



# S.K.R. & S.K.R. Govt. College for Women (Autonomous), Kadapa.

Reaccredited with 'B' Grade by NAAC

Y.S.R.Kadapa District - 516 001, Andhra Pradesh

**Dr. P. Subba Lakshumma**

M.Com., M.Phil., Ph.D.

Principal

e-mail: kadapaw.jkc@gmail.com

website: www.skrgdcwakdp.edu.in

## Internal Quality Assurance Cell (IQAC)

### Minutes of meeting-1

19-06-2021

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

#### Agenda:

1. NEP 2020 Principles in BOS
  - Multidisciplinary/Interdisciplinary
  - Academic Bank of Credits.
  - Skill development.
  - Appropriate Integration of Indian Knowledge System.
  - Focus on outcome based education.
  - Distance Education / Online Education
2. Online Teaching Classes by adopting Online Education Tools & Innovative Teaching Pedagogies
3. Virtual Labs for Science Stream programmes
4. MIS – Management Information System
5. Academic Registers
6. Criterion wise data submission

#### MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	<p><b>NEP 2020 Principles in BOS:</b></p> <ul style="list-style-type: none"><li>• Multidisciplinary/Interdisciplinary</li><li>• Academic Bank of Credits.</li><li>• Skill development.</li><li>• Appropriate Integration of Indian Knowledge System.</li><li>• Focus on outcome based education.</li><li>• Distance Education / Online Education</li></ul> <p>All the BOS chairmen are requested to include the above NEP 2020 Principles in their BOS proceedings.</p>



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2	<b>Online Teaching Classes by adopting Online Education Tools:</b> The faculty are advised to use Personal Laptops for Online Teaching, by adopting Online Education Tools and upload the same in OTLP as per the OTLP time table. It is also resolved to maintain student attendance during the teaching periods assigned and to preserve record of OTLP by using Innovative Teaching Pedagogies like a. Interactive Teaching Method b. Demonstration Method c. Problem Solving Method d. Participatory Learning Method e. Experiential Learning Method f. Experimental Method g. Lecture Method etc to ensure efficiency of teaching
3	<b>Virtual Labs for Science Stream programmes:</b> For science courses, it is resolved to cater virtual practical sessions to impart practical knowledge with virtual labs demonstration.
4	<b>MIS:</b> Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to check the data uploaded in Management Information System portal and ensure that the courses in MIS and Jnanabhumi are one and the same.
5	<b>Academic Registers.</b> The department incharges should submit their department faculty Teaching Diaries, Lesson Plans/ Teaching Plans, Dept. Activities, Dept. Minutes etc. before 5 <sup>th</sup> of every month
6	<b>Criterion wise data submission:</b> It is resolved all Criterion convenors and department incharges are directed to submit criterion wise data for AQAR 2020-21 submission.

*c.v.krishnaveni*

IQAC Coordinator

*P. Subba Lakshumma*

Principal

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## IQAC Members Present:

S.No.	Name	Designation	Signatures
1	Dr.Shazeeya Begum, Urdu	Criteria I Curricular Aspects	
2	Dr.P. Sachi Devi, Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreeram Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M VenkataRamanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	K. Madan Mohan
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B.Yugavani, Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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## Internal Quality Assurance Cell (IQAC)

### ACTION TAKEN REPORT

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 19.06.2021 at 4.00 pm.

<b>Agenda point No.</b>	<b>Decisions Taken (Resolutions)</b>	<b>Compliance (Action Taken)</b>
1	<p><b>NEP 2020 Principles in BOS:</b></p> <ul style="list-style-type: none"><li>• Multidisciplinary/Interdisciplinary</li><li>• Academic Bank of Credits.</li><li>• Skill development.</li><li>• Appropriate Integration of Indian Knowledge System.</li><li>• Focus on outcome based education.</li><li>• Distance Education / Online Education</li></ul> <p>All the BOS chairmen are requested to include the above NEP 2020 Principles in their BOS proceedings.</p>	Implemented
2	<p><b>Online Teaching Classes by adopting Online Education Tools:</b></p> <p>The faculty are advised to use Personal Laptops for Online Teaching, by adopting Online Education Tools and upload the same in OTLP as per the OTLP time table. It is also resolved to maintain student attendance during the teaching periods assigned and to preserve record of OTLP by using Innovative Teaching Pedagogies like</p> <ul style="list-style-type: none"><li>h. Interactive Teaching Method</li><li>i. Demonstration Method</li><li>j. Problem Solving Method</li><li>k. Participatory Learning Method</li><li>l. Experiential Learning Method</li><li>m. Experimental Method</li><li>n. Lecture Method etc to ensure efficiency of teaching</li></ul>	All the faculty have conducted online classes as per the OTLP timetable by adopting Online Education Tools with Innovative Teaching Pedagogies.



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3	<b>Virtual Labs for Science Stream programmes:</b> For science courses, it is resolved to cater virtual practical sessions to impart practical knowledge with virtual labs demonstration.	During Covid-19 all the science faculty conducted virtual labs.
4	<b>MIS:</b> Kum K. Shalini is requested to check the data uploaded in Management Information System portal and ensure that the courses in MIS and Jnanabhumi are one and the same.	MIS data is updated.
5	<b>Academic Registers.</b> The department incharges should submit their department faculty Teaching Diaries, Lesson Plans / Teaching Plans, Dept. Activities, Dept. Minutes etc. before 5 <sup>th</sup> of every month	All the departments are maintaining academic registers.
6	<b>Criterion wise data submission:</b> It is resolved all Criterion convenors and department incharges are directed to submit criterion wise data for AQAR 2020-21 submission.	Criterion convenors are collecting data and submitting to IQAC for editing AQAR 2020-21.

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Suresh Reddy*

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## Internal Quality Assurance Cell (IQAC)

Minutes of meeting-2

14-08-2021

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

### Agenda:

1. Guest Faculty based on the Workload
2. Student Satisfaction Survey
3. Alumni Meeting.
4. Parents-Teacher Meeting
5. Overall Feedback on Institution.

