Meeting -1

The Internal Quality Cell members met under Dr. Ramachandra RK's chairmanship on the 15th day of June 2024 Principal Board Room at 11.00 am to discuss the following agenda to enhance and sustain Quality Educational services during the academic year 2024-25. At the outset, Dr. A. A. Annapurna greeted the members and Chairperson putting forth that the ensuing year is crucial for the NAAC grade is going to be valid only till 10 th March 2025 and to sustain the validity of the grade A+ 3.38/4 in the 3-cycle. The Chairperson Dr. Ramachandra R.K welcomed the quality cell members for the new academic year 2024-25 and opened the floor for discussion of the following agenda points:

1. Status of action on the resolutions made in the meeting dated 5th April 2024.
2. Proposals for Educational Quality Enhancement and Sustenance Activities during the academic year.
3. Admission processes and strategies
4. Induction program
5. Faculty Development Strategies
6. Improvising the existing OBE mechanism
7. Curricular Aspects.
8. Teaching-Learning processes
9. Any Other with the permission of the chair

Agenda Point 1: Status of action on the resolutions made in the meeting dated 5th April, 2024.

Discussion: Dr. A. A. Annapurna, Coordinator of IQAC, presented the status of action taken report on the resolutions made in the last meeting. The academic calendar, conduct of BoS, and department-level activities prepared were presented, including other resolution actions, and members present gave their consent.

Resolution 1. It is resolved to approve the action taken report on the resolutions made in the meeting dated 5th April 2024.

Agenda Point 2: Proposals for Educational Quality Enhancement and Sustenance Activities during the academic year 2024-25.

Discussion: The members present discussed the quality of educational services offered and processes that lead to enhanced student benefits. Dr. Sanjeeve IQAC member and Academic Dean explained that the institution must adopt an OBE policy and revisit the modalities for measuring the learning outcomes attainment.

Dr. Akella Rajeswari put forth that the Teaching-learning processes should be revisited to include the latest technologies in the classroom and online classes during Examinations and other days when the faculty engaged in other duties should be encouraged to connect with students online. Lecturing capturing utilizing the media centre or other tools available to individuals should be used and provide access to students 24/7. The media centre is renovated with advanced equipment and training will provide ease to faculty in making use of the media centre to develop LMS. Members present expressed the need for organizing FDP to empower faculty in using technology-integrated pedagogies. Incorporation of curriculum transaction online schedule into the institutional annual plan will facilitate automatic and transparent execution.

Resolution 2: It is resolved to facilitate smart interactive boards in classrooms.

(Action: Administration)

Resolution 3: It is resolved to organize a Faculty Development Program to create LMS.

(Action: IQAC)

Resolution 4: It is resolved to incorporate online classes scheduled in the academic calendar.

(Action: COE & Academic Cell)

Agenda point 3: Admission processes and strategies

Discussion: The chairperson Dr. Ramachandra R.K. insisted upon the mechanisms to campaign the programs offered by the institution at national and international levels. Dr. Chandrashekar, member of IQAC said that the institution has already registered under the study in India program under the aegis of the Ministry of Education. The institution has already re Members present opined that the Departments Concerned take initiatives to propagate the programs offered and the specific outcomes highlighting the strengths through print, display and broadcasting media. An exclusive committee for admissions should be constituted to fulfill the admission process enforced by the State. A help desk should be functional on campus to help the aspirants right from applying for admission through online through all stages of finalization of admission.

Resolution 5: It is resolved to constitute a special committee to promote admission of foreign nationals and be in continuous pursuit with SIP officials and thereafter facilitate foreign students board on the campus.

(Action: Academic Cell)

Resolution 6: It is resolved to constitute an Admission Committee with provision for help desk services for national admissions.

(Action: Academic Cell)

Resolution 7: It is resolved to suggest the administration direct the Departments to initiate campaigns to publicize the programs offered.

(Action: Staff Council)

Agenda point 4: Induction program

Discussion: Members present put forth the significance of the induction program to the newly admitted students during the academic year 2024-25. Dr. A. A. Annapurna, Coordinator opined the review of the Student Induction SOP and issue a broad framework within which the Departments could plan their activities for the induction program. The chairperson Dr. Ramachandra R.K. proposed the conduct of the Core Competencies Assessment Test (CAT) to assess the students' competencies. Dr. MR Goutham added that the standardization of CAT will pave the way for designing appropriate teaching-learning pedagogical strategies.

Resolution 8: It is resolved to revisit the SOP for organizing the Student Induction program.

(Action: IQAC)

Resolution 9: It is resolved to prepare SOP for standardizing the implementation of CAT.

(Action: Academic Cell)

Agenda Point 5: Faculty Development Strategies.

