

**A.S.D.GOV.T. DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**(Accredited by NAAC with 'B' Grade Cycle 3)**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**IQAC FIRST QUARTER MEETING**

The First Quarter meeting of Internal Quality Assurance Cell (IQAC) is held on 09.07.2019 at 3.30 PM in the Principal Chamber, discussed the agenda issues and the following resolutions are taken.

**Agenda:**

**Dt: 09.07.2019.**

1. Review on Previous academic year Action plans and status of implementation
2. Discussion on Academic and Institutional Action plans
3. Conduct of Bridge and Foundation Courses for newly admitted students
4. Implementation of Outcome based curriculum (POs, PSOs, COs)
5. Planning for Internships/Collaborations/MOUs
6. Faculty forums on NAAC Revised Accreditation Framework
7. BOS/AC inputs on Curriculum Design and Development
8. Result analysis and Remedial coaching
9. Certificate /Add on Courses

**Resolutions:**

1. IQAC advised to implement the Action Plans of respective departments as per the proposed activities. It is resolved to bring to the notice of IQA Cell for technicalities and advises if any needed during its implementation.
2. The IQAC has resolved to monitor the effective implementation of Academic/Institutional Action plans as per the academic calendar designed prior to the commencement of the academic year.
3. The IQAC has advised the Departments to conduct Bridge/ Foundation Classes for the newly admitted students. It is also resolved to organize Special Classes for those students who are coming from Vocational Courses at the qualifying examination.
4. As per the guidelines of NAAC, the Departments are advised to develop their subject wise POs, PSOs and COs to fulfill the objectives of Outcome Based Education.

5. In order to acquire in depth practical/Field knowledge on the concerned subject, it has been resolved to have more Internships and Collaborations with Academic Institutions as well as Industries.
6. It has been resolved to convene regular Faculty Forums to discuss and gain knowledge on the aspects of quality initiatives such as NAAC Criteria inputs, ICT mode of Teaching-Learning, Web based knowledge, Teaching Methodologies etc.
7. The IQAC after elaborate discussions with the Departments, advised to implement the remarks/suggestions of Boards of Studies/Academic Council Expert members.
8. It has been advised and resolved to properly maintain the Semester wise Marks Registers by the Departments, analyze the results and offer remedial coaching to those students who have academic backlogs and maintain the registers up to date.
9. It is resolved to conduct Certificate/Add on Courses by each department for the benefit of students for better employability.

  
 Coordinator  
 IQAC  
 9.7.2019

H. Suvachala  
 PRINCIPAL  
 9.7.2019

Members Present (IQAC)

1. Sri. V. Badarinarayana Rao, Lec/Chemistry  
 Autonomy Coordinator  
 9/7/2019
2. Ms. G. Sridevi, Lec/Physics  
 Controller of Examinations (COE)  
 9.7.2019
3. Dr. G. Anitha, Lec/ Home Sci.  
 RUSA Coordinator  
 9/7/2019
4. Sri. K. Venkateswara Rao, HOD/Physics  
 9/7/19
5. Smt. P. Sanjotha, HOD/English  
 9/7/19
6. Dr. K. Yamuna, HOD/Economics  
 9/7/2019
7. Dr. K. Aruna, HOD/Microbiology  
 9/7/2019
8. Smt. RRD. Sireesha, HOD/Commerce  
 9/7/2019
9. Smt. N.N. Subramanyeswari, HOD/Comp. Sci.  
 9/7/2019
10. Smt. K. Madhavi, HOD/Telugu  
 9/7/2019

Senior Administrator

Smt. P. Bramaramba  
 Office Superintendent I/C  
 P. Bramamba  
 9/7/2019

External Experts

Dr. D. Ratnagiri Usha, Principal (Atd)  
 9/7/19

Student Representative

Ms. K. Bhagyasri  
 K. Bhagya  
 9/7/19

Student Alumni

Ms. P. Satya Nagaveni  
 P. Satya Nagaveni - P. Satya  
 9.7.2019

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**IQAC SECOND QUARTER MEETING**

The Second Quarter meeting of Internal Quality Assurance Cell (IQAC) is held on 23.11.2019 at 3.00 PM in the Principal Chamber, discussed the agenda issues and the following resolutions are taken.

