

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. 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 6th 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>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>
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.



Dr.LANKAPALLI BULLAYYA COLLEGE
INTERNAL QUALITY ASSURANCE CELL
VISAKHAPATNAM

ACTION TAKEN REPORT

Plan of Action	Action Taken
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • A team was constituted to gather the information relating to internship, higher studies. • The sports personnel were instructed to collect the certificates from the students who participated in various sports events
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • A training programme on Communication Skills for Non-Teaching Staff was planned and executed in the month of February.
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Dr.B.Madhavi and Dr.P.KiranKumari were assigned the responsibility of Green and Energy Audit. • The greenery on campus was also improved.

Just
PRINCIPAL
Dr. L. BULLAYYA COLLEGE
VISAKHAPATNAM



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)	Srinivas
Sri. J. Lakshman Babu	Coordinator, Social Sciences	Lakshman

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 Kalyani
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 Swaroop
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.

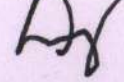
The following members were present at the meeting.

Dr.G.S.K.Chakravarthy	-	Principal
Smt.V.Subbalakshmi	-	Coordinator
Dr.Y.Srinivasa Rao	-	Physical Director
Major T.Brahmananda Reddy	-	NCC Officer
Capt. Dr.K.Uma Nageswari	-	NCC Officer
Lt.J.Lakshman Babu	-	NCC Officer
Sub-Lt.Rama Goswami	-	NCC Officer
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

V Subbalakshmi



K. Umageswari



Rama Goswami



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.



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.



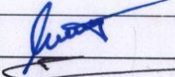
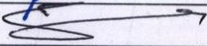
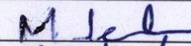
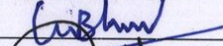

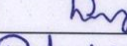
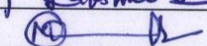
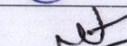
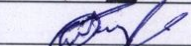
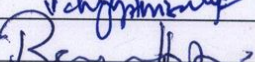
Although it is difficult to prepare an academic calendar under the prevalent uncertainty, it was agreed to create a tentative calendar of events for the academic year 2020-21. Principal Dr.G.S.K.Chakravarty will initiate a meeting with the heads of all departments to come out with a calendar of events. 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>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.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>Ms. 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>Dr. Vinay 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>

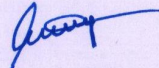
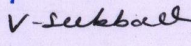
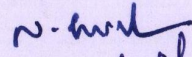
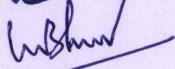
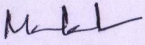

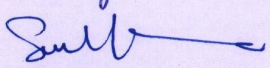
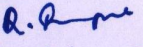
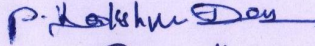
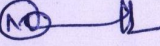
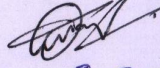
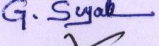


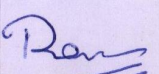
Minutes of the Meeting:

- 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.



A meeting of IQAC was held on 10th June, 2019 in IQAC office to discuss about the Academic and Administrative Audit to be conducted in the last week of June, 2019.

The following members were present for the meeting.

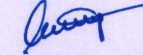
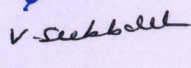
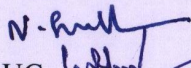
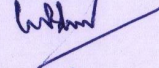
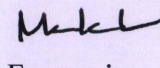
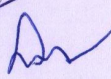
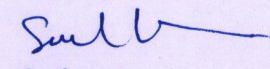
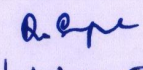
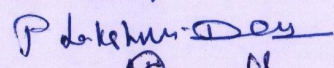
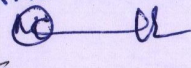
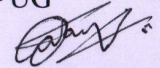
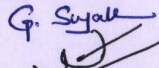
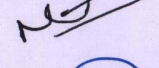

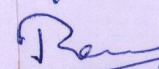
1. Dr.G.S.K.Chakravarty	-	Chairperson, IQAC	
2. Smt.V.Subba Lakshmi	-	Coordinator, IQAC	
3. Sri.N.Sridhar,	-	MCA	
4. Mr.Ch.Venkata Kishore	-	Chemistry – UG	
5. Mr.N.K.Mahesh	-	BBA	
6. Sri.J.Lakshman Babu	-	B.A – Economics	
7. Sri.N.Sunil Kumar	-	MHRM	
8. Ms.R.Swapna	-	Biochemistry – PG	
9. Smt.P.Adi Lakshmi Devi	-	English – UG	
10. Smt.Mrudula Praveena	-	Electronics – UG	
11. Dr.G.Vinay Chaitanya	-	BBA – UG	
12. Smt. G.Sujatha	-	Maths – UG	
13. Sri.N.Ramu	-	Physics – UG	
14. Sri.B.Srinivas Reddy	-	Commerce – UG	
15. Smt.Ch.Rama Kalyani	-	Commerce - UG	

