



Dr.Lankapalli Bullayya College Visakhapatnam

Minutes of IQAC Meeting held on 23.09.2020 at 10.30 AM – 12.30 Noon

in Block 2 Seminar Hall

Period: Second meeting of the Academic Year 2020-2021

Members Present

Dr.G.S.K.Chakravarty	Principal & Chairman IQAC
Dr.R.V.H.Srikanth	Vice Principal
Smt. V.Subbalakshmi	Coordinator IQAC
Sri.N.K.Mahesh	Member IQAC
Sri.Ch.Venkata Kishore	Member IQAC
Sr.B.Srinivasa Reddy	Member IQAC
Sri.J.Lakshmana Babu	Member IQAC
Smt.P.Adi Lakshmi Devi	Member IQAC
Ms.K.Mrudula Praveena	Member IQAC
Mr.N.Ramu	Member IQAC
Ms.G.Sujata	Member IQAC
Dr.G.Vinay Chaitanya	Member IQAC
Mr. V.Ch. Jyothi Swaroop	Member IQAC
Smt.Ch.Rama Kalyani	Member IQAC

Agenda of the meeting

1. Introduction of new members nominated to IQAC from 2019-20
2. Formal discussion of contents of NAAC processes for the benefit of the new members
3. Review of action points on Meeting held on 12/06/2020.
4. Review on the status of NAAC E-AQAR.
5. Discussion on academic work in the wake of the COVID pandemic
6. Any other matter with the permission of the chair.

Agenda Point 1

Principal Dr. G.S.K.Chakravarty explained that seven new members were nominated to IQAC to strengthen the committee. He welcomed Smt.P.Adi Lakshmi Devi, Ms.K.Mrudula Praveena, Mr.N.Ramu, Ms.G.Sujata Dr.G.Vinay Chaitanya, Mr. V.Ch. Jyothi Swaroop & Smt.Ch.Rama Kalyani new members nominated to IQAC. He requested Coordinator IQAC to introduce processes of NAAC to the new members.



Agenda Point 2

Smt Subbalakshmi Coordinator IQAC discussed the process to be followed in respect of NAAC accreditation and reaccreditation. She explained in detail the contents of AQAR and SSR. All new members were given copies of NAAC manual.

Agenda Point 3

Coordinator IQAC mentioned that Previous IQAC meeting was held on 12 June 2020. Being a lockdown period the meeting was held using online collaboration app "Jitsi Meet". She summed up the actions taken on the agenda points discussed during that meeting.

Discuss the result of student satisfaction survey with individual teachers: Coordinator IQAC confirmed that heads of departments discussed with individual teachers the result of the student satisfaction survey using online collaboration tools during the month of June 2020.

Preparation of Academic Calendar: Since academic calendar is to be prepared as first task before reopening, discussion on the possibility of preparing the same was held. As there is no clarity on the reopening of colleges, academic activity on regular classes could not prepared with authenticity.

Conduct of Online Classes: Since there was uncertainty on the commencement of classes a discussion with heads of departments on the conduct of online classes was proposed. This matter was discussed in a separate meeting with HODs. As a result online classes commenced on 17 August 2020 by all departments of UG & PG.

Agenda Point 4

Principal reviewed the status of submission of E-AQAR for the year 2018-19 asking for reasons as to why it could not be done on time. Responding on the matter Coordinator IQAC explained that some data items necessary to be uploaded into the portal could not be collected due the lockdown and assured that the report would be submitted before the end of October 2020.

Agenda Point 5

Principal requested the members to discuss on the future plans. Preparation of a standard Operating Procedure on staying healthy in the wake of COVID pandemic has been given top most priority Dr.R.V.H.Srikanth, Vice Principal of the college has accepted the responsibility of having an SOP prepared.

Since the commencement of regular classes is uncertain at the moment all members have agreed to create a special process to ensure the conduct of academic process in an equitable and efficient manner. Dr.R.V.H.Srikanth once again volunteered to create an SOP for the purpose in consultation with heads of various departments.



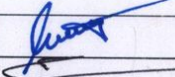
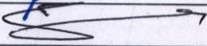
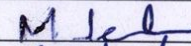
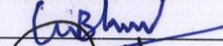
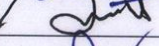
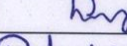
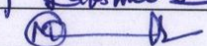
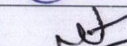
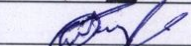
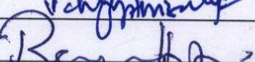
Although it is difficult to prepare an academic calendar under the prevalent uncertainty, it was agreed to create a tentative calendar of events for the academic year 2020-21. Principal Dr.G.S.K.Chakravarty will initiate a meeting with the heads of all departments to come out with a calendar of events. Ch.Venkata Kishore, B.Srinivasa Reddy, J.Lakshmana Babu and N.K.Mahesh will coordinate this meeting.

Compulsory Physical distancing is the main roadblock to contemplate any event involving a group of people. Seminars workshops involving teachers, researchers and other stakeholders are thus not considered at all in the current scenario. However it is recommended by the members that we conduct greater numbers of e seminars and workshops of National importance at our campus. N.Ramu and Dr.G.Vinay Chaitanya will come up with a proposal on the number of e seminars/workshops.

