

Visvodaya Government Degree College, Venkatagiri

Internal Quality Assurance Cell

IQAC Meeting-1

Date: 08/11/2021

Agenda:

- Reconstitution of IQAC committee
- Submission of AQARs
- Selection of LSCs and SDCs for I semester students
- Enhance WiFi connectivity
- Preparation of NAAC records
- Observation of important days

Minutes of Meeting:

Point 1: Reconstitution of IQAC committee

Due to the general transfers and absorption of aided staff by the state government, the faculty profile has changed drastically. Hence the IQAC committee has been reconstituted.

Proceedings of the Principal, Visvodaya Govt. Degree College, Venkatagiri

Present: Dr. K. Aruna Kumar

Re.No. Spl/IQAC/2021

Date: 08.11.2021

Sub:- Visvodaya Government Degree College, Venkatagiri - Composition of Internal Quality Assurance Cell (IQAC) - Orders - Issued.

The following members are constituted as committee of Internal Quality Assurance Cell (IQAC) for the Year 2021-2022.

IQAC committee for the year 2021-2022

S.No	Name	Designation	
1.	Dr. K. Aruna Kumar	Principal	Chairman
2.	Sri. G. Yugandhar	Lecturer in Political Science	Co-Ordinator
3.	Sri. N. Nagaraju	Lecturer in Physics	Member
4.	Dr. P. Amaradha	Lecturer in Library Science	Member
5.	Sri. D. Nagabhushanam	Lecturer in Computer Science	Member
6.	Sri. Y. Manjunatha Reddy	Lecturer in Botany	Member
7.	Sri. B. Nagaraju	Senior Assistant	Non-Teaching Member
8.	Sri. B.K. Prasad	President, Alumni Association	Alumni Member
9.	Sri. A. Raja	Secretary, Alumni Association	Alumni Member
10.	M. Triveni	II B.A	Student Member
11.	J. Adithya	II B.ZC	Student Member

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Point 2: Submission of AQARs

As the NAAC has set December 31st, 2021 as the deadline for the submission of AQARs of the past academic years, it is resolved to file the previous AQARs, particularly the AQAR of AY 2016-17 in online mode. In addition, members were sensitized on the need for early submission of AQAR for AY 2020-21.

Point 3: Selection of LSCs and SDCs for I semester students

In accordance with the revised CBCS framework, Entrepreneurship course has been selected as Life-skill course for all streams. Skill Development courses, namely, Tourism and Guidance for arts stream, Insurance Promotion for commerce stream and Plant nursery for science stream are selected.

Point 4: Enhance WiFi connectivity

It is proposed to improve WiFi connectivity in the campus. Proposal for the purchase of new router is placed before the Principal.

Point 5: Preparation of NAAC records

Academic coordinator has briefed the faculty on the necessity for maintaining NAAC records and circulated the list of essential records.

Point 6: Observation of important days

All faculty are instructed to identify days of importance related to respective departments.

G. Vijaya Coordinator
Internal Quality Assurance Cell
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Visvodaya Government Degree College, Venkatagiri
Internal Quality Assurance Cell

IQAC Meeting-2

Date: 10/12/2021

Agenda:

- Conduct of Student Induction Program
- Collection of feedback
- Conduct of Alumni meet
- Introduction of Certificate courses
- Conduct of field trips
- Submission of data on AISHE portal
- Submission of ASAR & AADPI

Minutes of Meeting:

Point 1: Conduct of Student Induction Program

It is resolved to conduct Student Induction Program for the newly inducted first year students as per the guidelines given by UGC. IQAC coordinator has to prepare a schedule for the conduct of orientation classes, sports and other cultural programs.

Point 2: Collection of feedback

Second semester and fourth semester exams are being scheduled in this month. In this regard, feedback on curriculum has to be collected from the students. A google form will be shared to students for collecting feedback.

Point 3: Conduct of Alumni meet

It is proposed to conduct an alumni meet in January, 2022. Dr. M. Venkata Subbaiah, lecturer in Commerce, is

Point 4: Introduction of Certificate courses

It is resolved to introduce certificate courses in Human Rights, Digital Literacy and PHP to be conducted by the Departments of Political Science, Library science and Computer science respectively.

Point 5: Conduct of field trips

Every department is instructed to organize field trips as part of their co-curricular activities.

Point 6: Submission of data on AISHE portal

In order to participate in the AISHE survey 2020-21, it is resolved to submit the details for Data Capture Format (DCF).

Point 7: Submission of ASAR & AADPI

As per the instructions from APCCE, Annual Self Appraisal Reports (ASAR) and Academic, Administrative and Development Performance Indicators (AADPI) have to be prepared lecture-wise and institution-wise respectively within the stipulated time.

