VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI , SPSR NELLORE (Dt.) – 524 132

ACTION TAKEN REPORT
2019-2020

S.No.	Plan of Action	Action Taken
1	Principal resolved to discuss with staff and form Committees for the Year 2019-2020.	Committes formed for the year 2019-2020 and staff have done their duties accordingly.
2	Resolved to update the College website with the support of Computer Science faculty. It is advised to incorporate necessary information in the college website and keep updating it as and when required.	The College website is being updated as and when necessary.
3	Resolved to submit the AQAR for the year 2018-19 to the NAAC office by the end of December 2019. IQAC Co-ordinator and members have resolved to collect the required data from all the departments for submission of AQAR.	The IQAC has requested all the Departments to submit a copy of the reports of the programmes done by the Deprtments as and when the programmes are completed. IQAC has collected most of the information for prepartaion of AQAR. However IQAC resolved to counter check for any lapses and collect all the information required.
4	It is resolved to work for extra hours to bring out the data collected for NAAC into the revised formats.	IQAC successfully put the information in revised formats.
5	Resolved to assign the Computer Science Lecturer to take care of bio-metric attendance and to co-ordinate with the service providers for resolution of any problems that may arise. Biometric attendance is mandatory for the Students, Teaching and Non-Teaching staff.	The work related to Biometric attendance has been assigned to Computer faculty. Students, teaching and non-teaching staff have been recording their attendance in the Biometric device.
6	Resolved to arrange for "Guru Vandan" Programme to be organised by Old Students' Association.	The college made arrangements for the organising of 'Guru Vandan' programme by the Old Students' Association of this College. The Alumni, the Faculty who served the College earlier and the Principal of this College attended the Programme on 05-10-2019.
7	Celebration of International Girl Child Day by WEC.	Celebrated "International Day of the Girl Child" by Women Empower Committee on 11-10-2019.
8	It is resolved that JKC with the support of Principal and other faculty would organize "JOB MELA" for the current and old students of this College and those who are in and near Venkatagiri.	Jawahar Knowledge Centre (JKC) conducted a mega Job Mela on 05.11.2019 in association with the nearby industries and other companies like Apollo Pharma and XS Real Mobile Company. The companies issued appointment letters to the selected students who attended the interview.

S.No.	Plan of Action	Action Taken
9	It is resolved to make atleast two staff members responsible for collecting and reviewing the information, document and evidences submitted by the Departments for speeding up NAAC work	Committees were formed for each criterion, so that work can be done faster.
10	Resolved to conduct the Human Rights Day.	Human Rights Day was celebrated by Department of Political Science on 10.12.2019.
11	Resolved to intiate NSS programme in near by villages.	NSS Programme conducted by the students and faculty in the village "Eswaraiah Colony" , Yerpedu (M) from 02-01-2020 to 08-01-2020.
12	Resolved to conduct MOOC's workshop to enrich the Students and Faculty in online courses	Faculty and students actively participated in MOOC's workshop conducted by DRC on 23-01-2020.
13	Resolved to make arrangements for "Voters' day celebrations"	Department of Political Science conducted voters' day celebrations on 25-01-2020.
14	Resolved to introduce Certificate courses through some departments	Certificate course on Ambedkar Studies was conducted by Department of English.
15	Resolved to discuss with the in-charge of Departments to conduct field trips and educational tours.	Department of Zoology conducted field trip for the students on 30-01-2020.
16	Reinforce Women Empowerment Cell	The Women Empowerment Committee (WEC) conducted a Programme "Kishori Vikasam" on 03-02-2020. Woman SI of Venkatagiri Police Station, Senior Lawyer were invited for the programme in associated with ICDS Project.
17	Resolved to organize medical awareness programmes.	Blood donation camp was conducted by NSS on 11-02-2020.
18	Resolved to make arrangements for Job Mela by JKC.	Jawahar Knowledge Committee conducted another mega job mela on 14.12.2020.
19	Resolved to conduct District Resource Centre (DRC) Seminar by the concern department.	District Resource Centre (DRC) Seminar was conducted by Department of English on 28-02-2020.
20	Resolved to arrange guest lectures in each department.	Guest lectures were arranged by every department.
21	Resolved to initiate the programme "International Women's day	International Women's day was conducted by WEC on 08-03-2020.
22	Resolved to make arrangements for College day celebrations.	College day celebrations were conducted by the Principal, staff and students on 12-03-2020.

R. vijaya

IQAC Co-ordinator

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PRINCIPAL
Visvodaya Govt.Degree College
VENKATAGIRI-524132
SPSR.Nellore Dt., A.P.

VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI, SPSR NELLORE – 524 132.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

2019-20

MINUTES OF MEETING – I

All the faculty members met in the Principal Chamber to discuss the following agenda under the chairmanship of the Dr. U. Narasimhulu, Principal (FAC), Visvodaya Government Degree College, Venkatagiri on 01-07-2019 at 4.00 PM

Agenda:

1. Constitution of various academic committees for the academic year 2019-2020 and conduct programmes accordingly.
2. Updating of the College Website.
3. To prepare AQAR for the year 2018-19 and upload the same in the college website.
4. To update the NAAC data as per the revised formats.
5. To update the bio-metric attendance.

Resolutions:

1. Principal resolved to discuss with staff and form Committees for the Year 2019-2020.

2. Resolved to update the College website with the support of Computer Science faculty. It is advised to incorporate necessary information in the college website and keep updating it as and when required.

3. Resolved to submit the AQAR for the year 2018-19 to the NAAC office by the end of December 2019. IQAC Co-ordinator and members have resolved to collect the required data from all the departments for submission of AQAR.