**Agenda:**

**Dt: 23.11.2019.**

1. Conduct of IQAC National Workshop on dt: 05.09.2019.
2. Implementation and Monitoring of CoE activities as per the Action plan.
3. Completion of MRPs/National Workshops/Student Training Programmes with financial assistance from Ch. S. D. St. Theresa's College for Women (Autonomous), Eluru, and Conduct of National Seminars, Conferences, Workshops with financial assistance from Autonomy grant.
4. Encouraging Staff members to pursue M.Phil. / Ph.D.
5. Need based add-on Certificate Courses and Project based learning for students.
6. Personality Development activities of the Students
7. Use of ICT enabled technology using Virtual, Digital Classrooms and LMS for better Teaching-Learning experience
8. Faculty Development Programmes by the Institution.
9. Faculty participation in Workshops/Seminars outside the institution.
10. Accession of Library Facilities and Maintenance of Departmental Libraries.
11. Teacher-Ward Counseling.
12. Awareness on Cluster/Electives.
13. Students participation in the events/competitions in and outside the College.
14. Follow up of MOOCs courses through SWAYAM portal by staff and students.
15. Registration on Vidwan portal and utilization of NDL, Shodhganga etc.

**Resolutions:**

1. As a part of Faculty Development activity, it has been resolved to organize a one-day Faculty Development National workshop programme by IQAC on, 'Academia - Industry Interface: Strategies and Perspectives for Resource Management and organizational Development' on 05.09.2019.




2. In order gear up the Institution as Centre of Excellence (CoE), all the Departments are guided to conduct CoE activities as per the action plan.
3. As some of the Faculty from the Departments such as Chemistry, English, Computer Science, Microbiology, Home Science and IQAC got Financial Assistance from Ch. S. D. St. Theresa's College for Women (Autonomous), Eluru, to organize Student Training, Faculty Development Programmes, National Workshops, and MRPs, therefore, it is resolved that the said Departments do the same within the stipulated period and submit the report.
4. It is resolved that the faculty members who do not acquire M.Phil., Ph.D., must register as per their feasibility and accomplish for dual benefit of individual as well as the Institution following the guidelines of UGC.
5. It is resolved to introduce need based add-on Certificate Courses and Project based learning for students by introducing a greater number of study projects duly ratifying in BOS.
6. All the departments are advised to organize Personality Development activities of the Students by adopting more Co-curricular such as Quiz/GD/Class/Department Seminars and Extra-curricular activities.
7. In order to increase better understanding levels and thinking abilities of the students, it has been resolved to endure usage of ICT enabled technology utilizing the existing Virtual, Digital Classrooms and LMS to fulfil better Teaching-Learning experience.
8. It has been resolved to organize more Faculty Development Programmes through Conferences, workshops and faculty forums etc.
9. Faculty are encouraged to participate in Workshops/Seminars/Training programmes outside the institution and resolved that prior intimation is to be given to IQAC for all such participations.
10. All the faculty are requested to utilize library services with frequent visits at least once in a week to the Library and access to the available literature for knowledge enrichment. They are further requested to give library open book assignments to the students. Maintain Departmental Libraries with student accession register.
11. As per the general time table, all the class teachers concerned have to take the Teacher-Ward Counseling class at 1<sup>st</sup> hour of every Saturday and report the grievances if any to the head of the Institution through IQAC Coordinator.

12. As the even semesters are ensuing, it is resolved that all the Departments must opt Cluster electives and they must educate the students about the importance of Cluster electives to opt on all subjects.

13. It is resolved to encourage students 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.

14. It is resolved that all the faculty and students are to be registered for MOOCs courses through SWAYAM portal.

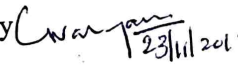
15. All the faculty are requested register and utilize NDL (National Digital Library), Shodhganga and Vidwan portal etc.

