INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meet-1

A meeting is conducted on 14-07-2018 at 4pm with the following agenda:

Agenda:

- Institutional preparedness for NAAC Peer Team Visit.
- Preparation of Annual Strategic Plan for the academic year 2018-19.
- Renovation of Classrooms with RUSA funds.
- Effective usage of newly established Digital Classrooms.
- Encourage more Field oriented student projects.

Resolutions of the meeting:

- Resolved to construe the preparedness in Departments by forming a NAAC Steering Committee and give necessary inputs.
- Discussed the Annual Action Plan of IQAC for 2018-19.
- Resolved to take up renovation of classrooms – three Digital classrooms; one Virtual classroom; and one Examination cell.
- Resolved to inform all the teaching staff to utilize newly established Digital Classrooms effectively and prepare Action Plan.
- Resolved to encourage more students to take up Field oriented Study projects.

IQAC Co-ordinator

Principal

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GOVT. DERGEE COLLEGE (A)
TUNI - 533 401, E.G. Dt.

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Composition of IQAC:

S. No	Members	Designation	Signature
1.	Dr. T. C. Ravi Chandra Kumar	Chair Person	
2.	Mr. N. V. Sudhakar	Vice Principal	
3.	Mr. T. Ramu	Controller of Examinations	
4.	Ms. P Sowjanya	RUSA Co-ordinator	
5.	Smt. P. V. K. M. Aleena	HOD, Commerce	
6.	Dr. V. Sambasiva Rao	HOD, Chemistry	
7.	Dr. N. Lakshmi	HOD, English	
8.	Dr. N. Sridhar	HOD, Computer Science	
9.	Mr. K. Ananda Rao	HOD, Economics	
10.	Mr. Vidyasagar	HOD, Office Supt	
11.	Sri. S. Srinivas Pattanayak, Payakaraopeta.	Advocate	
12.	Sri. Sateesh Sagi, Vice President, Deccan Fine Chemicals Pvt. Ltd. Kesavaram, Payakaraopeta.	Industry Expert	
13.	Mr. G. Nookaraju	Parent Representative	
14.	Mr. M. Srinivasu	Alumni Representative	
15.	Ms. Y. Malleswari	Student Representative, I B.Com	
16.	Mr. M. Rajesh	Student Representative, II B.Sc	
17.	Mr. G. Nani	Student Representative, III B.A	
18.	Dr. N. Lakshmi	Co-ordinator	

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Meet-1

23-10-2018.

A meeting was conducted in the Principal's Chamber at 11.00 am with the In-charge Principal and all the faculty and the following issues were discussed & the resolutions taken:

Agenda:

- To discuss about the conduction of workshops / seminars etc. by various departments.
- To discuss about the different certificate courses.
- To discuss about the improvement of T-L processes & value added initiatives in various departments.
- To discuss about the organization of conferences/ seminars / symposia etc., by any other institutions/ organizations.
- To discuss about the forwarding of proposals for MRP's by individual faculty.
- To discuss about the registration of students into MOOCS courses.

Discussion: It was discussed that workshops/ seminars are going to be conducted by library Science, History, Computer Science. Certificate courses, are to be introduced by the departments of Commerce, History, Computer Science, Chemistry, English, Physics & Economics. Surveys, Questionnaires and JAM's, group work etc., would be used as value-added initiatives by various departments as suggested & discussed. The organization of symposia/ seminars/ institutions / organizations is still to be planned. MRPs are to be done by Mr. K. Ananda Rao of Economics department; Mr. M. Zakir Hussain.

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Dept., of Chemistry; Dr. N. Sridhar - Dept. of Computer Sc., Dr. N. Lakshmi - Dept of English; Ms. P. Soujanya - Dept. of Physics. It was discussed that MOOCs registration for students will be done by each faculty into any courses which will recorded by the MOOCs Co ordinator. Smt. T. Aruna Jyothi.

Resolutions:

1. It was resolved in the meeting that the followings departments are ready to take up workshops / seminars for this academic year 2018-19: Library Science, Computer Science,

2. It

2. It was resolved that certificate courses would be taken up by the following departments:

a. Dept. of Commerce - Taxation.
b. " " History - Tourism.
c. " " Comp. Sc., - 'C' Language.
d. " " Chemistry - Pharmaceutical Chemistry
e. " " English - Competitive English.
f. " " Physics - Household Electrical Wiring
g. " " Economics -

3. It was resolved that every department & every faculty will try to conduct value added programmes & take initiative in introducing new teaching-learning processes.

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4. It was resolved that every department will try to plan & contact other organizations for conducting workshops/symposia etc.

