

Meeting Dated 03.08.2020

The Internal Quality Assurance Cell (IQAC) met under the Chairmanship of Dr. B. V. Tivipanyam at 2PM on 03.08.2020 in the Principal's chamber and discussed various activities to be conducted under IQAC

1. It is resolved to conduct various competitions (online) on the eve of Independence Day virtually because of Covid-19
2. It is resolved to review the activities conducted by various Departments during the lock down period.
3. It is resolved to prevail upon the departments to prepare e-teaching & learning material in four quadrants i.e. e-tutorials (Quadrant-1), e-content (Quadrant-2), Assessment (Quadrant-3), Discussion Forum (Quadrant-4)
4. It is resolved to plan for the conduct of the following programmes virtually in the coming days under IQAC with the help of the Academic Cell
 - (a) Commemoration of Hiroshima - Nagasaki Day by the Departments of History, Physics and History (8th & 9th August)
 - (b) Celebration of Independence Day duly followed by a cultural programme

(c) A panel discussion/webinar on New Educational Policy - 2020.

(d) An FDP on Pedagogy for teaching fraternity

(e) International Virtual Conference by ^{Science}

(f) webinars by Dept of Computer Applications & Computer Science Dept of History & Dept of Library & Information Sciences

(g) Commemoration of ozone day by the Dept of Chemistry

5. It is resolved to conduct the online classes and motivate students to follow the online timetable scrupulously

6. It is resolved to update the college website with the latest information

7. It is resolved to prevail upon the NAAC Criterion wise coordinator to submit Criterion wise QAMS & QLMS to the IQAC for the review meeting scheduled to be conducted shortly by the IQAC.

8. It is resolved to request the faculty to join the MOOCs courses & motivate the students towards joining the MOOCs courses

9. It is resolved to request the faculty to register students in Spoken Tutorials & Internshala as per the instructions of the CCE.

Members

1.

4 Panel
3/8/20

02.11.2020

The Internal Quality Assurance Cell (IQAC) met under the chairmanship of the Principal Dr. B.V. Tirupanyam Garu on 02.11.2020 at 12 PM in the Principal's chamber and discussed various academic, administrative, IQAC and NAAC related activities of the college. The following resolutions were made in the meeting

- (1) It is resolved to expedite NAAC related work in the coming days
- (2) It is resolved to request the departments concerned to be ready with documentation of various curricular & co-curricular & extra curricular activities conducted in the last five academic years i.e. from 2014 to 2020 in order to upload the same in our college website. The departments are requested to complete this task within one month
- (3) It is resolved to conduct online and off line classes (whichever is suitable) for the students of II & III year from 02.11.2020.
- (4) It is resolved to request the staff to create awareness among students about NAAC and its importance in the current context to make them ready

(5) It is resolved to stipulate timelines for NAAC work to enable smooth & hassle free work flow.

(6) It is resolved to request all the Departments to secure MoUs & collaborations within one month

(7) It is resolved to request all the departments to plan for certificate courses immediately and submit their plan in the following format to IQAC by 10.11.2020

a) Department b) Title c) Duration of the course
d) Duration e) Target Group

(8) It is resolved to request all the departments to take up Gap analysis and prepare a report as soon as possible

(9) It is resolved to request each department to submit atleast 2 best practices by next week

(10) It is resolved to request the Departments of life Sciences to look into the possibility of setting up a 'Soak Pit' in the college premises for the preparation of manure

(11) It is resolved to request ^{all} the departments to improve ICT based teaching for effective teaching learning transaction

(12) It is resolved to request all the departments to submit a report on syllabus coverage & methods & modes to be adopted to complete the remaining syllabus.

(13) It is resolved to request the College Magazine and Calendar Committee to prepare magazine & calendar

(14) It is resolved to approve the time line (appended) for the I week of this month i.e. from 2.11.20 to 09.11.20 and to prevail upon the departments concerned to finish the work in the given time

1. Resheen
2/11/20

2. Sruccam
2.11.2020

3. V. Subhas
2/11/2020

4. A. Rajeswar
2/11/2020

5. D.V. Bhoath latest
2/11/2020

17-11-2020

The Internal Quality Assurance Cell (IQAC) met in the Principal's room at 11AM on 17-11-2020 under the chairmanship of Dr. B.V. Tirupanyam for discussing

November 17, 2020

[GDC, RAVULAPALEM, MINUTES OF IQAC MEETING]

GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

INTERNAL QUALITY ASSESSMENT CELL(IQAC) MEETING

Date: 17-11-2020

The Internal Quality Assurance Cell (IQAC) of Government Degree College, Ravulapalem met in the Principal's Room at 11AM on 17-11-2020 under the chairmanship of Dr.B.V.Tirupanyam for discussing various academic and administrative aspects.

