

IQAC FIRST QUARTER MEETING

Dt: 26.09.15

The Convenor of IQAC Convened the first quarter meeting of IQAC with all the members of IQAC and Staff members at the principals chamber on dt: 26.09.15 at 11:00 A.M to discuss the agenda stated below and the resolutions to be taken on the issues discussed there in.

Agenda:

1. Expenditure incurred head wise during 2014-15 (APR-15) out of the sanctioned amount of RS:3,00,000/- (Rupees Three lakhs only) by UGC for the establishment and monitoring of IQAC.
2. Discussion on the activities conducted during 2014-15 and plan of action of IQAC for 2015-16.
3. Submission of AQA Report to NAAC, Bangalore.
4. Institutional Action plan for 2015-16 and the Status of Activities.
5. MRPs/Seminars/workshops/ M.Phil/Ph.D/FDPs
6. Certificate/ New Courses
7. Feedback from the Students on the performance of the lecturers and also on the infrastructural facilities available at the Campus
8. Switching over to Autonomy w.e.f 2015-16 and following Semester System through CBCS pattern as per BOS meeting resolutions.
9. Submission of audited utilization Certificate to UGC-SERO, Hyderabad for the academic year 2014-15

as IQAC Coordinator from the academic year 2015-16 onwards in place of Mr. D. Chenna Rao, lecturer in chemistry, as he may be proceeding on UGC Faculty Development programme (FDP) to pursue ph.D.

11. Reconstitution of IQAC committee
12. Any other matter with the permission of the Chair.

Resolutions:

1. During the academic year 2014-15 the amount of expenditure incurred headwise is as follows:


S.No	Purpose of Grant	Grant released	utilized	Balance	Remarks / Item description
1	Honorarium to the Co-ordinator, IQAC	60,000 (GIA)	12,000 (@ 1000 x 12 x 1yr) (Apr - Mar)	48,000	April-2014 to March-2015
2	Office equipments	60,000 (CAP)	39,074 <small>Dept. charges 110</small> <u>39,184</u>	20,826	Store well plain - nos - 2, Table, Chair
3	Hiring Services for secretarial & technical Services	60,000 (GIA)	12,000 (@ 1000 x 12 x 1yr) (Apr - Mar)	48,000	April-2014 to March-2015
4	ICTs Communication expenses	70,000 (GIA)	50,370	19,630	LENOVO Desktop, HP Laserjet printer
5	Contingency's	50,000	5,000	45,000	office files, Audit charges

2. Discussed about the significant activities done by IQAC during 2014-15 and Submission of ASA Report to NAAC, Bangalore.

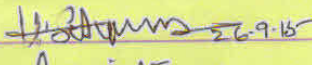
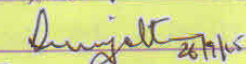


3. Discussed about the activities conducted during 2014-15 by all the departments and the activities to be conducted for the current Academic year.
4. All the departments are advised to follow up the Departmental Action plan both Curricular and Co-curricular and enter the same in the departmental Activity register and also in the Institutional Activity register.
5. All the departments are requested to submit a copy of Activity done report of each department to IQACell as soon as the activity is completed.
6. The departments are requested to update the latest Teaching-Learning-Evaluation Methodology through ICT.
7. It has been resolved to continue the practise of obtaining feed back from the students on academic performance of lecturers, infrastructural facilities available at the campus and feedback from Alumni and parent-Teacher-Association.
8. All the faculty members are requested to pursue MRPs, Seminars, workshops, Symposia, M.Phil's & ph.D's.
9. All the departments are requested to start Employment oriented Certificate Courses and Need based UG/PG Courses.
10. Resolved to submit the audited utilization Certificate to UGC-SERO for the academic year 2014-15.
11. It has been resolved to nominate Ms. G. Swapna, Lecturer in Botany, as IQAC Co-ordinator from the academic year 2015-16 onwards in place of Mr. D. Chenna Rao, Lecturer in Chemistry, as he may be proceeding on UGC Faculty Development

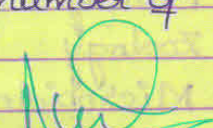
programme (FDP) to pursue ph.D.

