



**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



**Internal Quality Assurance Cell (IQAC)
Minutes of meeting-1**

The IQAC members met in Principal Chamber under the chairmanship of Dr V. Saleem Basha, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC. 31.08.2023

Agenda:

1. Constitution of new IQAC Committee
2. Review of Long-Term internship 2022-23
3. Induction and Bridge courses
4. Academic Bank of Credits
5. Certificate Courses
6. Research

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1	<p>Constitution of new IQAC Committee: The principal constituted new IQAC committee after third cycle of NAAC on 14.08.2023 as per the autonomy structure.</p> <p>Resolution: Resolved to prepare to meet new challenges in Teaching and Learning process and student support activities. Further it is also unanimously decided to improve all academic activities to meet the bench marks of NAAC. For that the IQAC is suggested to prepare IQAC action plan for the year 2023-24.</p>
2	<p>Review of Long-Term internship 2022-23: The IQAC Committee has reviewed the total CSP, Short term and Long term internship process thoroughly. For all the programmes the nominated Mentors monitored the student performance regularly and satisfied for their commitment. Total number of students participated in CSP are 456, and for short term 690.</p>
3	<p>Induction and Bridge courses: It is resolved to conduct I Bridge course and Induction programmes to new entrants from other disciplines.</p>

4	Academic Bank of Credits: Students who are enroll in the college must have ABC ID, it is decided to entrust ABC registrations to examination cell to manage academic credits earned by students. Students can use ABC ID to access their academic credits.
5	Certificate Courses: It is resolved that all the department in charges has to conduct certificate courses and value-added courses to students to obtain extra credits.
6	Research: To imbibe Research culture among staff and students the research criterion convenor is directed to verify International and National Journals, Scopus, UGC care journals, and send information to all the staff to present research findings.


IQAC Coordinator 31/08/2023


Principal 31/08/2023

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting-2

21-09-2023

The IQAC members met in Principal Chamber under the chairmanship of Dr V. Saleem Basha, 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:

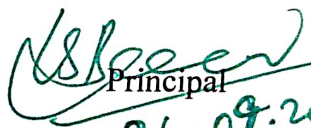
1. Student Satisfaction Survey
2. Review of Academic activities
3. MoUs / Colloborations with Industry and Institutions
4. MOOCs Online courses
5. Extensive usage of ICT in Teaching and Learning and content generation of LMS.
6. Best Practices

MINUTES OF THE MEETING

<i>Agenda No.</i>	<i>Decisions Taken (Resolutions)</i>
1	<p>Student Satisfaction Survey:</p> <p>The IQAC committee with cooperation of all department incharges should complete the student satisfaction survey report and submit to the principal to review and action taken report to modify the process if any on overall institutional performance regarding academic experiences, course instruction, student services provided by the institution and facilities provided to students during academic year.</p>
2	<p>Review of Academic activities:</p> <p>The constituted IQAC Committee reviews the academic performance, ICT technologies using in Teaching and Learning evaluation process for effective assimilation of knowledge, methodologies incorporated for better teaching and to reach the predetermine goals established by institution and moreover is also taken into consideration to review research, best practices, student support services activities to provide sustainable knowledge for bright future career of students.</p>
3	<p>MoUs / Colloborations with Industry and Institutions:</p> <p>It is observed that departments have MoUs/ Colloborations with National and International institutions, Industries in exchanging knowledge/ project works/ Internships and to get students hands on experience and maintain records in respective departments.</p>

4	<p>MOOCs Online courses: As per the global changes in education scenario students has to be equipped with abundant knowledge apart from study of regular curriculum. Hence it is decided to encourage students to register for MOOCs courses in respective programmes and in diverse courses to face the future challenges in search of jobs.</p>
5	<p>Extensive usage of ICT in Teaching and Learning and content generation of LMS: For effective ICT teaching and learning all the faculty should be directed to generate e-content in respective subjects and upload in college website and made available for student access.</p>
6	<p>Best Practices: IQAC is directed to chalk out appropriate suitable college best practices for institution in keeping view of NAAC bench marks and entrust the list of selected best practices to the principal for approval and for allotment to the departments. It is also decided to encourage departmental best practices to improve quality parameters.</p>


IQAC Coordinator 21/09/2023


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

12-10-2023

The IQAC members met in IQAC Cell under the chairmanship of Dr V. Saleem Basha, 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. Conducting of Seminars/Webinars/Conferences/Symposium
2. Faculty development programmes
3. Faculty exchange programmes
4. Student seminars/job drives/career counselling
5. Alumni

MINUTES OF THE MEETING

Agenda point No.	Decisions Taken (Resolutions)
1	Conducting of Seminars/Webinars/Conferences/Symposium: All the incharges are to be informed to submit proposals to the research committee/IQAC regarding conducting of Seminars/ Webinars/ Conferences/ Symposium/ workshops etc. in National/International/State for staff and students.
2	Faculty development programmes: The IQAC and NRC are informed to conduct Faculty Development Programmes and Student Development programmes to college and other institutions in collaboration with partner institutions/academies or organizations to enhance the knowledge pertaining to Teaching and learning and Research activities and embodying it in their regular teaching practice as a part of incremental changes.
3	Faculty exchange programmes: All department in charges have to invite reputed and eminent personalities from institutions/Industries and from society to deliver their extensive

	experiences, and information in respect of their fields to students in order to provide additional information and to showcase them as role models.
4	Student seminars/ job drives/ career counselling: The faculty are guided to organize student seminars at classroom /Institutional /state to get the opportunity to interact diversified students of other areas to exchange ideas and share the knowledge for better future. The JKC and career counselling cells are advised to organize skill training programs and to conduct off campus and on campus drives and career counselling activities by inviting industries and organizations to the institution.
5	Alumni: The Alumni association is guided to pool up amount from Alumni members/Philanthropists and NGOs to raise alumni fund to organize need based programmes and amenities to students and college.


