

S.CH.V.P.M.R.GOV.T.DEGREE COLLEGE,GANAPAVARAM

INTERNAL QUALITY ASSURANCE CELL

(1) Meeting held on 5 July 2018

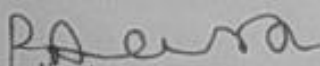
The IQAC meeting was held under the chairmanship of Sri P. Madhu Raju, Principal (FAC) and attended by the coordinator and members.

**Agenda**

- Charting out the plan of action by the IQAC for the year
- Enhancement of enrollment & continuation of Best Practices
- Submission of AQAR for 17-18
- Annual curricular plans in sync with the university academic calendar
- Conducting Bridge courses and remedial coaching
- Launching certificate courses & printed material to students
- Any other matter with the permission of the chair

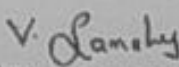
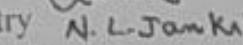
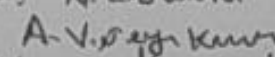
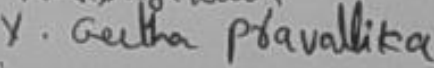
**Minutes**

- The IQAC coordinator spoke on the outline of plan of action for 2018-19.
- The Principal emphasized the need for enhancing enrollment in the college.
- The team discussed on the university academic calendar and its implementation.
- It is resolved to submit AQAR for 2017-18 in due time.
- The departments, it is resolved, are to submit annual curricular plans by 20<sup>th</sup> of July.
- The IQAC reviewed the prevailing best practices and stressed the need to continue them.
- The team motivated the faculty and students to join online courses.
- The IQAC laid emphasis on bridge courses and supply of printed material to students.

  
Coordinator  
(P.Arvind Swamy)

  
Chairman  
(P. Madhu Raju) 7/24

**Members Present:**

1. Dr. V.Sandhya, Lec. In Zoology 
2. Smt.N.L.Janaki.,Lecturer in Chemistry 
3. Sri A.Vijay Kumar.,Junior Asst. 
4. Y.Geetha PraVillika.,II B.Com 
5. K.V.Srinivasa Rao.,Secretary CPDC

## (2) Meeting held on 6 August 2018

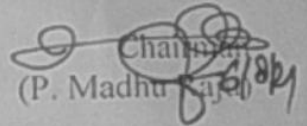
The IQAC meeting was held under the chairmanship of Sri P Madhu Raju, Principal (FAC) and attended by the coordinator and members.


### Agenda

- Review of departmental activities and monitoring the committees work.
- Literary competitions for students on relevant occasion.
- Students to use LMS facility.
- Students to use 'whatsapp' and 'e-mail' facilities for raising doubts and submitting assignments.
- Any other matter with the permission of the chair.

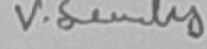
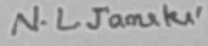
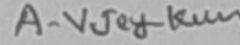
### Minutes

- It is resolved to review the departmental activities and committees work by IQAC.
- It is also resolved to conduct literary competitions for students on relevant occasion.
- It is decided that students need to make use of LMS facility for refreshing themselves on the topics already completed; and 'whatsapp' and 'email' for raising doubts and submitting assignments.

  
Chairman  
(P. Madhu Raju)

  
Coordinator  
(P. Arvind Swamy)

### Members Present:

1. Dr. V. Sandhya, Lec. In Zoology 
2. Smt. N. L. Janaki., Lecturer in Chemistry 
3. Sri A. Vijay Kumar., Junior Asst. 

## ACTION TAKEN REPORTS

### (1) Meeting held on 5 July 2018

ATR

1. **Charting out plan of action:** The IQAC had a discussion among the team members and charted out the plan of action for 2018-19 as follows and submitted to the principal.

Plan of action for 2018-19
To update website and increase % of ICT-enabled teaching
To exhort the faculty for organizing seminars and workshops in collaboration with other institutions
To request the departments to increase field-based activities for the students
To encourage the students for external scholarships
To pursue philanthropists for paying fee for poor students

2. **Enhancing enrollment:** Wide publicity was given about the facilities in the college and benefits of taking admission in S.CH.V.P.M.R.GOV.T.DEGREE COLLEGE, Ganapavaram, using pamphlets, banners, FM radio ads. Besides, the faculty visited the feeder colleges like Govt. junior college, Chanikya Junior College, BRS Junior College, Ganapavaram and Pippara Junior College, Pippara and interacted with the principal, staff and students on various facilities and Govt. schemes available in the institution. As usual, an admissions committee was formed with P. Arivind Swamy, as admissions coordinator and an admissions desk was created to take care of the visiting parents and students. Besides, the faculty visited the houses of the intermediate students and interacted with students and parents.
3. **Academic calendar & Annual curricular plans:** As the college is an affiliated college, the IQAC has recommended that the university academic calendar be implemented as it is, and directed all the departments to prepare curricular plans for the two semesters in accordance with this. The curricular plans were approved after careful examination and sent to the head of the institution.
4. **Submission of AQAR:** Taking inputs from the departments, committees, library, office and the principal, the IQAC team prepared AQAR for 17-18 and after approval by the principal, submitted it to NAAC on 03-08-2019 in online mode.
5. **Review of best practices:** The IQAC reviewed the prevailing best practices namely Vehicle Free Day, and Hand Full of Rice, asked the faculty to continue them with proper documentation and analysis.
6. **Bridge Courses:** All the departments conducted bridge courses for the new students for a period ranging from one week to ten days on the topics selected for the purpose.