Minutes

The meeting began with the invitation of members of the committee by the IQAC Coordinator Smt.A.Rajeswari, IQAC Coordinator.

The chairman of IQAC, Dr.B.V.Tirupanyam gave his opening remarks on the quality mandate of IQAC and various quality initiatives to be taken up as prescribed by IQAC including self assessment of each and every department, setting up benchmarks for enhancing quality and commitment for quality culture in the institution.

Proposals, Discussion and Resolutions

- 1. To consider, review and approve the IQAC activities carried out during 2019-20.***

The IQAC Coordinator of 2019-20, Dr.K.Srinivasa Rao, Lecturer in Commerce, informed that many a wide variety academic activities were carried out by the institution during 2019-20 and placed before the cell the list of activities day-wise. He suggested that the

November 17, 2020

[GDC, RAVULAPALEM , MINUTES OF IQAC MEETING]

The present IQAC coordinator Smt.A.Rajeswari reviewed the minutes of the last meeting of IQAC held on 03-08-2020 and presented the Report on the Action Taken on the resolutions adopted in that meeting. Later, a PPT on the quality initiatives for 2020-21 were proposed. She expressed concern about increased drop-out rate and absence of disable friendly infrastructure.

Discussion held:

Sri Venkat Narayan Vedantam, CA, member of IQAC commended the efforts of IQAC towards quality enhancement and assured his cooperation in securing linkages and MoUs to the institution. He also extended his cooperation in supporting the institution for raising funds for infrastructural enhancement and arranging eminent resource persons for personality development programs. The Principal had informed IQAC that the college had conducted 12 webinars during CoVID-19 pandemic period and stands second in the state.

Proposal: It is placed before the IQAC to consider and approve the proposal

Resolution: The proposal of IQAC to approve the ATR has been approved by IQAC.

2. To consider and approve the IQAC action plan for the year 2020-21.

The IQAC coordinator placed before the cell the Institutional Action Plan [IAP] prepared by IQAC for the year 2020-21 [Please see the Annexure-I in page No. for IAP].

The IQAC coordinator, through powerpoint presentation, presented the Institutional Action Plan for the year 2020-21 and requested the cell to approve the same.

Discussion held:

Mr. Venkat Narayan Vedantam @ Rahul about the resource persons for webinars, seminars etc., and suggested that he knew good resource persons and he would arrange resource persons, if needed. He suggested to improve student attendance in programs and suggested to improve the number of students benefitted from programs. He further suggested to mobilize funds from conduct of seminars, workshops etc.

Proposal: The proposal to consider and approve the IQAC action plan for the year 2020-21 is placed before the cell.

Resolution: The proposal of the institution to approve the Action Plan for the year 2020-21 was considered and approved by IQAC.

2. To consider and approve the Quality Initiatives proposed under IQAC for the year 2020-21.

The IQAC coordinator had presented various initiatives in academics, research and administration to enhance quality in the institution including integration of ICT tools in pedagogy, adoption of student-centric teaching-learning methodologies, mentoring system, etc.,

Discussion held:

Mr. Mr. Venkat Narayan Vedantam @ Rahul suggested to garner financial resources for carrying out more number of activities. He suggested to take up digital promotion initiatives and publish e-magazine with different content and publish advertisement there in with names of firms, business firms etc., so that college could mobilize finances required for various activities. Further, he suggested he would give reference of certain companies, firms and business personnel. The Principal had welcomed the suggested and assured that college would bring out e-magazine soon. The Principal has suggested to establish "Departmental Internal Quality Monitoring Committee" in every department.

Proposal: The proposal to consider and approve the quality initiatives of the college is placed before the IQAC.

Resolution: The proposal of mooted quality initiatives of IQAC was considered and approved.

3. Any other items with the permission of the chair.

- The Chairman of IQAC and Principal invited any grievances of the students present in the meeting. Mr. V.Jacob, III B.Com (Comp.App) requested for toilet facility for boys. The Principal assured that the toilet facility will be provided very soon.
- Another external member, Sri P.Joseph Jayababu lauded the efforts of the College for various quality initiatives taken up towards quality enhancement.
- The meeting ended with vote of thanks proposed by Dr.K.Srinivasa Rao, IQAC Co-Coordinator.


Principal
Govt. Degree College
Ravulapalem, E.G.Dt.

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5 D.V. Bharathi Lakshmi

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GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

INTERNAL QUALITY ASSESSMENT CELL(IQAC)

Meeting No:

Date: 03-12-2020

The Internal Quality Assurance Cell (IQAC) of Government Degree College, Ravulapalem met in the Principal's Room at 3pm on 03-12-2020 under the chairmanship of Dr.B.V.Tirupanyam for discussing various academic and administrative aspects.

