

## MEETING WITH COORDINATORS (IQAC & NAAC)

**Date: 21.11.2020**

**Time: 12.30pm.**

**Venue: Auditorium.**

### Agenda

1. To specify the lacunae in each criterion.
2. To know and share the problems of filling up the questionnaire.
3. To discuss on the ways of presenting all the programs under each criterion in a unique way.

### Minutes

1. The NAAC Coordinator welcomed the members and informed the agenda.
2. Sri Sandeep Agarwalla, Co-Convener of Criterion – I explained that Alumni feedback has to be taken, new Certificate courses should be introduced and our faculty members are not the registered members in other institutional bodies. These are points to be stressed in Criterion I.
3. Smt.K.Swapna, Coordinator, IQAC, displayed the Quality Profile and informed about the increase of points in each criterion to achieve 'A' Grade.
4. Smt.K.Padma Priya, Convener, Criterion II informed about e- sources/ e- content development to be uploaded on the college website. A Continuous Evaluation process to be conducted from the first year itself, a Career Counseling Coordinator has to be appointed and a record should be maintained for the counseling.
5. She also stressed on Mentoring system by the faculty, wherein the format was prepared by her earlier and submitted to the chairman.
6. Dr.K.Srikanth, Convener, Criterion III informed that Faculty Exchange programme has to be implemented from this semester, as it is easy to do in online.
7. Sri K.Raghu Veer, chairman, responded that a letter has to be drafted and sent to the known colleges. If they accept to the invitation, we can implement it immediately.
8. Dr.K.Srikanth mentioned that our institution should have collaborations with Industry/ other institutions, i.e.O.U, Shiva Shivani B- School etc.
9. The Chairman responded that, our college can have collaborations with Sudhakar pipes, Beldi Associates, CMA Association & ED-Cell of O.U.
10. The Convener pointed out the maximum percentage of Faculty with Ph.ds can be appointed as Research guides by other institutions.  
Dr.T.Naga Lakshmi and Dr. D.Thirumala Rao have completed three years and are concentrating more on research can be appointed as Research guides by other institutions.
11. Sri N.B.Vasanth Kumar, Convener, Criterion IV stated that the Budget allocation & expenditure format should be prepared by the A.O for maintenance and augmentation of infra structural facilities, New computers are to be placed in the Digital Library, e-content

should be uploaded on the college website and sign boards are to be pasted on the rest rooms for Divyangans etc. These points are to be addressed by the management.

12. Smt.K.Shailaja, Convener, Criterion V, mentioned about UG/PG scholarships, The list of UG students receiving the scholarships from VFSWA and that scheme has to be given a title, Career counseling should be taken up by the faculty and Alumni association has to be registered.
13. Smt.S.Saritha, Convener, Criterion VI, informed that the Faculty should attend Refresher courses and Orientation programs, an Audit Committee should be formed to conduct an internal audit, and Parent Association should be strengthened to organize various activities of the college.
14. Sri K.Ravi Kiran, Co-Convener, Criterion VII mentioned about the usage of Solar fans & lights in the campus as an alternative source of energy, maintaining a green campus – landscaping with the garden plants, Code of conduct to the students, parents and teachers has to be distributed and the abolition of plastic in the campus has to be encouraged as one of the best practices of the college.
15. Finally, Vote of thanks proposed by Smt.K.Swapna.  
Meeting is adjourned.

#### Action taken Report

S.No	Plan of Action	Action Taken
1	Faculty Exchange Programs to be initiated	Department of Commerce and Business Administration have conducted the Faculty exchange Programs.
2	Career Counselor to be appointed	Sri T.Srinivas is appointed as Career Counselor
3	Distribution of Code of Conduct to students, parents, Faculty	Uploaded on the website for reference.