Discussion: Faculty development Programs on pedagogical strategies for newly introduced courses under the honors programs are decided to be organized. Research and publication, Entrepreneurship fields are also suggested for FDP. Faculty empowerment strategies are the need in this global scenario. The chairperson Dr. Ramachandra RK proposed faculty and student immersion programs in collaboration with foreign universities.

Resolution 10: It is resolved to prepare IQAC activities plan for FDPs and training programs.

(Action: IQAC)

Resolution 11: It is resolved to explore Immersion opportunities with neighbouring countries.

(Action: SIP committee)

Agenda point 6: Improvising the existing OBE mechanism

Discussion: Dr. Sanjeev, Member and Academic Dean opined that the existing Out-Come Based Education mechanisms could be improvised based on the emerging thrust on learning outcomes and their measuring mechanisms. A top-down approach may be adopted considering its feasibility and aptness to our Institution.

Resolution 12: It is resolved to constitute a committee to revise the existing methodologies suitably.

(Action: Academic Cell)

Agenda Point 7: Curricular Aspects.

Discussion: The members present raised concern over the active involvement of industry in curriculum design across the programs offered. Dr. A. A. Annapurna, the Coordinator shared that sector skill councils play a vital role in designing the curriculum based on the needs of the industrial sector. This is very much evidenced by the collaboration with the logistics sector council since 2019 and members expressed their consent.

Resolution 13: It is resolved to explore the presence of active sector skill councils registered with the ministry to collaborate.

(Action: Staff council)

Agenda point 8: Strengthening Teaching-learning review processes.

Discussion: The significance of the review of Teaching-learning processes in the promotion of learning outcomes is stressed by members. Members proposed to strengthen the process through a more inclusive student feedback mechanism. A student feedback policy to ensure more student participation and redesigning of the feedback questionnaire to make it more comprehensive is required.

Resolution 14: It is resolved to evolve a student feedback policy highlighting the significance and mechanisms of feedback.

(Action: IQAC)

Resolution 15: It is resolved to design comprehensive program-wise and course-wise student feedback.

(Action: IQAC & Academic Cell)

Agenda Point 9: Any Other with the permission of the chair.

Discussion: The members discussed the following under this agenda point

a. Augmentation of Physical resources like classrooms, Centre for Study In India, Incubation Centre, Central Library are necessary to cater to the diverse needs of the student population on campus.

b. Maintenance of the physical and academic assets is crucial for providing quality educational environment.

c. Enrolling on Online platforms for providing value-added courses.

d. Involving Students in Research projects.

e. Preparing the Institution for reaccreditation by NAAC for the 4th cycle.

f. Presenting AQAR 2023-24 to the statutory authorities.

g. Participating in ranking frameworks.

Resolution 16: It is resolved to augment and maintain physical and academic resources of the institution.

(Action: Administrative Office)

Resolution 17: it is resolved to guide and mentor students to enroll and complete certificate courses on online platforms like Swayam NPTEL, Course era, Edx.,...

(Action: Staff council & Departments)

Resolution 18: It is resolved to participate in quality Rankings within the stipulated period.

(Action: IQAC)

Coordinator 15/6/24

Chairperson

Members

Members 15/6/2024

Meeting -2

Venue: IQAC Room 34

The members of IQAC met on 30-08-2024 at 3 pm under the chairmanship of Dr. Ramachandra RK Principal Government College (Autonomous) Rajahmundry. The following agenda points were presented for discussion:

Agenda

1. Action Taken Report on meeting-1 dated 15-06-2024.
2. Industrial MoU.
3. Data compilation for AQAR 2023-24.
4. Participation in NIRF.
5. Industry Academia embedded Programs
6. Review of Teaching -Learning Processes
7. Any other (with the permission of the Chair)

Minutes

Agenda Point 1: Action Taken Report on meeting-1 dated 15-06-2024

Discussion: Coordinator Dr. A. A. Annapurna presented the Action Taken Report on the previous meeting dated 15 July 2024. Action to all the points resolved were completed successfully and relevant documents presented to the chair.

Action Taken Report

S.No	Resolution No.	Details of the Resolution made	Action Taken
1	R-2	It is resolved to facilitate smart interactive boards in classrooms. **(Action: Administration)**	Procurement of smart interactive boards is completed and measures to install in the classrooms is initiated by the administrative office.

