ensure 100% intake capacity (Sanctioned Strength) for academic year 2020-2021 by timely campaigning with Pamphlets, Display of Flex Banners with institutional achievements, facilities, Support Services and Courses offered etc. to create trust in public.				
4	Help Line Centre: College Level Help Line Centre is constituted with the following staff as per the APSCHE. <table><tr><td>1. Dr. P. Subba Lakshumma</td><td>Principal</td></tr><tr><td>2. Smt. L. Sudheera</td><td>Vice-principal</td></tr></table>	1. Dr. P. Subba Lakshumma	Principal	2. Smt. L. Sudheera	Vice-principal
1. Dr. P. Subba Lakshumma	Principal				
2. Smt. L. Sudheera	Vice-principal				



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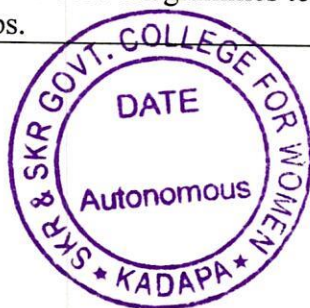


Dr. P. Subba Lakshumma
M.Com., M.Phil., Ph.D.
Principal

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Website: www.skrgcdwkdpu.edu.in
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	<p>3. Sri. V. Sreerama Reddy Senior faculty 4. Smt. A. Vijaya Bharathi Jr. Asst & Admission Section concern Smt. L. Sudheera, Lecturer in Chemistry and Vice-principal and Sri. V. Sreerama Reddy, Lecturer in Commerce and Senior faculty are nominated as coordinators for online admissions 2020-21. Smt. L. Sudheera is requested to draft Time-Table with lecturers for Help Desk both at GCM (A), Kadapa and in our college to give information about courses offered, facilities provided and achievements etc to the candidates and parents who seek admission in our college and motivate them to take admission in our college only.</p>
5	<p>Offline Classes: From 2nd November, 2020 all the faculty should conduct 50% offline classes to III & V semester students. The incharges of the departments are requested to monitor the classwork. Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to submit Time schedule for the month of November, 2020 on 31.10.2020.</p>
6	<p>Online Classes: From 2nd November, 2020 all the faculty should conduct 50% online classes to III & V semester students and upload details in apcce.gov.in website. The incharges of the departments are requested to monitor the online classes and preserve the data. Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to submit Time schedule for the month of November, 2020 on 31.10.2020.</p>
7	<p>LMS - Learning Management System: All faculty should made significant contribution to LMS and prepare best quality Video Lessons, Presentations, Digital Assignments, Quizzes, QP models etc in their subjects without fail. Faculty are requested to motivate the students to use LMS to understand pedagogical methods and to enrich knowledge. LMS Coordinator Dr. MV.Ramanaiah, Reader in Physics is requested to maintain the data</p>
8	<p>Spoken Tutorials: The coordinators Smt. D. Winnie Teja, Lecturer in Chemistry and Smt. A. Haritha, Lecturer in Computer Science are requested to monitor the process in Spoken Tutorials online courses, IIT, Bombay. All the incharges should motivate their students to register and complete the Spoken Tutorials online courses which are more useful to them</p>
9	<p>CISCO SKILL PROGRAMMES: JKC coordinator Sri. K.V. Ramana and computer faculty are requested to see the lab is get ready with all requirements as per the specifications to provide CISCO Skill Development online courses / Programmes to students which highly beneficial to them in capturing jobs.</p>

