



## Internal Quality Assurance Cell (IQAC)

### Minutes of meeting-1

19-06-2022

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. 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. MIS – Management Information System
3. Academic Registers
4. Criterion wise data submission for AQAR 2021-22.
5. Awareness programmes
6. Certificate courses
7. Monthly Newsletter submission

#### MINUTES OF THE MEETING

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



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2	<b>MIS:</b> Dr. K. Nagamuni Reddy, Academic Coordinator and K. Shalini, Lecturer in Mathematics are 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.
3	<b>Academic Registers.</b> The department incharges should submit their department faculty Teaching Diaries, Lesson Plans/ Teaching Plans, Dept. Activities, Dept. Minutes etc. before 5 <sup>th</sup> of every month.
4	<b>Criterion wise data submission for AQAR 2021-22</b> It is resolved all Criterion convenors and department incharges are directed to submit criterion wise data for AQAR 2021-22 submission.
5	<b>Awareness programmes:</b> All the department incharges are requested to conduct awareness programmes to the students and submit reports to IQAC.
6	<b>Certificate courses:</b> All the faculty are instructed to organise certificate course in their respective courses and submit reports to IQAC.
7	<b>Monthly Newsletter Submission:</b> Miss. K. Shalini, Contract Lecturer in Mathematics is requested to prepare Monthly News Letter and upload in apcce.gov.in website.

  
IQAC Coordinator



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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 Reader 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	Dr. B. Swaroopa Lecturer in Mathematics	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	N. Raghavendra Lecturer in Statistics	Controller of Examinations	
9	Dr. K. Nagamuni Reddy Lecturer in Chemistry	Academic Coordinator	
10	A. Haritha Lecturer in Computer Science	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 19.06.2022 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	<b>NEP 2020 Principles in BOS:</b> <ul style="list-style-type: none"><li>• Multidisciplinary/Interdisciplinary</li><li>• Academic Bank of Credits.</li><li>• Skill development.</li><li>• Appropriate Integration of Indian Knowledge System.</li><li>• Focus on outcome based education</li><li>• Distance Education / Online Education</li></ul> All the BOS chairmen are requested to include the above NEP 2020 Principles in their BOS proceedings.	Implemented
2	<b>MIS:</b> Dr. K. Nagamuni Reddy, Academic Coordinator and K. Shalini, Lecturer in Mathematics are 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.
3	<b>Academic Registers.</b> The department incharges should submit their department faculty Teaching Diaries, Lesson Plans/ Teaching Plans, Dept. Activities, Dept. Minutes etc. before 5 <sup>th</sup> of every month.	All the departments are maintaining academic registers.
4	<b>Criterion wise data submission for AQAR 2021-22</b> It is resolved all Criterion convenors and department incharges are directed to submit criterion wise data for AQAR 2021-22 submission.	Criterion convenors are collecting data and submitting to IQAC AQAR 2021-22.
5	<b>Awareness programmes:</b> All the department incharges are requested to conduct awareness programmes to the students and submit reports to	On the occasion of International Yoga day National





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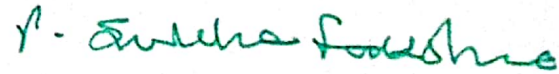
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	IQAC.	webinar is conducted on Yoga for well being on 21.06.2022.
6	Certificate courses: All the faculty are instructed to organise certificate course in their respective courses and submit reports to IQAC.	Department of Chemistry organised one month Certificate course on Chem draw on 28.06.2022.
7	Monthly Newsletter Submission: Miss. K. Shalini, Contract Lecturer in Mathematics is requested to prepare Monthly News Letter and upload in apcce.gov.in website.	Monthly News Letter is prepared and uploaded in apcce.gov.in portal.