2.	R-3	It is resolved to organize a Faculty Development Program to create LMS. **(Action: IQAC)**	Plan for FDPs is Prepared and presented for approval.
3	R-4	It is resolved to incorporate online classes scheduled in the academic calendar. **(Action: COE & Academic Cell)**	Online classes are planned for during Examinations. Because examinations for 3 years program are scheduled in a phased manner by COE and Academic Cell
4	R-5	It is resolved to constitute a special committee to promote admission of foreign nationals and be in continuous pursuit with SIP officials and thereafter facilitate foreign students board on the campus. **(Action: Academic Cell)**	Academic cell has constituted Study in India committee.
5	R-6	It is resolved to constitute an Admission Committee with provision for help desk services for foreign nationals admissions. **(Action: Academic Cell)**	Admissions committee is constituted and help desk is functional.
6	R-7	It is resolved to suggest the administration direct the Departments to initiate campaigns to publicize the programs offered. **(Action: Staff Council)**	Departments campaign strategies are evolved and in force. Staff council resolution No. dated

7	**R-8**	It is resolved to revisit the SOP for organizing the Student Induction program. **(Action: IQAC)**	Student Induction Program is revised and submitted to the Principal office for further action.
8.	**R-9**	It is resolved to prepare SOP for standardizing the implementation of CAT. (Action: Academic Cell)	SoP is prepared and presented to the Principal office for further action
9.	**R-10**	It is resolved to prepare IQAC activities plan for FDPs and training programs. **(Action: IQAC)**	Prepared and presented to Principal Office
10	**R-11**	It is resolved to explore Immersion opportunities with neighbouring countries. **(Action: SIP committee)**	Student Immersion and Faculty Immersion programs with UTP Malayasia are executed.
11	**R-12**	It is resolved to constitute a committee to revise the existing methodologies suitably. **(Action: Academic Cell)**	Academic Cell has constituted committee with Dr. Sanjeev Lecturer in Physics as coordinator
12	**R-13**	It is resolved to explore the	B.Com BFSI is program is

		presence of active sector skill councils registered with the ministry to collaborate. **(Action: Staff council)**	brought under the BFSI SSC council.
13	**R-14**	It is resolved to evolve a student feedback policy highlighting the significance and mechanisms of feedback. **(Action: IQAC)**	A new Feedback policy is prepared involving active participation of the Departments and submitted to the Principal office for approval.
14	**R-15**	It is resolved to design comprehensive program-wise and course-wise student feedback. **(Action: IQAC & Academic Cell)**	Prepared and Approved by the Principal office.
15	**R-16**	It is resolved to augment and maintain physical and academic resources of the institution. **(Action: Administrative Office)**	The Administrative office is instructed and budget allocated.
16	**R-17**	it is resolved to guide and mentor students to enroll and complete certificate courses on online platforms like swayam NPTEL, Course era, Edx.,... **(Action: Staff council & Departments)**	The staff council has resolved to this extent and departments directed to enroll students for certificate courses on online platforms

17	**R-18**	It is resolved to participate in quality Rankings within the stipulated period. **(Action: IQAC)**	NIRF committee is instructed to initiate data collection for the purpose in collaboration with IQAC.

Resolution 1: It is resolved to approve the action taken report presented.

Agenda point 2: Industrial MoU

Discussion: The chairperson Dr. Ramachandra enquired about the strategies to strengthen Industrial collaborations. Dr. Esub Basha said these understandings play a significant role in evoking students' practical knowledge of the academic aspects and give them work experience. Dr. P. Babjee said the Department-wise Industry Connect is the need of the hour for meeting the Internship/Apprenticeship needs of the students. The members said that Department-wise Understanding will help provide appropriate and relevant experience.

Resolution 2: It is resolved to identify relevant Industries for the 53 UG and PG programs and make an Understanding for providing Internships/Apprenticeships/field visits/Research and Development, any other.

(Action: Academic Cell & Departments)

Agenda Point 3. Data compilation for AQAR 2023-24.

Discussion: Dr. A. A. Annapurna presented to the Chair and the members present that the data for the year 2023-24 is collected from Departments, student support wings and office and is being compiled. The AQAR 2023-24 is likely to be completed by 30 th September 2024. Thereafter scrutiny of data compiled will be made before submission of AQAR for staff council. The same will be presented to the academic council and the Governing Body as and when the meeting is scheduled.

Resolution 3: It is resolved to Complete the preparation of AQAR 2023-24 and submit the same to Statutory bodies for approval.

(Action: IQAC)

Agenda Point 4. Participation in NIRF.

Discussion: Dr. Chandrasekar Member IQAC said that NIRF 2025 portal will be enabled soon and institutional data should be provided for ranking. The Chairperson Dr. Ramachandra RK asked the IQAC to bestow its efforts in providing data in a suitable and true manner for uploading Data in to the NIRF portal with the objective of being placed in the ranking band.

Resolution 4: It is resolved to Participate in the National Institutional Ranking Framework.