12. It has been resolved to reconstitute the members of IQAC
13. Following the Confirmation of Autonomy Status w.e.f 2015-16, it has been advised all the Staff members to follow Semester System through CBCS pattern as per BOS resolutions to maintain the benchmark for the Sustenance and Enhancement of Quality.
14. It has been resolved and advised all the Staff members to focus on the criteria viz., Research, Consultancy and Extension to have industry collaboration, MOUs and MOOCs (Massive open online Courses).
15. It has been resolved to adopt more number of innovative and Best practices.


Coordinator, IQAC

Members present (IQAC)


1. Smt. M. Suvarchale, Lec/HomeSci.
2. Sri U. Satyanarayana, Lec/Zoology  26.9.15
3. Smt. P. Sanjolta, Lec/English  26.9.15
4. Dr. G. Anilka, Lec/HomeSci. 
5. Kumi. Y. Sitamahalakshmi, Lec/History 


PRINCIPAL
A.S.D. GOVT. DEGREE COLLEGE
AUTONOMOUS
KAKINADA
M. Suvarchale
26.9.15

Senior Administrator

1. Smt. V. Ramadevi, Office Superintendent 

External Experts

1. Sri. A. Ramu M.A, Lec/Political Sci. (Rtd) 

Students union

1. president : M. N. Das
- (2) Vice president: N. Laxmi
3. General Secretary: A. Hema Sri

Departments:

1. Telugu - *by 26/9/15*
2. English - *by 26/9/15*
3. Sanskrit - *by 26/9/15*
4. History - *by 26/9/15*
5. Economics - *P. S. Sarell*
6. Political Science - *by 26/9/15*
7. Commerce - *by 26/9/15*
8. Mathematics - *by 26/9/15*
9. Physics - *by 26/9/15*
10. Chemistry - *by 26/9/15*
11. Computer Science - *T. D. by 26/9/15*
12. Botany - *K. C. by 26/9/15*
13. Zoology - *H. S. by 26/9/15*
14. Microbiology - *A. M. by 26/9/15*
15. Home Science - *M. S. by 26.9.15*

IQAC SECOND QUARTER MEETING 23

Dt: 21.1.16

The Convenor of IQAC Convened the Second Quarter meeting of IQAC with all the members of IQAC and staff members at the principal's chamber on dt. 21.1.16 at 3.00 p.m to discuss the agenda stated below and the resolutions to be taken on the issues discussed there in.

Agenda:

- * Discussion on the activities conducted during 2015-16 and plan of action of IQAC regarding 3rd cycle Reassessment by NAAC. etc/Reg
- * Constitution of Committees regarding NAAC and discussing the Activities to be done for the SSR preparation. e.
- * Annual Internal Departmental Audit 2015-16. lal
- * Institutional Action plan for 2015-16 & Status of Activities in 3rd Quarter. As
- * Semester system - I, Result analysis e
- * IQAC Budget report and utilization of Balance. A
- * MRP's / Seminars / workshops / M.phil / ph.D / FDPs - Review c
- * Certificate / New Courses / MOOCs - Status Review. c

* Feed back from the students on the performance of the lecturers and on the infrastructural facilities available at Campus.

* Any other matter with the permission of the chair.


Resolutions:

1. During the Academic year 2014-15 the amount of expenditure incurred is 1,18,554 out of 3,00,000. Remaining Balance is Rs 1,81,446.
2. Discussed about the utilization of the Balancing amount.
3. It has been resolved to Reconstitute the IQAC Committee & members.
4. Discussed about the activities conducted during second quarter of 2015-16 by all the departments and the activities to be conducted for the third quarter of the current Academic year.
5. All the departments are advised to followup & complete the Departmental Action plan both Curricular and Co-curricular and enter the same in the department Activity register and also in the Institutional Activity register.
6. All the departments are requested to submit a copy of activity done report of each department to IQAC cell as soon as the activity is completed.