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu
Principal
PRINCIPAL
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for Women, KADAPA.
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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 07.09.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	Video Conference headed by Hon'ble Special Commissioner Sir 28.10.2020: Video Conference held at 10.15 am on 28-10-2020 with Hon'ble Special commissioner sir and sir interacted with the principals on Online Admissions and guided us to implement certain Quality measurements to impart better education with skills and Job oriented courses to the students in the colleges. Minutes of the Video Conference	Dr P. Subba Lakshumma, Principal participated video conference headed by Special CCE sir on 28.10.2020 on online admissions and implementation.
2	Academic Calendar 2020-21: Tentative Academic Calendar is prepared for the academic year 2020-21 and all the faculty should implement it.	Prepared Academic calendar 2020-21.
3	Online Admissions & Enrolment: From the academic year 2020-21 online admissions are planned by APSCHE to ensure transparency. As per the instructions of our Honourable Special Commissioner of Collegiate Education, all the Admissions incharges are requested to ensure 100% intake capacity (Sanctioned Strength) for academic year 2020-2021 by timely campaigning with Pamphlets, Display of Flex Banners with institutional achievements, facilities, Support Services and Courses offered etc. to create trust in public.	All the Admissions incharges are went to campaign with Pamphlets, Display of Flex Banners with institutional achievements, facilities, Support Services and Courses offered etc.
4	Help Line Centre: College Level Help Line Centre is constituted with the following staff as per the APSCHE. 1. Dr. P. Subba Lakshumma Principal	Help line centre constituted in the college for online admissions. Smt. L. Sudheera, academic coordinator prepared draft Time-Table with lecturers in the college to give information about courses offered, facilities provided and



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	<p>2. Smt. L. Sudheera Vice-principal</p> <p>3. Sri. V. Sreerama Reddy Senior faculty</p> <p>4. Smt. A. Vijaya Bharathi Jr. Asst & Admission Section concern</p> <p>Smt. L. Sudheera, Lecturer in Chemistry and Vice-principal and Sri. V. Sreerama Reddy, Lecturer in Commerce and Senior faculty are nominated as coordinators for online admissions 2020-21. Smt. L. Sudheera is requested to draft Time-Table with lecturers for Help Desk both at GCM (A), Kadapa and in our college to give information about courses offered, facilities provided and achievements etc to the candidates and parents who seek admission in our college and motivate them to take admission in our college only.</p>	<p>achievements etc to the candidates and parents who seek admission in college and motivate them to take admission in college.</p>
5	<p>Offline Classes: From 2nd November, 2020 all the faculty should conduct 50% offline classes to III & V semester students. The incharges of the departments are requested to monitor the classwork. Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to submit Time schedule for the month of November, 2020 on 31.10.2020.</p>	<p>From 2nd November, 2020 all the faculty conducted 50% Offline classes to III & V semester students.</p>
6	<p>Online Classes: From 2nd November, 2020 all the faculty should conduct 50% online classes to III & V semester students and upload details in apcce.gov.in website. The incharges of the departments are requested to monitor the online classes and preserve the data. Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to submit Time schedule for the month of November, 2020 on 31.10.2020.</p>	<p>From 2nd November, 2020 all the faculty conducted 50% online classes to III & V semester students.</p>
7	<p>Biometric Attendance: Biometric Attendance is mandatory for all the staff and students. All the faculty should motivate the students to give attendance in</p>	<p>All the teaching staff, Non teaching staff and students marked their attendance both in entry level and exit level. Smt. B. Renuka,</p>



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	Biometric devices provided in college. 75% attendance is compulsory for students to appear for end semester examinations. Smt. B. Renuka, Contract Lecturer is requested to maintain daily Biometric Attendance details and see that every device should function well.	Contract Lecturer is requested to maintain daily Biometric Attendance details and see that every device should function well.
8	LMS - Learning Management System: All faculty should made significant contribution to LMS and prepare best quality Video Lessons, Presentations, Digital Assignments, Quizzes, QP models etc in their subjects without fail. Faculty are requested to motivate the students to use LMS to understand pedagogical methods and to enrich knowledge. LMS Coordinator Dr. MV.Ramanaiah, Reader in Physics is requested to maintain the data.	Dr. MV.Ramanaiah, Reader in Physics is nominated as LMS coordinator and directed all the faculty to prepare LMS content video lessons, Presentations, Digital Assignments, Quizzes etc.
9	Spoken Tutorials: The coordinators Smt. D. Winnie Teja, Lecturer in Chemistry and Smt. A. Haritha, Lecturer in Computer Science are requested to monitor the process in Spoken Tutorials online courses, IIT, Bombay. All the incharges should motivate their students to register and complete the Spoken Tutorials online courses which are more useful to them	Smt. D. Winnie Teja, Lecturer in Chemistry and Smt. A. Haritha, Lecturer in Computer Science are nominated as Spoken Tutorials and motivated the students to register and complete the spoken tutorials online courses.