(Action: IQAC & NIRF Committee)

Agenda Point 5. Industry-Academia embedded Programs

Discussion: The industry-Academia embedded is a flagship program of the Indian Ministry of Education. The recognized Sector skills are facilitating Apprenticeship-embedded Embedded Degree Programs and filling the gap between Industrial needs and skills provided through the Degree curriculum. Dr. A. Rajeswari Assistant Coordinator IQAC putforth the need for introducing the same in the college along with the existing AEDP in Logistics and Retail Operations.

Resolution 5: It is resolved to explore opportunities to collaborate with sector skill councils for AEDP.

(Action: IQAC and Academic Cell)

Agenda Point 6. Review of Teaching-Learning Processes.

Discussion: Dr. N. Madhavi opined that the teaching-learning processes need to be reviewed to ensure best outcomes by the end of the semester results.

Resolution 6: It is resolved to review the semester Teaching Learning Process.

(Action: IQAC & Academic Cell)

Agenda Point 7. Support Mechanism for Promoting Students' led Start up under any other (with the permission of the Chair).

Discussion: The members present discussed the work progress of the innovation and incubation hub. The plan of action to promote start-ups led by on campus.

Resolution 7: It is resolved to request the collaborating Industry to revive the construction of IIH to facilitate Entrepreneurship Development Programs.

(Action: IQAC)

Resolution 8: It is resolved to schedule entrepreneurship Development Programs on campus.

(Action: Centre for Innovation and Incubation& Entrepreneurship and Entrepreneurship Club).

Coordinator 30/8/24 Chairperson

Members

30/8/2024

MEETING -3

Venue: Principal Board Room

Time: 4.30 PM

The members of the cell and Coordinator Dr. A. A. Annapurna met under the chairmanship of the Principal on 22-10-2024 at the venue and time specified. The members discussed the following agenda points.

Agenda:

1. Review and approve the Action Taken program.
2. New NAAC guidelines for reaccreditation of Higher Education Institutions.
3. Status of Annual Self Appraisal Reports of faculty.
4. Expiry of the present Accreditation grade and submission of IIQA.
5. Participation in India -Today Ranking.
6. Any other

Minutes

Agenda Point 1: Action taken at previous minutes resolved.

Discussion: The Action taken on the resolutions made on 30-8-2024 is discussed and the report presented for approval.

Action Taken Report

Resolution No.	Details of the Resolution	Action Taken
Resolution 1	It is resolved to identify relevant Industries for the 53 UG and PG programs and make an Understanding for providing Internships/Apprenticeships/field visits/Research and Development, any other. **(Action: Academic Cell &**	MoUs are made with industries like tedlance, Amaravathi solutions, Hansa solutions Pvt. Limited for lab on wheels, Scanning of Good old books in library.

	Departments)	
Resolution 2	It is resolved to Complete the preparation of AQAR 2023-24 and submit the same to Statutory bodies for approval. **(Action: IQAC)**	Data collected and AQAR templates are compiled and the draft preparation is in process.
Resolution 3	It is resolved to Participate in the National Institutional Ranking Framework. **(Action: IQAC & NIRF Committee).**	The college is registered and data submission initiated.
Resolution 4	It is resolved to explore opportunities to collaborate with sector skill councils for AEDP. **(Action: IQAC and Academic Cell).**	Banking Financial Services and insurance skill sector council is identified and collaboration entered into for B.Com AEDP program.
Resolution 5	**It** is resolved to review the semester Teaching Learning Process. **(Action: IQAC & Academic Cell)**	Review of Semester Teaching -Learning Process is conducted and found satisfactory recommending better documentation at Department level.
Resolution 6 & 7	It is resolved to request the collaborating Industry to revive the construction of IIH to facilitate Entrepreneurship Development Programs. **(Action: IQAC)** It is resolved to schedule entrepreneurship Development Programs on campus.	Hansa Solutions PVT limited approached for reviving the construction of IIH and completing the same at the earliest. EDP program for training commerce faculty is arranged by CCE in collaboration with NIMSME Hyderabad.

	(Action: Centre for Innovation and Incubation& Entrepreneurship and Entrepreneurship Club).	

Resolution 1: It is resolved to approve the action taken report on the minutes resolved on 30-8-24

Agenda Point 2. New Naac guidelines for reaccreditation of Higher Education Institutions.

Discussion: The chairperson Dr. Ramachandra RK shared the NAAC tentative guidelines on the new accreditation process. Members present discussed the evolving ten inputs under the Binary accreditation process. Consequently a comparation was discussed on the RAF process and the Binary accreditation process. The BAP is yet to be finalized by NAAC.

Resolution 2: It is resolved to re-assign the criterion coordinators the 10 inputs to help departments in filing accordingly and evolving strategies for complying with quality benchmarks.

Agenda Point 3. Status of Annual Self Appraisal Reports of faculty.