### MINUTES OF THE MEETING

<b>Agenda point No.</b>	<b>Decisions Taken (Resolutions)</b>
1	<b>Guest Faculty based on the Workload:</b> As per the request and workload basis it is resolved to take guest faculty to teach the subject considering their academic performance and pass percent.
2	<b>Student Satisfaction Survey:</b> The IQAC is entrusted to conduct Student Satisfaction Survey for the Academic Year 2020-21 and prepare feedback analysis on SSS.
3	<b>Alumni Meeting:</b> It is resolved to register alumni association with elected body members and determined to register the alumni association and raise fund by increasing alumni members. It is also resolved to mobilize funds to alumni association.
4	<b>Parents-Teacher Meeting:</b> It is resolved to conduct parent-teacher meetings. Hence, the Departmental incharges are guided to conduct parent-teacher meetings at Departmental level and record their valuable suggestions and feedback from parents in revising curriculum.
5	<b>Overall Feedback on Institution:</b> As per the new trends in NAAC overall feedback analysis mechanism is developed by framing with important aspects of Institution. It is resolved to collect overall feedback on Institution, do analysis, prepare action plan and to implement.

C.V. Krishna Veni  
IQAC Coordinator

P. Suneeta Reddy  
Principal

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IQAC Members Present:			
S.No.	Name	Designation	Signatures
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2	Dr.P. Sachi Devi, Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B.Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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## Internal Quality Assurance Cell (IQAC)

### ACTION TAKEN REPORT

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 14.08.2021 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1	<b>Guest Faculty permission (based on the Workload):</b> As per the request and workload basis it is resolved to take guest faculty to teach the subject considering their academic performance and pass percent.	Guest faculty are permitted considering workload and request from the department incharges to teach subjects for the year 2021-22.
2	<b>Student Satisfaction Survey:</b> The IQAC is entrusted to conduct Student Satisfaction Survey for the Academic Year 2021-22 and prepare feedback analysis on SSS.	The IQAC conducted Student Satisfaction Survey for the Academic Year 2021-22 and prepared feedback analysis on SSS
3	<b>Alumni Meeting:</b> It is resolved to register alumni association with elected body members and determined to register the alumni association and raise fund by increasing alumni members. It is also resolved to mobilize funds to alumni association.	Alumni meetings conducted.
4	<b>Parents-Teacher Meeting:</b> It is resolved to conduct parent-teacher meetings. Hence, the Departmental incharges are guided to conduct parent-teacher meetings at Departmental level and record their valuable suggestions and feedback from parents in revising curriculum.	Parent Teacher meetings conducted by Parent Teacher committee.
5	<b>Overall Feedback on Institution:</b> As per the new trends in NAAC overall feedback analysis mechanism is developed by framing with important aspects of Institution. It is resolved to collect overall feedback on Institution, do analysis, prepare action plan and to implement.	IQAC collected feedback from stakeholders analysed and made suggestions to the departments.

C.V. Krishnaveni  
IQAC Coordinator



P. Subba Lakshumma

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## Internal Quality Assurance Cell (IQAC)

### Minutes of meeting-3

04-10-2021

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

#### Agenda:

1. Outreach programmes
2. Implementation of e-Governance.
3. Best practices
4. Awareness Programme on Professional Ethics to faculty and students
5. Ban on use of plastic
6. Landscaping

#### MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	<b>Outreach programmes:</b> To make aware of society and its problems like Say “ <b>Yes to Life, No to Drugs</b> ” anti-consumption of tobaccos, alcohol activities should be taken to masses to create awareness among staff and students and also Gender sensitization programmes.
2	<b>Implementation of e-Governance:</b> Office personnel are advised to implement e-governance in all sections and function well in order to provide simpler and efficient system of governance within the institution. To promote transparency and accountability in all the functions of the college and also timely disposal of files.
3	<b>Best practices:</b> The Department of English is advised to continue the best practice of Skill-Will Club. It is resolved to continue institutional best practices, mentoring system and skill-will club. At the same time all Departments should adopt one best practice in their interesting field.
4	<b>To conduct awareness programme on Code of conduct and professional ethics:</b> Academic Coordinator Smt L. Sudheera is requested to conduct code of conduct programme to staff and students.



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5	<b>Ban on use of plastic:</b> The department in charges are directed to ban the use of plastic products in the campus and the same thing is informed to the students not to use plastic items in the college. Instead of them eco-friendly gunny bags, copper bottles, steel glasses etc. are encouraged to use.
6	<b>Landscaping- Swatch Bharat:</b> All the department incharges are motivated to develop greenery and protecting the plants in the college campus by involving staff and students under Swatch Bharat Mission.

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Suman Reddy*

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2	Dr.P. Sachi Devi, Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	K. Madan Mohan
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B.Yugavani, Botany	Controller of Examinations	B.Yugavani
9	L. Sudheera, Chemistry	Academic Coordinator	
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## Internal Quality Assurance Cell (IQAC)

### ACTION TAKEN REPORT

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 04.10.2021 at 4.00 am.

Agenda point No.	Decisions Taken (Resolutions)	Compliance (Action Taken)
1.	<b>Outreach programmes:</b> To make aware of society and its problems like Say "Yes to Life, No to Drugs" anti-consumption of tobaccos, alcohol activities should be taken to masses to create awareness among them, and also Gender sensitization programmes.	Department incharges conducted awareness programmes on Gender Sensitization and outreach programmes.
2	<b>Implementation of e-Governance:</b> Office personnel are advised to implement e-governance in all sections and function well in order to provide simpler, and efficient system of governance within the institution. To promote transparency and accountability in all the functions of the college and also timely disposal of files.	Office personnel are implementing e-governance in all sections and functioning well.
3	<b>Best practices:</b> The Department of English is advised to continue the best practice of Skill-Will Club. It is resolved to continue institutional best practices, mentoring system and skill-will club. At the same time all Departments should adopt one best practice in their interesting field.	The Department of English has been implementing Best Practice Skill-Will Club.
4	<b>To conduct awareness programme on Code of conduct and professional ethics:</b> Academic Coordinator Smt L. Sudheera are requested to conduct code of conduct programme to staff and students.	Academic Coordinator Smt L. Sudheera has conducted code of conduct programme to staff and students.
5	<b>Ban on use of plastic:</b> The department in charges are directed to ban the use of plastic products in the campus and the same thing is informed to	All the department incharges motivated the students to ban the use of plastic products in the campus.



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	the students not to use plastic items in the college. Instead of them eco-friendly gunny bags, copper bottles, steel glasses etc. are encouraged to use.	
6	<b>Landscaping- Swatch Bharat:</b> All the department incharges are requested to develop greenery and protecting the plants in the college campus by involving staff and students under swatch bharat mission.	All the staff and students are participating in Swatch Bharat.