C.V. Krishnaveni
IQAC Coordinator



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Internal Quality Assurance Cell (IQAC)

Dated: 10-11-2020

Minutes of meeting 11

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. Subba Lakshumma, Principal. The IQAC coordinator presented the below given agenda points for discussion and implementation.

Agenda:

1. IBM P TECH-MINDMAP programme
2. MOOCs – Faculty & Students Registrations and Completion
3. AQAR 2019-20 - NAAC – Review of Criterion-wise Inputs
4. COVID Best Practices
5. MIS data
6. BOS and AC meeting dates
7. Achievements of the staff and students
8. Marks Register
9. Valedictory programme of One Month National Level Certificate Course in Mathematics Skills
10. Any other issues.

Minutes of meeting 11

S.No.	Resolutions
1	IBM P TECH-MINDMAP programme: JKC coordinator Sri. K.V. Ramana is requested to motivate the students in IBM P TECH-MINDMAP as many no. of students as possible by involving JKC FT Mentors.
2	MOOCs – Faculty & Students Registrations and Completion: All the Faculty are requested to Register in MOOCs by themselves and see that students are also registered and successful completion to enrich programmes apart from the delivery of curriculum to the students. Dept. incharges should maintain details.
3	AQAR 2019-20 - NAAC – Review of Criterion-wise Inputs: The Criterion-wise Convenors are requested to distribute templates and collect the quantitative and qualitative matrix and submit to IQAC coordinator Smt. C.V. Krishna Veni, Lecturer in Computer Science for to prepare consolidated information to AQAR 2019-20 before 7 th November, 2020.



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4	COVID Best Practices: All the department incharges are requested to prepare COVID 19 Best Practices, conduct programmes and upload details in apcce.gov.in
5	MIS – Management Information System: Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to check once again the data uploaded. Ensure that the courses in MIS and Jnanabhumi are one and the same.
6	BOS and AC meeting dates: All the incharges are requested to conduct BoS in First week of November, 2020 for 1 st year syllabus. Academic coordinator Smt. L. Sudheera is requested to collect BoS and prepare Minutes of the Academic Council.2020-21 and AC meeting will be held in the 4 th week of November, 2020.
7	Achievements of the staff and students: All the incharges to collect information about the achievements, Ranks in PG entrance exams, Score in UG exams etc., from students and maintain record in the departments.
8	Marks Register: All the incharges should maintain Marks Register of both Internal and Semester end exams in departments without fail.
9	Valedictory programme of One Month National Level Certificate Course in Mathematics Skills 30.10.2020: Kum. K. Shalini, Contract Lecturer in Mathematics is requested to organise Valedictory programme of One Month National Level Certificate Course in Mathematics Skills 30.10.2020.

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu

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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 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 29.10.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	IBM P TECH-MINDMAP programme: JKC coordinator Sri. K.V. Ramana is requested to motivate the students in IBM P TECH-MINDMAP as many no. of students as possible by involving JKC FT Mentors.	Sri K.V Ramana, JKC Coordinator motivated to the students on IBM P Tech Mind map Programme.
2	MOOCs – Faculty & Students Registrations and Completion: All the Faculty are requested to Register in MOOCs by themselves and see that students are also registered and successful completion to enrich programmes apart from the delivery of curriculum to the students. Dept. incharges should maintain details	Registered.
3	AQAR 2019-20 - NAAC – Review of Criterion-wise Inputs: The Criterion-wise Convenors are requested to distribute templates and collect the quantitative and qualitative matrix and submit to IQAC coordinator Smt. C.V. Krishna Veni, Lecturer in Computer Science for to prepare consolidated information to AQAR 2019-20 before 7 th November, 2020.	The Criterion-wise Convenors are requested prepare data templates and collect the quantitative and qualitative matrix and submit to IQAC coordinator Smt. C.V. Krishna Veni, Lecturer in Computer Science for to prepare consolidated information to AQAR 2019-20 before 7 th November, 2020.
4	COVID Best Practices: All the department incharges are requested to prepare COVID 19 Best Practices, conduct programmes and upload details in apcce.gov.in	Uploaded.



