DR V S KRISHNA GOVT. DEGREE COLLEGE(A)
VISAKHAPATNAM

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 9th November 2022 TIME: 10:30 A.M.   VENUE: IQAC Conference Hall

Agenda:

1. Allocation of subjects related to LSCs and SDCs for 1st & 3rd Semester.
2. FRS App.
3. Workshops/Seminars
4. NAAC.
5. Class work.
6. Any other related issues with the permissions by the chair.

DISCUSSIONS/RESOLUTIONS:

1. Principal informed the departments heads to submit the Activity planner with Department activities and Programme specific activities along with the Budget.

2. FRS App Registration: All first-year students must register on the Jnana Bhumi Portal at the earliest. Attendance for students and staff will be considered from 1st December 2022 onwards through FRS app.

3. Induction programme for newly admitted students.

3. Uniform Availability: The Uniform Committee announced the availability of uniforms for students to purchase and get stitched.

4. Mentors for First-Year Students: The newly appointed academic coordinator announced the mentors for first-year students.

5. NAAC Criterion-wise filing to be followed in the department hereafter for all activities ofthe Academic

Year 2022-23. All details with relevant documents of each activity to be submitted to the respective criterion heads.

6. All faculty members are instructed to adopt revised blooms taxonomy to write learning outcomes,

prepare lesson plans and question papers for internal assessments Requirement for Faculty. It is made mandatory for faculty working in autonomous colleges to have their research papers published in UGC CARE listed journals.

7. Departments are instructed to plan and conduct more workshops, seminars, conferences other academic related programs in the future.

8. Student Attendance: Class mentors are instructed to monitor and ensure regular attendance of students.

Attendees:

1.Dr. Vijay Babu (Chair)

2. Members :

(K. Ravi Babu, IQAC).

(Dr. P. Jaya)

(Dr. Rekha. K)

(Dr. A.L. Rupavani)

Dr. S. Padmavathi

(CH.S. ANURADHA)

P. Naga Padma Valli
(P. NAGA PADMA VALLI)

(Dr. G Srinivasa Rao)

(Dr. G ARUN KUMAR)

DR V S KRISHNA GOVT. DEGREE COLLEGE(A)
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 2nd December 2022   TIME: 11:30 A.M.   VENUE: IQAC Conference Hall

Agenda:

1. Constitution of Committees for Smooth Program Execution of the upcoming Convocation 2022.

2. Decision on General Body Meeting and Convocation Date.

3. Awarding Convocation Certificates for Student Batches.

4. Dress Code for Students.

5. Classroom Tidiness.

6. Spot Admissions by OAMDC.

7. Admission Procedures and Deadlines.

8. Role of Stream-wise Coordinators.

9. Coordination for FDPS.

10. Monitoring of FDPS Arrangements.

11. Arrangements for ToTon Internships and LMS.

12. Any other related issues with the permissions by the chair.

DISCUSSIONS/RESOLUTIONS:

1. Constitution of Committees: The following committees need to constituted to ensure the smooth running of the convocation program:

    *   Invitation, Design, and Printing Committee; Hospitality, Food, and Refreshment Committee; Reception and Registration Committee; Transition of Students to Auditorium Committee; Venue Ambience Committee; Discipline Committee; Student Registration and Verification of Certificates Committee; Medals and Mementos (Folders) Committee; Press and Media Committee; Transport and Parking Committee; Campus Cleaning and Banners Committee.
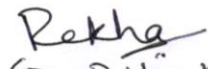
2. Decision on Date: It was resolved to organize both the general body meeting and convocation on the same day, i.e., 10th December 2022.

3. Awarding of Certificates: Resolved to distribute convocation certificates for two batches of students, i.e., 2018-2021 and 2019-2022, on 10th December 2022.

4. Dress Code: Students are welcomed to attend the convocation wearing white dresses to enhance elegance after wearing convocation robes.

5. Classroom Tidiness: Lecturers are instructed to maintain classrooms as tidy as possible.

6. Spot Admissions: OAMDC announced spot admissions to fill 141 leftover seats. Students must register and upload all certificates.

7. EWS Category Admissions: EWS students need to produce respective certificates issued by the concerned authority to claim seats in this category.

