



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF THE IQAC MEETING-1

and

### ACTION TAKEN REPORT

The Internal Quality Assurance Cell (IQAC) Coordinator, all the Staff Members met in the Principal Chamber on **28/06/2018** under the Chairmanship of Dr N. Ranga Reddy at 2.30pm and resolved the following

S.No	Resolution	Action taken
1.	Constitution of committees for Seven criteria with one Senior faculty member as Convenor for the criteria wise collection and compiling of data for RAR preparation.	Criteria wise committees constituted for the criteria wise data collection and compiling for RAR preparation.
2.	Constitution of steering committee	Steering committee constituted with Vice principal as coordinator to act as facilitator for all seven committees

Coordinator IQAC

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)****MINUTES OF THE IQAC MEETING -2****and****ACTION TAKEN REPORT**

The Internal Quality Assurance Cell (IQAC) Coordinator, Members of Staff council met in the Principal Chamber on **04/07/2018** under the Chairmanship of Dr N. Ranga Reddy at 2.30pm and resolved the following

S.No	Resolution	Action taken
1.	Resolved to constitute college level committees for the Academic year 2018-19	College level committees constituted
2.	Resolved to approve the action plan of the IQAC and the Institution plan	Action plan of the IQAC and the Institution plan is approved
3.	Resolved to take Remedial classes for all the students	Remedial classes for slow learners were taken and study material and question banks were provided.
4.	Resolved to collect and upload the Lecturer wise result into CCE portal	Proformas for Lecturer wise result analysis were collected from the staff and uploaded to CCE portal
5.	Resolved to prepare and submit all the AQARs upto year 2017-18	AQARs preparation started
6.	Resolved to conduct Bridge courses for I year students	Bridge courses was conducted by the Dept of Commerce, English and Mathematics for I year students
7.	Resolved to conduct Nutritional Week in the college	National nutritional week celebrated from 1/9/18 to 7/9/18
8.	Resolved to conduct Alumni meeting to discuss NAAC preparations and their role	Meeting with the Alumni conducted on 14/8/2018

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)****MINUTES OF THE IQAC MEETING -3****and****ACTION TAKEN REPORT**

All the Staff members (Teaching and Non-Teaching), IQAC members met in the Principal Chamber on **10/09/2018** under the Chairmanship of Dr N Ranga Reddy, Principal at 4.00 pm and resolved the following

S.No	Resolution	Action taken
1.	Resolved Criteria wise committee members to collect the Criteria wise data in the data templates provided and submit the same to the information uploading committee	Criteria wise data templates were provided to all criteria members.
2.	Resolved to organize Two Day International Seminar on International Terrorism and Women Trafficking in association with ICSSR	Proposal was sent to ICSSR by Smt M.C Sahitya, Lecturer, Dept of Political Science
3.	Resolved to verify department wise data of all AQARs upto the year 2017-18	Data for the AQARs upto 2017-18 was collected and verified with all Staff members.
4.	Resolved to collect and upload the Lecturer wise result into CCE portal	Proformas for Lecturer wise result analysis were collected from the staff and uploaded to CCE portal
5.	Resolved to start the Add on certificate programs	Add on Certificate courses Tally, House wiring, Blood grouping, Plant grouping and propagation, Adobe photoshop and International Economy were started.
6.	Resolved to conduct Quiz, seminars, group discussions and organize field trips, guest lectures & student exchange programmes.	Quiz, seminars, group discussions and organize field trips, guest lectures & student exchange programmes were conducted

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF THE IQAC MEETING – 4

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### ACTION TAKEN REPORT

All the Staff members, IQAC members met in the Principal Chamber on **17/11/2018** under the Chairmanship of Dr N Ranga Reddy, Principal at 4.00 pm and resolved the following

S.No	Resolution	Action taken
1.	Resolved to incorporate the changes suggested by the members and submit the revised AQARs to the NAAC.	AQARs 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 were submitted to NAAC after making the additions/deletions
2.	Resolved to all the Incharges of the Departments to conduct Dept. level meetings and prepare Quantitative metrics and documentation work of their departments.	Dept. level meetings were conducted and staff were briefed about the documentation work of RAR.
3.	Resolved to conduct workshop for the Staff on SSR preparation according Revised Accreditation Framework.	Workshop for all the Staff on SSR preparation was conducted on 19/11/2018 in Commerce computer lab.