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5	MIS – Management Information System: Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to check once again the data uploaded. Ensure that the courses in MIS and Jnanabhumi are one and the same.	Smt. L. Sudheera, Vice-principal and Academic Coordinator uploaded data in MIS.
6	BOS and AC meeting dates: All the incharges are requested to conduct BoS in First week of November, 2020 for 1 st year syllabus. Academic coordinator Smt. L. Sudheera is requested to collect BoS and prepare Minutes of the Academic Council.2020-21 and AC meeting will be held in the 4 th week of November, 2020.	All the incharges conducted BoS in First week of November, 2020 for 1 st year syllabus. Academic coordinator Smt. L. Sudheera prepared Minutes of the Academic Council 2020-21 and AC meeting will be held in the 4 th week of November, 2020.
7	Achievements of the staff and students: All the incharges to collect information about the achievements, Ranks in PG entrance exams, Score in UG exams etc., from students and maintain record in the departments	Collected and maintained in Examination cell.
8	Marks Register: All the incharges should maintain Marks Register of both Internal and Semester end exams in departments without fail.	Maintained Internal and semester exams registers in Examination cell.
9	Valedictory programme of One Month National Level Certificate Course in Mathematics Skills 30.10.2020: Kum. K. Shalini, Contract Lecturer in Mathematics is requested to organise Valedictory programme of One Month National Level Certificate Course in Mathematics Skills 30.10.2020.	Kum. K. Shalini, Contract Lecturer in Mathematics organised Valedictory programme of One Month National Level Certificate Course in Mathematics Skills on 30.10.2020 in virtual mode.

c.v.krishnaveni
IQAC Coordinator



P. Suresh Reddy

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Internal Quality Assurance Cell (IQAC)

18-12-2020

Minutes of meeting-12

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. Subba Lakshumma, Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

Agenda:

1. AQAR 2019-20
2. To Review on Mentoring system, the best practice.
3. Celebration of important days.
4. Best Practice- Rain Water harvesting
5. To organise Panel discussion.

Minutes of Meeting 12

S.No.	Resolutions
1	AQAR 2019-20 All the Seven Criterion-wise data of AQAR 2019-20 is reviewed in the presence of convenors, identified the gaps, done gap analysis and suggested to bridge the gaps with relevant quality and quantity information
2	To Review on Mentoring system, the best practice The college is successfully practicing Mentoring System, the best practice by distributing students to each staff member with specified size and number 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.
3	Celebration of important days. It is resolved to celebrate National and International important days.
4	Best Practice- Rain Water harvesting Department of Chemistry is requested to prepare Rain water harvesting in the campus.
5	To organise Panel discussion. Kum K. Shalini, Contract faculty in Mathematics is requested to organise Panel discussion on "Strategies for enhancement of Gross Enrollment Ratio in Higher Education in Andhra Pradesh".

C.V. Krishnaveni
IQAC Coordinator



P. Suresh Babu

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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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Dr. P. Subba Lakshumma
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Principal

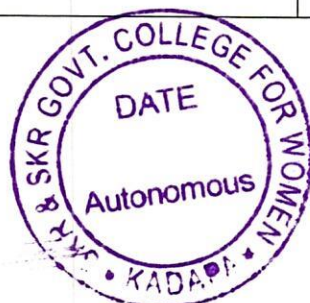
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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 12)

