

Quality Assurance Initiatives

**Proceeding of IQAC
Meetings
AY 2023-2024**


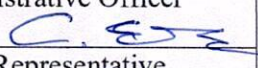

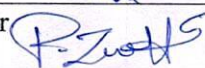
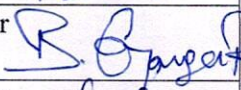
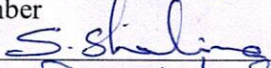
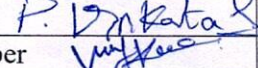
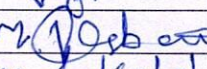

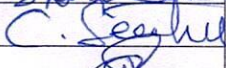



INTERNAL QUALITY ASSURANCE CELL (IQAC)

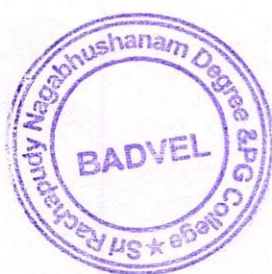
INTRODUCTION


The internal Quality Assurance Cell (IQAC) was established at SRI RACHAPUDY NAGABHUSHANAM DEGREE & PG COLLEGE, Principal of SRNBDC **MR. RV. Sai Krishna** was elected as the Chairperson of IQAC and **Mr. B.Ashok** senior Faculty from the Department of Management, she was chosen as the Co- Ordinator of the IQAC. The IQAC Composition includes all stakeholders of the Institute, i.e., students, alumni and senior faculty, members of the Management and Administration, and members of local community and industry experts.

COMPOSTITION OF IQAC

The internal Quality Assurance Cell (IQAC) has been reconstituted with the following members to develop a system for conscious, consistent and catalytic action to improve the academic and Administrative performance of the institution.

S. No	Name of the members	Designation	Role in the committee
1	R.V Sai Krishna	Principal	Chairperson 
2	C.Satyanarayana	Vice-Principal	Senior Administrative Officer 
3	R. Sujana	Management Representative	Management Representative 
4	S.jakeer Hussain	Lecturer in Life Sciences	Faculty Member 
5	B. Ganga Raju	Department of Life Science	Faculty Member 
6	Shaik Shahina	Lecturer in Life Sciences	Faculty Member 
7	P. Venkata Subbiah	Industrialist	Industrialist 
8	C. Vinod Kumar	Lecturer in Commerce	Faculty Member 
9	Dr M. Venkata Suresh babu	Alumni Member	Alumni Member 
10	M. Lakshmi Devi	Alumni Member	Alumni Member 
11	Shaik Sadak	Student	Student Member 
12	C. Snehitha	Student	Student Member 
13	B. Ashok	Lecturer in Commerce	Co-Ordinator 




PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.

OBJECTIVE

The main objective of IQAC is

- To develop a system for conscious consistent and cab lytic action to improve the academic and administration performance of the institution
- To adapt measures for institutional functioning toward quality

STRATEGIES

Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks

- The relevance and quality of academic and research program mes
- Equitable access and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of internal evaluation procedures.
- Ensuring the adequacy, maintenance, and functioning of the support structure and services
- Knowledge sharing and networking with other institutions

FUNCTIONS OF IQAC

- Maintaining the complete documentation and record as per the UGC and NAAC requirements
- Collecting Feedback from students, parents and other Stakeholders on Quality related institutional processes
- Conducting the Academic Audit for each department and preparing the reports
- For organizing inter and infra-institutional workshops, quality seminars related themes, and promotion of quality initiatives.




Principal

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DEGREE & PG COLLEGE
BADVEL - 516 227.



CELL : 94402 61908

SRI RACHAPUDY NAGABHUSHANAM

DEGREE & P.G. COLLEGE

(U.G.C. Recognised & Permanantly Affiliated to Yogivemana University, Kadapa)
Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India.

CIRCULAR

SRNBDC/IQAC/2023-24/43

Date: 08-11-2023

This is to inform all the IQAC members that there will be a meeting scheduled on 10th November 2023. All IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Principal 'Office

Date: 10-11-2023

Time: 10,00 AM

Agenda of the meeting is:

1. Preparation of academic documents like Lesson Plans, Time -Tables for even semester for 2023-2024
2. Discussion on status of Mentor Dairy
3. Discussion on NAAC Related work with IQAC Co-Ordinator.
4. Improvement in academic and administrative process.

Copy to:

1. All the Heads of Department
2. Administrative Officer.
3. All the Departments Hods
4. All the IQAC Members.
5. Concern File
6. Notice Bord.


Principal


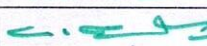
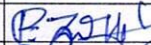
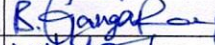
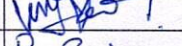
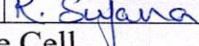
PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.



Minutes of Meeting of IQAC held on 10-11-2023

Time: 11.30 AM 12:30 PM

Venue: Principal's office

S.No.	Name of the Member and Designation	Position	Signature
1.	R.V .Sai Krishna	Chairperson	
2.	C. Satyanarayana	Vice principal	
3.	S.Jakeer Hussian	Life Science	
4.	B. Ganga Raju	Life Science	
5.	C.Vinod Kumar	Commerce	
6.	R.Sujana	Management Member	

The following members attended the meeting of internal Quality Assurance Cell

The resolutions made in the meeting are presented below.

- 1. Planning the requirements for the even semester of 2023-24 and preparation of academic documents like Lesson Plans and Time -tables.**

The principal discussed the even semester planning. Instructed all the HOD's to allocate subjects to the faulty, lesson plan and time table preparation in advance. Safety precautions to follow during physical classes

- 2. Discussion on Mentor Dairy.**

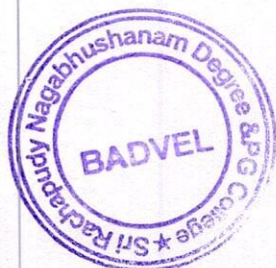
Principal and IQAC Co – Coordinator discussed on mentor diary status and suggested to collect the details of respective students to fill the mentor dairy.

- 3. Discussion on NAAC related work with IQAC Coordinator**

Discussed with NAAC coordinators regarding the preparation of finalized formats for supporting documents.

- 4. Improvement in academic and administrative process**

The principal stressed upon maintaining quality in all the academic and administrative process.