MINUTES OF THE MEETING

- It was decided to conduct internal Academic and Administrative Audit.
- A three-men committee comprising of Prof.V.Balamohandas, Former Vice Chancellor, Acharya Nagarjuna University, as Chairman, Prof.K.Nirupa Rani, Former Vice Chancellor, Adi Kavi Nannayya University and Prof.K.Thimma Reddy, Retired Professor, Department of Anthropology, Andhra University was formed.
- It was decided to distribute self –assessment by teacher's questionnaire to the teachers of the department for the Audit.
- It was decided to fix the schedule for the visit of departments.
- It was decided that Director Academics to accompany the committee members during the visit to the departments.
- It was decided to place the final report in the UG and PG libraries for teachers.

A meeting of IQAC was held on 15th July, 2019 in IQAC office to discuss about the APSET coaching classes to the teachers appearing for APSET examination.

The following members were present for the meeting.

1. Dr.G.S.K.Chakravarty	-	Chairperson, IQAC	
2. Smt.V.Subba Lakshmi	-	Coordinator, IQAC	
3. Sri.N.Sridhar,	-	MCA	
4. Mr.Ch.Venkata Kishore	-	Chemistry – UG	
5. Mr.N.K.Mahesh	-	BBA	
6. Sri.J.Lakshman Babu	-	B.A – Economics	
7. Sri.N.Sunil Kumar	-	MHRM	
8. Ms.R.Swapna	-	Biochemistry – PG	
9. Smt.P.Adi Lakshmi Devi	-	English – UG	
10. Smt.Mrudula Praveena	-	Electronics – UG	
11. Dr.G.Vinay Chaitanya	-	BBA – UG	
12. Smt. G.Sujatha	-	Maths – UG	
13. Sri.N.Ramu	-	Physics – UG	
14. Sri.B.Srinivas Reddy	-	Commerce – UG	
15. Smt.Ch.Rama Kalyani	-	Commerce - UG	

MINUTES OF THE MEETING

- 1) It was decided to conduct coaching classes for the aspirants of APSET from 25th September, 2019 to 16th October, 2019.
- 2) The Resource Persons were identified for the same and the schedule was fixed.
- 3) The Heads of the Institutions were informed to collect the list of teachers who are interested to attend the coaching classes.

A meeting of IQAC was held on 16th September, 2019 in IQAC office to discuss about the collection of Feedback from students .

The following members were present for the meeting.

- | | | | |
|---------------------------|---|-------------------|-----------------------|
| 1. Dr.G.S.K.Chakravarty | - | Chairperson, IQAC | <i>[Signature]</i> |
| 2. Smt.V.Subba Lakshmi | - | Coordinator, IQAC | <i>V-subba</i> |
| 3. Sri.N.Sridhar, | - | MCA | <i>N.Sridhar</i> |
| 4. Mr.Ch.Venkata Kishore | - | Chemistry – UG | <i>[Signature]</i> |
| 5. Mr.N.K.Mahesh | - | BBA | <i>Mahesh</i> |
| 6. Sri.J.Lakshman Babu | - | B.A – Economics | <i>[Signature]</i> |
| 7. Sri.N.Sunil Kumar | - | MHRM | <i>Sunil Kumar</i> |
| 8. Ms.R.Swapna | - | Biochemistry – PG | <i>[Signature]</i> |
| 9. Smt.P.Adi Lakshmi Devi | - | English – UG | <i>P.Lakshmi Devi</i> |
| 10. Smt.Mrudula Praveena | - | Electronics – UG | <i>[Signature]</i> |
| 11. Dr.G.Vinay Chaitanya | - | BBA – UG | <i>[Signature]</i> |
| 12. Smt. G.Sujatha | - | Maths – UG | <i>G. Sujatha</i> |
| 13. Sri.N.Ramu | - | Physics – UG | <i>[Signature]</i> |
| 14. Sri.B.Srinivas Reddy | - | Commerce – UG | <i>[Signature]</i> |
| 15. Smt.Ch.Rama Kalyani | - | Commerce - UG | <i>[Signature]</i> |

