

Dr. LANKAPALLI BULLAYYA COLLEGE  
INTERNAL QUALITY ASSURANCE CELL  
VISAKHAPATNAM

Composition of IQAC members – 2022-23

Sl.No	Name of the functionary	Name of the person
1	Chair Person – Head of the Institution	Dr.G.S.K.Chakravarty
2	Teacher Representatives	Mr.B.Srinivas Reddy - Commerce Mr.N.K.Mahesh – BBA Sri.J.Lakshman Babu – B.A – Economics Smt.P.Adi Lakshmi Devi - English - UG Smt.Mrudula Praveena - Electronics - UG Smt.R.Swapna – Biochemistry - PG Smt.E.Roopa Rani - MBA Smt.D.Rupasri - MCA
3	Member from the Management	Dr.G.Madhu Kumar
4	Senior Administrative Officer	Sri.S.Hari Krishna – A.O
5	Nominee from Local Society, Student, Alumni	Ms. Lakshmi Mukkavalli, Patra Associates
6	Nominee each from Employers / Industrialists / Stakeholders	Mr. R. Nanda Kishore – Industrialist
7	Senior Teacher as Coordinator	Mrs.V.Subbalakshmi – Chemistry – PG
8	Technical Staff	1. Smt.S.Husna Tasneem 2. Smt. K.Sarita

*W. Subbalakshmi*  
COORDINATOR

  
PRINCIPAL

A meeting was held in the Principal's Office on 19.07.2022 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)	
Sri.N.K.Mahesh	Coordinator, Management (UG)	<i>Mahesh</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.Adilakshmi Devi	Member	<i>P. Adilakshmi Devi</i>
Ms.Mrudula Praveena	Member	<i>Mrudula Praveena</i>
Smt.R.Swapna	Member	<i>R. Swapna</i>
Dr.E.Roopaa Rani	Member	<i>E. Roopaa Rani</i>
Smt.D.Rupasri	Member	<i>Rupasri</i>

#### Minutes of the Meeting:

- To do groundwork on key indicators of SSR 1.2.1 and 1.3.2.
- To track the students progression to higher studies through whatsapp groups.
- To collect complete information on students qualified in Government Examination like Sachivalayam, APSET, UGCNET, etc.
- As uploading of e-copies of award letters or participation certificates in sports and cultural events is mandatory by NAAC, the concerned were instructed to collect the same.

*[Signature]*



A meeting was held in the Principal's Office on 14.09.2022 at 3.00pm regarding revamping of website.

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>
Smt.P.Adilakshmi Devi	Member	<i>P.Adilakshmi Devi</i>
Ms.Mrudula Praveena	Member	<i>M.Mrudula Praveena</i>
Smt.R.Swapna	Member	<i>R.Swapna</i>
Dr.E.Roopaa Rani	Member	<i>E.Roopaa Rani</i>
Smt.D.Rupasri	Member	<i>D.Rupasri</i>

#### Minutes of the Meeting:

- The Heads of the Departments were instructed to update the department profile on website.
- It was decided to include pages as per the NAAC requisites.
- To improvise the NCC, NSS and Sports pages on website.

*[Signature]*



A meeting was held in the Principal's Office on 23.01.2023 at 3.00pm regarding Administrative Training Programme to Non-Teaching Staff on Campus.

The following members attended the meeting.

Smt.V.Subbalakshmi	Coordinator, IQAC	V. Subbalakshmi
Sri.Ch.Venkata Kishore	Coordinator, Sciences (UG)	
Sri.N.K.Mahesh	Coordinator, Management (UG)	M. Mahesh
Sri.B.Srinivas Reddy	Coordinator, Commerce (UG)	B. Srinivas Reddy
Sri.J.Lakshman Babu	Coordinator, Social Sciences	J. Lakshman Babu
Smt.P.Adilakshmi Devi	Member	P. Adilakshmi Devi
Ms.Mrudula Praveena	Member	M. Praveena
Smt.R.Swapna	Member	R. Swapna
Dr.E.Roopaa Rani	Member	E. Roopaa Rani
Smt.D.Rupasri	Member	D. Rupasri
Dr.K.Surela Raj	Head, Department of English (PG)	K. Surela Raj

#### Minutes of the Meeting:

- It is suggested to plan for an Administrative Training Programme to the Non-Teaching Staff on campus.
- The Head, Department of English (PG) came forward with a proposal to train the Non-teaching staff on communication skills.
- It is decided to start the training programme in the month of February.