Action taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Plan for the even semester of 2021-22 and preparation of academic documents like lesson plans, Time Tables.	10-11-2023	Collected the Department wise, information like preparation of Lesson Plans, Time-Tables for Offline classes.	11-11-2023
2.	Discussion on Mentor Dairy status.	10-11-2023	Verified the status of mentor diary.	12-11-2023
3.	Discussion on NAAC related work with IQAC coordinators	10-11-2023	Conducted meeting with all IQAC Co-ordinations	12-11-2023
4.	Improvement in academic and administrative process	10-11-2023	Reviewed	12-11-2023


IQAC - Coordinator


Principal

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CIRCULAR

SRNBDC/IQAC/ 2023-24/46

Date: 02-12-2023

This is to inform all the IQAC members that there will be a meeting on 03-12- 2023 to review and discuss the development and issues related to the institution. All IQAC members need to assemble for the meeting in the Principal's Office at 10:00 A.M

Agenda

1. Orientation classes for UG first-year Students
2. Status of syllabus completion.
3. Discussion on NAAC work.
4. Enhancing laboratories & stock improved.
5. The students' skills like symposiums, inter- college competitions.

Copy to:

1. All the Heads of Department
2. Administrative Officer
3. All the IQAC Members.
4. Concern File
5. Notice Board

PRINCIPAL

SRI RACHAPUDY NAGABHUSHANAM
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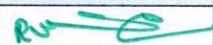


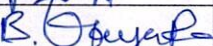
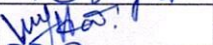
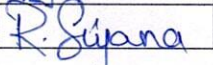


Minutes of Meeting of IQAC held on 03-12-2023

Time: 10.30 AM 12:30 PM

Venue: Principal's office

The following members attended the meeting of internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1.	R.V .Sai Krishna	Chairperson	
2.	C. Satyanarayana	Vice principal	
3.	S.Jakeer Hussian	Life Science	
4.	B. Ganga Raju	Life Science	
5.	C.Vinod Kumar	Commerce	
6.	R.Sujana	Management Member	

The resolutions made into the meeting are presented below.

1. Discussion on issues to overcome problems of Orientation class

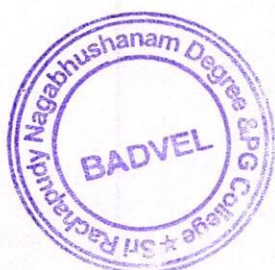
For orientation classes for UG first-year students, we alerted faculty to monitor the students when they get doubt clear immediately their doubts

2. Progress of Syllabus Completion

The status of syllabus completion should be monitored by the principal monitored and suggest to deliver of the right content to the students in virtual classes

3. Discussion on NAAC work

Discussion of the progress on NAAC worries and asking all the members to follow up on the progress of the works assigned to a different faculty in – charge.




Action was taken Report

Sl No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion to overcome the issues related to conduct orientation classes	03-12-2023	For orientation classes for UG first year students we alerted faculty to monitoring the students when they get doubt clear immediately for their doubts	04-12-2023
2.	Progress of syllabus completion	03-12-2023	Principal and Hodsorganized a meeting and asking the faculties regarding syllabus completion and any problems at the time of virtual classes	04-12-2023
3.	Discussion on NAAC work progress.	03-12-2023	Discussed with all the in charges to check the progress of NAAC work, Doubts and queries are resolves.	04-12-2023


IQAC - Coordinator




Principal
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CIRCULAR

SRNBDC/IQAC/ 2023-24/48

Date: 20-12-2023

This is to inform all the IQAC members that there will be a meeting on 21-12-2023 in the Principal Office at 11-30 AM All the members are requested to attend the meeting

Agenda

1. Discussion on implementation of ICT Orientation classes as per the announcement of APSCHE.
2. Monitoring the progress of Mentoring system.
3. Discussion on Criteria wise templets of NAAC.
4. Discussion on status of Extended profile of the organization.
5. Discussion on placement for the coming academic year

Copy to:

1. All the Heads of Departments
2. Administrative office
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4. All the IQAC Member's
5. Concern File
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PRINCIPAL

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Action taken report

Sl No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on implementation of ICT Orientation class as per the announcement of APSCHE	21-12-2023	Informed all the faculties about the discussion had on meeting and plan to arrange ICT Orientation class in an organized manner.	22-12-2023
2.	Monitoring the Progress of Mentoring system.	21-12-2023	Informed the decision of the meeting on mentor issue and advised to update the mentor record as per oral instructions.	22-12-2023


IQAC - Coordinator


Principal

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Minutes of Meeting of IQAC held on 21-12-2023

Time: 10.30 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Points discussed and the resolutions made in the meeting are presented below

1. Discussion on the implementation of ICT Orientation classes as per the announcement of APSCHE

At this competitive world we need to know certain skills we plan to implement ICT orientated classes will be conducted to the students as per the state government 's permission. It is advised to make suitable preparations to conduct ICT Orientation classes **Monitoring the progress of Mentoring system**

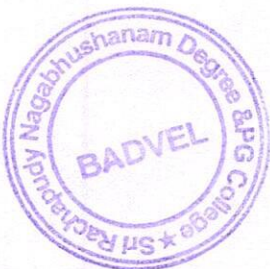
Reviewed on implementation of mentoring system and suggested to update mentor diary as per the prescribed guidelines when faculty are reported physically to college.

2. Discussion on Criteria wise templets on NAAC

Discussion on the progress on NAAC works and asking all the members to follow up the progress of the works assigned to different faculty in – charges.

3. Discussion on status of Extended profile of the organization

Also discussed the status of extended profile progress and inform the management for any support if needed



**Proceeding of IQAC
Meetings
AY 2022-2023**

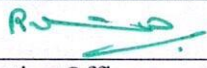
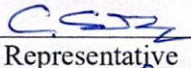

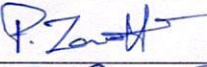
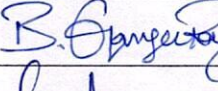

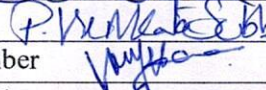
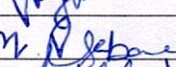
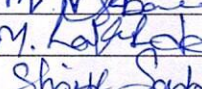
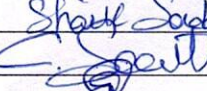

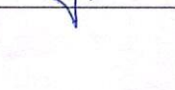

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTRODUCTION

The internal Quality Assurance Cell (IQAC) was established at SRI RACHAPUDY NAGABHUSHANAM DEGREE & PG COLLEGE, Principal of SRNBDC **Mr. R.V. Sai Krishna** was elected as the Chairperson of IQAC and **Mr. B.Ashok** Senior Faculty from the Department of Commerce, he was chosen as the Co- Coordinator of the IQAC. The IQAC Composition includes all stakeholders of the Institute, i.e., students, alumni and senior faculty, members of the Management and Administration, and members of local community and industry experts.