 IQAC Coordinator 12/10/2023


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 12.10.2023
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Internal Quality Assurance Cell (IQAC)
Minutes of meeting-4

21.11.2023

The IQAC members met in IQAC Cell under the chairmanship of Dr V. Saleem Basha, 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 – UGC INFLIBNET
2. Administrative Training Programmes to Teaching and Non-Teaching.
3. Organizing Field trips/industry visits/
4. Review of Semester results
5. Extension activities and observation of International and National days:

MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	Library a Learning Resource – UGC INFLIBNET: To infuse reading habit among students Library periods to students has to be mapped in timetable in college. To browse study material from INFLIBNET access will be given to students through a separate ID. All the faculty should encourage students for extensive utilization of Infflibnet facility and Library.
2	Administrative Training Programmes to Teaching and Non-Teaching staff: IQAC and NIRF wings has to conduct Administrative Training Programmes to Teaching and Non-Teaching staff in communication skills, report writing, ICT, Teaching pedagogies etc.
3	Organizing Field trips/industry visits: All the departments should conduct educational tours, field trips, industry visits to have sustainable knowledge apart from curricular activities.

4	Review of Semester results: After notification of semester wise results review has to be conducted on the student's performance and faculty. The Examination cell has to provide the necessary information in this regard.
5	Extension activities and observation of International and National days: All the cells and convenors/NCC/NSS/WEC/RRC cells are directed to organize Community services, social awareness programmes, blood donation camps, health and hygiene etc.


21/11/2023
IQAC Coordinator


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Internal Quality Assurance Cell (IQAC)

Minutes of meeting-5

06.12.2023

The IQAC members met in IQAC Cell under the chairmanship of Dr V. Saleem Basha, Principal at 12 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

Agenda:

- 1 AQAR 2023-24 Preparation - Data submission by Depts.
- 2 CO-PO/PSO Attainment
- 3 Data Updation in College Website <http://skrgdcwakdp.edu.in>
- 4 NIRF ranking
- 5 Major and Minor Research Projects and Guideship
- 6 Seed Money

Minutes of the Meeting

Agenda no.	Decisions Taken (Resolutions)
1	AQAR 2023-24 Preparation - Data submission by Depts: The convenors of 7 criteria are requested to submit relevant information with necessary evidences in soft and hard copies intime as per the bench marks of NAAC to submit AQAR 2023-24 in time to upload in NAAC portal.
2	CO-PO/PSO Attainment: The Department in charges are advised to calculate and submit Programme-wise CO PO/PSO Direct, Indirect and Final Attainment values in order to verify the desired outcomes of programmes and courses and to modify if necessary.
3	Data Updation in College Website http://skrgdcwakdp.edu.in : It is decided to direct the website incharge to update college academic activities data in dynamic website and provide necessary technology to all the faculty to upload their departmental activities directly.
4	NIRF ranking: The IQAC committee has observed that in certain areas the college data is not enough to score in certain criteria's. Example Research, e- governance. Hence the concern incharges are requested to see pitfalls and rectify it to get good bench marks, ultimately to achieve good rank in NIRF.

5	<p>Major/Minor Research Projects and Guideship:</p> <p>All eligible faculty has to submit Minor/Major research projects to eligible organizations (UGC, CSIR, DST, ISSR) etc. within stipulated time under the guidance of IQAC and Research Cell. Interested faculty are also informed to submit proposals to various Universities for guideship.</p>
6	<p>Seed Money:</p> <p>The IQAC Committee resolved to submit a proposals to Principal to arrange financial assistance to conduct research as seed money from the available funds in college.</p>


IQAC Coordinator 06/12/2023


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**Internal Quality Assurance Cell (IQAC)
Minutes of meeting-6**

27.01.2024

The IQAC members met in IQAC Cell under the chairmanship of Dr V. Saleem Basha, 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. Feedback on Curriculum
2. Review on Short term, long terms and community service projects
3. Life Skill and Skill Development courses
4. Identifying Slow learners and remedial coaching
5. Employment and PG coaching to final year students.

Minutes of the Meeting

Agenda no.	Decisions Taken (Resolutions)
1	Feedback on Curriculum: It is entrusted that the IQAC should collect feedback on Curriculum from all the stakeholders and submit report to the Principal to take further initiatives.
2	Review on Short-term, Long-term Internships and Community Service projects: All the department heads and mentors have to informed to interact with their allotted mentees to render guidance and motivate them during their Internships/CSPs.
3	Life Skill and Skill Development courses: To infuse confidence, self-awareness and resilience among students' community programmes/ courses/ value added certificate courses life skills like Communication Skills Professional Skills, Leadership and Management Skills, Universal Human Values will help to develop to face the future challenges should be integrated in curriculum or out of the curriculum.

4	<p>Identifying Slow learners and remedial coaching:</p> <p>The admitted students are with diversified capacities calibers in academics. All the faculty should be guided to identify advanced learners/ moderate learners and slow learners and prepare the teaching plan accordingly to upgrade their understanding capacities and to absorb the content of teaching.</p>
5	<p>Employment and PG coaching to final year students:</p> <p>All the department incharges are to be advised to conduct PG entrance coaching to final year students in order to crack PG entrance examinations to pursue Higher education and for employment.</p>


IQAC Coordinator 27/01/2024


Principal
27.01.2024
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