Agenda

1. Review of AQAR preparation
2. Review of work done criterion wise
3. Decentralization of NAAC work
4. Enhancement of ICT enabled teaching
5. Enrolment in ARPIT Courses
6. Improvements in Research area(Criterion-3)
7. Mobilization of funds
8. Other items, if any, with the permission of the chair

Discussions

The above points are discussed in detail in the meeting. All the documents required for completing Part-A of AQAR are submitted for approval. Review of criterion-wise progress of NAAC work was done. Deliberations were made on decentralization of NAAC work and suggestions on enhancement of ICT enabled teaching were invited and discussed upon. The chairman stressed on the need of improvement in research area and mobilization of funds and prevailed upon the teaching faculty to submit proposals for utilization of the seed money allotted.

Resolutions

The following resolutions are made

1. It is resolved to approve the documents submitted for preparation of AQAR to upload them in the NAAC portal
2. It is resolved to expedite the documentation of departmental related activities as per the instructions of the honourable Commissioner of Collegiate Education and update the records of the last five years and make them ready for verification by the documentation committee on weekly basis.

3. It is resolved show improvement in the NAAC related work for the next review of the honourable Commissioner of Collegiate Education
4. It is resolved to constitute committees with the Lecturers mentioned below for decentralization of NAAC work

Description of work	Name of the Lecturer
Documentation and preparation of SSR	1. Dr.K.Srinivasa Rao 2. Dr.T.Sreevaram 3. Smt.A.Rajeswari
Data Collection	1. Sri S.Chinababu 2. Smt.N.Suneetha
AQAR Preparation	1. Smt.A.Rajeswari 2. Dr.K.Srinivasa Rao 3. Smt.P.V.V.S.D.N.L.Karunasri

4. It is resolved to conduct an FDP in the second/third week of the month for the teaching faculty on e-content development
5. It is resolved to request the teaching faculty to enroll themselves in ARPIT Courses offered on SWAYAM Platform
6. It is resolved to conduct an FDP for non-teaching staff
7. It is resolved to request the departments to submit proposals for seed money
8. It is resolved to allot in-charges and members for various departments to facilitate decentralization of work
9. It is resolved to request the in-charges of the departments concerned to prepare departmental presentations incorporating the departmental activities and information of the last 5 years.

1. *legan*

7. A. Rajeswar

1. *Suneetha*
3.12.20

2. *N. J.*
3.12.2020

3. *Pragbansis*
3.12.2020

4. *U. Srinivas*
2020

05.01.2021

An IQAC meeting was held in the Principal's chamber on 05.01.2021 under the chairmanship of Dr. B.V. Tirupanyam, Principal & IQAC chairman. The following resolutions were taken

1. It is resolved to conduct cultural fest in the second week of January duly following the covid protocol.
2. It is resolved to conduct various competitions on the occasion of Republic Day.
3. It is resolved to conduct blended teaching for II & III year students
4. It is resolved to conduct remedial classes for slow learners
5. It is resolved to conduct various competitions on the occasion of Science Day in the month of February, 2021.
6. It is resolved to construct a statue of CV Raman in the college premises and inaugurate it on the occasion of National Science Day.

7. It is resolved to initiate action to improve student attendance.

8. It is resolved to expedite the completion of syllabus for II & III year students.

1. ~~Suman~~

2. A. Rajuwarin

3. K. Chidra

4. B.

The IQAC meeting was held in the Principal's chamber from 4pm on 03.05.2021 under the chairmanship of Sri Bh. S. V. V. N. Satya Murthy, Principal (FAC) to discuss the following

- (1) Preparation of all the documents required to update college website
- (2) Expediting the updation & documentation of NAAC records
- (3) Digitalization of records for the past 5 years
- (4) Status of Certificate Courses.
- (5) Any other, with the permission of the chair.

Discussions were held on the above agenda points and the following resolutions were made

- (1) It is resolved to request all the staff members to expedite documentation and upload them in the college website
- (2) It is resolved to request the lecturers of the subjects/papers concerned to prepare the following by 15th of May
 - (1) Soft copies of academic plans for all papers

(iii) Result Analysis for the past 5 years
(soft copies)

(iv) Objectives of the Depts, PSoS & Course outcomes

(v) Deptl Activity Register updation

(vi) to document certificate courses conducted

(vii) to this document in Departmental best practices

(B) It is resolved to request the Departments concerned to obtain Moos for the academic year

(4) It is resolved to request the Depts of Life Sciences to implement more ecofriendly practices in the campus

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2 K. S. N. S.

