



DR V S KRISHNA GOVT. DEGREE COLLEGE(A)

VISAKHAPATNAM

INTERNAL QUALITY ASSURANCE CELL

**Action Taken Report**

**On the decisions of the IQAC meeting held on 09th November 2022**

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Sl.No	Decision	Action Taken
01	Principal instructed department heads to submit the Activity Planner	Department heads were reminded to promptly submit the Activity Planner as per the instructions provided by the principal.
02	All first-year students were mandated to register on the Jnana Bhumi Portal	Communication was disseminated to all first-year students, emphasizing the requirement to register on the Jnana Bhumi Portal before the specified deadline. Faculty members were informed to mark attendance using the FRS app starting from the designated date.
03	It was decided to organize an induction programme for newly admitted students.	Plans for the induction programme were initiated, and a committee was formed to coordinate and execute the programme effectively.
04	The Uniform Committee announced the availability of uniforms for students to purchase and get stitched	Information regarding uniform availability was circulated among students through notices and announcements, facilitating the purchase of uniforms.
05	The appointment of mentors for first-year students	The list of mentors for first-year students was compiled and shared with both mentors and mentees. Mentors were briefed on their roles and responsibilities in guiding and supporting first-year students.

*D. Jaisw.*  
11/11/22

  
**PRINCIPAL**  
Dr. V.S. Krishna Govt. Degree College (A)  
VISAKHAPATNAM



DR V S KRISHNA GOVT. DEGREE COLLEGE(A)  
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**Action Taken Report**

**On the decisions of the IQAC meeting held on 2<sup>nd</sup> December 2022**

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Sl.No	Decision	Action Taken
01	<b>Constitution of Committees for</b> the smooth running of the convocation program	Committee members were officially appointed, and responsibilities were assigned accordingly.
02	It was decided to conduct both the general body meeting and convocation on the same day, i.e., 10th December 2022	The date was finalized and communicated to all stakeholders involved.
03	Convocation certificates for two batches of students, 2018-2021 and 2019-2022, will be distributed on 10th December 2022.	Plans for the distribution of certificates were drafted and preparations began accordingly.
04	Students were advised to wear white dresses for the convocation to enhance elegance after wearing convocation robes.	Communication regarding the dress code was sent to all students along with instructions for the convocation attire

05	Lecturers were reminded to maintain classrooms as tidy as possible	Faculty members were informed about the importance of maintaining classroom tidiness, and periodic checks were initiated to ensure compliance.
06	OAMDC announced spot admissions to fill 141 leftover seats, and students were instructed to register and upload all certificates.	Information regarding spot admissions was disseminated to students through various channels, including official announcements and social media platforms.
07	Resolved to make necessary arrangements for the FDPS	Dr. P Srivani convened a meeting to discuss and plan the arrangements for the FDPS. Coordination with Dr. G Rajasekhar and Dr. N Shankar Rao was established to ensure all aspects of the FDPS are adequately addressed. Necessary arrangements such as venue booking, resource allocation, and scheduling were made as per the discussed plan.
08	Procedures were outlined for the Training of Trainers (ToT) program on internships and Learning Management Systems (LMS).	Responsibilities were allocated to relevant individuals to ensure smooth execution of the ToT program. Necessary communication was disseminated to stakeholders regarding the program schedule, requirements, and procedures.

*D. Raju*  
*Dr. K. Ravi Babu*  
*IQAC Co-ordinator*

*S. Venkatesh*  
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