4. It is resolved to work for extra hours to bring out the data collected for NAAC into the revised formats.

5. Resolved to assign the Computer Science Lecturer to take care of bio-metric attendance and to co-ordinate with the service providers for resolution of any problems that may arise. Biometric attendance is mandatory for the Students, Teaching and Non-Teaching staff.

IQAC Co-Ordinator 1/7/19

PRINCIPAL 1/2/19

PRINCIPAL (FAC)
Visvodaya Govt.Degree College
VENKATAGIRI-524132
SPSR.Nellore Dt A.P.

Minutes of Meeting – I on 01-07-2019.

Members:

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VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI, SPSR NELLORE – 524 132.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

2019-20

MINUTES OF MEETING – II

All the faculty members met in the Principal Chamber to discuss the following agenda under the chairmanship of the Dr. U. Narasimhulu, Principal (FAC), Visvodaya Governement Degree College, Venkatagiri on 01-10-2019 at 4.00 P.M.

Agenda:

1. To make arrangements for "GURU VANDAN" Programme by Old Students Association of this College.
2. Discuss the days to be celebrated by the College.
3. To organize "JOB MELA" by JKC Co-ordinator and its members for students with the help of nearby industries.
4. To review the documents and evidences to be prepared by the staff members in accordance with the NAAC prescribed formats.

Resolutions:

1. It is resolved to make arrangements for "GURU VANDAN" Programme by the Principal, Staff and Students.
2. Celebration of International Girl Child Day
3. It is resolved that JKC with the support of Principal and other faculty would organize "JOB MELA" for the current and old students of this College and those who are in and near Venkatagiri.
4. It is resolved to make at least two staff members responsible for collecting and reviewing the information, document and evidences submitted by the Departments for speeding up NAAC work.

IQAC Co-Ordinator 1/10/2019

PRINCIPAL 1/10/19

Minutes of Meeting – II on 01-10-2019.

Members:

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VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI, SPSR NELLORE – 524 132.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

2019-2020

MINUTES OF MEETING – III

All the faculty members met in the Principal Chamber to discuss the following agenda under the chairmanship of the Dr. U. Narasimhulu, Principal (FAC), Visvodaya Governement Degree College, Venkatagiri on 26-11-2019 at 4.00 P.M.

Agenda:

1. Staff to visit D. K.W. Government Degree College (Autonomous) to acquire and strengthen themselves for NAAC.
2. To motivate the staff and Students for Green-Audit.
3. To involve the students in NSS and NCC Programmes.
4. To review preparation of Departments for Academic Audit since the completion of the semester between June and December has been over.

Resolutions:

1. Principal directed the IQAC Co-ordinator and Team to visit D.K.W. Government Degree College for Women, Nellore (Autonomous) to learn more about NAAC and the records to be kept ready.
2. It is resolved to motivate the students and staff for plantation work and keeping the campus clean and green.
3. It is resolved to involve the students and staff in NSS and NCC Programme.
4. It is resolved to conduct the review meeting to oversee the preparation and updating of records for Academic Audit.

IQAC Co-Ordinator 26/11/2019

PRINCIPAL 26/11/19

PRINCIPAL (FAC)
Visvodaya Govt.Degree College
VENKATAGIRI-524132
SPSR.Nellore Dt., A.P.

Minutes of Meeting – III on 26-11-2019

Members:

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6. k. Vijaya   12.

VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI, SPSR NELLORE – 524 132.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

2019-2020

MINUTES OF MEETING – IV

All the faculty members met in the Principal Chamber to discuss the following agenda under the chairmanship of the Dr. K. Aruna, Principal, Visvodaya Governement Degree College, Venkatagiri on 23-01-2020 at 4.00 P.M.

Agenda:

1. To introduce MOOC's Courses and enrol the Students and Staff by District Resource Centre
2. To discuss with the in-charge of Departments to conduct field trips and educational tours.
3. To conduct Women empowerment programmes.

Resolutions:

1. It is resolved to introduce and enrol MOOC's Courses by trained Masters.
2. It is resolved to take initiation by the Principal to encourage the staff to conduct the field trips and tours.
3. It is resolved to conduct Kishori Vikasam by Women Empowerment Committee.

IQAC Co-Ordinator 23|01|2020

PRINCIPAL 23|1|2020.

PRINCIPAL
Visvodaya Govt.Degree College
VENKATAGIRI-524132
SPSR.Nellore Dt A.P.

Minutes of Meeting – IV on 23-01-2020

Members:

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VISVODAYA GOVERNMENT DEGREE COLLEGE
VENKATAGIRI, SPSR NELLORE – 524 132.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

2019-2020

MINUTES OF MEETING – V

The faculty members met in the Principal Chamber to discuss the following agenda under the chairmanship of the Dr. K. Aruna, Principal, Visvodaya Government Degree College, Venkatagiri on 04-02-2020 at 4.00 P.M.

Agenda:

1. Conducting Medical awareness camp and blood donation camp.
2. Strengthening Skill Development and JKC placements.
3. Discussing with the Staff about organising DRC Seminar by concerned Department.
4. Making arrangements for celebration of International Women's Day by WEC.
5. Arrangement of College Day Celebrations.

Resolutions:

1. It is resolved to conduct blood donation camp by NSS.
2. It is resolved to conduct Job Mela by JKC on 14 Feb 2020.
3. It is resolved to organise DRC Seminars on 28-02-2020.
4. It is resolved to celebrate International Women's Day by WEC and Department of Political Science.
5. It is resolved to make arrangements for Annual Day celebration on 12 March 2020 involving students, staff and Principal.

R. Vijaya 4/2/2020
IQAC Co-ordinator

PRINCIPAL
Visvodaya Govt. Degree College
Venkatagiri - 524 132
SPSR Nellore Dt.

Minutes of Meeting – V on 04-02-2020

Members:

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