*c.v. Krishnaveni*  
IQAC Coordinator

*P. Suresh Reddy*

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## Internal Quality Assurance Cell (IQAC)

### Minutes of meeting-4

04-12-2021

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

### Agenda:

1. Library a Learning Resource - UGCINFLIBNET
2. Participation in Professional Development Courses.
3. Administrative Training Programmes to Teaching and Non-Teaching.
4. Providing facility for e-Content Development.
5. Conduct more gender-equity programmes.
6. AQAR 2019-20 Edit submission.

### MINUTES OF THE MEETING

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>
1	<b>Library a Learning Resource – UGCINFLIBNET:</b> Library is main learning resource to students and staff to acquire information, knowledge and skills pertaining to their study programmes. To make learning more effective all the faculty and students should use library resources optimum and also UGCINFLIBNET journals.
2	<b>Participation in Professional Development Courses:</b> It is resolved and advised the faculty to participate in FDP programmes such as orientation, induction, and refresher, short term courses to enhance and to develop professional competence.
3	<b>Administrative Training Programmes to Teaching and Non-Teaching:</b> In order to enhance skills and professional competence among faculty and non-teaching staff, it is resolved to conduct skill development programmes to faculty and administrative training programmes to non-teaching staff (computers / English / drafting skills etc.,)
4	<b>Providing facility for e-Content Development:</b> It is resolved to establish studio to prepare quality video lessons to make teaching - learning process more effective.



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5	<b>Conduct more gender-equity programmes:</b> Being a women institution, it is resolved to sensitize the women students on many women issues by conducting awareness programmes.
6	<b>AQAR 2019-20 Edit submission:</b> IQAC Team is requested to resubmit the data of AQAR 2019-20 after duly editing.

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Subba Lakshumma*

Principal

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5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	K. Madan Mohan
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## Internal Quality Assurance Cell (IQAC) ACTION TAKEN REPORT

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 04.12.2021 at 11.00 am.

<b>Agenda point No.</b>	<b>Decisions Taken (Resolutions)</b>	<b>Compliance (Action Taken)</b>
1.	<b>Library a Learning Resource – UGCINFLIBNET:</b> Library is main learning resource to students and staff to acquire information, knowledge and skills pertaining to their study programmes. To make learning more effective all the faculty and students should use library resources optimum and also UGCINFLIBNET journals.	All the faculty and students are accessing UGCINFLIBNET for preparing study projects, seminars and to improve knowledge.
2	<b>Participation in Professional Development Courses:</b> It is resolved and advised the faculty to participate in FDP programmes such as orientation, induction, and refresher, short term courses to enhance and to develop professional competence.	Faculty participated in FDP programmes such as orientation, induction, and refresher, short term courses to enhance and to develop professional competences.
3	<b>Administrative Training Programmes to Teaching and Non-Teaching:</b> In order to enhance skills and professional competence among faculty and non-teaching staff, it is resolved to conduct skill development programmes to faculty and administrative training programmes to non-teaching staff (computers/English/drafting skills etc.,)	Department of Computer Science conducted training programmes to both Teaching and Non-teaching staff to enhance skills and professional competences.
4	<b>Providing facility for e-Content Development:</b> It is resolved to establish studio to prepare quality video lessons to make teaching - learning process more effective.	Faculty developed e-content by preparing video lessons to make teaching - learning process more effective and uploaded in ccelms.ap.gov.in made available in college website.



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website: [www.skrgcdwakdp.edu.in](http://www.skrgcdwakdp.edu.in)

5	<b>Conduct more gender-equity programmes:</b> Being a women institution, it is resolved to sensitize the women students on many women issues by conducting awareness programmes.	Women Empowerment cell organised Gender Equity Programmes to all the woman staff and students on women issues.
6	<b>AQAR 2019-20 Edit submission:</b> IQAC Team is requested to resubmit the data of AQAR 2019-20 after duly editing.	IQAC team resubmitted the AQAR 2019-20 data in the Month of May 2022 after editing.

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Sunil Reddy*

Principal

PRINCIPAL

SKR & SKR Govt. Degree College  
for Women, KADAPA.





# S.K.R. & S.K.R. Govt. College for Women (Autonomous), Kadapa.

Reaccredited with "B" Grade by NAAC

Y.S.R.Kadapa District - 516 001, Andhra Pradesh

**Dr. P. Subba Lakshumma**

M.Com., M.Phil., Ph.D.

Principal

e-mail: kadapaw.jkc@gmail.com

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## Internal Quality Assurance Cell (IQAC)

### Minutes of meeting-5

04.02.2022

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC

### Agenda:

- 1 NAAC Review
- 2 AQAR 2020-21 Preparation - Data submission by Depts.
- 3 CO-PO/PSO Attainment
- 4 MIS – Data Updation
- 5 Monthly News Letter Submission
- 6 Skill Sector Councils
- 7 Data Updation in College Website <http://skrgdcwakdp.edu.in>
- 8 Special Fee & RC Fund Utilisation
- 9 Mentoring System

### Minutes of the Meeting

1	<b>NAAC Review:</b> Criterion-wise inputs are reviewed with the IQAC coordinator, Criterion-wise Convenors and Department Incharges and identified the gaps. Faculty are requested to complete the data submission without causing any delay and facilitate the IQAC in timely submission of AQAR 2020-21.
2	<b>AQAR 2020-21 Preparation:</b> NAAC extended the date for submission of AQAR 2020-21 upto 15 <sup>th</sup> May, 2021. Hence, the target is fixed for the online submission of AQAR 2020-21 on or before 25 <sup>th</sup> April, 2022 with all data and information in NAAC – HEI portal. Hence all the faculty concerned are requested to submit data in time.
3	<b>CO-PO/PSO Attainment: (Direct, Indirect and Final Attainment)</b> The Department incharges are requested to calculate and submit Programme-wise CO-PO/PSO Direct, Indirect and Final Attainment values. Further they are also requested to identify the gaps and prepare <i>Action plans of remedial measures</i> to reach the targets. If target is attained then re-fix higher target.
4	<b>MIS – Data Updation:</b> The principal and the staff concerned are requested to update data in MIS portal and HOI Tab as per the directions of Hon'ble CCE sir as mentioned below:



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	<p><b>Cadre Strength Information:</b> Dr. P. Subba Lakshumma, Principal is requested to update Cadre Strength in Mis portal as Smt. B. Swarna Mary was expired on 14<sup>th</sup> March, 2022 morning and her salary bill is processed upto 14<sup>th</sup> March, 2022.</p> <p><b>Faculty Information:</b> Miss. K. Shalini, Contract Lecturer in Mathematics is requested to update faculty information.</p>
5	<p><b>Monthly News Letter Submission:</b> Miss. K. Shalini, Contract Lecturer in Mathematics is requested to prepare Monthly News Letter and upload in apcce.gov.in website.</p>
6	<p><b>Skill Sector Councils:</b> The Department incharges should browse about NSDC and Skill Sector Councils and finalise with which SSCs the institution should develop connectivity based on the demand of the service or work.</p>
7	<p><b>Data Updation in College Website</b> <a href="http://skrgcdwakdp.edu.in">http://skrgcdwakdp.edu.in</a> Sri. N. Raghavendra, Lecturer in Statistics and College website coordinator is requested to update college website <a href="http://skrgcdwakdp.edu.in">http://skrgcdwakdp.edu.in</a> as per NAAC requirement and to facilitate information to all the stakeholders of the institution.</p>
8	<p><b>Special Fee &amp; RC Fund Utilisation:</b> All the Special Fee beneficiaries are requested to procure equipment and chemicals by following purchasing procedure by utilising Special fee amount to conduct practicals effectively to the students. Special Fee coordinator Smt. D. Winnie Teja, Lecturer in Chemistry is requested to see the process and maintain file. The Restructured Course Department incharges are requested to plan for the requirements of the departments to impart quality education and practical knowledge and skills to students and can utilise RC fee based on the needs. The convenor of the RC funds Committee Sri. V. Sreerama Reddy is requested to update the relevant registers.</p>
9	<p><b>Mentoring System:</b> Smt. L. Sudheera, Lecturer in Chemistry and Academic Coordinator is requested to prepare a file on Mentoring System duly assigning student to mentors/lecturers. And the mentors must maintain a record of mentees and see the progression and over all development of the students.</p>

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Suresh Babu*

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## IQAC Members Present:

S.No.	Name	Designation	Signatures
1	Dr.Shazeeya Begum, Urdu	Criteria I Curricular Aspects	
2	Dr.P. Sachi Devi, Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	K. Madan Mohan
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B.Yugavani, Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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## Internal Quality Assurance Cell (IQAC) ACTION TAKEN REPORT

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 04.02.2022 at 4.00 pm.

<i>Agenda point No.</i>	<i>Decisions Taken (Resolutions)</i>	<i>Compliance (Action Taken)</i>
1	<b>NAAC Review:</b> Criterion-wise inputs are reviewed with the IQAC coordinator, Criterion-wise Convenors and Department Incharges and identified the gaps. Faculty are requested to complete the data submission without causing any delay and facilitate the IQAC in timely submission of AQAR 2020-21.	Criterion-wise inputs are reviewed with IQAC team and Department Incharges and identified the gaps. Data obtained from the concern to submit AQAR 2020-21.
2	<b>AQAR 2020-21 Preparation:</b> NAAC extended the date for submission of AQAR 2020-21 upto 15 <sup>th</sup> May, 2021. Hence, the target is fixed for the online submission of AQAR 2020-21 on or before 25 <sup>th</sup> April, 2022 with all data and information in NAAC – HEI portal. Hence all the faculty concerned are requested to submit data in time.	The IQAC team is seriously involved in preparation of AQAR 2020-21 and planned to submit in NAAC HEI portal before 15 <sup>th</sup> May, 2021.
3	<b>CO-PO/PSO Attainment: (Direct, Indirect and Final Attainment)</b> The Department incharges are requested to calculate and submit Programme-wise CO-PO/PSO Direct, Indirect and Final Attainment values. Further they are also requested to identify the gaps and prepare <b>Action plans of remedial measures</b> to reach the targets. It target is attained then re-fix higher target.	The Department incharges calculated and submitted Programme-wise CO-PO/PSO Direct, Indirect and Final Attainment values. Further they identified the gaps and prepared Action plans of remedial measures.
4	<b>MIS – Data Updation:</b> The principal and the staff concerned are requested to update data in MIS portal and HOI Tab as per the directions of Hon'ble CCE sir as mentioned below:	MIS – Data Updated in apcce.gov.in portal by the concerned.



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	<p><b>3 Cadre Strength Information:</b> Dr. P. Subba Lakshumma, Principal is requested to update Cadre Strength in Mis portal as Smt. B. Swarna Mary was expired on 14<sup>th</sup> March, 2022 morning and her salary bill is processed upto 14<sup>th</sup> March, 2022.</p> <p><b>4 Faculty Information:</b> Miss. K. Shalini, Contract Lecturer in Mathematics is requested to update faculty information.</p>	
5	<p><b>Monthly News Letter Submission:</b> Miss. K. Shalini, Contract Lecturer in Mathematics is requested to prepare Monthly News Letter and upload in apcce.gov.in website.</p>	Monthly News Letter is prepared and uploaded in apcce.gov.in portal.
6	<p><b>Skill Sector Councils:</b> The Department incharges should browse about NSDC and Skill Sector Councils and finalise with which SSCs the institution should develop connectivity based on the demand of the service or work.</p>	The department of Commerce took initiative to develop connectivity with SSCs.
7	<p><b>Data Updation in College Website</b> <a href="http://skrgcdwakdp.edu.in">http://skrgcdwakdp.edu.in</a> Sri. N. Raghavendra, Lecturer in Statistics and College website coordinator is requested to update college website <a href="http://skrgcdwakdp.edu.in">http://skrgcdwakdp.edu.in</a> as per NAAC requirement and to facilitate information to all the stakeholders of the institution.</p>	The college website coordinator is updating the information.
8	<p><b>Special Fee &amp; RC Fund Utilisation:</b> All the Special Fee beneficiaries are requested to procure equipment and chemicals by following purchasing procedure by utilising Special fee amount to conduct practicals effectively to the students. Special Fee coordinator Smt. D. Winnie Teja, Lecturer in Chemistry is requested to see the process and maintain file.</p> <p>The Restructured Course Department incharges are requested to plan for the requirements of the departments to impart quality education and practical knowledge and skills to students and can utilise RC fee based on the needs. The convenor of the RC</p>	The department incharges concerned submitted their requirement for special fee and RC fund utilisation.