A meeting was held in the Principal's Office on 6<sup>th</sup> March, 2023 at 3.30pm regarding Green Audit.

The following members attended the meeting.

Smt.V.Subbalakshmi	Coordinator, IQAC	<i>V-subbalakshmi</i>
Sri.Ch.Venkata Kishore	Coordinator, Sciences (UG)	
Sri.N.K.Mahesh	Coordinator, Management (UG)	<i>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.Adilakshmi Devi	Member	<i>P. Adilakshmi Devi</i>
Ms.Mrudula Praveena	Member	<i>M. Praveena</i>
Smt.R.Swapna	Member	<i>R. Swapna</i>
Dr.E.Roopaa Rani	Member	<i>E. Roopaa Rani</i>
Smt.D.Rupasri	Member	<i>D. Rupasri</i>
Dr.B.Madhavi	Department of Environmental Studies	<i>B. Madhavi</i>

#### Minutes of the Meeting:

- It was decided to invite external agencies for green / energy audit.
- Teams were formed to gather necessary information for Audit purpose.
- To improve greenery on campus.
- To create awareness amongst students to move towards plastic free campus.



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**ACTION TAKEN REPORT**

Plan of Action	Action Taken
<ul style="list-style-type: none"> <li>• To do groundwork on key indicators of SSR 1.2.1 and 1.3.2.</li> <li>• To track the students progression to higher studies through whatsapp groups.</li> <li>• To collect complete information on students qualified in Government Examination like Sachivalayam, APSET, UGCNET, etc.</li> <li>• As uploading of e-copies of award letters or participation certificates in sports and cultural events is mandatory by NAAC, the concerned were instructed to collect the same.</li> </ul>	<ul style="list-style-type: none"> <li>• A team was constituted to gather the information relating to internship, higher studies.</li> <li>• The sports personnel were instructed to collect the certificates from the students who participated in various sports events</li> </ul>
<ul style="list-style-type: none"> <li>• The Heads of the Departments were instructed to update the department profile on website.</li> <li>• It was decided to include pages as per the NAAC requisites.</li> <li>• To improvise the NCC, NSS and Sports pages on website</li> </ul>	<ul style="list-style-type: none"> <li>• The Principaland Coordinator, IQAC briefed the HODs, NCC, NSS and Sports departments to update the department profile in the website as per the NAAC requisite.</li> </ul>
<ul style="list-style-type: none"> <li>• It is suggested to plan for an Administrative Training Programme to the Non-Teaching Staff on campus.</li> <li>• The Head, Department of English (PG) came forward with a proposal to train the Non-teaching staff on communication skills.</li> <li>• It is decided to start the training programme in the month of February.</li> </ul>	<ul style="list-style-type: none"> <li>• A training programme on Communication Skills for Non-Teaching Staff was planned and executed in the month of February.</li> </ul>
<ul style="list-style-type: none"> <li>• It was decided to invite external agencies for green / energy audit.</li> <li>• Teams were formed to gather necessary information for Audit purpose.</li> <li>• To improve greenery on campus.</li> <li>• To create awareness amongst students to move towards plastic free campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Dr.B.Madhavi and Dr.P.KiranKumari were assigned the responsibility of Green and Energy Audit.</li> <li>• The greenery on campus was also improved.</li> </ul>

*Just*  
**PRINCIPAL**  
**Dr. L. BULLAYYA COLLEGE**  
**VISAKHAPATNAM**

