

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	V. Subbalakshmi
Sri. Ch. Venkata Kishore	Coordinator, Sciences (UG)	Venkat
Sri. N. K. Mahesh	Coordinator, Management (UG)	Mahesh
Sri. B. Srinivas Reddy	Coordinator, Commerce (UG)	B. Srinivas Reddy
Sri. J. Lakshman Babu	Coordinator, Social Sciences	Lakshman Babu

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.

A meeting was held in the office of IQAC on 21.11.2021 at 11.00am.

The following members were present for the meeting.

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

Agenda:

- To form teams to visit the Departments to check the preparedness for submission of SSR.
- To prepare a checklist for the same.
- To prepare a schedule for the visits.

Resolutions:

The teams comprising of two members were formed to visit the departments.

Checklist for the visit to the departments:

1. BOS Letters
2. Syllabus
3. Mentor – Mentee Activities
4. Slow Learners (Remedial Classes)
5. Advanced Learners
6. Department Activity Register
(Classroom Seminars, Workshops,
Guest Lectures, Poster Presentation,
Quiz, etc.,)
7. Research Publications
8. Books Published
9. Seminars, Webinars, Workshops,
FDP, Conferences attended list and
certificates
10. Results
11. Mid Exams marks Registers
12. Internship Data
13. Programme Outcomes & Course
Outcomes
14. Cultural Activities

Schedule to visit the Departments:

Date	Department
23.11.2021	Physics and Electronics
24.11.2021	Mathematics and Statistics
25.11.2021	Languages
26.11.2021	Life Sciences (Botany, Zoology, Biotechnology & Microbiology)
30.11.2021	Computer Science, Chemistry
02.12.2021	BBA & B.A
03.12.2021	B.Com

It was decided that the second review may be scheduled in the month of January.

A meeting was held in the office of IQAC on 06.02.2022 at 2.30pm to review the SSR for NAAC 3rd cycle and AQAR 2021-22.

The following members were present for the meeting.

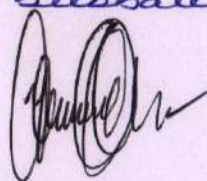

Smt.V.Subbalakshmi	Coordinator, IQAC	<i>V-subbalakshmi</i>
Sri.Ch.Venkata Kishore	Coordinator, Sciences (UG)	<i>Venkat</i>
Sri.N.K.Malesh	Coordinator, Management (UG)	<i>Malesh</i>
Sri.B.Srinivas Reddy	Coordinator, Commerce (UG)	<i>Srinivas Reddy</i>
Sri.J.Lakshman Babu	Coordinator, Social Sciences	<i>Lakshman Babu</i>
Smt.P.Adi Lkshmi Devi	Lecturer, Department English	<i>P-Lakshmi Devi</i>
Smt.Ch.Rama Kalyani	Lecturer, Department of Commerce	<i>Rama Kalyani</i>
Ms.K.Mrudula Praveena	Lecturer, Department of Electronics	

Resolution

- Reviewing of the qualitative metrics in SSR was assigned to Dr.S.S.V.N.Sakuntala, Associate Professor, English and Dr.K.Surela Raj, HOD, English.
- To seed up the revamping of the website.
- Head of Departments to look into the updation of Department profiles in the website.
- To invite agencies to discuss about green and energy audit.

A meeting was convened in the Principal's chamber on 04.04.2022 with the sports, NCC, NSS and SDC departments regarding NAAC SSR and AQAR 2021-22.

The following members were present at the meeting.

Dr.G.S.K.Chakravarthy	-	Principal	
Smt.V.Subbalakshmi	-	Coordinator	V Subbalakshmi
Dr.Y.Srinivasa Rao	-	Physical Director	
Major T.Brahmananda Reddy	-	NCC Officer	
Capt. Dr.K.Uma Nageswari	-	NCC Officer	K. Umageswari
Lt.J.Lakshman Babu	-	NCC Officer	AJ
Sub-Lt.Rama Goswami	-	NCC Officer	Rama Goswami
Dr.B.R.S.Lakshman Reddy	-	NCCC Officer	
Sri.T.N.Chaitanya	-	NCC Officer	
Sri.Sk.Gowsi Babu	-	NSS Officer	
Smt.E.Teja Swetha	-	Coordinator, SDC	

Resolutions:

- The physical Director was instructed to update all the sports activities in the website so as to help to share the same with IQAC to prepare a report.
- The NCC officers were also informed the same.
- The NSS officer was also informed to give a report on extension activities covered in the neighbourhood community.
- The SDC department was suggested to conduct activities to enrich the communication skills and also to train them for campus interviews.