  
IQAC Coordinator



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## Internal Quality Assurance Cell (IQAC)

Minutes of meeting-2

14-08-2022

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. BOS meetings
2. Incubation centre
3. Student Satisfaction Survey
4. Alumni Meeting.
5. Content Generation
6. Parents-Teacher Meeting
7. Swachh Bharat
8. Overall Feedback on Institution.
9. Campus drive
10. Academic Audit

### MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	<b>BOS meetings:</b> All the department incharges are directed to conduct BOS meetings in their respective courses.
2	<b>Incubation Centre:</b> It is resolved to start incubation centre in the campus to provide resources and support for entrepreneurs, students or alumni of the college.
3	<b>Student Satisfaction Survey:</b> The IQAC is entrusted to conduct Student Satisfaction Survey for the Academic Year 2021-22 and prepare feedback analysis on SSS.
4	<b>Alumni Meeting:</b> 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.
5	<b>Content Generation:</b> As per the instructions of Honourable CCE all the staff are directed to prepare videolessons and submit to apcce website and made available in





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	college website for the benefit of stakeholders.
6	<b>Parents-Teacher Meeting:</b> 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.
7	<b>Swachh Bharat:</b> It is resolved to clean the campus by involving staff, NCC, NSS Volunteers, students by 1 <sup>st</sup> Saturday of every month.
8	<b>Overall Feedback on Institution:</b> 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.
9	<b>Campus drive:</b> Jawahar Knowledge centre is directed to conduct campus drive by inviting companies in the campus.
10	<b>Academic Audit:</b> IQAC team, department incharges, all the staff are directed prepare records for academic audit and get ready to interact with the audit team.

  
IQAC Coordinator



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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 Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Reader 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	Dr. B. Swaroopa Lecturer in Mathematics	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	N. Raghavendra Lecturer in Statistics	Controller of Examinations	
9	Dr. K. Nagamuni Reddy Lecturer in Chemistry	Academic Coordinator	
10	A. Haritha Lecturer in Computer Science	College Website Coordinator	



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## Internal Quality Assurance Cell (IQAC)

### ACTION TAKEN REPORT

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 14.08.2022 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	<b>BOS meetings:</b> All the department incharges are directed to conduct BOS meetings in their respective courses.	All the department incharges conducted BOS meetings in their respective departments.
2	<b>Incubation Centre:</b> It is resolved to start incubation centre in the campus to provide resources and support for entrepreneurs, students or alumni of the college.	Incubation centre was started in the campus on 18.07.2022. Department of Botany started mushroom cultivation.
3	<b>Student Satisfaction Survey:</b> The IQAC is entrusted to conduct Student Satisfaction Survey for the Academic Year 2022-23 and prepare feedback analysis on SSS.	The IQAC conducted Student Satisfaction Survey for the Academic Year 2022-23 and prepared feedback analysis on SSS
4	<b>Alumni Meeting:</b> 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 are conducting regularly.
5	<b>Content Generation:</b> As per the instructions of Honourable CCE all the staff are directed to prepare videoleasons and submit to apcce website and made available in college website for the benefit of stakeholders.	All the staff prepared Video lessons by using OBS platform and submitted to CCE and made available in the college website.
6	<b>Parents-Teacher Meeting:</b> 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.



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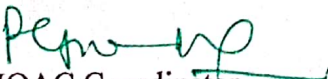
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7	<b>Swachh Bharat:</b> It is resolved to clean the campus by involving staff, NCC, NSS Volunteers, students by 1 <sup>st</sup> Saturday of every month.	Implementing swachh Bharat on 1 <sup>st</sup> Saturday of every month.
8	<b>Overall Feedback on Institution:</b> 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.
9	<b>Campus drive:</b> Jawahar Knowledge centre is directed to conduct campus drive by inviting companies in the campus.	JKC of the college organised campus drive on 17.08.2022. <i>Brilliant Insurance Broking Pvt Ltd company interviewed the students.</i>
10	<b>Academic Audit:</b> IQAC team, department incharges, all the staff are directed to prepare records for academic audit and get ready to interact with the audit team.	Academic audit was successfully completed on 26.08.2022 and 27.08.2022.

  
IQAC Coordinator



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

04-10-2022

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. AQAR 2021-22 submission.
2. IIQA submission.
3. Academic Council Meeting
4. Implementation of e-Governance.
5. Best practices
6. Awareness Programme on Professional Ethics to faculty and students
7. Ban on use of plastic
8. Career Guidance
9. WEC Programme
10. Publications

### MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	<b>AQAR 2021-22 Submission:</b> IQAC Coordinator and team are directed to prepare criterion wise templates and submit AQAR 2021-22 within timelines.
2	<b>IIQA submission:</b> It is resolved IQAC team was directed to prepare and submit records for IIQA and planning to submit on December, 2022.
3	<b>Academic Council Meeting:</b> Academic Coordinator is requested to conduct Academic Council meeting by inviting University nominees, Subject experts, Department incharges etc.
4	<b>Implementation of e-Governance:</b> 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





