

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

IQAC MEETING

Minutes of IQAC - 1 (2021-22)

Date: 26-10-2021.

The Internal Quality Assurance Cell (IQAC) members met in the Principal chamber on 26-10-2021 at 2 PM and resolved the followings:

Agenda:-

- Preparation of Academic calendar and Timetable
- Admission drive.
- Review on AQAR proposal and AISHE data submission.
- Improve the Quality of Teaching
- Website Updation work
- Covid-19 Vaccination Camp.

Minutes of Meeting:

- ❖ Resolved to prepare academic calendar and new Time table for the academic year 2021-22.
- ❖ Resolved to request all the members to involve in admission drive for the academic year 2021-22
- ❖ Resolved to review preparation of AQAR and AISHE for the academic year 2021-22.
- ❖ Resolved to improve the Quality of teaching and improve the result.
- ❖ Resolved to improve the website design/updation works
- ❖ Resolved to conduct Covid-19 Vaccination Camp to all the students.
- ❖ Resolved to repair Fans, Tube lights and RO Plants, wherever necessary in the college campus

C. N. Latha
26/10/21
IQAC Co-ordinator

S. V. M.
Principal 26/10/21

IQAC MEETING

Minutes of IQAC - 2 (2021-22)

Date: 21-12-2021.

The Internal Quality Assurance Cell (IQAC) members met in the Principal chamber on 21-12-2021 at 4 PM. The members discussed on the action taken report on the decisions taken during the last IQAC meeting held on 26-10-2021 and later taken up the Agenda for discussion and resolved the following:

Action Taken Report (ATR) of Minutes of Meeting – 1

Agenda Point	Action Taken
1. Improve the quality of teaching and results	1. All the vacant teaching posts are filled with guest lecturers to improve Quality of teaching and results.
2. Review on AQAR proposal and AISHE data submission	2. AQAR data and AISHE is being prepared
3. Preparation of Academic calendar and timetable	3. Being implemented
4. Website updation work	4. Being implemented
5. Covid-19 Vaccination Camp	5. Covid-19 Vaccination Camp was conducted by medical department

Agenda:-

- Curricular plans and Updation of department Registers.
- Certificate Courses
- Preparation of action plan for IQAC
- Preparation and submission of NIRF and ISO data
- Observe Prominent days
- Uploading student data for IAMS app
- University Affiliation Fee
- Syllabus Completion

Minutes of Meeting:

- ❖ Resolved that all the staff members to submit curricular plan and list of departmental activities.
- ❖ Resolved to start certificate courses in college by Department of Computer Science and Department of Commerce for the benefit of student
- ❖ Resolved to prepare action plan for IQAC for the academic year 2021-22.
- ❖ Resolved to submit NIRF data and ISO data for the benefit of institution
- ❖ Resolved that all the faculty and respective committee member shall take up departmental programmes
- ❖ Resolved to upload students data in IAMS app
- ❖ Resolved to pay SV University Affiliation Fee of Rs. 71,800/- for the academic year 2021-22
- ❖ Resolved to complete the syllabus of all courses including Life skills Courses, Skill Development Courses for the end semester examinations.

C.N. Latha
21/12/21
IQAC Co-ordinator

S.V. M. Srinivas
Principal 21/12/21

IQAC MEETING

Minutes of IQAC - 3 (2021-22)

The internal Quality Assurance Cell (IQAC) members met in the Principal Chamber on 25.03.2022 at 4 pm. The members discussed on the action taken report on the decision taken during the last IQAC meeting held on 21.12.2021 and later taken up Agenda for discussion and resolved the following.

Action Taken Report (ATR) of Minutes of Meeting – 2

Agenda point	Action Taken
1. Resolved to submit curricular plan and departmental activities.	All the Staff members are submitted curricular plans and list of departmental activities
2. Certificate Courses	Being implemented
3. Submission of NIRF and ISO Data	Data submitted
4. Submission of students Data in IAMS App	Student Data was submitted
5. SVU affiliation Fees	SVU Affiliation Fees was paid for the academic year 2021-22

Agenda:

- ❖ Remedial coaching for slow learners.
- ❖ Continues Internal Assessment (CIA)
- ❖ Exchange of old dead batteries
- ❖ Purchase of sanitary materials
- ❖ Disposal of E-Waste
- ❖ Progress Report
- ❖ N-List subscription
- ❖ Minor repair works

Minutes of Meeting

- Resolved to take necessary steps to prepare the students (slow learners) for III and I semester external examinations by taking remedial classes.
- Resolved to follow the SOP issued by CCE with regard to continues internal assessment from academic year 2021-22
- Resolved to exchange the old dead Amron Batteries through buy back process.
- Resolved to purchase sanitary materials for cleaning purpose.
- Resolved to submit the list of disposal of E-Waste from all departments
- Resolved to prepare the list of disposal of old and unserviceable lab materials, furniture and books
- Resolved maintain students progress report (2021-22 Students profile) by following SOP issued by CCE.
- Resolved to pay subscription to N-List for Library for academic year 2021-22
- Resolved to take electrical repairs, Printers repairs and Water Tank cleaning works in the college campus.