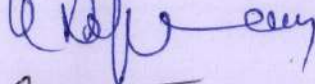
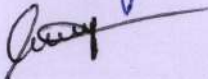
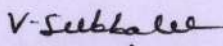

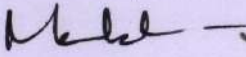

MINUTES OF THE MEETING

- It was decided to minimize the crowd in the computer laboratory; feedback may be collected through smart phones in their respective class rooms.
- It was decided to inform the Heads of the Institutions the same and prepare a list of teachers for monitoring the same.
- It was decided to create a URL and share it with IQAC. This work is to be done by the Computer Science department.
- It was decided to brief the teachers about the collection of feedback data by the IQAC.

(1)

A meeting of IQAC was held on **5th June, 2018** in IQAC office to discuss about the workshop on Teaching and Learning to be organised from **11th June to 14th June, 2018** in association with SIDAR (Society for Integrated Development and Research) .

The following members were present for the meeting.

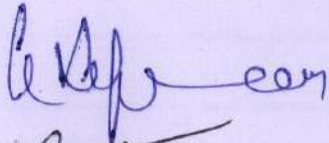

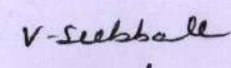

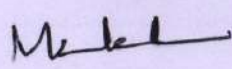
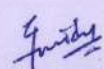
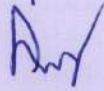

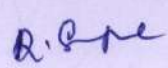
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|---------------------------|---|-------------------|---|
| 1) Dr.K.Satyanarayana | - | Director AC & CA |  |
| 2) Dr.G.S.K.Chakravarty | - | Chairperson, IQAC |  |
| 3) Smt.V.Subba Lakshmi | - | Coordinator, IQAC |  |
| 4) Sri.Ch.Venkata Kishore | - | Member, IQAC |  |
| 5) Sri.N.K.Mahesh | - | Member, IQAC |  |
| 6) Dr.G.T.Naidu | - | Member, IQAC |  |

MINUTES OF THE MEETING

- 1) The teachers from the UG departments were identified to attend the Four day workshop on teaching and learning.
- 2) The committees were formed to make arrangements for the Four day workshop.

A meeting was held on **20th August, 2018** in IQAC office to fix the dates to conduct the online feedback for the odd semester of UG / PG courses and collect self-assessment by teachers and appraisal for Teachers from the Heads of the Institutions.

The following members were present

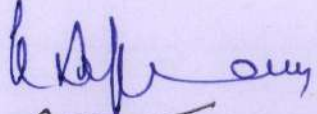
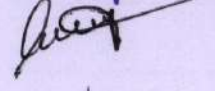
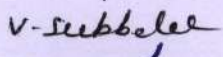
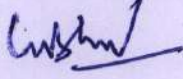




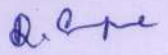
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| 4) Sri.Ch.Venkata Kishore | - | Member, IQAC |  |
| 5) Sri.N.K.Mahesh | - | Member, IQAC |  |
| 6) Dr.G.T.Naidu | - | Member, IQAC |  |
| 7) Sri.J.Lakshman Babu | - | Member, IQAC |  |
| 8) Sri.B.Srinivas Reddy | - | Member, IQAC |  |
| 9) Smt.R.Swapna | - | Member, IQAC |  |

MINUTES:

- 1) To collect feedback from the UG / PG students in the 1st October, 2018
- 2) To discuss with Mr.M.A.Prasad and Smt.G.Rojamani, Head of the department of Computer Science PG and UG respectively, on the availability of systems and plan accordingly the schedule for feedback.
- 3) It was decided to collect Self-Assessment from Teachers, for which questionnaire is prepared.
- 4) It was decided to collect the Appraisal for Teachers from the Heads of the Institutions.

A meeting was held on **25th September, 2018** in Director's chamber to discuss about the Foundation Day Celebrations to be held in the Month of November.