7. All the departments are requested to complete the remaining activities by first week of February and prepare all the Activities files with Documented proofs for Internal auditing.
8. It has been resolved to obtain the feed back from the students on academic performance of lecturers, Infrastructural facilities available at the Campus and feed back from Alumni and parent-Teacher Association by the end of this month.
9. All the Faculty members are requested to pursue/complete/Request ^{for} MRPs, Seminars, Workshops, Symposia, Research oriented publications, M.Phil's & Ph.D's as applicable.
10. All the departments are requested to continue the Certificate Courses and complete them as per Departmental Action plan.
11. Following the I-Semester exams in Autonomous system, it has been advised all the staff members to improve the results / pass percentage by taking certain measures to enhance Quality.
12. It has been resolved to constitute the Committees for 3rd Cycle Reassessment by NAAC under the 7 criteria.
13. It has been resolved and advised all the staff members to actively participate in the Respective NAAC Committees and in the SSR preparation.

14. It has been resolved and advised all the staff members to focus on the Criteria viz., Research, Consultancy, Industrial collaborations, MOU's, MOOCs, Innovative & Best practices.

Gopra 21/1/16
Coordinator
IQAC


PRINCIPAL
21.1.16

Members present (IQAC)

1. M. Suvachalo
2. Anjali 21/1/16 (Kopuri Aruna @ rediff mail.com)
3. JNV 21.1.16 (Yerrapragadasita @ gmail.com)
4. KSC
5. K. Laramya (kandiraju @ gmail.com)

Senior Administrator

1. Smt. V. Ramadevi B.A. Office Superintendent

External Experts

- 1.
2. ~~Manjanna~~

Students union

1. President: M. N. D. D.
2. Vice-president: N. Lakshmi
3. General Secretary: N. Hema Sri

Departments :

- | | |
|----------------------|---------------|
| 1. Telugu | Jey |
| 2. English | Shrinyalte |
| 3. Sanskrit | Dr. 21/1/16 |
| 4. History | 21.01.16 |
| 5. Economics | T. P. 21.1.16 |
| 6. Political Science | M. S. 21/1 |
| 7. Commerce | M. V. 21/1/16 |
| 8. Mathematics | 21/1/16 |
| 9. Physics | 21/1/16 |
| 10. Chemistry | V. 21/1/16 |
| 11. Computer Science | D. 21/1/16 |
| 12. Botany | P. 21/1/16 |
| 13. Zoology | H. 21.1.16 |
| 14. Microbiology | A. 21.1.16 |
| 15. Home Science | M. 21.1.16 |

- | | | |
|----------------------------|-----------------------|------------|
| 1. K. Madhavi | Lec. in Telugu | K. 21/1/16 |
| 2. K. K. Lakshminarayana | Lecturer in Commerce | 21/1/16 |
| 3. K. S. N. Saranya | Lecturer in Telugu | 21/1/16 |
| 4. V. B. Narayanaiah | Lecturer in Chemistry | 21.1.16 |
| 5. K. Lavanya | Lec in Home Science | 21.1.16 |
| 6. M. Vijaya Lakshmi | Lec in History | 21.1.16 |
| 7. B. G. Anitha | Lec. in Home science | 21/1/16 |
| 8. P. A. S. Krishna Kumari | Lec. in Botany | 21/1/16 |
| 9. M. Subbalakshmi | CLT in Chemistry | 21/1/16 |
| 10. N. Kalluru | G/L in physics | 21/1/16 |
| 11. G. Aramila Rani | Physical Director | 21/1/16 |
| 12. K. Ramadani | G/L in Commerce | 21/1/16 |
| 13. G. Madhuri Latha | G/L in commerce | 21/1/16 |
| 14. Ch. Sravani | G/L in physics | 21/1/16 |

15. L. S. B. R. Bhanu

CL in maths

L. S. B. R. Bhanu

16. K. Ramya

GIL in English

K. Ramya

17. M. Sathya Babu

CL in Zoology

M. Sathya Babu

Dt: 29.1.16

The convenor of IQAC convened the IQAC meeting with all the members of IQAC at the principals chamber on dt: 29.1.16 at 3.30 p.m to discuss the agenda stated below and the resolutions to be taken on the issues discussed there in.