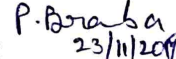
  
Coordinator  
IQAC


  
H. Suvarchala  
PRINCIPAL 23/11/2019

Members Present (IQAC)


Senior Administrator

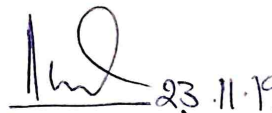
1. Sri. V. Badarinarayana Rao, Lec/Chemistry   
Autonomy Coordinator 23/11/2019

Smt. P. Bramaramba   
Office Superintendent I/C 23/11/2019

2. Ms. G. Sridevi, Lec/Physics   
Controller of Examinations (COE) 23/11/19

External Experts

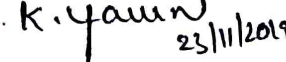
3. Dr. G. Anitha, Lec/ Home Sci.   
RUSA Coordinator 23/11/19

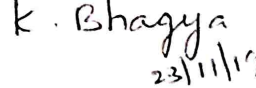
  
Dr. D. Ratnagiri Usha, Principal (Ad) 23.11.19

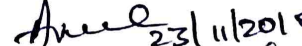
4. Sri. K. Venkateswara Rao, HOD/Physics   
23/11/19

5. Smt. P. Sanjotha, HOD/English   
23/11/19

Student Representative

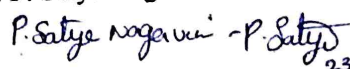
6. Dr. K. Yamuna, HOD/Economics   
23/11/2019


Ms. K. Bhagyasri   
23/11/19

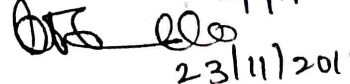
7. Dr. K. Aruna, HOD/Microbiology   
23/11/2019

Student Alumni

8. Smt. RRD Sireesha, HOD/Commerce   
23/11/2019

Ms. P. Satya Nagaveni   
P. Satya Nagaveni - P. Satya  
23.11.2019

9. Smt. N.N. Subramanyeswari, HOD/Comp. Sci.   
23/11/19

10. Smt. K. Madhavi, HOD/Telugu   
23/11/2019

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**IQAC THIRD QUARTER MEETING**

The Third Quarter meeting of Internal Quality Assurance Cell (IQAC) is held on 19.03.2020 at 3.30 PM in the Principal Chamber, discussed the agenda issues and the following resolutions are undertaken.

**Agenda:**

**Dt: 19.03.2020**

1. Review on utilization of Autonomy Grant.
2. Conduct of Departmental Internal Academic Audit by IQAC Unit.
3. Activities done report of all the Departments for 2019-20 and fresh Annual action plan for the year 2020-21.
4. Submission of AQAR-2018-19 and Preparation of AQA Report for the year 2019-20.
5. Student feedback on Teacher and Curriculum.
6. Consolidation of Academic activities and academic audit of CCE.
7. Steps to enhance student strength for the ensuing academic year 2020-21.
8. Conduct of Parent Teacher Meetings.
9. Introducing New/Market Oriented Restructured Courses.
10. Organizing Extension and Outreach Programmes.
11. Student study projects/Field Trips/Case Studies.
12. Review on activities of Advisory Committees.
13. Higher Progression and Employment.
14. Best Practices of the Departments.

**Resolutions:**


1. It is resolved that the Departments which are utilized the autonomy grant for different activities/purchase of equipment are requested to accomplish them within the stipulated period and submit the UC to the Autonomy Coordinator.