Discussion: Dr. A.A. Annapurna Coordinator presented that the all the departments have submitted the Annual Self Appraisal Reports of their faculties and the members of Quality cell have verified the information submitted and is ready for upload on CCE-AP website.

Resolution 3: It is resolved to upload the ASAR Scores of faculty after validation by Principal.

Agenda Point 4. Expiry of the present Accreditation grade and submission of IIQA.

Discssion: The coordinator put forth that the present Accreditation Grade A+ is valid only till March 10th 2025. As per the guidelines the college is to submit its intention for fourth cycle accreditation before the end of this month. Since the NAAC accreditation reform guidelines are yet to be released, it has extended the opportunity go for re-accreditation of HEIs till December 31st and may be further extended and the validation of the existing grade is retained still the new guidelines are announced. The Institutions will have another 3 months of grace period from the date of announcing the new guidelines. The College has submitted 5 AQARs and is qualified for reaccreditation in the present RAF process. Members present discussed if the college should submit IIQA under present system or wait for Binary guidelines.

Resolution 4: It is resolved to prepare the institutional data of quality assessment under the existing RAF – 2017.

(Action: IQAC)

Agenda Point 5. Participation in India -Today Ranking.

Discussion: Dr. Chandrashekar Member and coordinator for NIRF putforth that India Today Ranking is opened. Member present opined that the institutional data for ranking should be prepared according to the parametres of the India Today Ranking which is discipline wise. This ranking gauges the discipline wise quality at National level.

Resolution 5: It is resolved to submit data for India Today Ranking.

(Action: NIRF Committee)

Coordinator 22/10/24

Chairperson

Members present

N Hedy 22/10/2024

Meeting – 4

Venue: IQAC Room No.34
Time: 4.pm

The members of the Quality Cell met under the chairmanship of Dr. Ramachandra RK and discussed the following Agenda points.
Agenda Points
1. Action taken on the minutes of previous meeting dated 22-10-2024
2. Student Feedback mechanism
3. Faculty Welfare measure.
4. Maintenance of old structures of the college.
5. Establish Computer centre
6. Proposal for New PG course
7. Any Other with the permission of the chair

Minutes

Agenda point 1: Action taken on the minutes of previous meeting dated 22-10-2024
Discussion: The Action taken on the minutes of the meeting dated 22-20-2024 was presented and discussed by members present.

Action Taken Report

Resolution No.	Resolution	Action Taken
R-2	It is resolved to re-assign the criterion coordinators the 10 inputs to help departments in filing accordingly and evolving strategies for complying with quality benchmarks.	The existing IQAC composition has designated the members with coordinators for 10 inputs based on the Binary input process.
R-3	It is resolved to upload the ASAR Scores of faculty after validation by Principal.	The self-appraised faculty performance indicators are collected and verified for accuracy with the evidences and uploaded in the APCCE portal.
R-4	It is resolved to prepare the institutional data of quality assessment under the existing RAF – 2017. **(Action: IQAC)**	Data for the last four years is prepared and the process for uploading data for the fifth year data is under process.
R-5	It is resolved to submit data for India Today Ranking.	National Ranking data is submitted and program wise

	(Action: NIRF Committee)	data for India Today Ranking 2024-25 will be submitted as when the portal is activated.

Resolution 1: It is resolved to approve the Action Taken Report for the minutes resolved in the meeting-3 dated 22-10-2024.

Agenda Point 2: Student Feedback mechanism
Discussion: Dr. N. Madhavi reported that the percentage of students sharing their feedback on curriculum is around 800 to 900 on an average. Comparing this to the total strength of the college is around 11 – 14 percent. Dr. Rajeswari put forth this is because under the existing feedback process the student is to submit feedback on curriculum, on teacher and Student Satisfaction survey. Dr. A.A. Annapurna proposed a mechanism for student feedback, involving the Department inchages and faculty concerned for the programs offered by them. This will enhance the percentage of students participation in feedback. To reduce the number of feedback forms it is proposed to redesign the form in a more inclusive and specific manner.

Resolution 2: It is resolved to revisit the student feedback mechanism.

Resolution 3: It is resolved to evolve a comprehensive feedback format to collect data on curriculum and faculty.

(Action: IQAC)

Agenda Point 3. Faculty Welfare measure.
Discussion: Dr. A. A. Annapurna Coordinator re-submitted the request received from women faculty for facilitating a care centre for their little kids as it is time consuming for them feed their new born and infant babies and fulfil their employment responsibility in an efficient manner. Keeping the unused vast campus in view and the NEP 2020 guidelines, establishing a baby care centre will address the challenges of women in meeting their domestic and professional responsibilities. Dr. Sita Mahalakshmi putforth that the existing structures can be used to address the challenge immediately so that financial commitment that is investment cost can be minimised.