Agenda:

1. Review on the status of Action plan of IQAC.
2. Status of Committees Constitution regarding NAAC.
3. Review on the status of NAAC Action plan.
4. Any other matter with the permission of the chair.

* Resolutions :


IQAC Committee is reconstituted and discussed on the status of IQAC Action plan 2015-16 and resolved to complete the Action plan by February end.

Discussed on activities conducted during third quarter of 2015-16 by all the departments and resolved to complete the remaining Departmental activities by February end.

- * IQAC Committee members along with the recently formed NAAC Committee members formulated action plan criteria wise and resolved to start working on criteria.
- * As the academic year ending Committee members resolved to extract the data from the Department for AQAR preparation.
- * Resolved to take feedback from the students on faculty and infrastructure and APJ's from teaching staff by February end.
- * IQAC Committee members and criteria wise Committee members discussed the key issues of NAAC criteria wise and formulated an Action Plan.
- * IQAC Committee resolved to conduct the Inter Academic Audit in February 2016.
- * IQAC Committee members discussed on the Data and Files to be uploaded in the website under IQAC links along with Institutional Action Plan.
- * It has been resolved and advised all the members to focus on the Linkages, MoU's and Collaborations and take initiative Department wise and to motivate the faculty members.

* It has been resolved to adopt innovative practices in Teaching-Learning-Evaluation Departmentwise under Autonomy.

Gopna 29.1.16
Coordinator
IQAC


PRINCIPAL 29.1.16

Members present (IQAC)

1. Mrs. M. Sivarachala, vice principal, Lec. in Home Science H. Sivarachala
29.1.16
2. Mrs. P. Syama, Lecturer I/c, Dept. of Commerce
3. Ms. Y. Sila Makalakshmi, Lecturer I/c, Dept. of History
4. Dr. K. Aruna, Lecturer I/c, Dept. of Microbiology
5. Mrs. K. Lavanya, Lecturer in Home Science K. Lavanya

Senior Administrator

1. Smt. V. Ramadevi B.A., Office Superintendent

External Expert

1. ~~Aravindhan~~
2. A. Zizhaneen

Students union

1. president: M. N. D.
2. vice-president: N. Lakshmi

3. General Secretary: N. Hema Sri

IQAC MEETING

Dt: 15.2.16

* The Convenor of IQAC Convened the IQAC meeting with all the teaching staff members at Seminar Hall on dt: 16.2.16 at 3.00 P.M to discuss the agenda stated below and the resolutions to be taken on the issues discussed there in

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Agenda:


- * 1. Awareness on NAAC Criteria, Grading, CGPA.
2. Criteria wise discussion with 7 Committees for SSR Preparation.
3. Any other matter with the Permission of the chair

Outcome/Resolutions:

- * Power Point Presentation was given by NAI IQAC Co-ordinator to create awareness about the NAAC 7 criteria among all the teaching staff members including Contract & Guest Lecturers
- * Explained the significance of NAAC & its key Role functioning of Educational Institution.
- * Discussed all issues / key Points criteria wise with all teaching staff members

- * Discussion on key aspects for Assessment, Weightages given to criteria in Autonomous & Non Autonomous Institutions.
- * Explained about Grading System, Range of Institutional Cumulative Grade Point Average (CGPA), Letter Grade, Performance Descriptors.
- * Discussed about the Structure of the SSR to be Submitted to NAAC.
- * Resolved to start the SSR Preparation immediately criteria-wise and to meet periodically to review the status of Preparation criteria wise.