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	functions of the college and also timely disposal of files.
5	<b>Best practices:</b> 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.
6	<b>To conduct awareness programme on Code of conduct and professional ethics:</b> Department of Political Science is requested to organise awareness programme on code of conduct to staff and students.
7	<b>Ban on use of plastic:</b> 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.
8	<b>Career guidance:</b> Dr. M.Guru Mohan Reddy, Lecturer in Economics is nominated as Coordinator of career guidance cell and he is directed to conduct awareness programmes, invited talks on career guidance by inviting eminent personalities.
9	<b>WEC Programme:</b> Smt Y. Nagaratnamma, Lecturer in Botany is nominated as Woman Empowerment Cell Coordinator and she is directed to conduct awareness programmes.
10	<b>Publications:</b> All the staff are requested to publish papers in reputed journals in UGC, Scopus, Web of Science etc. and submit published articles to IQAC.

  
IQAC Coordinator



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IQAC Members Present:			
S.No.	Name	Designation	Signatures
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2	Dr.P. Sachi Devi, Lecturer Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Reader in Mathematics	Criteria III Research, Innovations and Extension	
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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 04.10.2022 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	<b>AQAR 2021-22 Submission:</b> IQAC Coordinator and team are directed to prepare criterion wise templates and submit AQAR 2021-22 within timelines.	Principal and IQAC team submitted AQAR 2021-22 on 29.10.2022.
2	<b>IIQA submission:</b> It is resolved IQAC team was directed to prepare and submit records for IIQA and planning to submit on December, 2022.	Preparing records.
3	<b>Academic Council Meeting:</b> Academic Coordinator is requested to conduct Academic Council meeting by inviting University nominees, Subject experts, Department incharges etc.	Academic Council Meeting was conducted on 27.09.2022.
4	<b>Implementation of e-Governance:</b> 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.
5	<b>Best practices:</b> 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.
6	<b>To conduct awareness programme on</b>	Department of Political science



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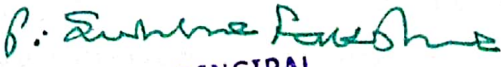
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	<b>Code of conduct and professional ethics:</b> Department of Political Science is requested to organise awareness programme on code of conduct to staff and students.	has conducted code of conduct programme to staff and students.
7	<b>Ban on use of plastic:</b> 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 motivated the students to ban the use of plastic products in the campus.
8	<b>Career guidance:</b> Dr. M.Guru Mohan Reddy, Lecturer in Economics is nominated as Coordinator of career guidance cell and he is directed to conduct awareness programmes, invited talks on career guidance by inviting eminent personalities.	Dr M. Guru Mohan Reddy organised awareness programmes and invited talks on Career Guidance.
9	<b>WEC Programme:</b> Smt Y. Nagaratnamma, Lecturer in Botany is nominated as Woman Empowerment Cell Coordinator and she is directed to conduct awareness programmes.	Y. Nagaratnamma, Lecturer in Botany organised invited talk on Sakhi programme on 17.09.2022 and created awareness among the students.
10	<b>Publications:</b> All the staff are requested to publish papers in reputed journals in UGC, Scopus, Web of Science etc. and submit published articles to IQAC.	Dr. P. Sachi Devi, Lecturer in Zoology, Dr C.V Krishnaveni, lecturer in Computer Science, K. Shalini, Contract Lecturer in Mathematics published papers in UGC care journals.

  
IQAC Coordinator

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

04-12-2022

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. IIQA submission
2. SSR preparation
3. Library a Learning Resource - UGCINFLIBNET
4. Participation in Professional Development Courses.
5. Administrative Training Programmes to Teaching and Non-Teaching.
6. Student Induction programme.
7. Awareness programmes.
8. Workshops.

### MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	<b>IIQA submission:</b> IQAC team is requested to prepare and submit records to IQAC for submission of IIQA in the month of December, 2022.
2	<b>SSR preparation:</b> IQAC Coordinator, Criterion wise convenors, all department incharges are requested to prepare and submit data for the preparation of Self Study Report of NAAC.
3	<b>Library a Learning Resource – UGCINFLIBNET:</b> 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.
4	<b>Participation in Professional Development Courses:</b> 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.