Resolution 4: It is resolved to explore the feasibility for creating amenities for baby care in the existing structures on lines with the prevailing standards prescribed for the facilitation.

(Action: IQAC & WEC)

Agenda Point 4. Maintenance of old structures of the college.
Discussion: Members present discussed the current scenario of the existing old building blocks. It is identified that there is recurrence of water seepage in the Arts and Science Blocks. As these are old blocks with more than a half decade age.

Resolution 5: It is resolved to identify the latest means for arrest of water across the art and science blocks.

(Action: IQAC & Administrative Office)

Agenda point 5. Establish Computer centre

Discussion: Members present putforth that existing computer labs are just sufficient for students access and the findings from the feedback analysis and oral interaction with students, reveal their demand for more access to computer labs. Dr. A.A Annapurna, added that the employers feedback depicts the fact that students basic knowledge on performing activities with computer is missing. Dr. D. Suneel Kumar presented that access to computer labs will promote more online courses enrolment which will add value to their degree.

Resolution 6: It is resolved to establish a computer centre with at least 100 computers.

(Action: IT Committee)

Agenda Point 6. Proposal for New PG course

Discussion: The Quality Cell Coordinator putforth that PG in Business Administration will promote student progression for the existing BBA students in the college and address the depletion of strength in conventional PG in Commerce. Members felt that there is more employability opportunity for MBA graduates.

Resolution 7: It is resolved to explore the process for acquiring approvals for offering MBA.

(Action: IQAC & Department of Commerce & Management Studies)

Agenda Point 7: College Operating timing (Any Other with the permission of the chair)

Discussion: College timings for the Ensuing Even Semesters is discussed and the quality cell strongly proposed 10 am to 5 pm for all Programs. As the new class room construction are all almost completing the feasibility is evident. The Chairperson Dr. Ramachandra R.K put forth creation of amenities in the newly constructed 33 classrooms requires some time. To avoid challenges of running the college in shift the faculty may work from 9 am to 4 pm and 10am to 5 pm is suggested.

Resolution 8: It is resolved to propose the operating timings for the faculty as 9 am to 4 pm or 10 am to 5pm until the amenities are facilitated in the new class rooms.

(Action: Staff Council)

Coordinator 28/12/24.
Members Present

Chairperson

Meeting - 5

The IQAC Coordinator Dr. A. A. Annapurna and members of IQAC met under the chairmanship of Dr. Ramachandra R.K at 12 noon in the principals Board Room on 16 Feb. 2025 to discuss the following agenda points:

Agenda Points:

1. Action Taken Report of the resolutions made in the previous IQAC meeting held on 28-12-2024.

2. Notice for discontinuing Secretarial services at IQAC from March onwards due to personal reasons.

3. Department's Internal Audit by IQAC.

4. Feedback Collection – Initiation and involving departments in the process of collection to ensure maximum student participation.

5. Draft SOP for Remedial classes.

6. Any Other with the permission of the Chair.

Minutes of the Meeting

Agenda Point 1: Action Taken Report of the resolutions made in the previous IQAC meeting held on 28-12-2024.

Discussion: The Coordinator, Dr. A. A. Annapurna, presented the following Action Taken Report for review:

Action Taken Report for Meeting 4

S.No	Meeting -4 Resolution No.	Details of the Resolution made	Action Taken
1	R-2	It is resolved to revisit the student feedback mechanism. **(Action: IQAC)**	New feedback mechanism sop designed by IQAC and approved in the council for implementation
2	R-3	It is resolved to evolve a comprehensive feedback format to collect data on curriculum and faculty. **(Action: IQAC)**	IQAC has evolved a comprehensive feedback mechanism to merge the student feedbacks on curriculum and on

			teachers and on academic ambience
3	R-4	It is resolved to explore the feasibility for creating amenities for baby care in the existing structures on lines with the prevailing standards prescribed for the facilitation. **(Action: IQAC & WEC)**	Creation of amenities for baby care at the Women's hostel approved and the work is initiated through a committee created for the purpose.
4	R-5	It is resolved to identify the latest means for arrest of water across the art and science blocks. **(Action: IQAC & Administrative Office)**	Water seepage spots identified and roof plastering works commenced.
5	R-6	It is resolved to establish a computer centre with at least 100 computers. **(Action: IT Committee)**	The Digi-hub and infotech are replaced with new systems and the existing systems OSD is enhanced and maintained to upkeep them in working condition.
6	R-7	It is resolved to explore the process for acquiring approvals for offering MBA. **(Action: IQAC & Department of Commerce & Management Studies)**	AICTE approval is applied for approval of MBA and required fee paid.

The members reviewed the above actions by respective Departments and expressed their consent.

