

**A.S.D.Government Degree College for Women(A),Kakinada**  
**INTERNAL QUALITY ASSURANCE CELL(IQAC)**  
**IQAC Meeting 1**

The IQAC met in the Principals chamber on 17th August 2020 with principal in chair to discuss and take resolutions on the following agenda.


**Agenda:**

1. Conduct of VI semester end examinations.
2. Conduct of exams for covid 19 cases and supplementary students.
3. Conduct of II and IV semester end examination and instant exam.
4. Meeting the expenditure of sanitization from the exam cell account.
5. Conduct of webinars and BOS by all the departments
6. Completion and submission of NIRF data by the coordinator
7. Contribution of staff and the students to the needy in the community


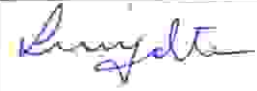

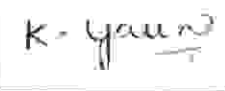

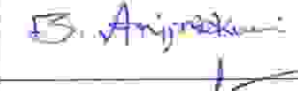


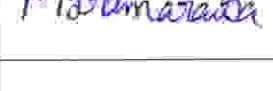
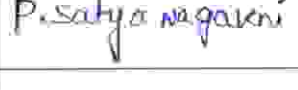
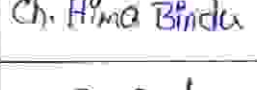

**Resolutions:**

1. After lifting the lockdown ,as per the instructions of CCE it is resolved to conduct VI semester end exams for final year students from 7<sup>th</sup> September 2020 to 18th September 2020 by following all the precautionary measures of covid 19 like sanitization of the college, thermal scanning , providing mask if necessary etc.
2. It is resolved to conduct second and fourth regular semester end exam and supplementary exams from 25th to September 26 October 2020. It is also resolved to conduct exams for students who were affected by COVID-19 and were unable to write previously from 5th to 10th October 2020
3. It is resolved to conduct II and IV regular semester end exams from 27th October to 12th November 2020 and also to conduct instant exams to those who have backlogs from 13th to 16th November 2020
4. In view of conducting exams, with the instructions of the principal it is resolved sanitize college, ground, classrooms, hostel rooms etc. It is resolved to meet the expenditure of sanitation i.e Rs. 50,000/- from exam cell account
5. As per the instructions of Principal, It is also resolved to conduct BOS by all the departments for the academic year 2020 -2021.It is resolved to conduct webinars on the contemporary issues.
6. It is informed to the NIRF coordinator Ms. K. Madhavi, Lecturer in mathematics to complete the process of NIRF data submission within the time frame
7. In view of COVID 19,it is resolved that the staff and the students will contribute food,clothes,money to the needy in the community who are affected financially due to covid 19 and report the same to the institution for record

  
**IQAC Coordinator**

  
**Principal**

**Signatures of the committee members:**

S.No	Name of the member	Signature
1.	K.Madhavi, HOD Telugu	
2.	P.Sanjatha, HOD English	
3.	R.RamaDurga Sireesha, HOD Commerce	
4.	Dr.K.Yamuna, HOD Economics	
5.	N.N.S.Eswari, HOD Computers	
6.	Dr.B.Anjani Kumari, HOD History	
7.	K.Venkateswara Rao, HOD Physics	
8.	Lt.G.Pramila Rani, Physical Director	
9.	P.V.S.S.Bhramaramba, Office Supdt.	
10.	Dr.D.Ratnagiri Usha, Academician	
11.	P.Satya Nagaveni, Alumni	
12.	Ch.Hima Bindu, Student Representative	
13.	Md.Reshma, Student Representative	

**A.S.D.Government Degree College for Women(A),Kakinada**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**IQAC Meeting 2**

The IQAC in the Principal's chamber on 10/12/2020 with Principal in chair at 3:30 PM to discuss and take resolutions on the following

1. Completion of eSR's of the regular staff
2. Coverage of syllabus and conduct of first mid exams
3. Following covid 19 protocol
4. Effective implementation of academic calendar
5. Conduct of webinars and guest lectures
6. Implementation of online courses for staff and students
7. Strictly adhering to course outcomes and program outcomes
8. Maintaining daily attendance of students and staff