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OBJECTIVE

The main objective of IQAC is

- To develop a system for conscious consistent and cab lytic action to improve the academic and administration performance of the institution
- To adapt measures for institutional functioning toward quality

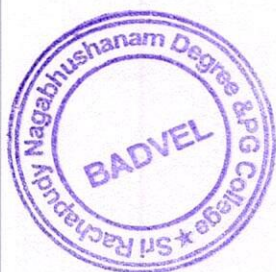
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Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks

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FUNCTIONS OF IQAC

- Maintaining the complete documentation and record as per the UGC and NAAC requirements
- Collecting Feedback from students, parents and other Stakeholders on Quality related institutional processes
- Conducting the Academic Audit for each department and preparing the reports
- For organizing inter and intra-institutional workshops, quality seminars related themes, and promotion of quality initiatives.
- IQAC will act as a nodal agency for coordinating quality-related activities including the adoption and dissemination of good practices.




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Date: 10-11-2022

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Agenda of the meeting is:

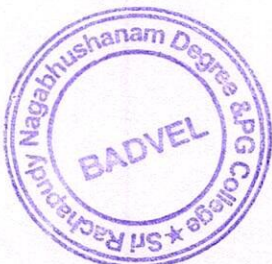
5. Preparation of academic documents like Lesson Plans, Time -Tables for even semester for 2022-2023
6. Discussion on status of Mentor Dairy
7. Discussion on NAAC Related work with IQAC co-ordinators.
8. Improvement in academic and administrative process.

Copy to:

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Principal

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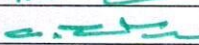
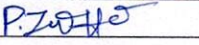

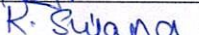


Minutes of Meeting of IQAC held on 10-11-2022

Time:11.30 AM 12:30 PM

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5.	C.Vinod Kumar	Commerce	
6.	R.Sujana	Management Member	

The resolutions made in the meeting are presented below.

5. Planning the requirements for the even semester of 2022-23 and preparation of academic documents like Lesson Plans and Time -tables.

The principal discussed the even semester planning. Instructed all the HODs to allocate subjects to the faculty, lesson plan and time table preparation in advance. Safety precautions to follow during physical classes.

6. Discussion on Mentor Dairy.

Principal and IQAC Co – Ordinator discussed on mentor diary status and suggested to collect the details of respective students to fill the mentor dairy.

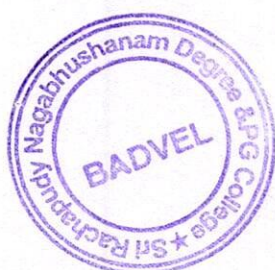
7. Discussion on NAAC related work with IQAC co Ordinator's

Discussed with NAAC coordinators regarding the preparation of finalized formats for supporting documents.

8. Improvement in academic and administrative process

9.

The principal stressed upon maintaining quality in all the academic and administrative process.



Action taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Plan for the even semester of 2021-22 and preparation of academic documents like lesson plans, Time Tables.	10-11-2022	Collected the Department wise, information like preparation of Lesson Plans, Time-Tables for Offline classes.	11-11-2022
2.	Discussion on Mentor Dairy status.	10-11-2022	Verified the status of mentor diary.	12-11-2022
3.	Discussion on NAAC related work with IQAC coordinators	10-11-2022	Conducted meeting with all IQAC Co-ordinations	12-11-2022
4.	Improvement in academic and administrative process	10-11-2022	Reviewed	12-11-2022


IQAC - Coordinator


Principal

PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.





CELL : 94402 61908

SRI RACHAPUDY NAGABHUSHANAM DEGREE & P.G. COLLEGE

(U.G.C. Recognised & Permanantly Affiliated to Yogivemana University, Kadapa)
Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India.

CIRCULAR

SRNBDC/IQAC/ 2022-23/46

Date: 02-12-2022

This is to inform all the IQAC members that there will be a meeting on 03-12- 2022 to review and discuss the development and issues related to the institution. All IQAC members need to assemble for the meeting in the Principal's Office at 10:00 A.M

Agenda

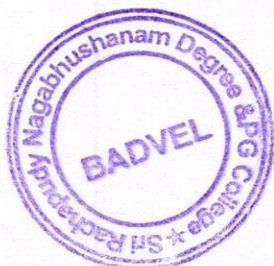
1. Orientation classes for UG first-year Students
2. Status of syllabus completion.
3. Discussion on NAAC work.
4. Enhancing laboratories & stock improved.
5. The students' skills like symposiums, inter- college competitions.

Copy to:

1. All the Heads of Department
2. Administrative Officer
3. All the IQAC Members.
4. Concern File
5. Notice Board


PRINCIPAL

**PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.**

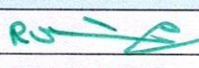
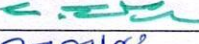
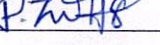
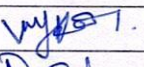
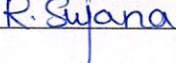


Minutes of Meeting of IQAC held on 03-12-2022

Time: 10.30 AM 12:30 PM

Venue: Principal's office

The following members attended the meeting of internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V .Sai Krishna	Chairperson	
2	C. Satyanaryana	Vice principal	
3	S.Jakeer Hussian	Life Science	
4	B. Ganga Raju	Life Science	
5	C.Vinod Kumar	Commerce	
6	R.Sujana	Management Member	

The resolutions made in the meeting are presented below.

4. Discussion on issues to overcome problems of Orientation class

For orientation classes for UG first-year students, we alerted faculty to monitor the students when they get doubt clear immediately their doubts

5. Progress of Syllabus Completion

The status of syllabus completion should be monitored by the principal monitored and suggest to deliver of the right content to the students in virtual classes

6. Discussion on NAAC work


Discussion of the progress on NAAC worries and asking all the members to follow up on the progress of the works assigned to a different faculty in – charge.