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5	<b>Administrative Training Programmes to Teaching and Non-Teaching:</b> 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.,)
6	<b>Student Induction programme:</b> SIP Coordinator is directed to organise Student Induction Programme to new entrants by inviting eminent personalities and create awareness among the students.
7	<b>Awareness programmes:</b> Department of Mathematics is advised to organise National Mathematics Day celebrations.
8	<b>Workshops:</b> All the department incharges are requested to organise workshops to sensitize the students.

  
IQAC Coordinator



PRINCIPAL  
Principal  
SKR & SKR Govt. Degree College  
for Women, KADAPA.



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

Reaccredited with 'B' Grade by NAAC

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

**Dr. P. Subba Lakshumma**

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

Principal

e-mail: kadapaw.jkc@gmail.com  
website: www.skrgcdwakdp.edu.in

## 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 Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Reader 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	Dr. B. Swaroopa Lecturer in Mathematics	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
8	N. Raghavendra Lecturer in Statistics	Controller of Examinations	
9	Dr. K. Nagamuni Reddy Lecturer in Chemistry	Academic Coordinator	
10	A. Haritha Lecturer in Computer Science	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 04.12.2022 at 04.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	<b>IIQA submission:</b> IQAC team is requested to prepare and submit records to IQAC for submission of IIQA in the month of December, 2022.	Principal, IQAC team successfully submitted IIQA on 29.12.2022.
2	<b>SSR preparation:</b> IQAC Coordinator, Criterion wise convenors, all department incharges are requested to prepare and submit data for the preparation of Self Study Report of NAAC.	Preparing Self Study Report of 3 <sup>rd</sup> cycle of NAAC.
3	<b>Library a Learning Resource – UGCINFLIBNET:</b> 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.	All the faculty and students are accessing UGC INFLIBNET for preparing study projects, seminars and to improve knowledge.
4	<b>Participation in Professional Development Courses:</b> 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.
5	<b>Administrative Training Programmes to Teaching and Non-Teaching:</b> In order to enhance skills and professional competence among faculty and non-teaching staff, it is resolved to conduct skill	Department of Computer Science conducted training programmes to both Teaching and Non-teaching staff to enhance skills and professional



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	development programmes to faculty and administrative training programmes to non-teaching staff (computers / English / drafting skills etc.,)	competences.
6	<b>Student Induction programme:</b> SIP Coordinator is directed to organise Student Induction Programme to new entrants by inviting eminent personalities and create awareness among the students.	D. Winnie Teja, SIP Coordinator organised 21 days SIP programme.
7	<b>Awareness programmes:</b> Department of Mathematics is advised to organise National Mathematics Day celebrations.	Department of Mathematics organised National Mathematics day celebrations on 22.12.2022 and submitted report to IQAC.
8	<b>Workshops:</b> All the department incharges are requested to organise workshops to sensitize the students.	Dr.P. Subba Lakshumma, Principal organised Workshop on FRS app on 08.11.2022, workshop on LMS on 09.11.2022, workshop on Fee collection app on 21.11.2022.

*P. Subba Lakshumma*  
IQAC Coordinator

*P. Subba Lakshumma*  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of meeting-5

04.02.2023

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 meeting
2. Graduation day, GB meeting
3. CO-PO/PSO Attainment
4. MIS – Data Updation
5. Skill Sector Councils
6. Data Updation in College Website <http://skrgcdwakdp.edu.in>
7. Special Fee & RC Fund Utilisation
8. Mentoring System
9. Awareness programmes

### Minutes of the Meeting

1	<b>NAAC Review:</b> IQAC coordinator reviewed with 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 Preparation of Self Study Report.
2	<b>Graduation day, GB Meeting:</b> Academic Coordinator, all department incharges and all the staff are requested to celebrate Graduation day and GB meeting.
3	<b>CO-PO/PSO Attainment: (Direct, Indirect and Final Attainment)</b> 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	<b>MIS – Data Updation:</b> 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.
5	<b>Skill Sector Councils:</b> 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



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	of the service or work.
6	<b>Data Updation in College Website:</b> A.Haritha, Lecturer in Computer Science and College website coordinator is requested to update college website <a href="http://skrgcdwakdp.edu.in">http://skrgcdwakdp.edu.in</a> as per NAAC requirement and to facilitate information to all the stakeholders of the institution.
7	<b>Special Fee &amp; RC Fund Utilisation:</b> 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.
8	<b>Mentoring System:</b> Dr. K. Nagamuni Reddy, 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.
9.	<b>Awareness Programmes:</b> Women Empowerment Cell is directed to conduct National Girl Child day celebrations, Smt D. Winnie Teja, Lecturer in Chemistry is requested to organise National Science Day celebrations.