Subject workshops and special programs for teaching staff should be conducted with an emphasis on faculty clearing NET/SET examinations. Dr.R.V.H.Srikanth has agreed to come up with details of such program for the teaching staff members.

As part of the continued efforts on environmental protection, it is planned to carry out fresh plantation of trees in the campus. P.Adi Lakshmi Devi, G.Sujata and Ch.Rama Kalyani will have this event conducted in coordination with the NSS unit of the college.

There are disparate software programs used on the campus. It is agreed to try and integrate all of those programs into one e-based system for different purposes. Mr.N.Ramu and V.Ch. Jyothi Swaroop will coordinate with the department of computer science to do this job.

1	Dr.G.S.K.Chakravarty	Principal	
2	Dr.R.V.H.Srikanth	Vice Principal	
3	Smt. V.Subbalakshmi	Coordinator IQAC	V. Subbalakshmi
4	Sri.N.K.Mahesh	Member IQAC	
5	Sri.Ch.Venkata Kishore	Member IQAC	
6	Sr.B.Srinivasa Reddy	Member IQAC	
7	Sri.J.Lakshmana Babu	Member IQAC	
8	Smt.P.Adi Lakshmi Devi	Member IQAC	P. Lakshmi Devi
9	Ms.K.Mrudula Praveena	Member IQAC	
10	Mr.N.Ramu	Member IQAC	
11	Ms.G.Sujata	Member IQAC	G. Sujata
12	Dr.G.Vinay Chaitanya	Member IQAC	
13	Mr. V.Ch. Jyothi Swaroop	Member IQAC	V. Ch. Jyothi Swaroop
14	Smt.Ch.Rama Kalyani	Member IQAC	



A meeting was held in the office of IQAC on 21.11.2020 at 11.00am.

The following members were present for the meeting.

Smt.V.Subbalakshmi	Coordinator, IQAC	<i>Subbalakshmi</i> 21/11/2020
Sri.Ch.Venkata Kishore	Coordinator, Sciences (UG)	<i>Ch. Venkata Kishore</i>
Sri.N.K.Mahesh	Coordinator, Management (UG)	<i>N.K. Mahesh</i>
Sri.B.Srinivas Reddy	Coordinator, Commerce (UG)	<i>B. Srinivas Reddy</i>
Sri.J.Lakshman Babu	Coordinator, Social Sciences	<i>J. Lakshman Babu</i>
Smt.P.Adi Lakshmi Devi	Lecturer, Department English	<i>P. Adi Lakshmi Devi</i>
Smt.Ch.Rama Kalyani	Lecturer, Department of Commerce	<i>Ch. Rama Kalyani</i>
Ms.K.Mrudula Praveena	Lecturer, Department of Electronics	<i>K. Mrudula Praveena</i>
Sri.N.Ramu	Lecturer, Department of Physics	<i>N. Ramu</i>
Sri.V.Ch.Jyothi Swaroop	Lecturer, Department of Politics	<i>V. Ch. Jyothi Swaroop</i>
Dr.Vinay Chaitanya Ganta	Lecturer, Department of Management (UG)	<i>V. Chaitanya Ganta</i>

Agenda:

- To discuss about the NAAC 3rd Cycle.
- To discuss the changes brought in procedure of NAAC.
- To discuss the seven criteria and data required for the same.
- To assign and allocate the work to the IQAC members.

Resolutions:

1. The Coordinator, IQAC briefed the members about the changes in the Accreditation procedure of NAAC.
2. The team discussed the procedure for the online submission of Self Study Report, Data Verification and Validation.
3. The members were assigned the criterion and were also asked to collect data from the concerned departments.
 - Smt.P.Adilakshmi Devi to visit the departments and collect the details regarding Board of Study Members, change in syllabus, Internships, etc.,
 - Dr.G.Vinay Chaitanya to visit all departments on campus to collect information regarding Research Publications, Webinars/FDP attended, Books published.
 - Smt.Ch.Rama Kalyani to collect information about NSS, Cultural Activities and departmental activities.
 - Sri.V.Ch.Jyothi Swaroop to collect information pertaining to Sports, NCC etc.,



A meeting was held in the Principal's Office on 30.08.2021 at 3.00pm.

The following members attended the meeting.

Smt.V.Subbalakshmi	Coordinator, IQAC	<i>V Subbalakshmi</i>
Sri.Ch.Venkata Kishore	Coordinator, Sciences (UG)	<i>Ch Venkata Kishore</i>
Sri.N.K.Mahesh	Coordinator, Management (UG)	<i>N.K. Mahesh</i>
Sri.B.Srinivas Reddy	Coordinator, Commerce (UG)	<i>B. Srinivas Reddy</i>
Sri.J.Lakshman Babu	Coordinator, Social Sciences	<i>J. Lakshman Babu</i>

Minutes of the Meeting:

- To visit the Departments to explain the faculty members about the documents, Register etc, to be updated for NAAC third cycle.
- updation of the box files of students.
- Updation of the Teaching Diaries, Teaching notes and Activity Registers.
- A schedule was prepared for the same.

