

17-06-2014

The convenors and members of IQAC, UGC, & ~~St. Committee~~ have attended the meeting held at principal's Chamber on dt. 17-6-2014 at 11.00 A.M. The respective Committees have discussed and taken resolutions on the following agenda

Agenda:

- 1) Annual Institutional Action plan.
- 2) To gear up for Autonomy ^{UGC} joint expert Committee visit.
- 3) Submission of AQAR

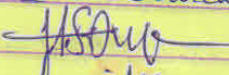

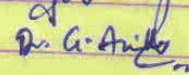
Resolutions:

- 1) Resolved to instruct all the departments to prepare Departmental Action plan and submit the same to the principal.
- 2) Also resolved to update the departmental Activities on Curricular and Co-curricular aspects and enter the same in the Departmental Activity Register and also in the Institutional Activity Register kept at the principal's Chamber.
- 3) Resolved to follow up the latest Teaching-Learning-Evaluation methodology namely ICT based learning.
- 4) Resolved to obtain Quarterly feedback from the students on teacher caliber and submitting the same to the principal for quality improvement.
- 5) Resolved to motivate all the departments to start Employment Oriented Certificate Courses and need based UG and PG Courses.
- 6) Resolved to obtain Institutional Academic and Administrative developments from all the departments and committee Convenors and consolidating them to prepare for the AQAR and submit the same to NAAC at the end of each Academic year.
- 7) Resolved to do the Scrutiny and Consolidation of API Scores of each Individual lecturer by IQAC Unit of the College and submit the same to the principal for final verification.

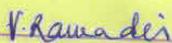
and onward transmission to CCE Hyderabad.

- 2) Resolved to motivate all the Staff members to pursue MRP's, Ph.D's and send proposals to organize Seminars/workshops/Symposia etc.
- 3) Resolved to Send proposal to NAAC for funding to organize a National Seminar on Quality Related aspects by IQAC.
- 4) Resolved to Strengthen Alumni association for the benefit of Institution.
- 5) Resolved to Send proposals to various agencies viz UGC and other local organizations to meet the Infrastructural facilities of the College.
- 6) Resolved to Strengthen IQAC with UGC Sanctioned funding.


Members present (IQAC)

- 1) Smt. M. Suvarchala Lec. in Home science M. Suvarchala
- 2) Sri. U. Satyanarayana. Lec. in zoology 
- 3) Smt. P. Sanjotha Lec. in English 
- 4) Smt. Dr. G. Aniltha Lec. in Home science 

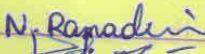


Senior Administrator:


Smt. V. Ramadevi, Office Superintendent 

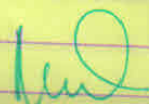
External Expert:

Sri. A. Ramu Rtd. Lec. in Political Science 

Student Union:

- 1) president 
- 2) vice-president 
- 3) General Secretary 


CONVENOR
IQAC


PRESIDENT

4

TQAC FIRST QUARTER MEETING

Dt: 25-09-2014.

The Convenors and members of TQAC and purchase committees have attended the TQAC first quarter meeting held at principal's chamber on dt. 25-9-2014 at 3.00 p.m. The respective committees have discussed on the Agenda stated below and the resolutions have been taken on the items discussed at the meeting.

Agenda:

1. Expenditure to be incurred for the sanctioned amount of Rs. 3,00,000/- (Rupees Three lakhs only) by the U.G.C. for TQAC establishment / Monitoring.
2. proposed to organize NAAC Sponsored TQAC National Seminar on Quality aspects.
3. AQAR - Report Submission.
4. Institutional Action plan and state of Activities
5. MRPs / Seminars / Workshops / M. Phil / Ph.D. / FDP.
6. Certificate Courses.
7. Quarterly feedback.
8. Any other matter with the permission of the chair

Resolutions:

- i) Resolved to pay the Honorarium to the TQAC Co-ordinator as per the guidelines (GTA) @ Rs. 1000 x 12 x 5 from the Academic year 2014-15 onwards
- ii) Resolved to purchase the following office equipments for Rs. 60,000/- (CAP) through a DGS & D rate Contract dealer.