Action Taken Report on the Minutes of 08/11/2021		
SNo	Proposed action	Action taken
1	Reconstitution of IQAC committee	IQAC committee has been reconstituted
2	Submission of AQARs	All the previous AQARs from 2015-16 to 2019-20 have been submitted online
3	Selection of LSCs and SDCs for I semester students	LSCs and SDCs for the I semester students were finalised
4	Enhance WiFi connectivity	New router has been installed in IQAC room
5	Preparation of NAAC records	List of records has been circulated

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Visvodaya Government Degree College, Venkatagiri

Internal Quality Assurance Cell

IQAC Meeting-3

Date: 20/04/2022

Agenda:

- Community Service Project for first and second year students
- Collection of Feedback on curriculum
- Action plan for Admissions campaign 2022-23
- Conduct of Parents- Teacher meeting
- Submission of AQAR 2020-21

Minutes of Meeting:

Point 1: Community Service Project

In the revised CBCS framework, students have to undertake community service as project work after the completion of 2nd semester. In this regard, it is resolved to implement Community service project work for both first and second year students during the summer vacation.

Point 2: Collection of Feedback on curriculum

As the I/III/V semester syllabus has been upto completion, all the incharge lecturers are instructed to collect feedback on curriculum from students.

Point 3: Action plan for Admissions campaign 2022-23

In order to improve admissions, it is resolved to start campaign in our feeder junior colleges. Faculty were grouped into teams for campaigning in various villages.

Point 4: Conduct of Parents- Teacher meeting

It is resolved to conduct programme-wise Parent-Teacher meeting for First and second year students. Class incharges have to facilitate such meetings.

Point 5: Submission of AQAR 2020-21

As per the revised timelines of NAAC, it is resolved to submit AQAR 2020-21 as early as possible.

Action Taken Report on the Minutes of 10/12/2021

SNo	Proposed action	Action taken
1	Conduct of Student Induction Program	SIP has been organised on 13-18 th December, 2021
2	Collection of feedback	Collected feedback from students on curriculum
3	Conduct of Alumni meet	Alumni meet has been organised
4	Introduction of Certificate courses	Human Rights, Digital literacy and PHP certificate courses were introduced
5	Conduct of field trips	5 departments have conducted field trips
6	Submission of data on AISHE portal and reports of ASAR & AADPI	Data has been submitted on AISHE portal; ASAR & AADPI have also been submitted

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Y. Manjunath

R. Mani

M. Srinivas

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Internal Quality Assurance Cell

IQAC Meeting-4

Date: 06/07/2022

Agenda:

- Orientation on CUET 2022 and APPGCET 2022
- Feedback collection from students
- Guidelines on 2 month internship for second year students
- Admissions work
- Conduct of webinar
- Academic Audit
- Preparation of SSR

Minutes of meeting:

Point 1: Orientation on CUET 2022 and APPGCET 2022

As the final year students are writing their final examinations, faculty are instructed to encourage and provide orientation to them on various PG courses and CETs for PG entrance.

Point 2: Feedback collection from students

The classwork for II/IV/VI semesters has completed and hence it is instructed to collect feedback from all the students on respective curriculum.

Point 3: Guidelines on 2 month internship for second year students

After the completion of IV semester, students have to undertake 2 month internship. In this regard, Dr. B. Satish, lecturer in commerce is appointed as the Coordinator for internships. Mentors were allotted to all the internship students. Guidelines from CCE and affiliating university were discussed.

Point 4: Admissions work

As the first phase counselling for admissions is scheduled in this month, Sri. G. Yugandhar, Smt. N. Lakshmi Chaitanya and Sri. K. Umamaheswara Rao are instructed to monitor and coordinate admissions related work.

Point 5: Conduct of Webinar

Department of BA has proposed to organize national webinar on India's Democracy @ 75. Hence, it is resolved to extend cooperation from all quarters.

Point 6: Academic Audit

As per the directions of APCCE, all the lecturers are instructed to prepare records along with documentary evidences for the proposed academic audit.

Point 7: Preparation of SSR

In order to go for NAAC reaccreditation, it is resolved to prepare draft SSR. Dr. B. Rajasekhar is assigned to the preparation of Qualitative metrics with the help of Criterion-wise coordinators.

Action Taken Report on the Minutes of 20/04/2022		
SNo	Proposed action	Action taken
1	Community Service Project for first and second year students	I and II year students were provided with instructions on CSP
2	Collection of Feedback on curriculum	Feedback has been collected and analysed
3	Action plan for Admissions campaign 2022-23	Faculty has formed as teams and visited junior colleges
4	Conduct of Parents- Teacher meeting	Department of BA has conducted PTA meeting
5	Submission of AQAR 2020-21	AQAR 2020-21 has not been submitted, but proposed to be submitted by May 2022.

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