## (2) Meeting held on 6 August 2018

ATR

1. **Monitoring of cells/committees:** Rigorous monitoring of cells and committees ensured the smooth functioning of the same. All the lecturers were given instructions to promote quality, accountability and transparency. The Discipline, Committee and the Anti Ragging Cell jointly took initiatives to acquaint the students with the pros and cons of ragging. Grievance Redressal Cell encouraged the students to share the issues they faced in the campus. Women Empowerment Cell organized counseling sessions to mould girls to meet the challenges of the society and conducted gender sensitization programs.
2. **Literary competitions:** Several literary competitions including elocution and quiz were conducted on the occasion of Independence Day.
3. **LMS Usage:** Majority of the students are watching video tutorials on CCE LMS (Learning Management System by Commissionerate of College Education) for the enrichment and reinforcement of their knowledge under the guidance of the faculty and the supervision of college LMS coordinator Dr. V. Sandhya, Lecturer in Zoology.
4. **Using e-platforms by students:** The students began using whatsapp and e-mail facilities for raising their queries and subject-related doubts, and also for submitting assignments.

## (3) Meeting held on 15 Nov. 2018

ATR

1. **policy – revision and implementation:** The policies of the college were revised and circulated to all the staff and students.
2. **UGC financial assistance:** The Head of the institution continued efforts to tap funds from UGC.

## (4) Meeting held on 5 March 2019

ATR

1. **Academic Audit:** The faculty prepared registers and relevant documents for the Academic and Administrative Audit by the representatives of the commissionerate of college education, Govt. of AP.
2. **College Day Celebrations:** The college day was celebrated this year.
3. **Feedback analysis & review:** The IQAC collected feedback on the institution and teacher performance from the students and on the curriculum from various stakeholders including students, alumni, faculty, and parents. It had discussions on the feedback analysis report and directed the faculty to take into account the suggestions received in the feedback. Further, the team had discussion with the head of the institution on the measures necessary at college level.
4. **Strategies for enhancing enrollment:** As per the proposals made by IQAC, the faculty collected students addresses from the feeder colleges. They interacted with the students and parents on the facilities and benefits in the college.

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#### (4) Meeting held on 5 March 2019

The IQAC meeting was held under the chairmanship of Dr. M.Syam Bab, Principal (FAC) and attended by the coordinator and members.

#### Agenda

- Preparation for Academic Audit
- Celebration of College Day
- Feedback on teacher performance, institution and curriculum
- Strengthening strategies for enhancing enrollment

#### Minutes

- It is resolved that all lecturers must fill CCE academic audit (external) proformas and be prepared with necessary documents and registers for verification by the audit team.
- It is decided that the college day be celebrated in March on convenient date.
- It is resolved to take feedback on institution and teacher performance from students and feedback on curriculum from students, faculty, alumni and parents.
- The principal stressed the need for enhancing enrollment by visiting feeder colleges, addressing the students, explaining the benefits of joining S.CH.V.P.M.R.GOV.T.DEGREE COLLEGE, Ganapavaram, taking their addresses, paying follow-up visits to their houses and motivating the students to seek admission in S.CH.V.P.M.R.GOV.T.DEGREE COLLEGE, Ganapavaram.



Coordinator  
(P.Arvind Swamy)



Chairman  
(Dr. M. Syam Bab)

#### Members Present:

1. Dr. V.Sandhya, Lec. In Zoology *V. Sandhya*
2. Smt.N.L.Janaki., Lecturer in Chemistry *N.L. Janaki*
3. Sri A.Vijay Kumar., Junior Asst. *A. Vijay Kumar*
4. Y.Geetha PraVillika., III B.Com *Y. Geetha Pravalika*
5. K.V.Srinivasa Rao., Secretary CPDC

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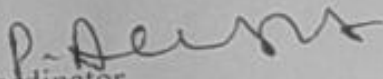
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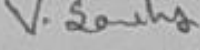
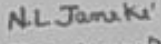
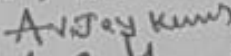
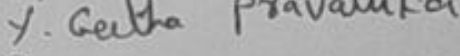
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Chairman  
(Dr. M.Syam Bab)