



# S.R.R. & C.V.R. GOVT. DEGREE COLLEGE

(Autonomous)

NAAC accredited with 'B+' Grade

Machavaram, VIJAYAWADA - 520 004. Krishna District.

Cell : 94922 34488 Ph : 0866-2430060, Fax : 0866-2441092, www.srrcvr.org, srrandcvr@gmail.com



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 18/06/2018

The IQAC Committee met in the Principal's Chamber on 18/06/2018 at 3.00 pm with the Principal, Dr.Velaga Joshi garu in the chair and the following minutes have been taken place. The following resolutions were presented and passed unanimously.

**Minute 1:** *Discussion on progress of I year admissions.*

**Resolution 1:** it is resolved unanimously to improve the admissions and introduce more market oriented courses;

**Minute 2:** *Discussion on commencement of class work for III and V semester and time table preparation.*

**Resolution 2:** it is resolved unanimously to start class work for III and V semester students and academic coordination is instructed to prepare the time table within 4 days time;

**Minute 3:** *Discussion on assessment for getting ISO 9001:2015 Certificate and preparation of Standard Operating Procedures (SOPs).*

**Resolution 3:** it is resolved unanimously to go for assessment for getting ISO 9001:2015 Certificate. For this, all departments have to prepare Standard Operating Procedures (SOPs) for various activities;

**Minute 4:** *Discussion on conducting Board of Studies meeting for upgradation of III and IV semester syllabuses of various courses.*

**Resolution 3:** it is resolved unanimously to give free hand to all incharges of all departments to conduct BoS meetings and enrich the syllabi of various UG programmes with consulting Krishna University, Machilipatnam authorities;

*[Signature]*  
(Dr. M. Srinivas)

IQAC- Coordinator

*[Signature]*

*[Signature]*  
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### Action taken Report

#### 1. Minutes of meeting dated 18/06/2018.

##### ATR

1. Formed admission 6 member committee under the coordination of Dr.P.Srinivas, Lecturer in Psychology; Formed 5 Member Time Table Committee under the leadership of Dr.M.Vijaya Kumar, Lecturer in Zoology;
2. Formed admission 8 member committee under the coordination of Dr.M.Syam Babu, Lecturer in Commerce for getting ISO Certificate.
3. Appointed Dr.G.Ventatrao, Lecturer in Chemistry as Academic coordinator for coordinating academic activities.

  
(Dr. M. Syam Babu)

IQAC- Coordinator





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

The members of the IQAC team met on 09/07/2018 at 2.30 PM at Principal chamber with Dr.Velaga Joshi, Principal in the chair to discuss and take appropriate resolutions on the said agenda points. Quality enhancement and sustenance issues were discussed and the following resolutions were adopted.


### AGENDA Points:

1. Utilizing the services of guest faculty;
2. Constitution of various college level committees;
3. Biometric attendance - Uploading first year students' data;
4. Updating the college website;
5. Convene meeting with class representatives;
6. Starting of certificate courses
7. Arrangement of invited talks, guest lectures and seminars,

### RESOLUTIONS:

1. It is resolved to continue the services of guest faculty who have got satisfactory results during AY 2017-18 and to engage new guest faculty if it is necessary in the needy departments so that the class work is not affected.
2. It is resolved to constitute various college level committees for smooth running of the College.
3. It is resolved to upload the first year students data for Biometric Attendance as early as possible.
4. It is resolved to update the college website and provide logins individually to the newly joined faculty to facilitate the uploading of relevant data in scheduled time.
5. It is resolved to request the student union to convene a meeting with the class representatives to upgrade the available facilities and student support services in the college.
6. It is resolved to request all departments to continue the Certificate courses which are approved in Academic council meeting held on 02/07/2018 in vogue as per their convenience for the academic year 2018-19.
7. It is resolved to arrange at least one guest lecture/ invited talk per semester by each department and also if possible arrange a National level seminar.

