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

Estd. 1972
Affiliated to Adikavi Nannaya University
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

(1) Meeting held on 18 October 2021

The 1QAC meeting was held under the chairmanship of Dr. M. Syambab, Principal (FAC) and attended by the coordinator and the members of IQAC.

Agenda

- Chalking out IQAC action plan for 21-22 academic year
- Increasing ICT-based teaching & evaluation practices
- Introducing new certificate courses
- Review of best practices
- Submission of AQAR
- Participation in NIRF & AISHE
- Semester-wise curricular & action plans
- Organizing conferences/seminars/webinars/workshops
- Utilizing MOOCs for curriculum enrichment
- Registration of new students in NDL & NLIST
- Encouraging department-wise best practices
- Bridge course for the new students
- Organizing IPR webinar

Minutes

It is resolved in the meeting:

- To accept the plan of action for 2021-22 submitted by the IQAC coordinator
- To increase ICT-based teaching & evaluation practices
- To initiate 2 certificate courses by each department, aiming at skilling the students
- To continue with the existing institutional best practices besides focusing on student-centered teaching & learning as another best practice for the institution
- To authorize the IQAC coordinator to submit AQAR for 20-21 duly following NAAC guidelines
- To authorize Dr. Ch. Chaitanya, Lecturer in Botany to upload the institutional data to AISHE portal
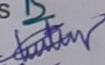
- To authorize Dr. GV Ramana, Lecturer in Telugu to upload the institutional data to NIRF portal
- To request all the faculty to submit semester-wise department curricular and action plans for 21-22
- To exhort the departments to plan for organizing international/national/state level webinars/seminars/workshops/conferences
- To enroll advanced learners in MOOCs
- To authorize Smt. J. Nagalakshmi, record assistant to enroll the new students in NDL
- To request all the departments to introduce department best practices if they have none so far
- To conduct bridge courses as usual for the new students and submit the record in proper format to the Principal.
- To organize a webinar on Intellectual Property Rights in association with National Intellectual Property Awareness Mission (**NIPAM**)

Chairman
(Dr. M. Syambab)

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Coordinator
(Dr. T. Akkiraju)

Members Present:
1. Sri P. Madhu Raju, Lecturer in Physics
2. Dr. Ch. Chaitanya, Lecturer in Botany
3. Sri KVR Subbaraju, Senior Assistant
4. Kum. G. Geetha III MPC G.Geetha
5. Kum. Ch. Mahima Rani, III Bcom. Ch.Mahima Rani

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(2) Meeting held on 9 March 2022

The 1QAC meeting was held under the chairmanship of Dr. M. Syambab, Principal (FAC) and attended by the coordinator and the members of IQAC.
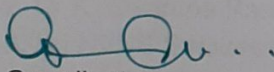
Agenda
1. Career counseling programs for students
2. Registration of new students in NLIST
3. Review of departmental activities and monitoring the committees' initiatives
4. Review the progress of and attendance for certificate courses
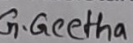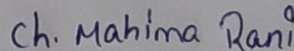5. Use of LMS facilities created by the CCE and APSCHE
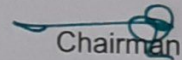
Minutes
It is resolved in the meeting:
- To arrange career counseling programs for the students
- To authorize Smt. Sk. Parveen, Lecturer in Zoology to enroll the new students in NLIST and motivate them to make use of the resources available there
- To encourage different committees and cells to increase outreach programs and extension activities, and to instruct the Departments to properly document certificate courses and save copies of certificates
- To request the faculty to put their department best practices in NAAC format for uploading on the college website
- To request all the departments to prepare 'vision and mission of the departments' in line with the institution vision and mission
- To request the criterion-wise coordinators to speed up data collection from the departments for the last five years as per NAAC requirement
- To reconstitute IQAC as per the latest guidelines of NAAC updated April 2022
- To enlighten the students about the LMS videos kept available by the CCE and APSCHE and and guide them to make use of these online resources for reinforcement of learning

Chairman

(Dr. M. Syambab)

Coordinator

(Dr. T. Akkiraju)

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Members Present:
1. Sri P. Madhu Raju, Lecturer in Physics
2. Dr. Ch. Chaitanya, Lecturer in Botany
3. Sri KVR Subbaraju, Senior Assistant
4. Kum. G. Geetha III MPC G. Geetha
5. Kum. Ch. Mahima Rani, III Bcom. Ch. Mahima Rani

(3) Meeting held on 30 June 2022

The 1QAC meeting was held under the chairmanship of Dr. M. Syambab, Principal (FAC) and attended by the coordinator and the members of IQAC.
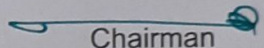
Agenda
- Orientation to faculty on Academic Audit
- Capacity building to faculty on online assessment tools
- Review of activities under MoUs
- Review of activities under department best practices
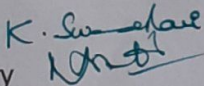- Certificate courses by the departments

