

**Sri Chintalapati Varaprasada Murthy Raju  
Government Degree College, Ganapavaram, W.G.Dist. A.P.**

Estd. 1972  
Affiliated to Adikavi Nannaya University  
Accredited 'B' by NAAC



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(1) Meeting held on 7 July 2017**

The IQAC meeting was held under the chairmanship of Sri P. Madhuraju, 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 2016-17
- Annual curricular plans in sync with the university academic calendar
- 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 a plan of action for 2017-18.
- The Principal emphasized the need for enhancing enrollment in the college.
- The team discussed the university academic calendar and its implementation.
- It is resolved to submit AQAR for 2016-17 in due time.
- The departments, it is resolved, are to submit annual curricular plans and proposals for certificate courses.
- The IQAC reviewed the prevailing best practices and stressed the need to continue them.
- The IQAC laid emphasis on bridge courses and supply of printed material to students.

*P.A. Swamy*  
Coordinator

(P. Arvind Swamy)

**Members Present:**

1. Dr V.Sandhya, Lecturer in Zoology - MEMBER *VS*
2. Smt N.L.Janaki, Lecturer in Physics - MEMBER *NLJ*
3. A.Vijay Kumar, Record Assistant, MEMBER *AVK*
4. Sri Maddipatla Yesu, Parent - MEMBER *M. Yesu*
5. Karri Ramya, III BSc., Student - MEMBER *K. Ramya*

*P. Madhuraju*  
Chairman

**PRINCIPAL (F.A.C)  
S.CH.V.P.M.R. Govt. Degree College  
Accredited "B" by NAAC  
GANAPAVARAM (W.G.Dt.,)**

## (2) Meeting held on 10 August 2017

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

### Agenda

- Review of departmental activities and monitoring the committee's work.
- Literary competitions for students on relevant occasions.
- Students can use the CCE LMS facility.
- 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 occasions.
- It is decided that students need to make use of LMS facility for refreshing themselves on the topics already completed;

*P.A. Swamy*  
Coordinator  
(P. Arvind Swamy)

*Chairman*  
PRINCIPAL (F.A.C)  
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Accredited "B" by NAAC  
GANAPAVARAM (W.G.Dt.,)

### Members Present:

1. Dr V.Sandhya, Lecturer in Zoology - MEMBER *VS*
2. Smt. VKJ Prasuna, Lecturer in Commerce – MEMBER *VKJ Prasuna*
3. A.Vijay Kumar, Record Assistant, MEMBER *AVK*
4. Karri Ramya, III BSc., Student - MEMBER *K. Ramya*

(3) Meeting held on 13 Nov. 2017

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

**Agenda**

- ICT policy – revision and implementation
- Pursuing financial assistance from UGC

**Minutes**

- It is resolved to revise the ICT policy of the college; according to which, each faculty has to take at least one ICT-based teaching hour per week and per class.
- It is decided to follow up the proposals submitted for financial grants from UGC.

*P. A. Swamy*  
Coordinator  
(P. Arvind Swamy)

*Chairman*  
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GANAPAVARAM (W.G.Dt.,)

**Members Present:**

1. Dr V.Sandhya, Lecturer in Zoology - MEMBER
2. Smt N.L.Janaki, Lecturer in Physics – MEMBER *Janaki*
3. Sri N.Rajasekhar Raju, Management representative ( CPDC), MEMBER *N. R. Raju*
4. A.Vijay Kumar, Record Assistant, MEMBER *AVK*

#### (4) Meeting held on 5 March 2018

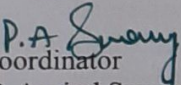
The IQAC meeting was held under the chairmanship of Sri P. Madhuraju, Principal (FAC) and attended by the coordinator and members.

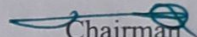
#### Agenda

- Preparation for Academic Audit
- Celebration of College Day
- Feedback from different stakeholders
- Strengthening strategies for enhancing enrollment

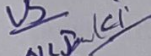
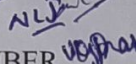
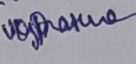
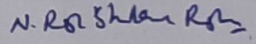

#### Minutes

- 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 college day be celebrated in March on a convenient date.
- It is resolved to take feedback on TLE and 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 GDCs.

  
Coordinator  
(P. Arvind Swamy)

  
Chairman  
PRINCIPAL (F.A.C)  
S.CH.V.P.M.R. Govt. Degree College  
Accredited "B" by MAAC  
GANAPAYARAM (W.G.Dt.,)

#### Members Present:

1. Dr V.Sandhya, Lecturer in Zoology - MEMBER 
2. Smt N.L.Janaki, Lecturer in Physics – MEMBER 
3. Smt. VKJ Prasuna, Lecturer in Commerce – MEMBER 
4. Sri N.Rajasekhar Raju, Management representative ( CPDC), MEMBER 
5. A.Vijay Kumar, Record Assistant, MEMBER 

## ACTION TAKEN REPORTS

### (1) Meeting held on 7 July 2017 - ATR

1. **Charting out plan of action:** The IQAC had a discussion among the team members and charted out the plan of action for 2017-18 as follows and submitted it to the principal.

Plan of action for 2017-18
To update website and increase % of ICT-enabled teaching
To exhort the faculty for organizing seminars and workshops in collaboration with other institutions
To encourage faculty and students to join MOOCs
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 Govt. Degree College, using pamphlets, banners. Besides, the faculty visited feeder colleges like SCBR Govt. junior college, Ganapavaram 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 and an admissions desk was created to take care of the visiting parents and students.
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 16-17 and after approval by the principal, submitted it to NAAC 20.10.2017.
5. **Review of best practices:** The IQAC reviewed the prevailing best practices namely Vehicle Free Day and Handful of Rice and 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 10 August 2017 - 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 counselling 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.

**(3) Meeting held on 13 Nov. 2017 - ATR**

1. **ICT policy – revision and implementation:** The ICT policy of the college was revised and circulated to all the staff and students. The faculty began ensuring a minimum one ICT-based teaching hour per week and per class.
2. **UGC financial assistance:** The Head of the institution continued efforts to tap funds from UGC.

**(4) Meeting held on 6 March 2018 - 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. The Audit was successfully completed.
2. **College Day Celebrations:** The college day was successfully celebrated.
3. **Feedback analysis & review:** The IQAC collected feedback on TLE 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 and visited them door to door. They interacted with the students and parents on the facilities and benefits in the college.

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