  
(Dr. M. Srinivasan)  
  
IQAC- Coordinator

  
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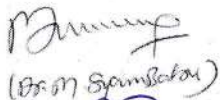
The members of the IQAC team met on 17/08/2018 at 4.30 PM at Principal chamber with Dr. Velaga Joshi, Principal in the chair to discuss and take appropriate resolutions on the said agenda points. Quality enhancement and sustenance issues were discussed and the following resolutions were adopted.

### AGENDA Points:

1. Convene meetings with parents;
2. Conduct of health check up and blood grouping to the students;
3. Provision of self defense techniques to girl students;
4. Encouragement of faculty members for research publications;
5. Encouragement faculty members applying MRPs;
6. Initiation for College MOOCs- Moodle site;
7. Research methodology to PG students;
8. Motivation to students for participating in various competitions; and
9. Encouraging the students and staff for admission into on swayam courses.

### RESOLUTIONS:

1. It is resolved to convene meetings with parents to get feedback on college maintenance and on academic matters.
2. It is resolved to conduct general health checkup to the students, Also it is resolved to conduct blood grouping test and make a Blood Grouping information which is shared to need patients for donating blood.
3. It is resolved to council the girl students about self protection. In addition to that it is resolved to organize classes on Karate by inviting a master to the girl students.
4. It is resolved to encourage the staff members for their research papers publications in UGC approved journals and to present papers at National and international seminars and conferences.
5. It is resolved to encourage the staff for applying to minor research projects and major research projects.
6. It is resolved to start MooCs Moodle site for offering foundation courses to reach all students.
7. To inculcate the research attitude among the PG students it is resolved to conduct two classes per week on Research Methodology.
8. It is resolved to motivate the students for participating in the competitions conducted with in the college and in other colleges.
9. It is resolved to encourage the students and staff to register for online courses (Swayam) and monitor the successful completion of the registered courses.

  
(Dr. M. Sambathu)

IQAC- Coordinator



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

The members of the IQAC met on 24/01/2019 at 3.00 PM at Principal chamber with the Principal Dr.Velaga Joshi garu, in the chair to discuss and take appropriate resolutions on the said agenda points. Quality enhancement and sustenance issues were discussed and the following resolutions were adopted.

### AGENDA Points:

1. Arrangement of invited talks, guest lectures and seminars;
2. Conduct of one day workshop on "Accreditation of Institution by NAAC in Virtual Era";
3. JKC training and placements;
4. Utilizing MOODLE platform for curriculum designing, teaching and evaluation;
5. Review of preparation of E-Learning kit in Zoology and computer Science and the project works progression;
6. Review of I semester Results.
7. Preparation and updation of all academic records for Academic audit which will be conducted by officials appointed by Commissioner Collegiate Education, AP.
8. Conduct of Board of studies meeting to review and enrich syllabi for V semester of UG Courses.
9. Preparation of various records for conducting Governing Body Meeting for Academic years 2017-18 & 2018-19.

### RESOLUTIONS:

1. It is resolved to request the incharges of the departments to organize some more invited talks, guest lectures and Seminars to motivate the students.
2. It is resolved to conduct one day workshop on "Accreditation of Institution by NAAC in Virtual Era" to the faculty members on 28<sup>th</sup> January, 2019 by inviting eminent resource persons. Dr.M.Syam Babu, lecturer in Commerce is appointed as organizing secretary for this workshop.
3. It is resolved to motivate the final year students to face the campus selections which are conducting in our college as well as in other institutions.
4. As nine faculty members are attended the training programme on OER content development, it is resolved to put more efforts for utilizing the MOOCS- MOODLE platform for curriculum design, teaching and evaluation.
5. It is resolved to speed up complete the preparation of E-Learning kit in Zoology and computer Science subjects which were financed by UGC-Autonomous funds. It is also resolved to review the progression of project works assigned to the final year students. For that taken information from department incharges about the number of batches formed. particulars of staff guiding the projects and the nature of projects the students chosen.