Minutes
It is resolved in the meeting:
1. To arrange an orientation program to the faculty by the CCE designated Academic Advisors - Dr. GV Rao & Dr. Ch. Anuradha
2. To organize capacity building training sessions to faculty on online assessment tools by the computer faculty in the institution
3. To increase outreach activities under MoUs and department best practices
4. To start a 40-day certificate course in 'Fundamental of Computers' for the non-computer students

Chairman
(Dr. M. Syambab)
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Coordinator
(Dr. T. Akkiraju)

Members Present:
1. Sri P. Madhu Raju, Lecturer in Physics
2. Dr K. Swarupa Rani, Lecturer in Economics
3. Sri NVNB Srinivasarao, Lecturer in Chemistry
4. 5. Sri KVR Subbaraju, Senior Assistant
6. K. Hemalatha, I BA. K. hemalatha.

(4) Meeting held on 18 August 2022

The 1QAC meeting was held under the chairmanship of Dr. M. Syambab, Principal (FAC) and attended by the coordinator and the members of IQAC.

Agenda

1. UGC lecture series - faculty attendance
2. Online feedback collection
3. AQAR for 2021-22
4. Enhancing enrollment for 22-23

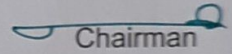### Minutes

It is resolved in the meeting:

- To motivate the faculty to attend UGC lecture series
- To collect feedback on curriculum by students, staff, parents and alumni
- To conduct SSS for 2021-22
- To authorize IQAC coordinator to submit AQAR within stipulated time
- To adopt more effective strategies (like connecting the nearby Junior college students to the labs in the degree college and interacting with them) to enhance enrollment for 2022-23

Chairman
(Dr. M. Syambab)
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Coordinator
(Dr. T. Akkiraju)

Members Present:

1. Sri P. Madhu Raju, Lecturer in Physics
2. Dr K. Swarupa Rani, Lecturer in Economics K. Swarupa
3. Sri NVNB Srinivasarao, Lecturer in Chemistry
4. 8. Sri KVR Subbaraju, Senior Assistant
5. Sri Darabattula Sarayya, Parent   D Sarayya
6. K. Hemalatha, I BA. k. hemalatha

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IQAC MEETINGS - ACTION TAKEN REPORTS

(1) IQAC Meeting held on 18 October 2021
ATR

1. **Chalking out IQAC action plan for 21-22 academic year:** The IQAC had a discussion among the team members and chalked out the plan of action for 2020-21 as follows and submitted to the principal.
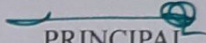
ACTION PLAN FOR 2021-22	
MONTH/WEEK	**ACTIVITY PROPOSED**
OCTOBER 2021	NIRF registration for 20-21 Increasing ICT-based teaching & evaluation practices Registration of new students in NDL
NOVEMBER 2021	Interaction with faculty Action plans preparation Special emphasis on conferences/seminars Introducing exclusive certificate courses
DECEMBER 2021	Designating criterion-wise coordinators Monitoring activities under MoUs & best practices
JANUARY 2022	Interaction with criterion-wise coordinators Organizing IPR webinar Enrollment of students in MOOCs
FEBRUARY 2022	Uploading data to AISHE portal Arranging career counseling programs
MARCH 2022	Digitalization of documents Uploading documents to website
APRIL/MAY 2022	Review of NAAC preparedness
JUNE 2022	Preparing for Academic Audit by CCE Registration of new students in NLIST

JULY 2022	Capacity building training for the faculty
AUGUST 2022	Feedback from all stakeholders Submission of AQAR for 21-22

2. **Increasing ICT-based teaching & evaluation practices:** All the departments began conducting online Quizzes and other short answer tests through Google forms besides adopting blended teaching practices.

3. **Review of best practices:** The existing institutional best practices were reviewed, and since the student-centered teaching practices were institutionalized, it was also put in NAAC format and focused. Insurance to all students was also continued besides vehicle-free days and a handful of rice.

4. **Submission of AQARs:** As per NAAC guidelines, AQAR for 2017-18 was edited and resubmitted on 16.11.2021; AQAR for 2018-19 was edited and resubmitted on 16.11.2021; AQAR for 2019-20 was edited and resubmitted on 18.10.2021; AQAR for 2020-21 was submitted on 04.04.2022 by the Coordinator, IQAC.

5. **Participation in NIRF & AISHE:** The institution data for NIRF ranking 2022 was submitted on 29.01.2022 by Dr. G.V. Ramana, Lecturer in Telugu. The institution data for AISHE for 2020-21 on 18.02.2022 by Dr. Ch. Chaitanya, Lecturer in Botany.