C. N. Latha
25/3/22
IQAC Co-ordinator

S. V. M.
Principal 25/3/22

IQAC MEETING

Minutes of IQAC - 4 (2021-22)

The internal Quality Assurance Cell (IQAC) members met in the Principal Chamber on 14.06.2022 at 4 pm. The members discussed on the action taken report on the decision taken during the last IQAC meeting held on 25.03.2022 and later taken up Agenda for discussion and resolved the following.

Action Taken Report (ATR) of Minutes of Meeting – 3

Agenda point	Action Taken
1. Remedial Coaching	Remedial coaching classes were conducted for slow learners
2. Continues Internal Assessment (CIA)	All the departments followed SOP given by the CCE with regard to CIA
3. Exchange of old dead batteries	Old and Unserviceable dead batteries are exchanged through buy back method
4. Sanitary materials	Sanitary materials purchased for cleaning purpose
5. Disposal of E-Waste	Being implemented
6. N-List	Subscription amount was paid for N-List for the academic year 2021-22

Agenda:

- ❖ Academic audit
- ❖ Community Service Project (CSP)
- ❖ Job Skill Development Program
- ❖ Internal Marks/Practical Exam marks submission
- ❖ To observe the Prominent days
- ❖ Capacity building programme for the staff on ICT
- ❖ Feedback from various Stakeholders
- ❖ Review on AQAR Submission

Minutes of Meeting

- Resolved to fill the academic audit formats and submit with relevant evidence
- Resolved to follow SOP regarding Community Service Project (CSP) for II year students during vacation period
- Resolved to undertake water purifier repairs for the benefits of students
- Resolved to organise Job Skill Development Programs through JKC/Career counselling Cell
- Resolved to request the staff to upload internal marks, practical marks of the student to SV Univeristy, Tirupati
- Resolved to conduct programs on the prominent days and reports must be submitted to the IQAC Co-ordinator
- Resolved to conduct capacity building program on ICT, LMS
- Resolved to collect feedback from students/parents/alumni on syllabus/teachers/infrastructure facilities in the college campus
- Resolved to prepare AQAR for 2021-22 for submission.

C.N. Latha
14/6/22
IQAC Co-ordinator

S.V. M. Srinivas
Principal 14/6/22

IQAC MEETING

Minutes of IQAC - 5 (2021-22)

Date: 27-06-2022.

The Internal Quality Assurance Cell (IQAC) members met in the Principal chamber on 27.06.2022 at 4 PM. The members discussed on the action taken report on the recommendations given by NAAC Peer Team members during the last NAAC visit held on 22-12-2015 and later taken up agenda for discussion and resolved the following:

Action Taken Report (ATR) of Minutes of Meeting – 4

Recommendation given by PEER Team for Quality Enhancement	Action Taken
1. Fulltime Permanent Qualified teachers to be appointed	1. Full time qualified teachers are appointed by CCE
2. Qualified Librarian to be appointed	2. Qualified Librarian is appointed
3. Library is to be fully equipped with recent books and Computers with internet facility	3. Library is equipped with recent books and computer with Internet facility, INFLIBNET with Soul 3.0 Limited Software.
4. Spacious Reading room to be provided	4. Reading room provided with required furniture in Library.
5. The Language Lab has to procure and install the necessary Software's.	5. New computers are provided to English Language lab and installed the necessary software for the benefit of the students.
6. Separate Common Computer lab with sufficient number of computers having internet connectivity is to be established for the use of all students.	6. Separate common Computer Lab is established with 25 New Computers for the use of all students.
7. Sports facility is to be strengthened and good play ground prepared	7. Sports facilities are strengthened with required sports materials/equipments. Playground work prepared and completed.
8. PG Courses have to be introduced and Research Activity be initiated	8. Under Process
9. Teaching be made through English Medium apart from vernacular medium.	9. Now all the Courses are taught in English medium only as per APSCHE guidelines.
10. Job oriented Courses relevant to the rural students such as Diary Technology, Organic Farming etc., be introduced.	10. Life Skill Courses, Skill Development Courses are introduced in the syllabus from the academic year 2020-21 for job skills. Community Service Project, Internship Programme are also implement for Job training purpose.

Agenda:-

- Admission drive
- To observe the prominent days.
- Capacity building programme for the staff on Life Skills, Skill development Programme.
- Remedial Coaching Classes.

Minutes of Meeting:

- ❖ Resolved to enhance admissions by conducting admission drive in Junior College.
- ❖ Resolved to observe the prominent days is Independence day, World Student day, National unity Day, National Education Day.
- ❖ Resolved to request the Teaching staff to attend Teacher of Training(ToT) Programmes on Life Skill and Skill Development Courses.
- ❖ Resolved to take Remedial Classes for Slow learners.

C. N. Latha
IQAC Co-ordinator 22/6/22

S. M. J. 22/6/22
Principal