**Resolutions**

1. It is instructed by the Principal that all the regular staff members should complete the process of ESR before 31st December 2020
2. It is instructed by the Principal to complete the syllabus as per annual academic plan by engaging both online and offline classes regularly and prepare the students for first mid examinations. It is resolved to provide study material for the students on the topics covered.
3. In view of COVID-19 scenario it is resolved to follow best practices like precautionary measures in the form of cleaning the campus regularly, maintaining social distancing, providing masks, consultancy of the medical authorities for conducting COVID test to staff and students etc
4. As per the instructions of CCE&RJD it is informed that academic calendar should be implemented strictly in conducting classwork and examinations for the academic year 2020-21
5. Due to the pandemic situation it is not possible to conduct seminars and guest lectures physically, it is resolved to continue the tradition of conducting seminars and guest lectures through online by all the departments for the benefit of students.
6. With the instructions of CCE ,it is resolved to enroll students and staff in MOOC's online courses and the coordinators are informed to guide them in the completion of courses and receiving the certificates
7. In view of NAAC mandate it is resolved to strictly follow the syllabus designed with course outcomes and program specific outcomes of all the courses and subjects and the students should be made well aware of the outcomes

8. As per the instructions of CCE it is resolved to maintain daily attendance of staff and students for further submission to CCE.

*K. Lavanya*  
IQAC Coordinator

*H. Suvarchala*  
Principal

**Signatures of the members:**

S.No	Name of the member	Signature
1.	K.Madhavi, HOD Telugu	<i>K. Madhavi</i>
2.	P.Sanjatha, HOD English	<i>P. Sanjatha</i>
3.	R.RamaDurga Sireesha, HOD Commerce	<i>R.R.D. Sireesha</i>
4.	Dr.K.Yamuna, HOD Economics	<i>K. Yamuna</i>
5.	N.N.S.Eswari, HOD Computers	<i>N.N.S. Eswari</i>
6.	Dr.B.Anjani Kumari, HOD History	<i>B. Anjani Kumari</i>
7.	K.Venkateswara Rao, HOD Physics	<i>K. Venkateswara Rao</i>
8.	L.G.Pramila Rani, Physical Director	<i>L.G. Pramila Rani</i>
9.	P.V.S.S.Bhramaramba, Office Supdt.	<i>P. Bhramaramba</i>
10.	Dr.D.Ratnagiri Usha, Academician	
11.	P.Satya Nagaveni, Alimmi	<i>P. Satya Nagaveni</i>
12.	Ch.Hima Bindu, Student Representative	<i>Ch. Hima Bindu</i>
13.	Md.Reshma, Student Representative	<i>MA. Reshma</i>

**A.S.D.Government Degree College for Women(A),Kakinada**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**IQAC Meeting 3**

The IQAC meeting is conducted with principal Dr D.Chenna Rao in chair on 8-3- 2021 at 10 AM to discuss and take resolutions on the following agenda

**Agenda**

1. Conduct of academic council meeting on 12th March 2021
2. Opening of Savings Bank account in HDFC Bank as per the instructions of CCE
3. Appointing guest faculty in certain departments as per the requirement
4. Meeting of expenditure for BOS / AC / GB from exam cell fund due to the lack of autonomy fund
5. Appointment of computer programmer in computer science department
6. Engaging a DTP operator in office
7. Meeting the expenditure of International Women's Day celebrations of Rs.10,000/- from accumulated special fee funds
8. Paying Rs. 200/- to Red Cross as per the proceedings of district collector
9. Conversion of all Telugu medium courses to English medium as per the instructions of CCE
10. Introduction of B. VOC courses from the next academic year
11. Spraying of anti termite powder and to meet the expenditure from special fee fund

**Resolutions:**

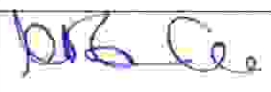
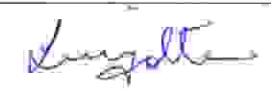
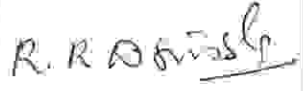





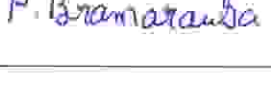
1. As all BOS meetings of all the departments have been completed principal informed that academic council meeting will be held on 12th March 2021. Hence it is instructed to all HOD's to be prepared with their BOS resolutions.
2. As per the instructions of CCE it is resolved to open is Savings Bank account in HDFC Bank Kakinada
3. With the sanction of new courses there is a need of additional faculty. Hence it is resolved to engage guest faculty in the departments as per the requirement by conducting demo classes following the selection procedure in the department of botany, microbiology, chemistry, computer science
4. Due to the lack of autonomy grant funds it is resolved to meet the expenditure incurred for the conduct of BOS, AC and GB from exam cell funds
5. It is resolved to engage a computer operator in the computer science department
6. It is resolved to engage a DTP operator in the office of the college as per requirement
7. It is resolved to meet the expenditure incurred that is Rs.10,000/- per International Womens Day celebrations from accumulated special fee