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	funds Committee Sri. V. Sreerama Reddy is requested to update the relevant registers.	
9	<b>Mentoring System:</b> Smt. L. Sudheera, Lecturer in Chemistry and Academic Coordinator is requested to prepare a file on Mentoring System duly assigning student to mentors/lecturers. And the mentors must maintain a record of mentees and see the progression and over all development of the students.	Smt. L. Sudheera, Academic Coordinator prepared a file on Mentoring System duly assigning students to mentors/lecturers and mentors are maintaining a record of mentees.

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Suresh Babu*

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## Internal Quality Assurance Cell (IQAC)

### Minutes of meeting-6

14.06.2022

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

#### Agenda:

1. Academic Calendar
2. Institutional Plan
3. Semester Curricular Plans
4. Apprenticeship based Degree Programmes
5. Community Service Projects Implementation
6. Students Mapping to CSP/ Internships
7. AQAR 2016-17 and 2017-18 Preparation - Criterion-wise Data Collection
8. College Website Updation
9. Registration in Academic Bank of Credits
10. Online Classes

#### Minutes of the Meeting

1	<b>Academic Calendar:</b> Academic Coordinator Smt. L. Sudheera, Lecturer in Chemistry and Controller of Examinations Smt. B. Yugavani, Lecturer in Botany are requested to make changes in Academic Calendar by including CSPs/ Internships.
2	<b>Institutional Plan:</b> IQAC coordinator Dr. CV. Krishna Veni is requested to prepare institutional plan by consulting with Academic coordinator and Controller of Examinations.
3	<b>Semester Curricular Plans:</b> All the Department incharges are requested to prepare Semester Curricular Plans which includes co-curricular activities and extra-curricular activities.
4	<b>Apprenticeship based Degree Programmes:</b> As per the instructions of Hon'ble Commissioner of Collegiate Education, A.P., Vijayawada the department of Commerce should take initiative to introduce BBA-Event Management (SSC Management, Entrepreneurship & Professional Skills).
5	<b>Community Service Projects Implementation:</b> All the department incharges should read and implement the National Education Policy 2020 on Community Service Projects/Internships for the students who enrolled in 2020-21



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	and 2021-22 that is present first year and second year students in this summer vacation from 16.5.2022 to 12.06.2022. Orientation should be given to the students.
6	<b>Students Mapping to CSP/ Internships:</b> The mentors should map 15 students per batch and to the Industry or CSP and timely guide them to carry the work. He/she should monitor the CSP work. All the mentors should submit progress reports of their students timely as per the days set to the principal as per the instructions of CCE.
7	<b>NAAC AQAR 2016-17 &amp; 2017-18 Preparation- Criterion-wise Data submission:</b> The IQAC/NAAC coordinator, Smt. C.V. Krishna Veni and the team is requested to continue the process of SSR preparation by duly collecting the information from Criterion-wise convenors. The Criterion-wise convenors are requested to prepare relevant and standard answers to both the metrics i.e. Quantitative metrics and Qualitative metrics by collecting data from department incharges and office.
8	<b>College Website Updation:</b> Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is requested to update website as per the SOP issued by our Hon'ble CCE sir. And also distribute proforma to the dept incharges so that there should be uniformity in submission of data by the depts.
9	<b>Registration in Academic Bank of Credits:</b> Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations is requested to register for Academic Bank Credit immediately and pursue ABC. "The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations.2021" in the Gazette of India on 28th July, 2021. The Academic Bank of Credits (ABC) platform has been developed by the National e-Governance Division (NeGD) of Ministry of Electronics and Information Technology (MeitY) under DigiLocker framework, with facility/functionality of opening Academic Account by the students and on-boarding of Higher Educational Institutions (HEIs). Academic Bank of Credits will digitally store the academic credits earned by students from HEIs registered with ABC, for awarding degree/Diploma /Certificates taking into account credits earned by students. ABC will ensure the opening, closure, and validation of Academic Bank of Accounts, verification, accumulation, and transfer or redemption for students. ABC facilitate students to choose their own learning path to attain a degree /Diploma /Certificates, working on the principle of multiple entry-multiple exit as well as anytime, any-where, and any-level learning. To enhance the reach of the ABC programme, all Higher Educational Institutions are requested to take action on the following on urgent basis. <ul style="list-style-type: none"><li>• Register your Institution on ABC (<a href="http://www.abc.gov.in">www.abc.gov.in</a>).</li><li>• Upload data of Student Credits obtained during or after the academic year 2021-22.</li><li>• Make the students of your Institution aware about ABC facility and encourage and hand-hold them for opening Academic Bank Account on ABC portal (<a href="http://www.abc.gov.in">www.abc.gov.in</a>).</li><li>• Create a hyperlink of ABC URL, i.e., <a href="http://www.abc.gov.in">www.abc.gov.in</a> on your Institution's respective website's home page.</li></ul>



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	<ul style="list-style-type: none"><li>• Depute the Nodal Officers for implementing ABC and reflecting their details on their websites.</li><li>• Higher Educational Institutions may insist their students to fill up ABC id on all examination form.</li></ul> <p>For any further information, you can contact ABC Cell of UGC on 011-24116316 &amp; <a href="mailto:abc.ugc@gmail.com">abc.ugc@gmail.com</a></p>
10	<b>Online Classes:</b> All the faculty and Dept incharges are requested to conduct online classes to the students as per mapped Time-Table from 1 <sup>st</sup> June, 2022 as per the Yogi Vemana University guidelines. Reopening of the college will be on 13.06.2022
11	<b>International YOGA Day Celebrations:</b> Department of Physical Education is advised to organise International Yoga day celebrations on 21.06.2021

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Suresh Babu*

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## IQAC Members Present:

S.No.	Name	Designation	Signatures
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2	Dr.P. Sachi Devi, Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	V. Sreerama Reddy
5	Dr. M Venkata Ramanaih Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	Y. Nagaratnamma
8	B.Yugavani, Botany	Controller of Examinations	B. Yugavani
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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## Internal Quality Assurance Cell (IQAC) ACTION TAKEN REPORT

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 14.06.2022 at 4.00 pm.