2. As a part of regular practice, it is resolved to conduct Annual Departmental Internal Academic Audit by IQAC Unit during the last week of March 2020.
3. All the Departments are requested to submit the Annual Activities done report to IQA Cell for 2019-20 and submit the fresh Annual action plan for the year 2020-21 on or before last working day.
4. It is resolved to submit the AQAR of 2018-19 to NAAC and gear up for preparation of AQA Report for the year 2019-20.
5. It is resolved to obtain Student feedback on Teacher and Curriculum through online. Accordingly, online feedback was obtained from the students through a software developed by an external agency.
6. In view of external academic audit of CCE during the first week of April, it has been resolved to consolidate all the Academic activities of the Departments as per the proformas supplied therewith.
7. As per the instructions of the CCE, different groups of staff have been formed to go for campaign in the nearby towns and Mandal areas of Junior Colleges to enhance student strength for the ensuing academic year 2020-21. The institution got 95% admission during the academic year 2019-20.
8. It resolved to conduct Parent Teacher Meetings at least once in for each semester.
9. Keeping in view of the demand in certain courses, it is resolved to introduce New/Market Oriented Restructured Courses for the academic year 2020-21. Accordingly, a proposal has been sent to the affiliating university for the sanction of B.Sc. MPC (EM) and Market oriented restructured course B.Sc. Horticulture for the academic year 2020-21.
10. All the Departments are requested to organize a greater number of Extension and Outreach Programmes. They are requested to submit the report in the IQAC proforma.
11. It is resolved that all the Departments have to organize Student study projects/Internships/Field Trips/Case Studies as per their academic action plans 2019-20 to inculcate practical skills among the students.
12. As there are more than 42 Advisory Committees functioning in the Institution, it is resolved to Review their meeting/activity minutes at the end of every academic year.

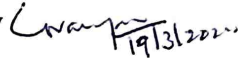




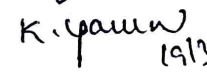
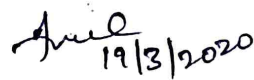
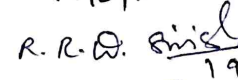

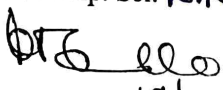
13. It is resolved to consolidate Department wise student Higher Progression and Employment every year in consultation with JKC (Jawahar Knowledge Center) of this Institution.

14. It is resolved to establish Best Practices of each Department and make it as a regular practice of the Department concerned for the benefit of the Institution.

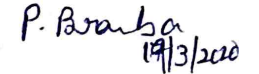
  
Coordinator  
IQAC  
19.3.2020

H. Suvarchala  
PRINCIPAL  
19.3.2020

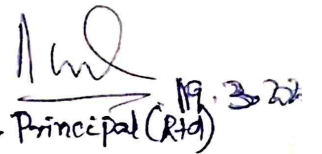
Members Present (IQAC)

1. Sri. V. Badarinarayana Rao, Lec/Chemistry  
Autonomy Coordinator  
  
19/3/2020
2. Ms. G. Sridevi, Lec/Physics  
Controller of Examinations (COE)  
  
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3. Dr. G. Anitha, Lec/ Home Sci.  
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4. Sri. K. Venkateswara Rao, HOD/Physics  
  
19/3/20
5. Smt. P. Sanjotha, HOD/English  
  
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6. Dr. K. Yamuna, HOD/Economics  
  
19/3
7. Dr. K. Aruna, HOD/Microbiology  
  
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8. Smt. RRD Sireesha, HOD/Commerce  
  
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9. Smt. N.N. Subramanyeswari, HOD/Comp. Sci.  
  
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10. Smt. K. Madhavi, HOD/Telugu  
  
19/03/2020

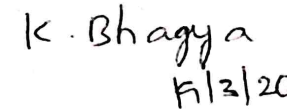
Senior Administrator

Smt. P. Bramaramba  
Office Superintendent I/C  
  
19/3/2020

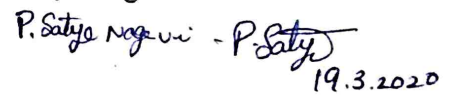
External Experts

Dr. D. Ratnagiri Usha, Principal (Rtd)  
  
19.3.2020

Student Representative

Ms. K. Bhagya Sri  
  
K. Bhagya  
19/3/20

Student Alumni

Ms. P. Satya Nagaveni  
  
P. Satya Nagaveni - P. Satya  
19.3.2020