Gopa 16.2.16
Co-ordinator
IQAC


PRINCIPAL

Members Present (IQAC)

1. Mrs M. Suvarchala, Vice Principal, Lec in Home Science H. Suvarchala
16.2.16
2. Mrs P. Syama, Lecturer I/c, Dept of Commerce P.S.
3. Ms Y. Sita Mahalakshmi, Lecturer I/c, Dept of History Y.S.
4. Dr K. Aruna, Lecturer I/c, Dept of Microbiology K.A.
5. Mrs K. Lavanya, Lecturer in Home Science K. Lavanya

Senior administrators

1. Smt V. Ramadevi B.A, Office Superintendent.

External Expert

1.

Students Union

- * 1. President : N. Hema Sri
- 2. Vice President : N. Lakshmi
- * 3. General Secretary : P. Hameer prabha JCB2

Other Staff Members

- 1. K. Madhavi. Lec. in Telugu. K.T. 10
- 2. ~~Shrinjalte~~ ^{10/2/16} Lec in English 15/02
- 3. V. Anuradha Lec. in Chemistry D.A.L.
- 4. P.A.S.S. Krishna Kumari Lec. in Botany P.S.E.
- 5. L.S.B.R. Bhamee clt in Maths G.S.
- 6. M. Subbalakshmi clt in Chemistry M.S.
- 7. G. N. Lakshmi Durga clt in Sanskrit A.
- 8. Dr. K. Anura Lt Microbiology M.
- 9. K. Usha Sri Lec in Biology K.G.
- 10. V. ANANTHALAKSHMI Lec. in Home Science V.R.
- 11. Dr. G. ANITHA Lec. in Home Science A.S.
- 12. K. Lavanya Lec in Home Science K.
- 13. K. Kalyanasundar Lec. in Commerce M.
- 14. U. Sathyanarayana Lec in Zoology M.
- 15. K.S.N. Sarma Lec. in Telugu K.
- 16. P. ~~Bhargava~~ Lec. in Comm. P.R.
- 17. M. SREE RAM ULU Lec. in Economics M.S.
- 18. V. ~~Bhargava~~ Lec. in Chemistry G.S.
- 19. ~~P. Kalyanasundar~~ Lec. in ~~Chemistry~~ G.S.

JQAC MEETING

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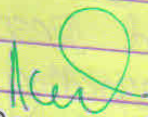
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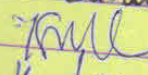


The Convenor of JQAC convened the JQAC meeting with all the members of JQAC at the Principal's Chamber on dt: 29.2.2016 at 3.30 PM to discuss the agenda stated below and the resolutions to be taken on the issues discussed there in.

Agenda :

1. Discussion on the remaining activities to be conducted by JQAC as per Action Plan during 2015-16
2. Plan of action of JQAC Regarding NAAC
3. Review of SSR Preparation criteria wise and for the upcoming NAAC during 2016.
4. Discussion on Departmental Audit 2015-16
5. Discussion Regarding criteria wise work allocation for JQAR Preparation 2015-16.

Gopra-29.2.16
Co-ordinators - JQAC


Principal 29.2.16

Members: 1. H. Sivaraj
2.  29.2.16
3. K. Garamy
4. 
5.  29/2

IQAC MEETING RESOLUTIONS

- * Resolved to form the committees Criteria wise with Senior Lectures as Convener and 3 Lectures as members for SSR Preparation.
- * Review on Status of Departmental activities done during trimester as per Department Action Plan and suggested the faculty members to submit the Reports to IQA cell in two formats for AQAR Preparation.
- * Resolved to conduct Departmental Audit (Internal Audit) by the end of February Month.
- * Discussed on the Role of IQAC in NAAC and Resolved to formulate a plan of Action Regarding NAAC Assessment (3rd cycle).
- * Resolved to take the ^{impending} feedback from Alumni, API's and Action plans from Departments.
- * Reviewed the status of Institutional Action P