<b>Agenda point No.</b>	<b>Decisions Taken (Resolutions)</b>	<b><u>Compliance (Action Taken)</u></b>
1	<b>Academic Calendar:</b> Academic Coordinator Smt. L. Sudheera, Lecturer in Chemistry and Controller of Examinations Smt. B. Yugavani, Lecturer in Botany are requested to make changes in Academic Calender by including CSPs/ Internships.	Academic Coordinator Smt. L. Sudheera, and Controller of Examinations prepared Academic Calender by including CSPs/ Internships.
2	<b>Institutional Plan:</b> IQAC coordinator Dr. CV. Krishna Veni is requested to prepare institutional plan by consulting with Academic coordinator and Controller of Examinations.	IQAC team prepared institutional plan by consulting with Academic coordinator and Controller of Examinations.
3	<b>Semester Curricular Plans:</b> All the Department incharges are requested to prepare Semester Curricular Plans which includes co-curricular activities and extra-curricular activities.	All the Department incharges have prepared Semester Curricular Plans which includes co-curricular activities and extra-curricular activities.
4	<b>Apprenticeship based Degree Programmes:</b> As per the instructions of Hon'ble Commissioner of Collegiate Education, A.P., Vijayawada the department of Commerce should take initiate to introduce BBA-Event Management (SSC Management, Entrepreneurship & Professional Skills).	The department of Commerce should took initiate to introduce BBA-Event Management (SSC-Management, Entrepreneurship & Professional Skills).
5	<b>Community Service Projects Implementation:</b> All the department incharges should read and implement the National Education Policy 2020 on Community Service Projects/Internships for the students who	All the department incharges implemented the National Education Policy 2020 on Community Service Projects/Internships for the students who enrolled in 2020-



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	enrolled in 2020-21 and 2021-22 that is present first year and second year students in this summer vacation from 16.5.2022 to 12.06.2022. Orientation should be given to the students.	21 and 2021-22 in this summer vacation from 16.5.2022 to 12.06.2022. Orientation also give to the students.
6	<b>Students Mapping to CSP/ Internships:</b> The mentors should map 15 students per batch and to the Industry or CSP and timely guide them to carry the work. He/she should monitor the CSP work. All the mentors should submit progress reports of their students timely as per the days set to the principal as per the instructions of CCE.	The mentors were mapped 15-20 students CSP/Internships and pursued the projects.
7	<b>NAAC AQAR 2016-17 and 2017-18 Preparation- Criterion-wise Data submission:</b> The IQAC/NAAC coordinator, Smt. C.V. Krishna Veni and the team is requested to continue the process of SSR preparation by duly collecting the information from Criterion-wise convenors. The Criterion-wise convenors are requested to prepare relevant and standard answers to both the metrics i.e. Quantitative metrics and Qualitative metrics by collecting data from department incharges and office.	Department Incharges and Criterion wise convenors submitted data.
8	<b>College Website Updation:</b> Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is requested to update website as per the SOP issued by our Hon'ble CCE sir. And also distribute proforma to the dept incharges so that there should be uniformity in submission of data by the depts.	Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is continuously updating website.
9	<b>Registration in Academic Bank of Credits:</b> Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations is requested to register for Academic Bank Credit immediately and pursue ABC. "The University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education)	Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations has been taking steps to register the institution for Academic Bank Credit - NAD



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Regulations.2021" in the Gazette of India on 28th July, 2021. The Academic Bank of Credits (ABC) platform has been developed by the National e-Governance Division (NeGD) of Ministry of Electronics and Information Technology (MeitY) under DigiLocker framework, with facility/functionality of opening Academic Account by the students and on-boarding of Higher Educational Institutions (HEIs). Academic Bank of Credits will digitally store the academic credits earned by students from HEIs registered with ABC, for awarding degree/Diploma /Certificates taking into account credits earned by students. ABC will ensure the opening, closure, and validation of Academic Bank of Accounts, verification, accumulation, and transfer or redemption for students. ABC facilitate students to choose their own learning path to attain a degree /Diploma /Certificates, working on the principle of multiple entry-multiple exit as well as anytime, any-where, and any-level learning. To enhance the reach of the ABC programme, all Higher Educational Institutions are requested to take action on the following on urgent basis.

- Register your Institution on ABC ([www.abc.gov.in](http://www.abc.gov.in)).
- Upload data of Student Credits obtained during or after the academic year 2021-22.
- Make the students of your Institution aware about ABC facility and encourage and hand-hold them for opening Academic Bank Account on ABC portal ([www.abc.gov.in](http://www.abc.gov.in)).
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website: [www.skrgdcwakedp.edu.in](http://www.skrgdcwakedp.edu.in)

	<ul style="list-style-type: none"><li>• Depute the Nodal Officers for implementing ABC and reflecting their details on their websites.</li><li>• Higher Educational Institutions may insist their students to fill up ABC id on all examination form.</li></ul> <p>For any further information, you can contact ABC Cell of UGC on 011-24116316 &amp; <a href="mailto:abc.ugc@gmail.com">abc.ugc@gmail.com</a></p>	
10	<b>Online Classes:</b> All the faculty and Dept incharges are requested to conduct online classes to the students as per mapped Time-Table from 1 <sup>st</sup> June, 2022 as per the Yogi Vemana University guidelines. Reopening of the college will be on 13.06.2022	All the faculty have conducted online classes to the students as per mapped Time-Table from 1 <sup>st</sup> June, 2022 as per the Yogi Vemana University guidelines.
11	<b>International YOGA Day Celebrations:</b> Department of Physical Education is advised to organise International Yoga day celebrations on 21.06.2021	Department of Physical Education organised International Yoga day celebrations on 21.06.2021

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Subba Lakshumma*

Principal

**PRINCIPAL**

SKR & SKR Govt. Degree College  
for Women, KADAPA.





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Reaccredited with 'B' Grade by NAAC

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**Dr. P. Subba Lakshumma**

M.Com., M.Phil., Ph.D.