6. **Semester-wise curricular & action plans:** All the departments submitted to IQAC their curricular and action plans for the two semesters in 2021-22 academic year.

7. **Organizing conferences/ seminars/ webinars/ workshops:**
   - An awareness or training program on Intellectual Property Rights was organized on 24.02.2022 in association with NIPAM.
   - A LOCAL WEBINAR on UNiTE TO END VIOLENCE AGAINST WOMEN was organized by the Women Empowerment Cell of the college on 25.11.2021 on the occasion of International Day for the Elimination of Violence against Women.
   - A NATIONAL WEBINAR on VIOLENCE AGAINST WOMEN - PRE BIRTH TO DEATH was organized by the Women Empowerment Cell of the college on 25.12.2021 in collaboration with SR & BGNR Govt. Arts & Science College (Autonomous), Khammam, Telangana State.
   - As a part of Azadi Ka Amrit Mahotsav, a local workshop was organized on 'Har Ghar Tiranga' on 14.08.2022 with a view to enlightening the students about the role and significance of the Tricolor flag.

8. **Utilizing MOOCs for curriculum enrichment:** 28 students completed APSSDC online PANTECH PYTHON program for 30 days.
9. **Certificate Courses:** apart from 4 Certificate courses under JKC, 16 Certificate Courses were completed this year
10. **Registration of new students in NDL:** 227 students across the programs were enrolled in NDL and encouraged to make use of NDL resources.
11. **Encouraging department-wise best practices:** Each department launched two best practices in tandem with the institution's vision and mission.
12. **Bridge course for the new students:** All the departments conducted bridge courses for the new students and documented it with relevant details.

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(2) IQAC Meeting held on 9 March 2022

ATR

1. **Career counseling programs for students: (1)** The IQAC in collaboration with Career Guidance Cell organized a career counseling program on 14.03.2022. The resource persons, four in number from different fields with rich and varied experience, interacted with the students for the entire forenoon session. **(2)** On 29.07.2022, the Career Guidance Cell organized a meeting for the students and distributed competitive examinations printed material to them. **(3)** On 15.09.2022, an awareness program on competitive exams was organized. In the program, a lecturer, who was newly recruited by virtue of his merit in the state level APPSC examination, interacted with the students and enlightened them about facing competitive exams with confidence.

2. **Registration of new students in NLIST:** 185 students were registered in NLIST and they were briefed about the various resources available under NLIST.

3. **Review of departmental activities and initiatives:** The activities conducted by the departments and the committees/cells were reviewed in the IQAC meeting, and relevant suggestions were made. Departments of Telugu, English, Maths, Physics, History, Social work and computers undertook outreach programs and extension activities.

4. **Use of LMS facilities created by the CCE and APSCHE:** The students across all the programs were motivated to watch LMS videos related to the lesson and attend the classes for a better understanding and interaction with the teacher.

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(3) IQAC Meeting held on 30 June 2022

ATR

1. **Orientation on Academic Audit:** An orientation program was organized to the faculty on Academic Audit by the CCE designated Academic Advisors - Dr. GV Rao & Dr. Ch. Anuradha on 16.08.2022.

2. **Capacity building to faculty:** As a part of Capacity building for the faculty, 3 training sessions were organized on online assessment tools by the computer faculty in the institution on 17.08.2022.

3. **Outreach & Extension activities:** Under MoUs and department best practices, a lion's share of the departments undertook outreach programs and extension activities in the neighborhood and nearby academic institutions.

4. **Certificate course in 'Fundamental of Computers':** With a view to enhancing the computer skills of the non-computers program students, a 40-day Certificate Course in Fundamental of Computers was launched on 10.08.2022 with a batch of 37 students.

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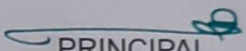Accredited "B" by NAAC
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(4) IQAC Meeting held on 18 August 2022

ATR

1. **UGC lecture series - faculty attendance:** The faculty continued attending UGC's Chetana Online Lecture Series on Best Practices in Higher Education and NAAC-sponsored webinars from 01.09.2022.

2. **Online feedback collection:** Since the Academic year 2021-22 came to an end in September 2022, feedback was collected on curriculum and academic facilities by the students, parents, alumni and faculty in the 3rd and 4th weeks of September 2022.

3. **AQAR for 2021-22:** Filling online AQAR and uploading relevant documents and links were started in the 4th week of September 2022.

4. **Enhancing enrollment for 22-23:** All measures - visiting nearby Junior colleges, interacting with their staff and principal, connecting with the students and bringing them to the well-equipped laboratories in SCHVPMR Govt. Degree College - were taken by the relevant committees under the leadership of the principal.

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