8. As per the instruction of district to collector it is resolved to pay Rs.200/- for the membership of Red Cross society
9. As per the instructions of CCE it is resolved to convert all the Telugu medium courses into English medium courses
10. With the sanction of B.VOC courses by the university it is resolved to introduce the courses from the Academy year 2021 - 2022
11. For the safety of laboratory records and equipment it is resolved to spray anti termite powder in the departments and it is also resolved to meet the expenditure from special fee fund

  
K. Lakshmi  
IQAC Coordinator

  
Principal

**Signatures of the committee members**

S.No	Name of the member	Signature
1.	K.Madhavi, HOD Telugu	
2.	P.Sanjatha, HOD English	
3.	R.RamaDurga Sireesha, HOD Commerce	
4.	Dr.K.Yamuna, HOD Economics	
5.	N.N.S.Eswari, HOD Computers	
6.	Dr.B.Anjani Kumari, HOD History	
7.	K.Venkateswara Rao, HOD Physics	
8.	Lt.G.Pramila Rani, Physical Director	
9.	P.V.S.S.Bhramaramba, Office Supdt.	

10.	Dr.D.Ratnagiri Usha, Academician	
11.	P.Satya Nagaveni, Alumni	P-Satya Nagaveni
12.	Ch.Hima Bindu, Student Representative	ch. Hima Bindu
13.	Md.Reshma, Student Representative	MD. Reshma

**A.S.D.Government Degree College for Women(A),Kakinada**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**IQAC Meeting 4**

The IQAC conducted a meeting on 15.04.2021 at 12:00 PM with principal Dr .Chenna Rao in chair to discuss and take resolutions on the following

**Agenda**

1. Following precautionary measures for second wave COVID-19 and conduct of class work on shift basis
2. Sanitation and display of pandemic posters in the campus
3. Conduct of skill development courses of first semester and a life skill courses next slide submission of cluster courses to the principal
4. Instruction to 1st year students to attend classes in college uniform
5. Updating of activity register
6. conduct of webinars
7. Making preparations for autonomy team visit
8. Conduct of certificate courses

**Resolutions**

1. In view of widespread of COVID-19 second wave principle discussed with the staff regarding the conduct of class work for students on shift basis covering 2 days each year students in a week  
Final years - Monday and Thursday  
Second years -Tuesday and Friday  
First years - Wednesday and Saturday
2. With the instructions of CCE principal advised the staff regarding sanitization process that faculty should communicate the students to carry sanitizers and use of mask is compulsory and have a check on them regularly it is also resolved to display posters related to pandemic in the classrooms to create awareness to students
3. With the options given by first year students for skill development courses it is resolved to conduct and start the courses of first semester that is life skill and skill development courses
4. It is informed to the staff to submit the list of candidates that is final years of 6th semester to the principle for the conduct of courses immediately
5. principal informed the staff to instruct the first year students to attend classes in college uniform
6. Principal instructed the staff to update the activity register with all the activities conducted till date



7. Principal advise the staff to plan for the conduct of webinars on the topics related to staff and students.
8. As per the instructions of principle regarding the visit of autonomy peer team for extension of autonomous status to the college it is resolved that all the departments should be ready with all the academic records and files within a week
9. It is resolved to conduct certificate courses for the academic year 2020 and 2021 by all the departments

*K. Lavanya*  
IQAC Coordinator

*[Signature]*  
Principal

**Signatures of the committee members**

S.No	Name of the member	Signature
1.	K.Madhavi, HOD Telugu	<i>[Signature]</i>
2.	P.Sanjatha, HOD English	<i>[Signature]</i>
3.	R.RamaDurga Sireesha, HOD Commerce	<i>[Signature]</i>
4.	Dr.K. Yamuna, HOD Economics	<i>[Signature]</i>
5.	N.N.S.Eswari, HOD Computers	<i>[Signature]</i>
6.	Dr.B.Anjani Kumari, HOD History	<i>[Signature]</i>
7.	K.Venkateswara Rao, HOD Physics	<i>[Signature]</i>
8.	Lt.G.Pramila Rani, Physical Director	<i>[Signature]</i>
9.	P.V.S.S.Bhramaramba, Office Supdt.	* <i>[Signature]</i>
10.	Dr.D.Ratnagiri Usha, Academician	