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)****MINUTES OF THE IQAC MEETING -5****and****ACTION TAKEN REPORT**

All the IQAC members met in the Principal Chamber on **3/12/2019** under the Chairmanship of Dr N Ranga Reddy, Principal at 2.30 pm and resolved the following

S.No	Resolution	Action taken
1.	Resolved to conduct FDP for the staff members on E-content development	FDP on e-content development was conducted by the IQAC team and Sri M Sunil Kumar Reddy, Lecture in Computer Science as resource person on 22/12/2018.
2.	Resolved to conduct University level workshop on Commerce board reconstitution	University level workshop on Commerce board reconstitution was organized on 19-12-2018.
3.	Resolved to conduct awareness program on Entrepreneurship	Awareness program on Entrepreneurship by the Dept of Commerce on 21/12/2018.
4.	Resolved to provide LCD projectors and printers to all departments for RAR preparation.	LCD projectors and printers were provided to the Dept of Political Science, Commerce, Botany, Zoology, Physics, English and Telugu.
5.	Resolved to pay IIQA fees	IIQA fees of Rs 29,500/- was paid on 20/12/2018.
6.	Resolved to celebrate Mathematics Day and Consumers Day and conduct extracurricular activities	Mathematics Day was celebrated on 22/12/2018 and National Consumer Rights day was celebrated on 20/12/2018.
7.	Resolved to conduct Library week	Library week conducted from 3/12/2018 to 8/12/2018.

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF THE IQAC MEETING -6

and

### ACTION TAKEN REPORT

All the IQAC members met in the Principal Chamber on **11/01/2019** under the Chairmanship of Dr N Ranga Reddy, Principal at 2.30 pm and resolved the following

S.No	Resolution	Action taken
1.	Resolved to conduct Criteria wise Review meetings for Data consolidation and Documentation with all incharges of the departments and concerned criteria members	Criteria Review meetings for Data consolidation and Documentation from 23-01-2019 to 25-01-2019
2.	Resolved to resolved internal committees for organizing of International Seminar on International Terrorism and Women Trafficking	Internal committees constituted and successfully organized International Seminar on International Terrorism and Women Trafficking on Jan 30 <sup>th</sup> and 31 <sup>st</sup> 2019
3.	Skill Development Programs through APSSDC	Skill development programmes were conducted through APSSDC
4.	IIQA submission	IIQA submitted on 4/2/2019
5.	Celebration of commemorative days	Celebrated National Voters Day on 25 <sup>th</sup> Jan 2019 and Republic day on 26 <sup>th</sup> 2019.

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)****MINUTES OF THE IQAC MEETING -7****and****ACTION TAKEN REPORT**

All the Department Incharges, IQAC members and NAAC mentor Dr A.S Kanna, Lecturer in English, Silver Jubilee Govt College(A), Kurnool met in the Principal Chamber on **12/2/2019** under the Chairmanship of Dr N Ranga Reddy, Principal at 4.00 pm and resolved the following

S.No	Resolution	Action taken
1.	Resolved to Prepare of Data templates	Finalized the Quantitative Data templates Q <sub>n</sub> M after consultations with the Dept incharges and submitted to the uploading committee the on 02-03-2019.
2.	Internal Academic Audit	Academic audit was conducted by the CCE team on 23/02/2019
3.	Resolved to conduct Career Guidance and Counseling program for final year students	Career Guidance and Counseling program for final year students was conducted 13/02/2019
4.	Resolved to celebrate National Science Day	National Science Day was celebrate and essay writing and elocution competitions were organized for the students. Science exhibition was also organized by the Science departments.

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)****MINUTES OF THE IQAC MEETING -8****and****ACTION TAKEN REPORT**

All the Department Incharges, Criteria Coordinators, IQAC members and NAAC mentor Dr A.S Kanna, Lecturer in English, Silver Jubilee Govt College(A), Kurnool met in the Principal Chamber on 4/3/2019 under the Chairmanship of Dr N Ranga Reddy, Principal at 2.00 pm and resolved the following

S.No	Resolution	Action taken
1.	SSR submission	Finalized the SSR with the necessary documentary evidences and successfully submitted the same through the NAAC portal on 22-03-2019.
2.	Internal Marks of the students	Uploaded Internal Marks in the Rayalaseema university portal
3.	Resolved to conduct Student awareness programme on Student Satisfactory Survey process	All the faculty members briefed the students on the NAAC process of SSS.
4.	Celebration of important days	Celebrated International Women's Day on 8-03-2019 and college annual day

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF THE IQAC MEETING -9

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### ACTION TAKEN REPORT

All the Staff members, IQAC team and NAAC mentor Dr A.S Kanna, Lecturer in English, Silver Jubilee Govt College(A), Kurnool met in the Principal Chamber on **18/4/2019** under the Chairmanship of Dr N Ranga Reddy, Principal at 11.00 am and resolved the following

S.No	Resolution	Action taken
1.	DVVs submission	The documentary proofs were provided by the criteria coordinators and were submitted to NAAC in reply for the DVVs received.
2.	Metrics to be opted	the low scoring QnMs metrics 2.1.1, 2.2.3, 3.1.1, 5.4.2. were opted out in NAAC process
3.	Submission of API forms.	API forms received from the faculty members were verified with their documentary evidences and uploaded the API scores in the CCE website portal.

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