8. Additional Admissions: More seats are available in DBA Logistics and B.Voc Aquaculture. Admissions will take place from 5th to 7th December 2022, with a fine of Rs. 100 applicable on 8th and 9th December 2022.

9. Payment Procedure: Admission fees must be paid via the F-MAP App at the time of seat allotment by OAMDC.

10. Stream-wise Coordinators: Dr. A. L. Rupamani (B.A.), Dr. Ch. Vishnumurthy (B.Com.), Dr. Ch. S. Anuradha (B.Sc. Maths), Dr. Sreenivas P (B.Sc. Botany) will oversee the admission process.

11. Communication Channels: Proceedings were circulated among members via WhatsApp for adherence to rules and regulations prescribed by OAMDC.

12. Principal informed that Value added courses should be started as per schedule.

13. Principal instructed to the Faculty members to develop e-content lectures and uploaded in our college Veekshaa youtube channel.
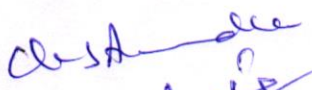
Attendees:

1.Dr. Vijay Babu (Chair)

2. Members:

(K. Ravi Babu, ICAC)

(Dr. Rekha. K)

(DR G. ARUN.KUMAR)

(Dr. A. L. Rupa Vani)

(Dr.T. Samuel David Raj)

Dr. S. Padmavati
P. Naga padma valli
(P. NAGA PADMA VALLI)

(Dr. Gurunarana Rao)

(Dr. P. Jaya)

DR V S KRISHNA GOVT. DEGREE COLLEGE(A)

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 3rd January 2023 TIME: 10:30 a.m. VENUE: IQAC Conference Hall

Agenda:

1. Conduction of FDPS.
2. Monitoring of FDPS Arrangements.
3. Arrangements for ToTon Internships and LMS.
4. Any other related permissions or resolutions by the chair.

DISCUSSIONS/RESOLUTIONS:

1. Vide the proceeding R.C .NO 01/CcE -Acad.cell -pices /AC-15/2022 dated 02-01-2023 of commissioner of collegiate, education. Series of FDPS are scheduled to be conducted at the NRC of Dr. VS Krishna government, degree college
   In view of the above. If facial meeting is conducted with the following members, to make necessary Arrangement for conducting FDPS.
2. The NRC coordinated, Dr. P Srivani lecturer in Botany, is here by instructed to make necessary arrangements for the above program, Dr. G Rajasekhar, Dr. N Shankar, Rao are here by instructed to look after the arrangements, and proceedings of the program.

3. FDPS Arrangements: In view of scheduled FDPS, a meeting will be conducted to make necessary arrangements. Dr. P Srivani is instructed to coordinate the arrangements with the assistance of Dr. G Rajasekhar and Dr. N Shankar Rao.

4. ToT Arrangements: For ToT on internships and LMS, procedures are outlined for collecting payments, coordinating proceedings, technical support, and nomination of master trainers.

   Attendees:

   1.Dr. Vijay Babu (Chair)

   2. Members:

   C K. Rani Babu, IQAC)

   (Dr CHS ANURADHA)

   (Dr. Gajimivm Rao)

   Dr. S. Padmavali

   Rekha
   (Dr. REKHA. K)

   (Dr.T. Samvel David Raj)

   (Dr. P. Jaya)

   (Dr. AL. Rupakam)

   (DR. G. ARUN KUMAR)

   PRINCIPAL
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 28th January 2023 TIME: 11:30 A.M.   VENUE: IQAC Conference Hall

Agenda:

1. Setting NAAC Target
2. Documentation of Criteria
3. Submission of Data for AQAR
4. Submission of Relevant Data by Committe
5. Preparation and Distribution of Important Questions
6. Collection of Alumni Data
7. Organization of Parent-Teacher Meeting
8. Implementation of Mandatory TALK BOOK Programme
9. Conducting Exams Smoothly and Fairly
10. Submission of Departmental Activity Data
11. Grouping Internship Activities for Students
12. Attendance Submission in JnanaBhoomi and APFRS Apps
13. Readiness for Presenting Online Programs
14. Mandatory Use of TLP App after Class Work Completion
15. Any other related permissions or resolutions by the chair.