**K SWAPNA**  
Co-Ordinator, IQAC



**K . RAGHOVEER**  
PRINCIPAL

## MEETING WITH COORDINATORS (IQAC & NAAC)

**Date: 23.11.2020**

**Time: 2.30pm.**

**Venue: Auditorium.**

### Agenda

1. To provide a model format of event/ competition report to the conveners.
2. To read out the plan of action by the conveners of various committees.
3. To conduct maximum events by the committee through online mode.

### Minutes

1. The IQAC Coordinator, Mrs.K.Swapna welcomed the Principal,Vice-Principals, Conveners of various committees and NAAC Coordinator.
2. Mrs.K.Swapna informed the agenda of the meeting.
3. The NAAC Coordinator, Mrs.C.R.L.Kalyani informed certain aspects of conducting the events, writing the report of the event with an objective and outcome.
4. She informed not to personalize any event and confine it to one committee; instead it can be shown by other committees and the departments, if it is applicable to them.
5. Every committee should conduct a meeting before planning the event or competition.
6. Involving all the committee members in conducting activities/ events/ competitions. After the completion of every event the convener has to submit the report to any of the coordinators.
7. The IQAC Coordinator suggested the NSS Officer, to observe World Earth Day in the campus and organize few programs relating to that day.
8. Maintain the list of students attending the events/ guest lectures and placements.
9. Maintain a separate register for the committee and write the minutes of the meetings along with the signatures of the attendees.
10. The Career Counselor has to maintain a register and take the whereabouts of the students. (Name, Class, Roll. No, Signature, Career Query and Counseling)
11. The Coordinator informed that Faculty Exchange program was conducted by the Dept. of Mathematics and the Department of Business Administration successfully and the other departments also should think about it.
12. Research Committee should maintain the record of Research papers presented and published in the Journals, Books written and Guest lectures given by the faculty.
13. NSS Outreach programs to be conducted in coordination with Ujwala and Social responsibility & Eco Club.
14. The Extension program participation certificates and the outreach program participation certificates will be verified during the DVV process.
15. Add on Certificate programs to be conducted, details of each program along with the summary/ report of each should be submitted along with outcome.
16. The Student Progression Committee has to maintain the No.of Students appeared, Passed out, failed and reasons for the failure. The Failed students will be given Coaching through Remedial classes.

17. The Ujwala Committee has to organize Gender Equity programs based on Rights/ Obligations and Opportunities.
18. The Infra Structure Maintenance Committee has to ensure the facilities provided to Divyangans, i.e, Washrooms, lift, software, ramp, wheel chair and Scribe during examinations.  
The Committee should maintain Geo-Tagged photos for recording the latitude & Longitude of the rooms& labs.
19. The Faculty Development Program Committee should organize the programs for Administrative staff.
20. Any brochure / Flier should comprise of Objectives & Outcomes and be focused on the name of IQAC.
21. The Conveners of various committees responded positively and informed about their plan of action.
22. Th Vote of thanks proposed by Mrs.K.Swapna.  
Meeting adjourned.

Action taken Report

S.No	Decision	Action Taken
1	Procedure for documentation of an event	All the committees are following the same
2	Geo-Tagged photos are to be taken	Photos are taken
3	Designing plan of action by committees	All the committees have submitted their plan of action for the academic year.
4	To observe World Earth Day	NSS and Eco Club Conducted Mr. Earth and Ms. Earth Competition on 22 <sup>nd</sup> April 2021

**K SWAPNA**  
Co-Ordinator, IQAC



**K. RAGHVEER**  
PRINCIPAL

## MEETING WITH COORDINATORS (IQAC & NAAC)

**Date: 16.04.2021**

**Time: 2.30pm.**

**Venue: Principal's Room.**

### **Meetings with Heads of the Departments**

#### **Agenda**

1. To project every department in a unique way.
2. To distribute the checklist as per NAAC.
3. To take the suggestions for further improvements.