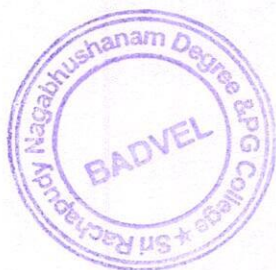


Action was taken Report

Sl No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion to overcome the issues related to conduct orientation classes	03-12-2022	For orientation classes for UG first year students we alerted faculty to monitoring the students when they get doubt clear immediately for their doubts	04-12-2022
2.	Progress of syllabus completion	03-12-2022	Principal and HODs organised a meeting and asking the faculties regarding syllabus completion and any problems at the time of virtual classes	04-12-2022
3.	Discussion on NAAC work progress.	03-12-2022	Discussed with all the in charges to check the progress of NAAC work, Doubts and queries are resolves.	04-12-2022


IQAC - Coordinator


Principal
PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.





CELL : 94402 61908

SRI RACHAPUDY NAGABHUSHANAM DEGREE & P.G. COLLEGE

(U.G.C. Recognised & Permanantly Affiliated to Yogivemana University, Kadapa)
Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India.

CIRCULAR

SRNBDC/IQAC/ 2022-23/48

Date: 20-12-2022

This is to inform all the IQAC members that there will be a meeting on 21-12-2022 in the Principal Office at 11-30 AM All the members are requested to attend the meeting

Agenda

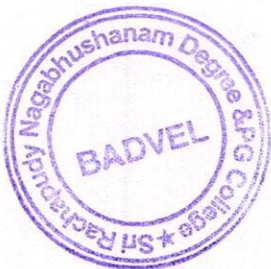
1. Discussion on implementation of ICT Orientation classes as per the announcement of APSCHE.
2. Monitoring the progress of Mentoring system.
3. Discussion on Criteria wise templates of NAAC.
4. Discussion on status of Extended profile of the organisation.
5. Discussion on placement for the coming academic year


PRINCIPAL

Copy to:

1. All the Heads of Departments
2. Administrative office
3. All the Departments HODs
4. All the IQAC Member's
5. Concern File
6. Notice Bord

PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.



Minutes of Meeting of IQAC held on 21-12-2022

Time:10.30 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Points discussed and the resolutions made in the meeting are presented below

4. Discussion on the implementation of ICT Orientation classes as per the announcement of APSCHE

At this competitive world we need to know certain skills we plan to implement ICT orientated classes will be conducted to the students as per the state government 's permission. It is advised to make suitable preparations to conduct ICT Orientation classes **Monitoring the progress of Mentoring system**

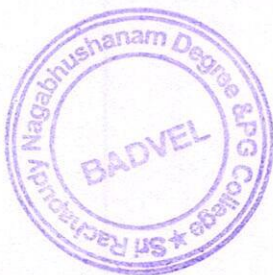
Reviewed on implementation of mentoring system and suggested to update mentor diary as per the deprescribed guidelines when faculty are reported physically to college.

5. Discussion on Criteria wise templets on NAAC

Discussion on the progress on NAAC works and asking all the members to follow up the progress of the works assigned to different faculty in – charges.

6. Discussion on status of Extended profile of the organisation


Also discussed the status of extended profile progress and inform the management for any support if needed

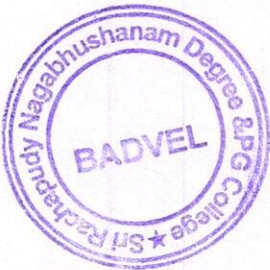


Action taken report

Sl No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on implementation of ICT Orientation class as per the announcement of APSCHE	21-12-2022	Informed all the faculties about the discussion had on meeting and plan to arrange ICT Orientation class in an organised manner.	22-12-2022
2.	Monitoring the Progress of Mentoring system.	21-12-2022	Informed the decision of the meeting on mentor issue and advised to update the mentor record as per oral instructions.	22-12-2022


IQAC - Coordinator


Principal
PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.





CELL : 94402 61908

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Nellore Road, BADVEL - 516 227, Kadapa Dist. A.P., India.

CIRCULAR

SRNBDC /IQAC/2022-23/08

Date: 18-03-2023

This is to inform all the IQAC members that there will be a meeting on Academic plan for 2022-23. All are requested to attend the meeting in the Principal Office at 1:30 PM on 19-03-2023

Agenda

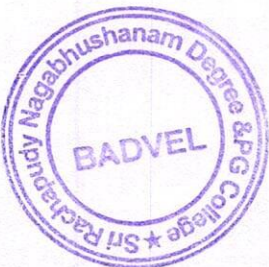
1. Discussion on Establishment of IQAC
2. Discussion on roles and responsibilities of IQAC
3. Identification of IQAC Department wise Co- Ordinator's.

Copy to:

1. All the heads of Departments
2. Administrative officers
3. All the Departments HODs
4. All the IQAC members
5. Concern file
6. Notice Board


PRINCIPAL

**PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.**





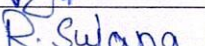


Minutes of meeting of IQAC held on 19-03-2023

Time: 03:30 PM TO 04:30

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell:

Sl. No.	Name of the Member and Designation	Position	Signature
1.	R.V .Sai Krishna	Chairperson	
2.	C. Satyanaryana	Vice principal	
3.	S.Jakeer Hussian	Life Science	
4.	B. Ganga Raju	Life Science	
5.	C.Vinod Kumar	Commerce	
6.	R.Sujana	Management Member	

MINUTES OF MEETING

The principal welcomed all the HODs and Co – Ordinator's who attended the IQAC meeting and discussed the following points.

1. Discussion on establishment of IQAC

Principal and the Co Ordinator's IQAC discussed the importance and requirement of IQAC.

He also emphasized the need of improvement in quality due to high expectations of stakeholders.

2. Discussion on roles and Responsibilities of IQAC

The Principal Continued the meeting by throwing light on the roles and responsibilities of IQAC for the improvement of teaching- learning and other administrative processes. He introduced Sri. C.Vinod kumar lecturer in Commerce.

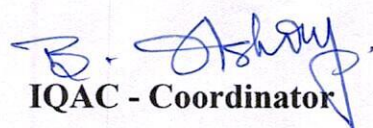
3. Identification of IQAC Department wise Co – Ordinator's.


All the HODs were requested to nominate one senior faculty as IQAC co – Ordinator. The principal closed the meeting by announcing a follow- up meeting after 2 weeks in presence of the Heads, all the teaching staff and IQAC TEAM.



Action taken Report.

S. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1	Discussion on the Establishment of IQAC	19-03-2023	Formed IQAC as per the NAAC guidelines.	21-03-2023
2	Discussion on roles and responsibilities of IQAC	19-03-2023	Framed roles and responsibilities for IQAC members as per the regulations of NAAC. Given awareness to all the members.	21-03-2023
3	Identification of IQAC department wise Co-Ordinator's.	19-03-2023	Identified members from department wise and given awareness about NAAC works.	21-03-2023


IQAC - Coordinator


Principal
PRINCIPAL
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.



Proceeding of IQAC
Meetings
AY 2021-2022



Cell : 94402 61908

SRI RACHAPUDY NAGABHUSHANAM DEGREE & P.G. COLLEGE

(U.G.C. Recognised & Permanantly Affiliated to YVU, Kadapa)
Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTRODUCTION

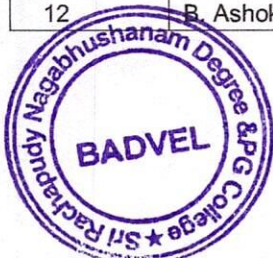
The internal Quality Assurance Cell (IQAC) was established at Sri Rachapudy Nagabhushanam Degree College, Principal of SRNBDC R.V. Sai Krishna was elected as the Chairman of IQAC and Dr. B. Ashok Faculty from the Department Commerce, he was chosen as the Co- Ordinator of the IQAC. The IQAC Composition includes all stakeholders of the Institute, i.e., students, alumni and senior faculty, members of the Management and Administration, and members of local community and industry experts.

COMPOSITION OF IQAC

The internal Quality Assurance Cell (IQAC) has been reconstituted with the following members to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

The following members attended the meeting of internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
4	S. Jakeer Hussain	Senior Faculty Member	
5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
7	P. Venkata Subbaiah	Industrialist	
8	C. Vinod Kumar-A. O	Senior Administrative Officer	
9	Dr. M. Venkata Suresh Babu	Member-Alumni	
10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	



OBJECTIVE

The main objective of IQAC is

- ▶ To develop a system for conscious consistent and cab lytic action to improve the academic and administration performance of the institution
- ▶ To adapt measures for institutional functioning toward quality

STRATEGIES


Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks

- ▶ The relevance and quality of academic and research programmes
- ▶ Equitable access and affordability of academic programmes for various sections of society
- ▶ Optimization and integration of modern methods of teaching and learning
- ▶ The credibility of internal evaluation procedures.
- ▶ Ensuring the adequacy, maintenance, and functioning of the support structure and services
- ▶ Knowledge sharing and networking with other institutions

FUNCTIONS OF IQAC

- ▶ Maintaining the complete documentation and record as per the UGC and NAAC requirements
- ▶ Collecting Feedback from students, parents and other Stakeholders on Quality related institutional processes
- ▶ Conducting the Academic Audit for each department and preparing the reports
- ▶ For organizing inter and intra-institutional workshops, quality seminars related themes, and promotion of quality initiatives.
- ▶ Documentation of the various programmes /activities of the college, leading to quality improvement
- ▶ IQAC will act as a nodal agency for coordinating quality-related activities including the adoption and dissemination of good practices.




Principal
Principal
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.



Cell : 94402 61908

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DEGREE & P.G. COLLEGE

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Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India

CIRCULAR

SRNBDC/IQAC/2021-22/33

Date: 08-10-2021

This is to inform all the IQAC members that there will be a meeting scheduled on 10th October 2021. All IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue:

Principal

Office Date:

10-10-2021

Time: 10:00 AM

Agenda of the meeting is:

1. Preparation of academic documents like Lesson Plans, Time -Tables for even semester for 2021-2022
2. Discussion on status of Mentor Dairy
3. Discussion on NAAC Related work with IQAC coordinators.
4. Improvement in academic and administrative process.

Copy To:-

1. All the Heads of Department
2. Administrative Officer.
3. All the Departments HODs
4. All the IQAC Members.
5. Concern File
6. Notice Board



R. V. S.
Principal
Principal

**SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.**



Cell : 94402 61908

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(U.G.C. Recognised & Permanantly Affiliated to YVU, Kadapa)
Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India

Minutes of Meeting of IQAC held on 10-10-2021

Time: 11.30 AM 12:30 PM

Venue: Principal's office

The following members attended the meeting of internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
4	S. Jakeer Hussain	Senior Faculty Member	
5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
7	P. Venkata Subbaiah	Industrialist	
8	C. Vinod Kumar-A. O	Senior Administrative Officer	
9	Dr. M. Venkata Suresh Babu	Member-Alumni	
10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	

The resolutions made in the meeting are presented below.

1. Planning the requirements for the even semester of 2021-22 and preparation of academic documents like Lesson Plans and Time -tables.

The principal discussed the even semester planning. Instructed all the HODs to allocate subjects to the faculty, lesson plan and time table preparation in advance. Safety precautions to follow during physical classes

2. Discussion on Mentor Dairy.

Principal and IQAC Co - Ordinator discussed on mentor diary status and suggested to collect the details of respective students to fill the mentor dairy.



3. Discussion on NAAC related work with IQAC co Ordinator's

Discussed with NAAC coordinators regarding the preparation of finalized formats for supporting documents.

4. Improvement in academic and administrative process

The principal stressed upon maintaining quality in all the academic and administrative process.

Action taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Plan for the even semester of 2021-22 and preparation of academic documents like lesson plans, Time Tables.	10-10-2021	Collected the Department wise, information like preparation of Lesson Plans, Time-Tables for Offline classes.	11-10-2021
2.	Discussion on Mentor Dairy status.	10-10-2021	Verified the status of mentor diary.	12-10-2021
3.	Discussion on NAAC related work with IQAC coordinators	10-10-2021	Conducted meeting with all IQAC Co-ordinations	12-10-2021
4.	Improvement in academic and administrative process	10-10-2021	Reviewed	12-10-2021


IQAC – Coordinator


Principal
SRI RACHAPUDY NAGABHUSHANA
DEGREE & PG COLLEGE
BADVEL - 516 227.





Cell : 94402 61908

SRI RACHAPUDY NAGABHUSHANAM

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Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India

Circular

SRNBDC/IQAC/ 2021-22/49

Date: 01-11-2021

This is to inform all the IQAC members that there will be a meeting on 03-11- 2021 to review and discuss the development and issues related to the institution. All IQAC members need to assemble for the meeting in the Principal's Office at 10:00 A.M

Agenda

1. Orientation classes for UG first-year Students
2. Status of syllabus completion.
3. Discussion on NAAC work.
4. Enhancing laboratories & stock improved.
5. The students' skills like symposiums, inter- college competitions.