3 ~~Chaganti~~

4 S. L. S.

8 N. S.

9 P. S. S.

10 P. S. S.

11. V. S. S.

13.06.2021

GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

INTERNAL QUALITY ASSURANCE CELL

An IQAC meeting (online) was held from 3 pm to 5.40 pm on 13-06-2021 on Google Meet under the chairmanship of Sri Bh.S.V.V.N.Satya Murthy, Principal (FAC) to discuss the following

Agenda

1. Conduct of online classes strictly as per timetable from 10pm to 5pm
2. Taking steps to enhance the student attendance to online classes
3. Regular updation of video links on CCE Bharathpadhe online portal, LPMS and on the Spread sheet shared by IQAC
4. Making links of the online classes taken functional
5. Student registration on G Suite
6. Strict implementation of SOP of CCE
7. Day wise submission of report

Discussion

Deliberations and discussions are made on the above agenda points with focus on strengthening online teaching and enhancing the percentage of students' online attendance. The meeting began with the introductory note of Smt.A.Rajeswari, IQAC Co-ordinator followed by the opening remarks of Sri Bh.S.V.V.N.Satya Murthy, Principal (FAC). Sri Murthy Garu appreciated the efforts of all the faculty members for conducting the online classes effectively. He emphasized the significance of following honourable CCE's instructions on online teaching. Sri TYHAG Gandhi, Vice-Principal addressed the lecturers and requested them to be cautious about uploading the video links. Dr.K.Srinivasa Rao, Co-Coordinator, IQAC emphasized the need of adapting online teaching procedures fast and informed all about the instructions received from the CCE on online teaching. Smt.P.V.V.S.D.N.L.Karunasri, Academic Coordinator, requested all the lecturers to be well informed about uploading the links properly on Bharathpadhe online before 6 pm everyday. The IQAC Coordinator, Smt.A.Rajeswari, interacted with the lecturers about their doubts

in online teaching, uploading of links, g suite account up dation and emphasized on the strict implementation of the SOP prescribed by the honourable CCE. Smt.U.Subhashini clarified the doubts of the lecturers regarding online tools used like G suite for recording the lessons and Teachmint app.

Resolutions

The following resolutions are made after discussions on the agenda points mentioned above

1. It is resolved to strictly implement the SOP prescribed by the CCE in true spirit for the benefit of the student community
2. It is resolved to prepare a schedule to interact with the students and parents to improve the student attendance.
3. It is resolved to strictly follow the timetable in conducting the online classes.
4. It is resolved to request the lecturers to submit the daily report of the online classes taken in given proforma to the Academic Cell and IQAC in order to submit the information to the CCE.
5. It is resolved to register the students on G Suite account by 19-06-2021
6. It is resolved to conduct an orientation programme on website updation
7. It is resolved to send frequent remainders to the students about their attendance status
8. It is resolved to conduct online classes effectively using PPTs and other teaching aids
9. It is resolved to request the lecturers to see that the video links supplied by them on Bharathpadhe online are functional

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2 U. Subhashini
3 Chakraborty
4 B. S. S. S.
5 Anand

6 H. H. H.
7 P. S. S.
8 N. H.
9 P. S. S.
10 V. G. S. S.
13/6/2021

The IQAC met in Principal's chamber at 3pm on 28.07.2021 under the chairmanship of Sri Bb. S.V.V. N. Satya muthy Principal (CEAC) and the following resolutions were taken

1) It is resolved to adopt the uniform policy through out the college for awarding marks for I year students in I semester exams

Internal - 15 marks

Assignments - 10 marks

2) It is resolved to request all the heads of the Departments to upload necessary material for students like syllabus previous question papers, remedial material and list of important questions in the college website by 6th August, 2021

3) It is resolved to request the lecturers to sensitize students towards optimum use of dynamic website.

4) It is resolved to initiate necessary action to enhance the attendance of students.

5. It is resolved to request all the lecturers to submit their Annual Plans Teaching Diary, Synopsis & Pedagogical Plan by 5th of every month.
6. It is resolved to request all the lecturers to utilize OLP App of CCE effectively.
7. It is resolved to request the Depts of Computer Science & Computer Applications to help lecturers in uploading data to the college website.
8. It is resolved to initiate action for enhancement of admissions for the academic year 2021-22.
9. It is resolved to request all the staff members to submit their Departmental Plans to IQAC to prepare IQAC Action Plan for 2021-22.

1. A. Rajaram
 2. ~~Faleem~~ 28/7/21
 3. M. H. H.
 4. S. H. 28/7/21
 5. ~~Chakraborty~~
 6. P. Sundar
 7. K. Chidhi

10. P. S. S.
 11. K. S.
 12. D. V. Bhorate lab
 13. A. V. K. S.
 14. K. S. M.
 15. V. G. S. S.
 16. K. S. S.