#### **Minutes:**

1. Sri K.Raghu Veer,Principal presided the meeting with the following points:

- a) The departments have to project themselves in a unique way.
- b) 70% of the checking will be done through online assessment and 30% will be done through peer team visit.
- c) For every program / event / competition conducted by the department / club, documentary evidence is compulsory.
- d) The HOD's should give their presentation that should include faculty achievements and students' achievements.
- e) All the HOD's should know about every criterion.
- f) The field trips have to be encouraged by the Heads of the Departments. One HOD should take the lead of organising the field visits.
- g) The Vice-Principal (Academic) has come up with a proposal to organize a virtual conference.
- h)Mrs. G.Santoshi proposed to organize an FDP on "Research Methodology".
- i)Commerce department HOD Mrs.K.Shailaja advised the convenor of Seminars & Workshops committee to organize Student Development Programmes.
- j) The HOD's has to motivate the students to join in SWAYAM online certificate courses and should take a photocopy of the certificate after completion.
- k) IQAC Coordinator told to conduct a Parent-Teacher Meeting.
- l) Every department has to maintain the list of books in their respective department libraries concerned.
- m) The performance based appraisal form will be circulated to all the members at the end of every academic year.

2. The NAAC Coordinator requested the Principal to maintain the following:

- a) Board of Studies – Chairperson details.
- b) Selection procedure of the faculty.
- c) Promotion procedures of faculty.
- d) Maintenance of Social Championship.

3. Dr.D.Thirumala Rao, Vice-Principal(Academic) suggested to maintain a Research profile of every faculty member, which contains

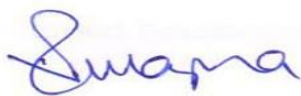
- a) Research Articles published
- b) Research Papers presented.
- c) Books Published
- d) Chapters Edited and any other

4. Principal encouraged the HOD's to present papers in the conferences and publish them in recognized journals.

5. Vote of thanks was proposed by Smt.K.Swapna, Coordinator, IQAC.

Action taken Report

S.No	Decision	Action Taken
1	Organising FDP on “Research Methodology”	A FDP on ‘Research Methodology in Social Sciences’ is conducted from 17 <sup>th</sup> to 19 May 2021
2	Conducting Student development Programs	Student development Programmes on “Entrepreneurship Skills” and “Practical Approach in Recruitment Process” are held
3	Organizing National Conference	A Virtual National Conference is organized on 22 <sup>nd</sup> May 2021.
4	Maintaining Research Profile of Faculty	Maintained Research Profile of all the Faculty
5	Conducting Parent- Teacher Meeting	Parent – Teacher Meeting Conducted virtually on 17 <sup>th</sup> April 2021.



**K SWAPNA**  
Co-Ordinator, IQAC



**K. RAGHOVEER**  
PRINCIPAL

## MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 17.04.2021

Time: 2.30pm.

Venue: Administration Room.

### Meeting with administration Staff

#### Agenda:

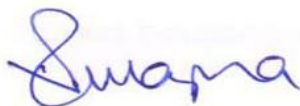
1. To maintain the necessary records intact.
2. To distribute the check list as per NAAC.
3. To take the suggestions for further improvement.

#### Minutes:

1. Sri K.Raghu Veer, Principal presided over the meeting. He conveyed the following:
  - a. The Committees, who are organizing the events, have to take the cheques / vouchers for the prize winners from the office and get them duly signed by the students.
  - b. As far as the NAAC is concerned 70% checking will be done through Online and only 30% will be taken up through the peer team visit.
2. The Coordinator, NAAC informed the members, to update the files of the faculty belonging to the various disciplines.
3. The Office should maintain all the necessary records intact. The Coordinator has distributed a checklist to all the office staff.
4. The Office staff should cooperate with all the departments.
5. The IQAC Coordinator proposed Vote of thanks.

#### Action taken Report

S.No	Decision	Action Taken
1	Maintenance of list of Prize winners	Administrative staff is maintaining
2	Updating of Faculty files	Updation is done



**K SWAPNA**  
Co-Ordinator, IQAC



**K. RAGHOVEER**  
PRINCIPAL