Copy to:

1. All the Heads of Department
2. Administrative Officer
3. All the IQAC Members.
4. Concern File
5. Notice
6. Board


PRINCIPAL

Principal
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227. M





Cell : 94402 61908

SRI RACHAPUDY NAGABHUSHANAM

DEGREE & P.G. COLLEGE

(U.G.C. Recognised & Permanantly Affiliated to YVU, Kadapa)
Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India

Minutes of Meeting of IQAC held on 03-11-2021

Time:10.30 AM 12:30 PM

Venue: Principal's office

The following members attended the meeting of internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
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5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
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8	C. Vinod Kumar-A. O	Senior Administrative Officer	
9	Dr. M. Venkata Suresh Babu	Member-Alumni	
10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	

The resolutions made int the meeting is presented below.

1. Discussion on issues to overcome problems of Orientation class

For orientation classes for UG first-year students, we alerted faculty to monitor the students when they get doubt clear immediately their doubts

2. Progress of Syllabus Completion

The status of syllabus completion should be monitored by the principal monitored and suggest to deliver of the right content to the students in virtual classes

3. Discussion on NAAC work

Discussion of the progress on NAAC worries and asking all the members to follow up on the progress of the works assigned to a different facility in - charge.



Action was taken Report

SI No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion to overcome the issues related to conduct orientation classes	03-11-2021	For orientation classes for UG first year students we alerted faculty to monitoring the students when they get doubt clear immediately for their doubts	04-11-2021
2.	Progress of syllabus completion	03-11-2021	Principal and HODs organized a meeting And asking the Faculties regarding Syllabus completion And any problems at the time of virtual Classes	04-11-2021
3.	Discussion on NAAC work progress.	03-11-2021	Discussed with all the in charges to check the progress of NAAC work, Doubts and queries are resolves.	04-11-2021

IQAC – Coordinator

Principal

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CIRCULAR

SRNBDC/IQAC/ 2021-22/58

Date: 18-11-2021

This is to inform all the IQAC members that there will be a meeting on 21-11-2021 in the Principal Office at 11-30 AM All the members are requested to attend the meeting

Agenda

1. Discussion on implementation of ICT Orientation classes as per the announcement of APSCHE.
2. Monitoring the progress of Mentoring system.
3. Discussion on Criteria wise templates of NAAC.
4. Discussion on status of Extended profile of the organization.
5. Discussion on placement for the coming academic year.

Copy to:

1. All the Heads of Departments
2. Administrative office
3. All the Departments HODs
4. All the IQAC Member's
5. Concern File
6. Notice Bord


Principal

**SRI RACHAPUDY NAGABHUSHANAM
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Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India

Minutes of Meeting of IQAC held on 21-11-

2021

Time:10.30 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
4	S. Jakeer Hussain	Senior Faculty Member	
5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
7	P. Venkata Subbaiah	Industrialist	
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10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	

Points discussed and the resolutions made in the meeting are presented below.

1. Discussion on the implementation of ICT Orientation classes as per the announcement of APSCHE

At this competitive world we need to know certain skills we plan to implement ICT orientated classes will be conducted to the students as per the state government 's permission. It is advised to make suitable preparations to conduct ICT Orientation classes.

2. Monitoring the progress of Mentoring system

Reviewed on implementation of mentoring system and suggested to update mentor diary as per the deprescribed guidelines when faculty are reported physically to college.



3. Discussion on Criteria wise templates on NAAC

Discussion on the progress on NAAC works and asking all the members to follow up the progress of the works assigned to different faculty in - charges.

4. Discussion on status of Extended profile of the organization

Also discussed the status of extended profile progress and inform the management for any support if needed.

Action Taken Report

SI No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on implementation of ICT Orientation class as per the announcement of APSCHE	21-11-2021	Informed all the faculties about the discussion had on meeting and plan to arrange ICT Orientation class in an organized manner.	22-11-2021
2.	Monitoring the Progress of Mentoring system.	21-11-2021	Informed the decision of the meeting on mentor issue and advised to update the mentor record as per oral instructions.	22-11-2021

IQAC – Coordinator

Principal

SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE
BADVEL - 516 227.





Cell : 94402 61908

SRI RACHAPUDY NAGABHUSHANAM

DEGREE & P.G. COLLEGE

(U.G.C. Recognised & Permanantly Affiliated to YVU, Kadapa)
Nellore Road, BADVEL - 516 227. Kadapa Dist. A.P., India

CIRCULAR

SRNBDC/IQAC/2021-22/11

Date: 15-03-2022

This is to inform all the IQAC members that there will be a meeting on Academic plan for 2020-21. All are requested to attend the meeting in the Principal Office at 1:30 PM on 18-03-2022

Agenda

1. Discussion on Establishment of IQAC
2. Discussion on roles and responsibilities of IQAC
3. Identification of IQAC Department wise Co- Ordinator's.

Copy to:

1. All the heads of Departments
2. Administrative officers
3. All the Departments HODs
4. All the IQAC members
5. Concern file
6. Notice Board


PRINCIPAL

Principal
SRI RACHAPUDY NAGABHUSHANAM
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Minutes of meeting of IOAC held on 18-03-2022

Time: 03:30 PM TO 04:30

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell:

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
4	S. Jakeer Hussain	Senior Faculty Member	
5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
7	P. Venkata Subbaiah	Industrialist	
8	C. Vinod Kumar-A. O	Senior Administrative Officer	
9	Dr. M. Venkata Suresh Babu	Member-Alumni	
10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	

MINUTES OF MEETING

The principal welcomed all the HODs and Co - Ordinator's who attended the IQAC meeting and discussed the following points.

1. Discussion on establishment of IQAC

Principal and the Co Ordinator's IQAC discussed the importance and requirement of IQAC.

He also emphasized the need of improvement in quality due to high expectations of stakeholders.



2. Discussion on roles and Responsibilities of IQAC

The Principal Continued the meeting by throwing light on the roles and responsibilities of IQAC for the improvement of teaching- learning and other administrative processes. He introduced Mr C. Satyanarayana Lecturer in Computer Science, Department of Computer Science

3. Identification of IQAC Department wise Co - Ordinator's.

All the HODs were requested to nominate one senior faculty as IQAC co - Ordinator. The principal closed the meeting by announcing a follow- up meeting after 2 weeks in presence of the Heads, all the teaching staff and IQAC TEAM.