Resolution 1: It is resolved to approve the above Action taken Report.

Agenda Point 2: Notice for discontinuing Secretarial services at IQAC from March onwards due to personal reasons.

Discussion: The notice submitted by IQAC personnel Sri G. Ranga babu has discontinued from rendering secretarial services at IQAC for personal reasons. The members present put forth the need to appoint a personnel to assist IQAC in documentation, gathering information and uploading data online. At the verge of going for fourth cycle of Quality accrediatation, these services are of utmost importance.

Resolution 2: It is resolved to fill the position with eligible candidate.

(Action: Administration)

Agenda Point 3: Departmental Internal Audit by IQAC.

Discussion: The Chairperson Prof. Ramachandra R.K suggested the review of teaching -learning, research and documentation status at the Departments ensuring the adherence to the NAAC formats.

Resolution 3: It is resolved to schedule internal audit for Departments by IQAC and Academic Cell members.

(Action: IQAC & Academic Cell)

Agenda Point 4: Feedback Collection Initiation and involving departments in the process of collection to ensure maximum student participation.

Discussion: The Feedback Committee members Dr. A Rajeswari Academic Dean, Dr. D. Sanjeev Kumar, Dr. D. Suneel Kumar and Dr. A.A. Annapurna put forth that the newly approved feedback formats for students should be enabled for collecting feedbacks on Curriculum and other aspects incorporated into the new format and ensure that the students give their feedback for all courses across the curriculum involving the active cooperation of the departments and concerned faculty handling courses in a semester.

Resolution 4: It is resolved to collect feedback from all programs, course-wise wise and other stakeholders.

(Action: IQAC & Departments)

Agenda Point 5: Draft SOP for Remedial classes

Discussion: The coordinator for IQAC presented the draft SoP for remedial Classes. The members present discussed the draft and gave their consent.

Resolution 5: It is resolved to approve the draft SOP for Remedial classes and forward it to the council for execution.

Agenda Point 6. Any Other with the permission of the Chair AQAR 2023-24.

Discussion: The members and the chair were informed about the submission of AQAR 2023-24 on NAAC portal on 21st day of January, 2025 and the edit option is enabled from 23 January for 15 days. All the fields are checked and found correct after making necessary changes wherever found deviated. After getting the approval the same was resubmitted and acceptance by NAAC is received. Dr. A. A.

Annapurna put forth that there will an academic audit by external peers constituted by commissionerate of collegiate education and we need to check the preparedness of the departments for the same.

Resolution 6: It is resolved to assess the status of documentation for the current academic year and ensure preparedness for external audit and preparation of AQAR 2024-25.

(Action: IQAC & Academic Cell)

Coordinator 16/2/25 Chairperson 17/2/25

Members Present

N. [illegible] 16/2/2025

Meeting 7

Venue: Principal Board Room

Time: 4 PM

The IQAC Coordinator Dr. A. A. Annapurna and members of IQAC met under the chairmanship of Dr. Ramachandra R.K at 4 PM in the principals Board Room on 3 May. 2025 to discuss the following agenda points:

Agenda Points:

1. Action Taken Report of the resolutions made in the previous IQAC meeting held on 16 Feb 2025.

2. Status of compliance of Plan of Action for the Academic Year 2024-25

3. Plan of Action for Academic year 2025-26

3. Strategy for Accreditation by NAAC: Binary or RAF.

4. Organizing Statutory Meetings, as per the Autonomy guidelines

5. Suggestions of identifying Viability of Programs offered and deciding on programs for discontinuing and introducing during the Admissions 2025.

6. Academic Calander 2025-26

7. Infrastructure augmentation and maintenance for ensuring quality education and academic ambience.

8. Any Other with the permission of the Chair.

Minutes of the Meeting

Agenda Point1: Action Taken Report of the resolutions made in the previous IQAC meeting held on 16 Feb 2025.

Discussion: Dr. A. A. Annapurna IQAC Coordinator presented before the members the Action Taken Report for the minutes resolved in its 5th meeting dated 16 Feb 2025.