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 07.12.2020 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	AQAR 2019-20 All the Seven Criterion-wise data of AQAR 2019-20 is reviewed in the presence of convenors, identified the gaps, done gap analysis and suggested to bridge the gaps with relevant quality and quantity information.	Reviewed on AQAR 2019-20, identifying the gaps, done gap analysis and suggested to bridge the gaps with relevant quality and quantity information.
2	To Review on Mentoring system, the best practice The college is successfully practicing Mentoring System, the best practice by distributing students to each staff member with specified size and number 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.	The college is successfully practicing Mentoring System, Academic Coordinator distributed students to each staff member with specified size and number 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.
3	Celebration of important days. It is resolved to celebrate National and International important days.	Celebrated National Mathematics day on 22.12.2020 and National consumers day on 24.12.2020.
4	Best Practice- Rain Water harvesting Department of Chemistry is requested to prepare Rain water harvesting in the campus	Department of Chemistry collected rain water and prepared rain water harvesting in the campus.
5	To organise Panel discussion. Kum K. Shalini, Contract faculty in Mathematics is requested to organise Panel discussion on "Strategies for enhancement of Gross Enrollment Ratio in Higher Education in Andhra Pradesh".	Kum K. Shalini, Contract faculty in Mathematics organised Panel discussion on "Strategies for enhancement of Gross Enrollment Ratio in Higher Education in Andhra Pradesh" on 12.12.2020 by inviting Prof S.Raghunatha Reddy, Professor, YVU, Kadapa and Prof K.Samuel Johnson, VIT Vellore.

C.V. Krishnaveni
IQAC Coordinator



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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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Affiliated to Yogi Vemana University



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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
Criteria	Name of the Convenor																
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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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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	
9	K. Namratha Lecturer in English	College Website Coordinator	



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Principal

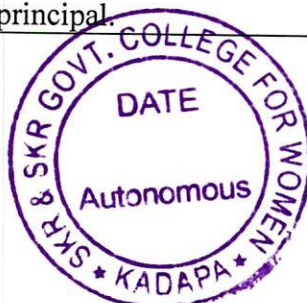
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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 1)

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. Sarine 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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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 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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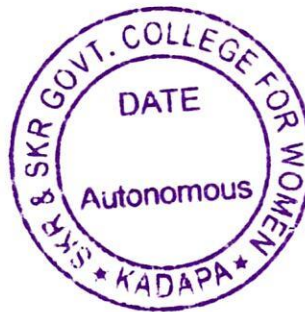


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7	Basic Information and Extended Profile of the Institution: Templates of Basic Information and Extended Profile of the Institution are distributed to the respective convenors and Non-Teaching staff to provide the required data.	Information related 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
I Teaching, Learning and Resources	B. Gangadhar, Lecturer in History										
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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										
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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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	
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8	L. Sudheera Lecturer in Chemistry	Academic Coordinator	
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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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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 Babu

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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.

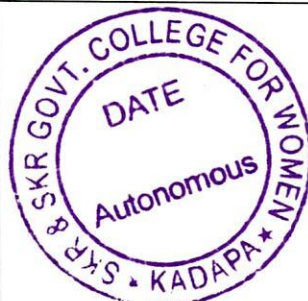
Agenda:

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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Principal

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Website: www.skrgcdwakdp.edu.in
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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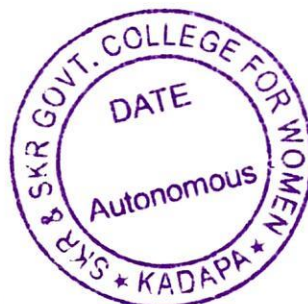
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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 4)

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.

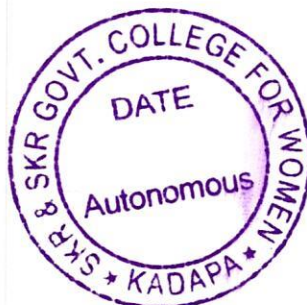
Agenda:

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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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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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 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 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. Suvare Lakshma

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:			
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2	Dr. D. Aruna Kumari Lecturer in Zoology	Criteria II Teaching-Learning and Evaluation	
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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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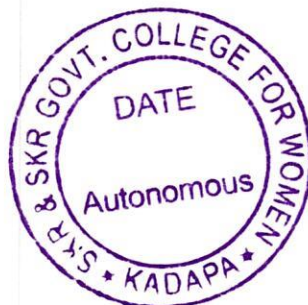
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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT (Meeting 7)

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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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	
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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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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
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Principal

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Established: 1973

**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.skrgdcwakdp.edu.in
2	College website: Website coordinator is directed to update all the relevant information in the college website http://www.skrgdcwakdp.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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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 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:			
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 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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