  
IQAC Coordinator

  
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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 Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy Reader in Mathematics	Criteria III Research, Innovations and Extension	
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6	Dr. B. Swaroopa Lecturer in Mathematics	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma Lecturer in Botany	Criteria VII Institutional Values and Best Practices	
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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 04.02.2023 at 4.00 pm.

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>	<i>Compliance (Action Taken)</i>
1	<b>NAAC Review:</b> IQAC coordinator reviewed with 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 Preparation of Self Study Report.	Principal and IQAC team preparing Self Study report.
2	<b>Graduation day, GB Meeting:</b> Academic Coordinator, all department incharges and all the staff are requested to celebrate Graduation day and GB meeting.	Graduation day and GB meeting was conducted on 07.01.2023.
3	<b>CO-PO/PSO Attainment: (Direct, Indirect and Final Attainment)</b> 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.	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	<b>MIS – Data Updation:</b> 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.	MIS – Data Updated in apcce.gov.in portal.
5	<b>Skill Sector Councils:</b> 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.	The department of Commerce took initiative to develop connectivity with SSCs.



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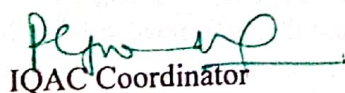
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6	<b>Data Updation in College Website:</b> A.Haritha, Lecturer in Computer Science and College website coordinator is requested to update college website <a href="http://skrgcdwakdp.edu.in">http://skrgcdwakdp.edu.in</a> as per NAAC requirement and to facilitate information to all the stakeholders of the institution.	The college website coordinator is updating the information.
7	<b>Special Fee &amp; RC Fund Utilisation:</b> 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.	The department incharges concerned submitted their requirement for special fee and RC fund utilisation.
8	<b>Mentoring System:</b> Dr. K. Nagamuni Reddy, 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.	Academic Coordinator prepared a file on Mentoring System duly assigning students to mentors/lecturers and mentors are maintaining a record of mentees.
9	<b>Awareness Programmes:</b> Women Empowerment Cell is directed to conduct National Girl Child day celebrations, Smt D. Winnie Teja, Lecturer in Chemistry is requested to organise National Science Day celebrations.	National Girl Child day celebrations was organised on 25.01.2023. National science day celebrations was organised on 28.02.2023.

  
IQAC Coordinator



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## Internal Quality Assurance Cell (IQAC)

### Minutes of meeting-6

14.05.2023

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 SSR submission
2. Registration in Academic Bank of Credits
3. Apprenticeship based degree programmes
4. Alumni meeting
5. Campus drive
6. International Womens day celebrations
7. UGC Inlibnet
8. Additional Infrastructural facilities Required

#### Minutes of the Meeting

1	NAAC SSR submission: Principal and IQAC Coordinator prepared Self Study Report and submit in the month of March, 2023.
2	<b>Registration in Academic Bank of Credits:</b> N. Raghavendra, Lecturer in Statistics 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





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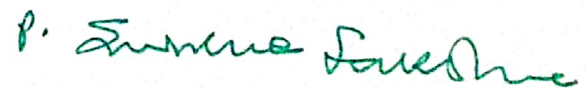
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website: [www.skrgdcwakdp.edu.in](http://www.skrgdcwakdp.edu.in)