Action Taken Report for Meeting 5

S.No	Meeting -4 Resolution No.	Details of the Resolution made in the meeting 5 dated: 16-2-2025	Action Taken
1	R-2	It is resolved to fill the position with eligible candidate. **(Action: Administration)**	The Vacancy is filled duly by engaging the services of Smt. V. Saillaja, M.Tech for Secretarial services.
2	R-3	It is resolved to schedule internal audit for Departments by IQAC and Academic Cell members. **(Action: IQAC & Academic Cell)**	Departmental visit for Internal audit is scheduled on 11 and 12 of March by IQAC and Academic Cell. Six teams were constituted for the purpose.
3	R-4	It is resolved to collect feedback from all programs, course-wise and other stakeholders. **(Action: IQAC & Departments)**	Feedback from all programs, course wise are collected involving all departments and proctors. A total of 5761 feedback received and analyzed
4	R-5	It is resolved to approve the draft SOP for Remedial Classes and forward it to the council for execution.	The Approved SoP is presented to the staff council and action from departments is called for.
5	R-6	It is resolved to assess the status of documentation for the current academic year and ensure preparedness for external audit and preparation of AQAR 2024-25. **(Action: IQAC & Academic Cell)**	Academic Annual Review Meeting for all Departments is scheduled from 28th April, 2025

Resolution 1: It is resolved to approve the Action Taken Report for the Resolutions made in IQAC meeting 5, dated: 16-2-2025.

Agenda point 2. Status of compliance of Plan of Action for the Academic Year 2024-25.

Discussion: The IQAC Coordinator put forth the status of compliance of the plan of action decided in the last meeting of the academic year 2023-24, to be accomplished during 2024-25. It is found that, except for the student exchange program others have been accomplished partially or completely. The reason for non - execution of SEP is lack of mutual interest among parties, reluctance from parents and students. Anneure-1

Resolution 2: It is resolved to approve the status of compliance presented in Annexure – 1 to this meeting.

Agenda Point 3. Plan of Action for Academic year 2025-26.

Discussion: The Chairperson, Dr. Ramachandra R.K., opined that the year 2025-26 is crucial as the institution is due for its 4th cycle Quality Assurance Accreditation by NAAC. The curricular aspects are under major review by the AP State Council for Higher Education and BoS for the academic year 2025-26 could take place only after receiving the guidelines from the Government. Teaching and Learning Process are to be strengthened. Research is to be prioritized and beautification and upgrading of infrastructure is essential. Joy of giving practices through lab on wheels, ACCHA,etc should be further intensified and diversified to meet the needs of the community. Student start-ups are to be supported through appropriate trainings and incubations.

The plan of action title Institutional implementation plan 2025-26 is annexed 2 to this meeting.

Resolution 3: It is resolved to draft the plan of action 2025-26.

(Action: IQAC & Academic Cell)

Agenda point 4: Strategy for Accreditation by NAAC: Binary or RAF.

Discussion: The members present debated on the possible guidelines for Binary accreditation process and RAF Accreditation process. It is found that the existing process is far better than the unknown process yet to be announced. It is thus entered into a consensus that the institution take the option if available for accreditation under RAF pattern.

Resolution 4: It is resolved to present to the NAAC office for the possibility to opt for RAF accreditation process.

(Action: IQAC)

Agenda Point 5. Organizing Statutory Meetings, as per the Autonomy guidelines.

Discussion: The members of the cell put forth that the institution has not organized Statutory meeting and the decisions taken and implemented during 2023-25 have to be ratified before going for approving the current decisions.

Resolution 5: It is resolved to organize Statutory meetings at the earliest.

(Action: Academic Cell)

Agenda Point 6. . Suggestions of identifying Viability of Programs offered and deciding on programs for discontinuing and introducing during the Admissions 2025.

Discussion: The Members present expressed that on bringing the 36 newly constructed class Rooms into utilization the existing students shift functioning could be discontinued and general shift from 10 am to 5 pm could be implemented. Petro-chemicals, Accounting and retail Operations may be discontinued for want of strength and avoid duplication of programs.

Resolution 6: It is resolved to implement general shift for the academic year 2025-26.

(Action: Administration)

Resolution 7: It is resolved to suggest the discontinuation of unviable programs viz., Petro-chemicals, Accounting and retail Operations. (Action: Academic Cell & Staff council)

Agenda Point 7. Academic Calander 2025-26.

Discussion: The members present discussed the academic activities for the ensuing academic year 2025-26. The key areas that came up for discussion were the Student and Faculty Induction program, the conduct of examinations, instruction hours, and the scope for activity-based learning. The semester-wise academic calendar with 90 working days per semester is to be made inclusive, and members expressed their consent.

Resolution 7: It is resolved to Prepare a semester wise comprehensive Academic Calendar for 2025-26 Academic Year beginning June 23, 2025. (Action: Controller of Examinations)

Agenda Point 8: Infrastructure augmentation and maintenance to ensure quality education and academic ambiance.

Discussion: The members present reiterated that academic facilities play a vital role in delivering quality education and meeting the ambitious student needs studying the college.

Resolution 8: It is resolved to identify the infrastructure equipment required and maintain the existing infrastructural facilities.

(Action: Office)

8. Any Other with the permission of the Chair.

5/3/25

IQAC Coordinator

Principal & Chairperson

Members

05/3/2025

G. Chandrasekaran