DISCUSSIONS/RESOLUTIONS:
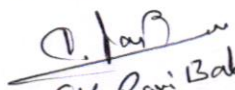
1. All staff members are instructed to set the NAAC target of A++ and work diligently towards achieving it.

2. Committees are to collaborate for well-documented criteria in the required formats.

3. Data required for AQAR must be submitted by 1st February 2023 for the period January 2022 to May 2022.

4. NAAC coordinators and committee members are instructed to submit all relevant data immediately to enable IQAC to submit AQAR
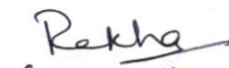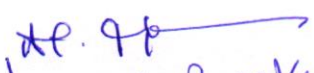
5. Immediate issuance of hall tickets to students, with mentors or lecturers addressing any issues fairly.

6. Faculty members are requested to prepare a list of important questions and share them in respective student WhatsApp groups for LSCs and SDCs.

7. Gathering alumni data and submitting it promptly.

8. Organization of parent-teacher meetings and submission of data for NAAC.

9. Implementation of the mandatory TALK BOOK program every Friday, with all faculty members required to attend.

10. Ensuring smooth and fair conduct of exams, adhering to examination rules and regulations.

11. Submission of departmental activity data or any other data as requested by the Department of Computer Science for updating the college website.

12. Grouping internship activities for students and identifying industries for mapping student internships.

13. Faculty members instructed to mark their attendance in both JnanaBhoomi and APFRS apps, which are mandatory.

14. Departments to prepare for presenting online programs as per CCF instructions

15. Mandating the use of TLP App after completion of class work for better staff-student interactions.

Attendees:

1. Dr. Vijay Babu (Chair)
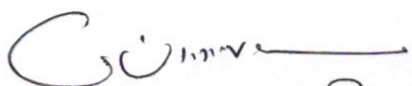
2. Members:

(K. Ravi Babu, IQAC)

(Dr. REKHA. K)

P. Naga padma Valli
(P. NAGA PADMA VALLI)

(Dr. A.L. Rupavani)

(Dr CH SANUDRADHA)

(Dr. T. Samuel Dano Raj)

(Dr. P. Jaya)

(Dr. G. Simmana Rao)

(Dr. G. ARUN KUMAR)

(Dr. S. Padma avall)

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 18th February 2023 TIME: 10:30 A.M.   VENUE: IQAC Conference Hall

Agenda:

1. Adherence to Research SOP
2. Processing Projects and Publications
3. Ethics in Research
4. Application for Research Projects
5. Submission of Extension Activities Data
6. Recognition as Research Guides
7. Publication Guidelines
8. Science Exhibition
9. ToT on NSE
10. Orientation on Screen Recording Applications
11. Any other related permissions or resolutions by the chair.

DISCUSSIONS/RESOLUTIONS:
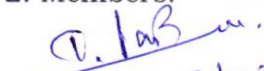
1. All staff members are instructed to adhere strictly to the research SOP issued by the Commissioner of Collegiate Education and the NAAC SOP.

2. Staff members are informed to process their projects and publications through the R&D cell of the college for plagiarism checks.

3. Projects and publications must abide by the principles of research ethics and require approval from the ethics committee.

4. Every staff member is tasked with preparing and applying for minor and/or major research projects, as well as applying for departmental projects.

5. Internship and skill development coordinators are requested to submit data regarding the organization of extension activities for the years 2021-22 and 2022-23.
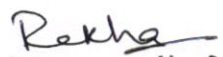
6. Staff members holding doctoral degrees are urged to apply for recognition as research guides.

7. Publications by staff members must be published in UGC-CARE listed journals, with due mention of the college name.

8. Various committees were proposed to oversee arrangements, stage decoration, preparation, and inviting school children to visit science exhibits

9. An MOU has been made with the National Stock Exchange (NSE), and a training program is organized at Dr. V.S. Krishna College from 04-03-23 to 06-03-23, with approximately 45-50 participants.