- 1.) Resolved to Spend the Contingencies expenditure @ 10,000/- x 1 x 5 for Rs 50,000/- through DCMS/Govt. Super Bazar from the Academic year 2014-15 onwards.
- 2.) It is resolved to Send proposal to NAAC, Bangalore, for financial assistance to Organize a National Seminar on "IQACs and HEIs: The required Benchmarks for Quality Sustainance and Quality Enhancement" on dated 18th December, 2014 (one day) by IQAC unit of our College.
- 3.) The AQAR report for the academic year 2013-14 has been Submitted on time.
- 4.) It is resolved to intimate to all the departments and Administrative unit of this College to prepare a Consolidated report on the proposed Annual Institutional plan and ATR for each academic year and Submit the Same to IQAC unit to prepare AQAR for onward Submission to NAAC on time.
- 5.) It is resolved to motivate all the staff members to register for M.Phil., / Ph.D. through part time / FDP as per their eligibilities and also resolved to motivate to apply for MRPs / Seminars / workshops to UGC and other organizations for financial assistance. This year Mr. D. Chenna Rao, lecturer in Chemistry and Ms. P. Sanjotra, lecturer in English have applied for Ph.D. through UGC-FDP Teacher Fellowship.
- 6.) It is resolved to motivate all the departments to start Certificate Course through UGC-Cop
- 7.) It is resolved to Continue to obtain quarterly feedback from students which is already in practice. Also resolved to obtain feedback from parents & Alumni

Item Name	No. of items	Approximate unit cost Rs.	Total Cost Rs.
Godrej Almirahs	2	18,000	36,000 - 00
Office table	1	15,000	15,000 - 00
Chair	1	6,000	6000 - 00
Files & Folders	10	300	3000 - 00
Total			60,000 - 00

(Total Rupees Sixty thousand only)

ii) Resolved to nominate Mr. E.V.V.S.S.V. Prakash, Typist, Principal's office, for Secretarial and Technical Service as he possesses basic knowledge on the items. It is resolved to pay him the Hiring Service charges @ 1000 x 12 x 5 (GTA) from the academic year 2014-15 onwards. He has to function for IQAC without detriment to his routine work.

iii) It is resolved to purchase the following items under the head ICTS Communication expenses (GTA) through DGIS & D rate contract for Rs. 70,000/-

Item Name	No. of Items/ Description	Approximate unit cost	Total Cost
Computer system with printer & Scanner	1	50,000/-	50,000 - 00
Computer table	1	2,000/-	2,000 - 00
Computer chair	1	1,000/-	1,000 - 00
Internet Charges	(Monthly)	$\frac{100}{-}$ (100 x 12 x 5)	6,000 - 00
Licensed Antivirus	(per year)	1,000/-	1,000 - 00
Computer Hard Disk (1000 GB)	1	5,000/-	5,000 - 00
Cartridge Refilling	10 (for 5 yrs)	400/-	4,000 - 00
Service charges	5 years	200/-	1,000 - 00

Members present (IQAC)

1. Smt. M. Suvarchala, lecturer in Home Science. *M. Suvarchala*
2. Sri. U. Satyanarayana, lecturer in Zoology. *U. Satyanarayana*
3. Smt. P. Sanjotika, lecturer in English. *P. Sanjotika*
4. Dr. G. Aniltha, lecturer in Home Science. *G. Aniltha*
5. Dr. D. Krishna Gayatri, Lecturer in Telugu

Convenor - (purchase committee) : *U. Satyanarayana*

Members present - (purchase committee) :

1. Smt. V. Ananthalakshmi, lecturer in Home Science. *V. Ananthalakshmi*
2. Smt. Y. Sithamahalakshmi, lecturer in History. *Y. Sithamahalakshmi*

Senior Administrator :

1. Smt. V. Rama Devi, Office Superintendent. *V. Ramadevi*

External Experts :

1. Sri A. Ramu, Retd. lecturer in political Science. *A. Ramu*
2. Dr. Azizunnisa, Fisheries Dev. Officer, SPT.

Students union :

1. president : *N. Ramadevi*

2. vice-president : *P. Sanjotika*

3. General Secretary : *K. Roselana*

8 IQAC SECOND QUARTER MEETING

Dt: 04.12.2014

The Convenors and members of IQAC have attended the IQAC second quarter meeting held at principal's chamber on dt: 04.12.2014 at 3.00 p.m. The respective committees have discussed on the Agenda stated below and the resolutions have been taken on the items discussed at the meeting.