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6. It is resolved to appreciate the faculty members whose pass percentage of above 90 % among first semester students in various UG programmes.
7. It is resolved to update all academic records for Academic audit purpose by all departments. Academic Audit may be scheduled in the Month of February by Commissioner Collegiate Education, AP.
8. It is resolved to conduct of Board of studies meetings by all departments for review and enrich syllabi for V semester of UG Courses which must be suitable for development of Skill enchantment and market job oriented syllabi.
9. It is resolved to conduct Governing Body Meeting for Academic years 2017-18 & 2018-19 with the permission of Commissioner Collegiate Education, AP in coming month. For files management, it is resolved to appoint Smt. A. Roselind, Lecturer in English, Dr.R.Kameswari, Lecturer in Physics, Dr.M.Syam Babu, Lecturer in Commerce as committee members.

  
(Dr. M. Sambasiva)

IQAC- Coordinator





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 15/02/2019


The members of the IQAC met on 15/02/2019 at 11.30 AM at Principal chamber with the Principal Dr.Velaga Joshi garu, in the chair to discuss the agenda points and present and pass the following resolutions unanimously.

### AGENDA Points:

1. Conduct of gender equity promotion programmes;
2. Conduct of National Science Day, Academic festival, College Annual Day, Inter University Sports meet, and Women's day;
3. Review of Internal Continuous Evaluation of students in all even semesters;
4. Any other points with the permission of the chair.

### RESOLUTIONS:

1. As there are more than 45% of girl students in the college. It is necessary to conduct some programmes like Health & Hygiene, legal awareness. safety measures, importance of girls education etc. So it is resolved to organize more number of gender equity promotion programmes to girl students.
2. Due to the commencement of practical examinations from 28/02/2019, as per the Science Association resolutions it is resolved to celebrate National Science Day on 23-2-2019 instead of 28-2-19.  
It is resolved to conduct academic festival on 07/03/2019.  
It is resolved to conduct Inter University Sports meet with collaboration Krishna University.  
It is resolved to conduct cultural competitions among faculty members and students in view of College Annual Day and Rs.28,000 was allocated for the sports and cultural competitions.
3. It is resolved to conduct Internal Women's Day on 8<sup>th</sup> March, 2019.  
It is resolved to complete the Internal Continuous Evaluation of students in all even semesters by the first week of March, 2019.

  
(Dr. M. Srinivasan)

IQAC- Coordinator





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Date: 12/04/2019**

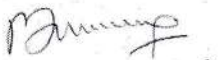
The IQAC team meeting was held under the chairmanship Dr.Velaga Joshi, principal on 12/04/2019 at 2.30 P M at Principal chamber to discuss the agenda points and present and pass the following resolutions unanimously.

### AGENDA Points:

1. Review the conduct of End semester Examinations for all even semester for AY 2018-19;
2. Evaluation of Annual Self Appraisal Reports of faculty members;
3. Preparation of IQAC Action Plan for the academic year 2019-20;
4. Preparation of Syllabus for new courses to be introduced during AY 2019-20;
5. Any other points with the permission of the chair.


### RESOLUTIONS:

1. End Semester Examinations was going very smoothly. It is resolved to announce examination results within 30 days.
2. As per the instructions of the Commissioner of Collegiate Education, AP it is resolved to validate the self evaluated grade submitted by all lecturers based on the documentary evidences and by strictly following the conditions given in ASAR format.
3. It is resolved to announce the last working day for the AY 2018-19 is 16<sup>th</sup> April, 2019 and college reopening day is 6<sup>th</sup> June, 2019 for the AY 2019-20. It is resolved to meet the IQAC team when very is need and at the time of announcing results for the even semesters.
4. It is resolved to follow the CCE guidelines for framing syllabi for B.Sc (EATZC) 3 year UG programme.
5. It is resolved to get approval from the Krishna University for students admission through PG CET of University in M.A. (Telugu) and M.Sc (Physics) the two PG programmes which going to offer during AY 2019-20.

  
(Dr. M. Srinivasan)

IQAC- Coordinator



  
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