5. It was resolved that MRP's would be taken up by the following faculty;
a. Mr. K. Ananda Rao - Dept of Economics.
b. Mr. M. Zaki Hussein - " " Chemistry.
c. Dr. N. Sridhar - " " Computer Science.
d. Dr. N. Lakshmi - " " English.
e. Ms. P. Soujanya - " " Physics.

6. It was also resolved that MOOCS registration for students will also be done as immediately as possible and also delegated to each faculty as discussed.

26/10/18
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IQAC Co-ordinator.

Members

1. Dr. N. Sridhar.
2. Mr. K. Ananda Rao.
3. Ms. P. Soujanya.
4. U. Satyanarayana, I/Chm
5.

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Meet-2 09-11-2018.

A meeting was held in the Principal's Chamber with the Principal as the Chair along with the Convenor & other faculty members at 4:00 pm and the following issues were discussed and resolved:

Agenda:

- To discuss about the identification of gaps to be filled & analysed in SSR format.
- To discuss about the conduction of job drives.
- To discuss about the presentors for MANA TV presentations.
- To discuss about career counselling
- To discuss about student profiles creation and distribution to students and collection from I st year students.

Discussion:

It was discussed that SSR Reports should be analysed & gaps identified for the upcoming NAAC preparations It was discussed to conduct placement & job drives in the college through JKC. It was further discussed that MANA TV presentations have to be given by some faculty. It was further discussed that career counselling need to be taken up by faculty & documented. It was further discussed that student profiles need to be created and distributed among I st year students.

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Resolutions:

1. It was resolved to identify the gaps to be filled & analyse the SSR formats for upcoming NAAC visit.

2. It was resolved to conduct job drives & placement drives at the earliest.

3. It was resolved to involve faculty in MANA TV presentations.

4. It was resolved to undertake career counselling.

5. It was resolved to prepare & distribute & collect student profiles from Ist year students.

9/11/18
PRINCIPAL

09/11/18
IQAC Co-ordinator.

Members

1. N Vidhya
2. Anuk
3. M. Tamil Arun 9/11/18
4. 09.11.18
5. 9/11/18

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Meet-4

04-01-2019

The IQAC meeting was conducted in the college with the Principal as the Chair along with its members & in the presence of other faculty in the Principal's Chamber from 4:00 to 5:00 pm.

Agenda:

1. To discuss about the next NAAC Co-ordinator.
2. To conduct workshops/seminars by the end of this Academic Year 2018-19.
3. To discuss about the formation/constitution of a committee for the website.
4. To discuss about the invitations of two people for NAAC purpose.
5. To discuss about the number of students registered for MOOCS.
6. To discuss about the establishment of MoU with APSSDC.
7. To discuss about the usage of Inflibnet by students.
8. To discuss about proposed open rack system on library.

Discussion:

It was discussed that the IQAC Co-ordinator will be the next NAAC Co-ordinator Dr. N. Lakshmi, Lecturer in English. Further, it was discussed that a workshop will be conducted on the basics of NAAC by IQAC & a National Seminar would be hosted by the Department of Commerce.

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It was further discussed that a committee would be constituted with the following members:

1) Dr. N. Lakshmi – Lecturer in English.
2) Mr. D. Satyanarayana – Lecturer in Chemistry.
3) Dr. N. Sridhar – Lecturer in Computer Science.
4) Mrs. Aruna Jyothi – Lecturer in English.

Further, it was decided that atleast two people will be called/invited to the college for enlightening the staff on NAAC basics. Further, the number of MOOCS registered students was accounted for 55 students. It was discussed that an MoU was considered with APSSDC for Skill Development. The Incharge for Skill Development Programme was decided as Mr. H. Sri Ram Pavan Kumar, Lecturer in Commerce. Further, increase in the student registration for Inflibnet was discussed. It was further proposed that the library should be beautified by open rack system & within a week a proposal to be submitted.

Resolutions:

1. It was resolved that the IQAC Co-ordinator Dr. N. Lakshmi will act as NAAC Co-ordinator.

2. It was dissolved that a Workshop will be conducted by IQAC department about the new NAAC parameters & a National Seminar to be hoisted by the Commerce department.

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3. It was resolved that a committee with the following members is constituted to look after the college website:
   a) Dr. N. Lakshmi
   b) Mr. V. Satyanarayana
   c) Dr. N. Sridhar
   d) Mrs. Aruna Jyothi

4. It was resolved that every month two people would be engaged for enlightening the staff on NAAC basics.

5. It was resolved to increase the number of students registered for MOOCS with 55 more enrolled students.

6. It was resolved that an MoU was considered for Skill Development and the Incharge for the programme to be Mr. H. Sri Ram Pavan Kumar, Lecturer in Commerce.

7. It was resolved to increase the student registration for Inflibnet and to increase student usage.

8. It was resolved to enable open rack system and thereby to get such proposal within a week.

IQAC Co-ordinator.

PRINCIPAL

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