Agenda:

1. purchase of office equipment under CAP Head.
2. purchase of Desktop Computer with CPU under GIA Head.
3. Meeting of Expenditure from CPDC on reimbursement basis to Conduct IQAC National Seminar on dt: 18.12.2014.
4. Implementation of CoE activities as per the Action plan.
5. Encouraging Staff members to apply for MRPs/ National Seminars, Conferences, Workshops etc.
6. Encouraging Staff members to pursue M.phil, ph.Ds
7. Need based add-on Courses
8. personality development of the Students
9. ICT enabled technology for better teaching learning experience
10. project based learning for students

Resolutions:

quarter meeting, the following items (1 to 4) have been purchased under the DGS & D rate Contract:

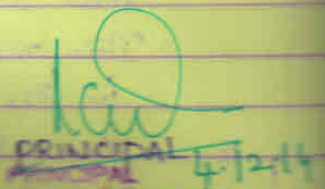
1. An amount of Rs: 25,297/- has been incurred towards the purchase of Two Godrej almirahs through DGS & D rate Contract on dt: 3.12.14 (Item No. 1) under the head purchase of office equipment (CAP). The item is received in good condition and entered in the Stock register vide page no. 7
2. An amount of Rs: 6987/- (Six thousand nine hundred ^{eighty seven} only) has been incurred towards the purchase of office table through DGS & D rate Contract (Item No. 2 dt: 03-12-14) (CAP). Item received in good condition and entered in the Stock register vide page no. 7
3. An amount of Rs: 1842/- (one thousand eight hundred forty two only) has been incurred towards the purchase of office chair through DGS & D rate Contract (Item No. 3 dt: 03-12-14) (CAP). Item received in good condition and entered in the Stock register vide page no. 7
4. An amount of Rs: 36,870/- (Rupees: Thirty Six thousand and eight hundred ^{seventy} only) has been incurred towards the purchase of Desktop computer with CPU through DGS & D rate Contract (Item No. 4 dt: 06.11.14) under the head ICT Communication expenses (GIA). Item received in good condition and entered in the Stock register vide page no. 5
5. The National Seminar proposal of IQAC to conduct National Seminar at this College has been

accepted by the NAAC, Bengaluru, and sent a letter of approval (Ltr NO. ^{NAAC/Seminar/SPS-}DIR/2014 dt. 26.11.14) sanctioning Rs: 1,00,000/- to the Chairperson, IQAC on reimbursement basis to organize the National Seminar on the proposed date, i.e. on dt: 18.12.2014.

6. AS the NAAC sanctions the Seminar grant on reimbursement basis, the Staff Council of this College, therefore, resolved to meet the Seminar expenditure from CPDC funds on reimbursement basis.
7. All the departments are advised/ to conduct CoE (Centre of Excellence) activities phase wise as per the action plan.
8. All the Staff members are Encouraged to apply for MRPs/ National Seminars, Conferences, workshops by providing Guidelines and procedural Support.
9. Encouraging Staff members to introduce more number of need based add-on certificate Courses and introduce project based learning by introducing more number of Study projects.
10. Students are encouraged to participate in Inter Collegiate Student Seminars, State/ National Seminars/ workshops and present papers/ posters etc. to enhance Communication Skills, Confidence levels and overall personality development.


Coordinator

IQAC


PRINCIPAL 4.12.14

ASSISTANT PRINCIPAL COLLEGE

Members present (IQAC)

- 1. Smt. M. Suvarchala, Lec/Home Sci. H. Suvarchala
- 2. Sri. U. Satyanarayana, Lec/zoology ~~U. Satyanarayana~~ 4/12/14
- 3. Smt. P. Sanjotika, Lec/English ~~P. Sanjotika~~ 4/12/14
- 4. Dr. G. Anilika, Lec/Home Sci. G. Anilika 4/12/14
- 5. Kum. Y. Sitamahalakshmi, Lec/History Y. Sitamahalakshmi 4.12.14.

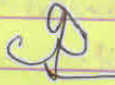


Senior Administrator

- 1. Smt. V. Ramadevi, Office Superintendent. V. Ramadevi 4/12

External Experts

- 1. Sri. A. Ramu, Lec/political Sci. (Rtd)

Students Union

- 1. president : 
- 2. Vice-president : 
- 3. General Secretary : 

IQAC THIRD QUARTER MEETING

Dt: 19.03.2015

The convenors and members of IQAC have attended the IQAC Third Quarter Meeting held at principal's chamber on dt: 19.03.2015 at 3.00 p.m. The respective committees have discussed on the Agenda stated below and the resolutions have been taken on the items discussed at the meeting.