	<p>basis.</p> <ul style="list-style-type: none"><li>• Register your Institution on ABC (<a href="http://www.abc.gov.in">www.abc.gov.in</a>).</li><li>• Upload data of Student Credits obtained during or after the academic year 2021-22.</li><li>• Make the students of your Institution aware about ABC facility and encourage and hand-hold them for opening Academic Bank Account on ABC portal (<a href="http://www.abc.gov.in">www.abc.gov.in</a>).</li><li>• Create a hyperlink of ABC URL, i.e., <a href="http://www.abc.gov.in">www.abc.gov.in</a> on your Institution's respective website's home page.</li><li>• Depute the Nodal Officers for implementing ABC and reflecting their details on their websites.</li><li>• Higher Educational Institutions may insist their students to fill up ABC id on all examination form.</li></ul> <p>For any further information, you can contact ABC Cell of UGC on 011-24116316 &amp; <a href="mailto:abc.ugc@gmail.com">abc.ugc@gmail.com</a></p>
3	<p><b>Apprenticeship based Degree Programmes:</b> As per the instructions of Hon'ble Commissioner of Collegiate Education, A.P., Vijayawada the department of Commerce should take initiate to introduce BBA-Event Management (SSC Management, Entrepreneurship &amp; Professional Skills).</p>
4	<p><b>Alumni meeting:</b> Alumni association is requested to organise workshop of NEP concepts with alumni members.</p>
5	<p><b>Campus drive:</b> P. Sujatha, Lecturer in English is requested to organise campus drive.</p>
6	<p><b>International Womens day celebrations:</b> Woman Empowerment Cell is requested to organise International Womens Day celebrations.</p>
7	<p><b>UGC Inflibnet:</b> All the staff and students are requested to access UGC inflibnet.</p>
8	<p><b>Additional Infrastructural facilities Required</b> 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>

  
IQAC 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 14.05.2023 at 4.00 pm.

<b>Agenda point No.</b>	<b>Decisions Taken (Resolutions)</b>	<b>Compliance (Action Taken)</b>
1	<b>NAAC SSR submission:</b> Principal and IQAC Coordinator prepared Self Study Report and submit in the month of March, 2023.	Successfully submitted Self Study Report on 15.03.2023.
2	<b>Registration in Academic Bank of Credits:</b> N. Raghavendra, Lecturer in Statistics 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	N. Raghavendra, Lecturer in Statistics and Controller of Examinations has been taking steps to register the institution for Academic Bank Credit - NAD



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	<p>choose their own learning path to attain a degree /Diploma /Certificates, working on the principle of multiple entry-multiple exit as well as anytime, anywhere, 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.</p> <ul style="list-style-type: none"><li>• Register your Institution on ABC (<a href="http://www.abc.gov.in">www.abc.gov.in</a>).</li><li>• Upload data of Student Credits obtained during or after the academic year 2021-22.</li><li>• Make the students of your Institution aware about ABC facility and encourage and hand-hold them for opening Academic Bank Account on ABC portal (<a href="http://www.abc.gov.in">www.abc.gov.in</a>).</li><li>• Create a hyperlink of ABC URL, i.e., <a href="http://www.abc.gov.in">www.abc.gov.in</a> on your Institution's respective website's home page.</li><li>• Depute the Nodal Officers for implementing ABC and reflecting their details on their websites.</li><li>• Higher Educational Institutions may insist their students to fill up ABC id on all examination form.</li></ul> <p>For any further information, you can contact ABC Cell of UGC on 011-24116316 &amp; <a href="mailto:abc.ugc@gmail.com">abc.ugc@gmail.com</a></p>	
3	<p><b>Apprenticeship based Degree Programmes:</b> As per the instructions of Hon'ble Commissioner of Collegiate Education, A.P., Vijayawada the department of Commerce should take initiate to introduce BBA-Event Management (SSC Management, Entrepreneurship &amp; Professional Skills).</p>	<p>The department of Commerce should took initiate to introduce BBA-Event Management (SSC-Management, Entrepreneurship &amp; Professional Skills).</p>
4	<p><b>Alumni meeting:</b> Alumni association is requested to organise workshop</p>	<p>Alumni association organised Workshop</p>



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	of NEP concepts with alumni members.	on NEP concepts on 17.03.2023.
5	<b>Campus drive:</b> P. Sujatha, Lecturer in English is requested to organise campus drive.	Organised Campus drive on 18.03.2023.
6	<b>International Womens day celebrations:</b> Woman Empowerment Cell is requested to organise International Womens Day celebrations.	Organised International Womens Day celebrations on 08.03.2023.
7	<b>UGC Inlibnet:</b> All the staff and students are requested to access UGC inflibnet.	All the staff and students accessing UGC inflibnet, college placed in Top 10 Colleges.
8	<b>Additional Infrastructural facilities Required</b> 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.	Information submitted to CCE on Nadu-Nedu scheme for additional infrastructure facilities.

  
IQAC Coordinator



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