11.	P.Satya Nagaveni, Alumni	P.Satya Nagaveni
12.	Ch.Hima Bindu, Student Representative	Ch.Hima Bindu
13.	Md.Reshma, Student Representative	MD. Reshma

**A.S.D.Government Degree College for Women(A),Kakinada**  
**INTERNAL QUALITY ASSURANCE CELL(IQAC)**  
**IQAC Meeting 5**

The IQAC conducted a meeting on 29 April 2021 at 11:00 AM with principal Dr.D .Chenna Rao in chair to discuss and take resolutions on the following agenda

**Agenda**

1. Low attendance of students in college
2. Representation given by students for online classes in view of rapid increase of COVID cases
3. Confirmation of COVID positive cases among staff and students
4. Preponement of first year second mid exams from 6<sup>th</sup> may 2021 to 1st may 2021 and postponement of second and third year first mid exams
5. Collection of first semester examination fee
6. Payment of ISO 5000 2011 for energy management system certification an amount of Rs. 11,800/-
7. Preparation of AQAR for 2019- 20
8. Autonomy renewal committee visit preparation
9. Conduct of online classes from 1st may 2020 twenty one to 13th may 2021
10. Follow up of COVID-19 measures like meeting the expenditure from examination several funds
11. Activation of CCTV cameras in the college campus
12. Summer vacation and conduct of practical exams

**Resolutions:**

1. It is observed that due to the wide spread of COVID in an around the vicinity of Kakinada city the percentage of students attending the college is very low i.e. less than 10%
2. In view of rapid increase of COVID cases students have given a representation to the principal requiring to conduct online classes so that they can present themselves from their homes and be safe.
3. It is observed that in the recent COVID tests conducted in the college by the local medical authorities some of the students residing in the hostels were effected with covid showing positive result in the test 15 students from BC hostel even among the staff 3 members were shown positive results.
4. In view of covid scenario it is resolved to prepone I year mid exams from 06-05-2021 to 10-05-2021 and it is also resolved to postpone II and II year mid exams to 31-05-2021.
5. It is informed by COE that the collection of I semester examination fee for I year students has to be collected from 03-05-2021 to 04-05-2021
6. It is resolved to make a payment of Rs 11,800/- to ISO 50001:2011 for energy management system (EMS) certification.
7. In view of NAAC annual report to be uploaded it is resolved to make preparations of AQAR for the academic year 2019 – 20. It is informed that all the departments


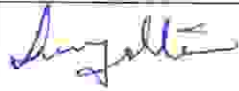



have to submit the activities conducted during the period in detail as and when asked by IQAC

8. It is resolved to make preparations by all the departments in updating the academic records with evidences as the autonomy renewal committee is going to visit the college shortly.
9. With the request of the students it is discussed and resolved by the principal and staff to switch over to online classes from 1<sup>st</sup> May 2021 to 13<sup>th</sup> May 2021 in view of rapid increase in covid cases. Representation has been taken from the students.
10. With the instructions of principal it is resolved to have a follow up of covid measures in the campus like sanitation, proper use of masks physical distancing etc. It is resolved to use the expenditure from exam cell funds.
11. It is informed by the principal that the college is under the notice of local police and as precautionary measure is resolved to see that all the CCTV cameras installed inside the campus are to be activated immediately.
12. It is informed by the COE that summer vacation will be given as per academic calendar from 14<sup>th</sup> May to 25<sup>th</sup> may 2021 and the college reopens on 26<sup>th</sup> of may 2021. Practical exams for science students will be conducted from 26<sup>th</sup> of may 2021 to 3<sup>rd</sup> June 2021 for first year students

  
IQAC Coordinator

  
Principal

#### Signatures of the committee members

S.No	Name of the member	Signature
1.	K.Madhavi, HOD Telugu	
2.	P.Sanjotha, HOD English	
3.	R.RamaDurga Sireesha, HOD Commerce	
4.	Dr.K.Yamuna, HOD Economics	
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6.	Dr.B.Anjani Kumari, HOD History	B. Anjani Kumari
7.	K.Venkateswara Rao, HOD Physics	K. Venkateswara Rao
8.	Lt.G.Pramila Rani, Physical Director	Lt. G. Pramila Rani
9.	P.V.S.S.Bhramaramba, Office Supdt.	* P. Bhramaramba
10.	Dr.D.Ratnagiri Usha, Academician	
11.	P.Satya Nagaveni, Alumni	P. Satya Nagaveni
12.	Ch.Hima Bindu, Student Representative	Ch. Hima Bindu
13.	Md.Reshma, Student Representative	MD. Reshma