The following members were present

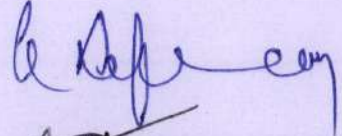

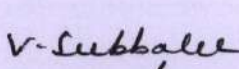
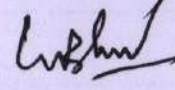

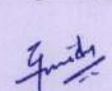


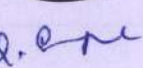
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| 2) Dr.G.S.K.Chakravarty | - | Chairperson, IQAC |  |
| 3) Smt.V.Subba Lakshmi | - | Coordinator, IQAC |  |
| 4) Sri.Ch.Venkata Kishore | - | Member, IQAC |  |
| 5) Sri.N.K.Mahesh | - | Member, IQAC |  |
| 6) Dr.G.T.Naidu | - | Member, IQAC |  |
| 7) Sri.J.Lakshman Babu | - | Member, IQAC |  |
| 8) Sri.B.Srinivas Reddy | - | Member, IQAC |  |
| 9) Smt.R.Swapna | - | Member, IQAC |  |

MINUTES:

- 1) It was decided to celebrate the Foundation Day in a grand level and Organizing committee was formed.
- 2) It was also decided to felicitate eminent personalities in the city in the following categories.
 1. Life Time award for professional excellence.
 2. Award for promoting the cause of Education.
 3. Award for excellence in Sports.
 4. Award for young entrepreneur
- 3) It was also proposed to identify a jury to select teachers from each division for the award.
- 4) It was also decided to present awards to the Best Teachers from all divisions based on
 - Students feedback on teachers
 - Self-Assessment by Teachers
 - Assessment by Principals / Deans
 - Results, etc.,

A meeting was held on 27th November, 2018 in Director's chamber to discuss about the UGC NET coaching classes to teachers.

The following members were present

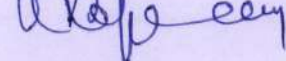

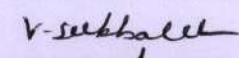

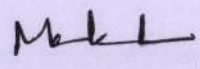


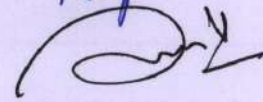
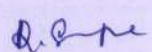
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|---------------------------|---|-------------------|---|
| 1) Dr.K.Satyanarayana | - | Director AC & CA |  |
| 2) Dr.G.S.K.Chakravarty | - | Chairperson, IQAC |  |
| 3) Smt.V.Subba Lakshmi | - | Coordinator, IQAC |  |
| 4) Sri.Ch.Venkata Kishore | - | Member, IQAC |  |
| 5) Sri.N.K.Mahesh | - | Member, IQAC |  |
| 6) Dr.G.T.Naidu | - | Member, IQAC |  |
| 7) Sri.J.Lakshman Babu | - | Member, IQAC |  |
| 8) Sri.B.Srinivas Reddy | - | Member, IQAC |  |
| 9) Smt.R.Swapna | - | Member, IQAC |  |
| 10) Dr.V.Radha Devi | - | Resource Person | |
| 11) Dr.K.Jayashree Shetty | - | Resource Person | |

Minutes:

- 1) It was decided to conduct coaching classes for the aspirants of UGC NET from 30th November, 2018 to 12th December, 2018.
- 2) The Resource Persons were identified for the same and the schedule was fixed.
- 3) The Heads of the Institutions were informed to collect the list of teachers who are interested to attend the coaching classes.

A meeting was held on 22nd December, 2018 in Director's chamber to discuss about the Internal Academic Audit.

The following members were present

- | | | | |
|---------------------------|---|-------------------|---|
| 1) Dr.K.Satyanarayana | - | Director AC & CA |  |
| 2) Dr.G.S.K.Chakravarty | - | Chairperson, IQAC |  |
| 3) Smt.V.Subba Lakshmi | - | Coordinator, IQAC |  |
| 4) Sri.Ch.Venkata Kishore | - | Member, IQAC |  |
| 5) Sri.N.K.Mahesh | - | Member, IQAC |  |
| 6) Dr.G.T.Naidu | - | Member, IQAC |  |
| 7) Sri.J.Lakshman Babu | - | Member, IQAC |  |
| 8) Sri.B.Srinivas Reddy | - | Member, IQAC |  |
| 9) Smt.R.Swapna | - | Member, IQAC |  |

Minutes:

- 1) To conduct an internal academic audit in the month of January, 2019.
- 2) Two-men committees were formed for the inter division audit.
- 3) The IQAC Coordinator to brief the committee members on the procedures of Audit.
- 4) A 10-mark grade sheet for individual teachers was designed based on the criteria in Activities File.
- 5) The Committee Members were informed to submit the score sheets to IQAC Office.