Action taken Report.

S. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on the Establishment of IQAC	18-03-2022	Formed IQAC as per the NAAC guidelines.	21-03-2022
2	Discussion on roles and responsibilities of IQAC	18-03-2022	Framed roles and responsibilities for IQAC members as per the regulations of NAAC. Given awareness to all the members.	21-03-2022
3	Identification of IQAC department wise Co-Ordinator's.	18-03-2022	Identified members from department wise and given awareness about NAAC works.	21-03-2022


IQAC – Coordinator


Principal

Principal
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A.Y
2020-21



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CIRCULAR

SRNBDC/IQAC/2020-21/07
12-2020

Date: 05-

This is to inform to all the IQAC members that there will be a meeting scheduled on 8th December 2020 all the IQAC members are requested to attend the meeting at Seminar Hall at 12 Noon

Agenda of the meeting is:

1. To plan the requirements for the forth coming semester
2. Discussion on status on Mentor Dairy
3. Discussion on NAAC related work with IQAC Coordinators
4. Improvement in academic and administrative process

COPY TO:-

1. All the Heads of Departments
2. Administrative Officer
3. All the Departments HODs.
4. All the IQAC Members.
5. Concern File
6. Notice Board


PRINCIPAL

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Minutes of Meeting of IQAC held on 08-12-2020

Time: 12:00 Noon to 1:30 PM

Venue: Seminar Hall

The following members attended the meeting of Internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
4	S. Jakeer Hussain	Senior Faculty Member	
5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
7	P. Venkata Subbaiah	Industrialist	
8	C. Vinod Kumar-A. O	Senior Administrative Officer	
9	Dr. M. Venkata Suresh Babu	Member-Alumni	
10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	

Points discussed and the resolution made in the meeting are presented below

1. Planning the requirements for the coming semester

The principal discussed about the even semester planning. Asking the all HOD. To put efforts to allocate subjects to the ask them to prepare lesson plan and preparation of time - table in advance to the semester starting day and advising to follow covid norms while conducting classes in physical mode.



2. Discussion on Mentor Dairy.

Principal and IQAC Co - Ordinator discussed on mentor diary status and suggest them to complete all the previous semester details in respective student mentoring diary and take signature of principal on or before 21st November, 2020

3. Discussion on NAAC works status with IQAC Co - Ordinator


Discussed about the NAAC criteria templates and the progress with all the criteria coordinators. Adviser them to prepare the finalised draft formats and supported documents.

4. Improvement in academic and administrative process.

The principal stressed upon maintaining quality in all the academic and administrative processes.

Action taken Report

Sl. No.	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Planning the Requirements for the Even semester of Preparation of academic documents like Lesson-plans, Time - tables.	8-12-2020	Collected requirements Dept. wise, asking to prepare Lesson Plans, Time - Table for Physical mode of classes.	9-12-2020
2.	Discussion on status of Mentor Dairy.	8-12-2020	Verified the status of mentor diary of students. All the faculty are updated all their mentor dairies.	10-12-2020
3.	Discussion on NAAC related work with IQAC Co-Ordinator	8-12-2020	Conducted meeting with all IQAC coordinators and assigned to fulfil the tasks up to date Verified by IQAC Co Ordinator	10-12-2020
4.	Improvement of academic and administrative process	8-12-2020	Instructed to maintain and update all the admin and academic related aspects.	10-12-2020


IQAC - Coordinator




Principal

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CIRCULAR

SRNBDC /IQAC/2020-2021/03

Date: 22-01-2021

This is to inform to all the IQAC members that there will be a review meeting on 23- 01-2021 at Seminar Hall at 10-00 AM. All the members are requested to attend the meeting.

Agenda.

1. Monitoring the progress of Mentoring system and action required if any.
2. Discussion on syllabus completion plan of action to conduct internal exams and other quality initiative to be fulfilled related to IQAC.
3. Improvement in academic and administrative process.
4. Discussion placement activity


PRINCIPAL

Copy to

1. All the heads of Department
2. Administrative officer
3. All the Departments HODs.
4. All the IQAC Members
5. Concern File
6. Notice Board.

Principal
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Minutes of Meeting of IQAC held on 23-01-2021

Time: 12:00 Noon to 1:30 PM

Venue: Seminar Hall

The following members attended the meeting of Internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
4	S. Jakeer Hussain	Senior Faculty Member	
5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
7	P. Venkata Subbaiah	Industrialist	
8	C. Vinod Kumar-A. O	Senior Administrative Officer	
9	Dr. M. Venkata Suresh Babu	Member-Alumni	
10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	

Points discussed and the resolution made in the meeting are presented below

1. Planning the requirements for the coming semester

The principal discussed about the even semester planning. Asking the all HOD. To put efforts to allocate subjects to the ask them to prepare lesson plan and preparation of time - table in advance to the semester starting day and advising to follow covid norms while conducting classes in physical mode.

2. Discussion on syllabus completion, plan of action to conduct internal exams and other quality initiative to be fulfilled related to IQAC.

In addition to the above point a serious discussion had on the stage of syllabus completion by every faculty and if any additional hours are required. Action plan to conduct internal exam/ pre final exam in this semester are discussed.



3. Improvement in academic and administrative process.

The principal stressed upon maintaining quality in all the academic and administrative process.

4. Discussion Placement Activities.

Discussion made on the way how placement activities are carried to create better opportunities for the students of Sri Rachapudy Nagabhushanam Degree & P.G College mainly concentrated on how to boost up the placement in the year too

Action Taken Report

Sl. No.	Topic Discussed	Date of Discussion	Action Taken	Date of Closure.
1.	Monitoring the progress of mentoring system and action required if any	23-01-2021	Successfully mentoring by the faculties when it was found those verifying mentors' documents. Further advised to do in accurate manner.	25-01-2021
2.	Discussion on syllabus completion, plan of action to conduct internal exams and other quality initiative to be fulfilled related to IQAC.	23-01-2021	Had meeting and taken decision to conduct exams as per the schedule of I end examinations. IQAC activities also monitored.	25-01-2021
3.	Improvement of academic and administrative process.	23-01-2021	The principal stressed upon maintaining quality in all the academic and administrative process and cross checked all the activities.	25-01-2021
4	Placement activities	23-01-2021	As per the discussion in the GB meeting the principal conducted a meeting with all co-Ordinator of placements and planned to increase this year placements when compare to last Year.	25-01-2021

IQAC – Coordinator



Principal

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CIRCULAR

SRNBDC /IQAC/2020-21/07

Date:13-02-2021

All the IQAC members are asked to attend the meeting on 15-02-2021 to discuss and take decisions on the ongoing aspects related to the institution.