Principal

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## Internal Quality Assurance Cell (IQAC)

11.08.2022

### Minutes of meeting-7

The IQAC members met in IQAC Cell under the chairmanship of Dr P. Subba Lakshumma, Principal at 4 pm, discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

#### Agenda:

1. Azadi Ka Amrut Mahostav – Har Ghar Tiranga 13<sup>th</sup> to 15<sup>th</sup> Aug, 2022 Working Days
2. Industry Connect
3. NAAC – SSR (Draft) & SWOC
4. College Website Updation
5. Academic Calendar
6. Registration in Academic Bank of Credits
7. Additional Infrastructural facilities Required
8. AQAR 2021 - 22 preparation
9. Feedback on Curriculum
10. Student satisfaction survey
11. Optional Metrics
12. IIQA Application submission and fee payment in NAAC HEI portal.

### Minutes of the Meeting

1	<p><b>Azadi Ka Amrut Mahostav – Har Ghar Tiranga 13<sup>th</sup> to 15<sup>th</sup> Aug, 2022 Working Days:</b> All the faculty are informed that 13<sup>th</sup> to 15<sup>th</sup> Aug, 2022 are Working Days as per progs. RC.No. 11/CCE-Acad.Cell/ HGT-AKAM/ AC-12/ 2022, Dated: 11.08.2022 of Commissioner of Collegiate Education, A.P. Vijayawada.</p> <p>Action Plan Chalked out:</p> <p>12.08.2022 Rally to be organised by NSS PO Dr. G. Vijaya Lakshmi Devi, Lecturer in Economics.</p> <p>13.08.2022 Flag hoisting by principal Dr. P.Subba Lakshumma, Patriotic Song and Dance Competitions to be organised by NSS PO Dr. G. Vijaya Lakshmi Devi, Lecturer in Economics and to select 1, 2, 3 prizes.</p> <p>14.08.2022 Poster Presentation of Freedom Fighters and National Leaders to be organised B. Yugavani, Lecturer in Botany and Students Union Vice President.</p> <p>15.08.2022 Valuable speeches by staff and prizes and sweet distribution.</p>
2	<p><b>Industry Connect-Internships:</b> All the department incharges should map the names of the students to Industries immediately and submit the list.</p>



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	IV Sem students 617 Exam fee paid.
3	<b>NAAC – SSR (Draft) &amp; SWOC:</b> The IQAC 2016-17 & 2017-18 coordinator Sri. K. Madan Mohan is requested to complete AQAR 2016-17 & AQAR 2017-18 within week. IQAC team to prepare draft SSR by duly collecting the information from Criterion-wise convenors. Dr. B. Swaroopa is requested to prepare SWOC analysis. The Academic Coordinator Smt. L. Sudheera to validate NAAC information. Smt. M. Manjula Devi, Contract Faculty in Computer Science is the Technical coordinator. The Criterion Convenors are requested to submit data by collecting from Department incharges.
4	<b>College Website Updation:</b> Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is requested to update college website as per the SOP issued by our Hon'ble CCE sir. And also distribute proforma to the dept incharges so that there should be uniformity in submission of data by the depts.
5	<b>Academic Calendar:</b> Academic Coordinator Smt. L. Sudheera, Lecturer in Chemistry and Controller of Examinations Smt. B. Yugavani, Lecturer in Botany are requested to make changes in Academic Calendar by including CSPs/ Internships.
6	<b>Registration in Academic Bank of Credits:</b> Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations is requested to register for Academic Bank Credit immediately and pursue ABC.
7	<b>Additional Infrastructural facilities Required</b> Nadu-Nedu coordinator, Dr. Shazeeya Begum, Lecturer in Urdu and the committee members are requested to prepare estimations with justification and to submit Additional Requirement of Infrastructure facilities of College and Hostel to submit the same to CCE sir within the stipulated date.
8	<b>AQAR 2021 - 22 preparation:</b> The IQAC team is requested to prepare AQAR 2021-22 in NAAC HEI portal by collecting relevant information, data templates, additional information and geo tagged photos from Criterion convenors and department incharges.
9	<b>Feedback on Curriculum:</b> IQAC team is requested to collect Curriculum based feedback from stakeholders-Students, Teachers, Parents and Employers. Analyse the data, identify the gaps and to draw pertinent pointers to enhance the learning effectiveness.
10	<b>Student satisfaction survey:</b> The criteria 2 convenor Dr P.Sachi devi, Lecturer in Zoology is requested to collect feedback from the students on Institutional performance.
11	<b>Optional Metrics:</b> The IQAC team of college have decided to select the following metrics as optional metrics after fruitful discussion by following the guidelines of NAAC manual for Autonomous



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	<p>colleges.</p> <p>3.2.3 QnM Percentage of teachers recognised as research guides (3)</p> <p>3.4.2 QnM Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/ supervisors provided at 3.2.3 metric) during the last five years (5)</p> <p>5.2.3 QnM Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: IIT JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations etc. ) (10)</p> <p>6.4.2 QnM Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs) (10)</p> <p>TOTAL SCORE: 28 WEIGHT</p>
12	<p><b>IIQA Application submission and fee payment in NAAC HEI portal:</b></p> <p>The IQAC team has decided to pay IIQA application fee in online NAAC portal Net Banking mode and to submit IIQA application in the month of November, 2022.</p>

*C.V. Krishnaveni*  
IQAC Coordinator

*P. Subba Lakshumma*

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IQAC Members Present:			
S.No.	Name	Designation	Signatures
1	Dr.Shazeeya Begum, Urdu	Criteria I Curricular Aspects	
2	Dr.P. Sachi Devi, Zoology	Criteria II Teaching-Learning and Evaluation	
3	Dr. P. Gurivi Reddy, Mathematics	Criteria III Research, Innovations and Extension	
4	V. Sreerama Reddy Commerce	Criteria IV Infrastructure and Learning Resources	
5	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression	
6	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management	
7	Y. Nagaratnamma, Botany	Criteria VII Institutional Values and Best Practices	
8	B.Yugavani, Botany	Controller of Examinations	
9	L. Sudheera, Chemistry	Academic Coordinator	
10	N. Raghavendra, Statistics	College Website Coordinator	



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## Internal Quality Assurance Cell (IQAC)

### ACTION TAKEN REPORT

The Action Taken Report by the Internal Quality Assurance cell (IQAC) as suggested by the IQAC and the other administrators (Principal, COE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 11.08.2022 at 4.00 pm.

