Action taken Report on minutes dated 06-06-2022

Resolution No.	Resolution Resolved on Dated 06-06-2022	Action Taken Report
2	It is resolved to present the draft Institutional Implementation Plan 2022-23 to the Staff council, for approval. Final Draft is Annexed to this minutes. **(Action: Staff Council)**	Institution implementation Plan 2022-23 prepared by IQAC on lines of the department activities is tabled for approval in the staff council minutes and the council resolved to approve the same. **Annexure –I**
3	It is resolved to appoint evaluation Committees for CSP (Admitted Batch 2020-21). **(Action: Academic Cell)**	Evaluation committees are appointed with three members viz., Mentor, Head of the Department and one from other department as expert.
4	It is resolved to explore the local industry for internship opportunities for Admitted Batch 2020-21) for 2 months followed by 6 months long term internship. **(Action: Industry Connect Committee).**	Industrial connect committee along with concerned departments and mentors explored the industry in and around Rajahmundry and met the Collector for favor of issuing necessary instructions to industry to engage students for internships.
5	It is resolved to encourage departments to volunteer to commence programs in collaboration with Skill Sector Councils under MHRD.	Department of Commerce and Management has come forward to initiate BBA Retail Operations and Health care. Department of Zoology has come forward to offer certificate course in beauty and wellness in collaboration with skill sector council.
6	It is resolved to make necessary amendments to the existing Research Policy, Seed money policy and financial support to faculty for presenting papers in International/National/State level Seminars/Conferences etc. **(Action: IQAC)**	The existing Research policy, seed money policy and financial support to faculty for faculty presenting papers in International/National/State level Seminars/Conferences is prepared and presented to staff council for approval.
7	It is resolved to prepare Institutional Time Table for the academic year 2022-23. **(Action: Staff Council)**	Institutional time table for the academic year 2022-23 is prepared and approved in the Staff council meeting.
8	It is resolved to engage department wise need based faculty to ensure effective transaction of Curriculum.	Departments presented the number of faculty required on the basis of the existing workload and gained approval from the Academic cell.

	(Action: Academic Cell)	
9	It is resolved to prepare for the Internal Academic and Administrative Audit of the institution. **(Action: IQAC &Academic Cell)**	Internal Academic and Administrative Audit of the institution by external peer members is organized for 2 days 6 & 7 September. 2023.

Action taken Report on minutes dated 22-10-2022

Resolut ion No.	Resolution Resolved on Dated 22-10-2022	Action Taken Report
2	It is resolved to approve the following IQAC activities proposed by it for the year 1. Mentoring NAAC going HEIs on demand. 2. Induction programs for faculty and newly admitted students. 3. Faculty Development Programs for Teaching with focus on Research and data analysis, OBE and Non-Teaching staff. **(Action: IQAC)**	1. Mentoring for colleges going for NAAC Accreditation is undertaken online and visit to campus is made to PR GDC KKD. 2. Faculty Induction program for faculty is organized at department level and student induction program is scheduled by iqac and executed at Department level on campus. 3. IQAC has entered into an understanding with A2Z edu hub Pvt. Limited and Ramanujan College for Faculty Development Programs at national and international levels.
3	It is resolved to collect data from Departments and support services and accelerate the preparation of AQAR 2021-22. **(Action: IQAC)**	AQAR 2021 -22 is completed in all aspects and uploading of the AQAR is under process. In a couple of days the AQAR will be submitted.
4	It is resolved to participate and submit required data for India Today ranking. **(Action: IQAC and Academic Cell)**	India Today Ranking data is compiled and submitted.
5	It is resolved to submit and upload data for AISHEI and NIRF. **(Action: IQAC and Academic Cell)**	Data for AISHEI & NIRF submitted
6	It is resolved to review the syllabus completion status and schedule examination for UG semesters 2, 4, & 6 and PG Semesters 1 &4. **(Action: IQAC, Academic Cell and Examination Cell)**	Review of syllabus completion status is made and conducted Examination for UG semesters 2, 4, & 6 and PG Semesters 1 &4. as per the Schedule approved.

Action taken Report on minutes dated 11-01-2023

Resolution No.	Resolution Resolved on Dated 11-01-2023	Action Taken Report
2	It is resolved to organize an FDP on OBE and collaborate with department of English to organize training program on English language skill to non-teaching staff. **(Action: IQAC and Academic Cell)**	2 days Workshop on OBE was organized on 6 & 7 March**.** **7 days Training for non-teaching staff was organized on** English language skill from 9 to 18 March, 2023.
3	It is resolved to prepare a comprehensive report on the stake holders feedback on curriculum and submit to the Principal office for further action. **(Action: IQAC)**	Feedback responses from 1093 students, 545 Parents, 158 teachers, SSS received from 938 students Analysis is being made and submitted.
4	It is resolved to schedule department wise (including all student support wings) internal audit by IQAC team under the leadership of the chairperson. **(Action: IQAC)**	Internal Audit of Departments is done under the chairmanship of the Principal and IQAC .
5	It is resolved to revisit the Course Outcomes based on the HOT and align them to the Assessment. **(Action: IQAC & Academic Cell)**	Preparation of Guidelines for Course outcomes and their alignment to assessment is initiated.
6	It is resolved to submit letter of intent to the ISO certifying authorities for Certification. **(Academic Cell)**	submitted
7	It is resolved to reconstitute the composition of Internal Quality Assurance Cell **(Action: Office of the Principal)**	Reconstituted
8	It is resolved to drive the Student Support Wings viz., NSS, NCC, Red Ribbon Club, Youth Red Cross, WEC and also the departments towards	Action Initiated by SSWs

	taking up more community-based activities. **(Action: SSWs)**	
9	It is resolved to initiate the preparation of SSR draft for 4th cycle for the period 2019-2020 to 2023-2024. **(Action: IQAC)**	3 Years AQAR data, consolidation is initiated.

Action taken Report on minutes dated 08-05-2023

Resoluti on No.	Resolution Resolved on Dated 08-05-2023	Action Taken Report
2	It is resolved to expedite data collection for Preparation and submission of AQAR on time. **(Action: Criterion-wise Coordinators)**	Data collection is initiated criterion wise by the concerned criterion teams and the collected data is submitted to IQAC. Still some more information is to be received.
4	It is resolved to incorporating extension activities In to the academic calendar 2023-24. **(Action: Academic Cell & Examination Cell)**	Academic calendar 2023-24 is prepared by Academic cell and Examination cell. **(Annexure -1)**
5	It is resolved to prepare the Institutional Plan for implementation for the academic year 2023-2024 on the lines of discussion.	Institutional plan for the academic year 2023 -24 is prepared by IQAC and Academic Cell. **(Annexure -2)**
6	It is resolved to visit the NAAC Website to Understand and comply with the established Norms for procuring the funds. **(Action: IQAC)**	The web page on NAAC web site is not active as on the day.
7	It is resolved to install the advanced fire safety on campus. **(Action: Administration)**	Infra Erections are made to install fire safety on campus.

8	Best Practices: It is resolved to continue the existing practices and adopt need based practices to the best advantage of the Stakeholders. **(Action: Departments)**	New practices proposed by IQAC are submitted to the staff council for approval and implementation. (Annexure -3)
9	It is resolved to suggest the Boards of Studies to engage visiting faculty to be benefitted from their expertise. **(Action : Departments)**	Department of Commerce has come up to engage Professor of Practice to promote entrepreneurship in the department. the vacancy is announced in the pop Portal and 186 applications received. Decision for recruitment of professor of Practice will be made in the statutory meeting.