Venue: Seminar Hall

Agenda

1. Discussion on odd semester progress and a view of even semester which started
2. Monitoring the progress of mentoring system.
3. Discussion on Criteria wise templates on NAAC
4. Discussion on status of extended profile of the organization.
5. Discussion on placemat of the coming academic year

Copy to:

1. All the Heads of Departments
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Minutes of Meeting of IQAC held on 15-02-2021

Time: 12:00 Noon to 1:30 PM

Venue: Seminar Hall

The following members attended the meeting of Internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
4	S. Jakeer Hussain	Senior Faculty Member	
5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
7	P. Venkata Subbaiah	Industrialist	
8	C. Vinod Kumar-A. O	Senior Administrative Officer	
9	Dr. M. Venkata Suresh Babu	Member-Alumni	
10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	

Points discussed the resolution made in the meeting are presented below.

1. Discussion on odd semester progress and a view of even semester which started

Had a discussion on previous semester outcomes are expected by last meeting or not. How about classes are conducted all the staff members are completed syllabus. And ask them to discuss model papers for their end semester exams. Are they any remedial class is required for any student? At same time plan for coming semester to conduct classes in smooth manner.

2. Monitoring the progress of Mentoring system.

Reviewed on implementation of mentoring system and suggested to update mentor diary as per the prescribed guidelines when faculty are reported physically to college and checked three faculties mentoring files identified few mistakes and asking concern faculty to resolve.



3. Discussion on Criteria wise template of NAAC.

Discussion on the progress on NAAC works is any requirement to invite an expert lecture on OBE, CO Po Mapping etc. Advised all the members to follow up the progress of the works assigned to different faculty in - charges.

4. Discussion on status on Extended Profile of the organization.

Also discussed the status of extended profile progress and inform the management for any support if needed.

5. Discussion on placement for the coming academic year.

The principal and IQAC Co - Ordinator had a discussion with placement officer P. Bhaskar Reddy about this academic year and any initiative required for coming semester. Any additional training is required to the students? If needed, bring to GB notice for approval to conduct training programs.

Action taken report

S.No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on odd semester progress and a view of even semester which is to be start.	15-02-2021	Informed all the faculties about the discussion had on meeting and plan to arrange coming semester classes in smooth manner	17-02-2021
2.	Monitoring the progress of Mentoring system.	15-02-2021	As per the suggestions made after scrutiny of faulty informed to all the faculties and see that incorporates all.	17-02-2021
3.	Discussion on Criteria wise Templates of NAAC.	15-02-2021	Verified the progress	17-02-2021
4.	Discussion on status of extended profile of the organization.	15-02-2021	Organized meeting for the members of IQAC and if they need any assistance from the management said. checked the status of work	17-02-2021
5.	Discussion on placement for the coming academic year.	15-02-2021	Instructed the placement officer to strive hard to facilitate for the more drives.	17-02-2021


IQAC - Coordinator




Principal

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CIRCULAR

SRNBDC /IQAC/2020-21/09

Data: 19-03-2021

This is to inform to all the IQAC members that there will be a meeting on academic plan for the AY 2020-21 hence. All members are requested to attend the meeting in the principal's office at 1:30 PM on 22-03-2021.

Agenda

1. Discussion on odd semester, new admissions related initiatives, class work, subject allotment and any other matters to academic year. 2020- 21
2. Discussion on monitoring classes and mentoring system.
3. Discussion on IQAC related works.
4. Improvement in academic and administrative process.

Copy to:

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2. Administrative Officer
3. All the departments HODs.
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PRINCIPAL

Principal

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Minutes of Meeting of IQAC held on 22-03-2021

Time: 12:00 Noon to 1:30 PM

Venue: Seminar Hall

The following members attended the meeting of Internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1	R.V. Sai Krishna-Principal	Chairman	
2	R. SUJANA-Secretary	Management Representative	
3	C. Satyanarayana-Vice Principal	Senior Faculty Member	
4	S. Jakeer Hussain	Senior Faculty Member	
5	K. Mani Kumar	Senior Faculty Member	
6	Shaik Shahina	Faculty Member	
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9	Dr. M. Venkata Suresh Babu	Member-Alumni	
10	M. Lakshmi Devi	Member-Alumni	
11	Shaik. Sadak	Member-Student	
12	B. Ashok	Co-Ordinator	

Points discussed and the resolutions made in the meeting are presented below.

1. Discussion on odd semester new admissions related initiatives, class work subject allotment and any other matters to academic year 2020 -2021

Had a discussion on 2020-2021 academic year action plan for the year, odd semester subject allocation, any placement drives for last year outgoing batches those who are not selected in any company, plan to verify the lesson plans, timetables. Monitor proper allotment done or not, given responsibilities to all HODs.

2. Discussion on IQAC related works.

The Principal, IQAC coordinator and other members had a discussion on the progress on NAAC works and to follow up effectively the progress of the works assigned to different criteria in - charges.



3. Discussion on monitoring classes and mentoring system.
Discussion and Review on implementation of mentoring system and monitor class works are going in smooth manner or not. Any additional support required to the faculties in view of mentoring if any severe cases identified in mentoring time.
4. Improvement in academic and administrative process.
The management also advised different academic and admin coordinators to take initiation to see that all the works of college not affect even we are in pandemic situations. So, all the members can take precautionary measures to smooth functioning in their respective works.

Action Taken Report

S. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on Odd semester new admissions related initiatives, classwork, subject allotment and any other matters to academic year 2020- 2021.	22-03-2021	Verified all the subject current semester. faculties Given instructions to adhere the rules and regulations strictly in conducting class in a series manner.	23-03-2021
2.	Discussion On Monitoring the progress of Mentoring system.	22-03-2021	Discussed in a meeting with all.	23-03-2021
3.	Discussion on IQAC related works	22-03-2021	Discussed in a meeting with HODS arrange, how monitor and other related virtual class issues.	23-03-2021
4.	Improvement in academic administrative process.	22-03-2021	Principal and Co IQAC Ordinator conducted meeting verified a and the progress of files allowed to different in charges.	23-03-2021

IQAC – Coordinator



Principal

Principal

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