Agenda:

1. purchase of office files/ Flex boards/ Display boards etc.
2. Submission of Utilization Certificate to UGC-SERO
3. Arranging Separate room for IQAC cell
4. Conduct of Departmental Internal Academic Audit by IQAC Unit.
5. Activities done report of all the Departments for 2014-15 and fresh Annual Action plan for the year 2015-16
6. preparation of AQA Report for the year 2014-15
7. Feedback from the Students
8. Consolidation of API Score
9. Reimbursement of Rs: 1,00,000/- to Cpdc spent for IQAC National Seminar
10. Credit of unspent balance received towards registrations in lieu of IQAC National Seminar
11. Submission of proposals to UGC to obtain CPE Grants.
12. Gearing up towards CBCS as per university norms
13. Steps to enhance student strength for the ensuing academic year.
14. Submission of UC to NAAC, Bangalore in lieu

of IQAC National Seminars.

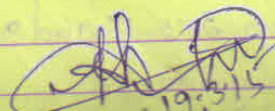
Resolutions:

1. It has been resolved to incur an amount of Rs: 5,000/- (Rupees: Five thousand only) towards the purchase of office files, folders, office registers, flex boards, Name boards, display boards etc from the Contingency head (GTA)
2. Utilization Certificate to be submitted to UGC for the expenditure incurred for the academic year 2014-15 from the released grant of Rs: 3 lakhs for the establishment of IQAC.
3. As per the guidelines of the UGC it has been resolved to establish a separate room for IQA cell.
4. IQAC Unit has been conducted internal academic audit for all the departments for the academic year 2014-15 and made suggestions to improve quality in academics.
5. To consolidate activities of all the departments, activities done report has been received from all the departments for the year 2014-15 and also to prepare a Comprehensive Institutional Action plan, action plan for the academic year 2015-16 has been received from all the departments.
6. As a part of the regular activity of the IQA cell, it has been resolved to prepare an AQA Report by IQAC for the academic year 2015-16 and submit the same to NAAC, Bangalore,
7. Feedback has been received from the students on the performance of the faculty as well as

Infrastructural facilities available at the Campus.

8. It has been resolved to Consolidate APT score of all the Staff members by the principal and the IQAC Coordinator for the academic year 2014-15 and to Submit the Same to CCE, Hyderabad.
9. An amount of RS : 1,00,000/- (Rupees: one lakh only) has been reimbursed back to CPDC after receiving the Same from NAAC, Bangalore.
10. It has been resolved to Credit back the unspent balance to CPDC received towards registrations in lieu of IQAC National Seminar on Dt: 18.12.2014.
11. A proposal has been Submitted to UGC to obtain CPE Grants for the development of the Institution.
12. AS per the Circular received from the UGC, it has been resolved to gear up towards CBCS as per university norms.
13. Resolved to take necessary steps to enhance the strength of the students for the ensuing academic year.
14. Adhering to the proposed date, National Seminar has been conducted by the IQAC unit of this college on dt: 18.12.2014 on the theme "IQACs and HEIs: The Required Benchmarks for Quality Sustenance and Quality Enhancement" and the utilization Certificate has been sent with proceedings to NAAC, Bangalore. NAAC has reimbursed the sanctioned amount of RS : 1,00,000/- .

Introduction of PG courses in the college


19.3.15
Coordinator


19.3.15
PRINCIPAL

Members present (IQAC)

- | | |
|---|---------------------------------------|
| 1. Smt. M. Suvarchala, Lec/Home Sci. | M. Suvarchala |
| 2. Sri. U. Satyanarayana, Lec/zoology | H. Kumar 19.3.15 |
| 3. Smt. P. Sanjatha, Lec/English | Sanjatha 19/3/15 |
| 4. Dr. G. Anilka, Lec/Home Sci. | G. Anilka 19/3/2015 |
| 5. Kum. Y. Sitamahalakshmi, Lec/History | Y. Sitamahalakshmi 19.3.15 |



Senior Administrator

1. Smt. V. Ramadevi, Office Superintendent.  19/3

External Experts

1. Sri. A. Ramu, Lec./political sci. (Rtd)

Students Union

1. president : 
2. vice-president : 
3. General Secretary : 