Agenda point No.	Decisions Taken (Resolutions)	<u>Compliance</u> (Action Taken)
1	<p><b>Azadi Ka Amrut Mahostav – Har Ghar Tiranga 13<sup>th</sup> to 15<sup>th</sup> Aug, 2022 Working Days:</b> All the faculty are informed that 13<sup>th</sup> to 15<sup>th</sup> Aug, 2022 are Working Days as per progs. RC.No. 11/CCE-Acad.Cell/ HGT-AKAM/ AC-12/ 2022, Dated: 11.08.2022 of Commissioner of Collegiate Education, A.P. Vijayawada. Action Plan Chalked out: 12.08.2022 Rally to be organised by NSS PO Dr. G. Vijaya Lakshmi Devi, Lecturer in Economics. 13.08.2022 Flag hoisting by principal Dr. P.Subba Lakshumma, Patriotic Song and Dance Competitions to be organised by NSS PO Dr. G. Vijaya Lakshmi Devi, Lecturer in Economics and to select 1, 2, 3 prizes. 14.08.2022 Poster Presentation of Freedom Fighters and National Leaders to be organised B. Yugavani, Lecturer in Botany and Students Union Vice President. 15.08.2022 Valuable speeches by staff and prizes and sweet distribution.</p>	Faculty and NSS, NCC, Sports and Students Circles involved in enthusiastically participated in Azadi Ka Amrut Mahostav – Har Ghar Tiranga 13 <sup>th</sup> to 15 <sup>th</sup> Aug, 2022.
2	<p><b>Industry Connect-Internships:</b> All the department incharges should map the names of the students to Industries immediately and submit the list. IV Sem students 615.</p>	All the faculty mentors were mapped with 15-20 students to Industries for internships. IV Sem students 615 registered in APSCHE LMS Portal
3	<b>NAAC – SSR &amp; AQAR:</b>	Implemented



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	<p>NAAC – SSR (Draft) &amp; SWOC: The IQAC 2016-17 &amp; 2017-18 coordinator Sri. K. Madan Mohan is requested to complete AQAR 2016-17 &amp; AQAR 2017-18 within week. IQAC team to prepare draft SSR by duly collecting the information from Criterion-wise convenors. Dr. B. Swaroopa is requested to prepare SWOC analysis. The Academic Coordinator Smt. L. Sudheera to validate NAAC information. Smt. M. Manjula Devi, Contract Faculty in Computer Science is the Technical coordinator. The Criterion Convenors are requested to submit data by collecting from Department incharges.</p>	
4	<p><b>Academic Calendar:</b> Academic Coordinator Smt. L. Sudheera, Lecturer in Chemistry and Controller of Examinations Smt. B. Yugavani, Lecturer in Botany are requested to make changes in Academic Calendar by including CSPs/ Internships.</p>	<p>Academic Coordinator Smt. L. Sudheera, and Controller of Examinations prepared Academic Calendar by including CSPs/ Internships.</p>
5	<p><b>Additional Infrastructural facilities Required</b> Nadu-Nedu coordinator, Dr. Shazeeya Begum, Lecturer in Urdu and the committee members are requested to prepare estimations with justification and to submit Additional Requirement of Infrastructure facilities of College and Hostel to submit the same to CCE sir within the stipulated date.</p>	<p>Information submitted to CCE on Nadu-Nedu scheme for additional infrastructure facilities.</p>
6	<p><b>College Website Updation:</b> Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is requested to update website as per the SOP issued by our Hon'ble CCE sir. And also distribute proforma to the dept incharges so that there should be uniformity in submission of data by the depts.</p>	<p>Sri. N. Raghavendra, Lecturer in Statistics and College Website coordinator is continuously updating website.</p>
7	<p><b>Registration in Academic Bank of Credits:</b> Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations is requested to register for Academic Bank Credit immediately and pursue ABC.</p>	<p>Smt. B. Yugavani, Lecturer in Botany and Controller of Examinations has registered the institution for Academic Bank Credit - NAD</p>



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8	<p><b>AQAR 2021 - 22 preparation:</b> The IQAC team is requested to prepare AQAR 2021-22 in NAAC HEI portal by collecting relevant information, data templates, additional information and geo tagged photos from Criterion convenors and department incharges.</p>	<p>The IQAC team is preparing AQAR 2021-22 in NAAC HEI portal by collecting relevant information, data templates, additional information and geo tagged photos from Criterion convenors and department incharges.</p>
9	<p><b>Feedback on Curriculum:</b> IQAC team is requested to collect Curriculum based feedback from stakeholders-Students, Teachers, Parents and Employers. Analyse the data, identify the gaps and to draw pertinent pointers to enhance the learning effectiveness.</p>	<p>IQAC team collected feedback from the stake holders, analysed, gaps identified and drawn pertinent pointers to enhance the learning effectiveness and the incharges of the departments implemented the suggestions.</p>
10	<p><b>Student satisfaction survey:</b> The criteria 2 convenor Dr P.Sachi devi, Lecturer in Zoology is requested to collect feedback from the students on overall Institutional performance</p>	<p>Dr P. Sachi devi conducted Student Satisfaction Survey (SSS) on overall institutional performance by sending Google forms to students, Results and details made available in college website.</p>
11	<p><b>Optional Metrics:</b> The IQAC team of college have decided to select the following QnM metrics as optional metrics after fruitful discussion by following the guidelines of NAAC manual for Autonomous colleges. 3.2.3 QnM Percentage of teachers recognised as research guides (3) 3.4.2 QnM Number of Ph.D's registered per teacher (as</p>	<p>The IQAC team will exercise the selected optional QnM metrics 3.2.3, 3.4.2, 5.2.3, 6.4.2 while filling the data of Self Study Report in NAAC HEI portal.</p>



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	<p>per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years (5)</p> <p>5.2.3 QnM Average percentage of students qualifying in state/ national/ international level examinations during the last five years (eg: IIT JAM/NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations etc. ) (10)</p> <p>6.4.2 QnM Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs) (10)</p> <p>TOTAL SCORE: 28 WEIGHT</p>	
12	<p>IIQA Application submission and fee payment in NAAC HEI portal:</p> <p>The IQAC team has decided to pay IIQA application fee in online NAAC portal Net Banking mode and to submit IIQA application in the month of November, 2022.</p>	<p>The IQAC team has planned to pay IIQA application fee in online NAAC portal Net Banking mode and to submit IIQA application in the month of November, 2022.</p>

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*P. Srinama Rao*  
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