10. Utilization of digital classrooms for e-teaching.

11. Submission of LMS e-contents in five-quadrant approach by 20th March 2023.

12. An orientation session was conducted on screen recording applications for conducting online classes, with demonstrations by Dr. T. Samuel David Raj, lecturer in Zoology, and Dr. G. Srinivasa Rao, lecturer in Commerce. The following staff members attended the orientation program
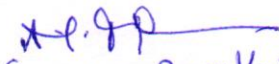
Attendees:

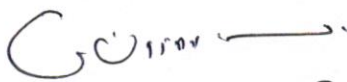1. Dr. Vijay Babu (Chair)

2. Members:

(K. Ravi Babu, IQAC)

(Dr. REKHA. K)

(Dr. A. L. Rupavam)

(Dr CH.SANVRADHA)

(DT. T. Samuel David Raj)

P. Naga Padma Valli
(P. NAGA PADMA VALLI)

(Dr. P. Jaya)

(Dr. G. Srinivas Rao)

(Dr. G. ARUN. KUMAR)

(Dr. S. Padmavathi)

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 1ˢᵗ April 2023   TIME: 11:30 A.M.   VENUE: IQAC Conference Hall

Agenda:

1. Orientation on SOPs and Benchmarks related to NAAC criterians.

2. Star College Proposal

Discussion :

1. Importance of SOPs and Benchmarks: Dr. I. VijayaBabu emphasized the significance of Standard Operating Procedures (SOPs) and benchmarks in each criterion for NAAC assessment.

2. Presentation by Coordinators: All coordinators were instructed to deliver presentations on each criterion based on SOPs and benchmarks. Detailed analysis and upgrading of matrices were encouraged.

3. Data Collection: Coordinators were directed to collect data from various departments to compile records relevant to NAAC assessment.

4. Importance of Valid Documents: IQAC coordinators stressed the necessity of uploading valid documents for NAAC accreditation. Criterion coordinators and members were urged to prioritize this issue.

5. Submission of Document List: Criterion coordinators are required to submit a list of documents to be presented at the end of each presentation.

6. Star College Proposal: Dr. I. VijayaBabu expressed hope for the successful realization of the Star College proposal in the near future.

Attendees:

1.Dr. Vijay Babu (Chair)

2. Members:

(K. Ravi Babu, IQAC)

(Dr. REKHA K).

(Dr. A L. Rupavani)

(Dr CH ANURADHA)

(Dr T. Samuel David Raj)

(CDR G ARUN KUMAR)

(Dr. G Srinivasa Rao)

(Dr. P. Jaya)

(Dr. S. Padmavati)

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING

DATE: 22nd May2023 TIME: 10:30 A.M. VENUE: IQAC Conference Hall

Agenda:

1. Discussion on the Conversion of Majors to Single Major Programs
2. Approval and Submission Process
3. Any other related permissions or resolutions by the chair.

Discussion:

The meeting was convened in accordance with the proceedings of R.C no:1/ CCE. – Acad.cell / Single .Maj/AC-06/2022 dated 18.05.2023, issued by the Commissioner of Collegiate Education, AP Mangalgiri. Series of meetings were conducted with staff members both online and offline, on 13th May 2023, 20th May 2023 online, and today, i.e., 22nd May 2023, in the IQAC conference hall offline.

Resolution:

After thorough discussions and interactions, the staff members have resolved to offer the following single major programs from the academic year 2023-24 onwards:

1. B.A Honrs Special English - 40

2. B.A Honors Special Telugu - 30

3. B.A Honors History - 40

4. B.A Honors Economics - 60

5. B.A Honors Political Science - 60

6. B.Com Honors General - 60

7. B.Com Honors Computer Applications - 60

8. BBA Honors Digital Marketing - 60

9. BBA Honors Logistics - 30

10. B.Sc Honors Mathematics - 40

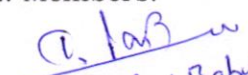11. B.Sc Honors Physics - 60

12. B.Sc Honors Applied Physics - 60

13. B.Sc Honors Chemistry - 60

14. B.Sc Honors Organic Chemistry - 60 (New with Research)

15. B.Sc Honors Analytical Chemistry - 60 (New with Research)

16. B.Sc Honors Industrial Chemistry - 60

17. B.Sc Honors Computer Science - 60

18. B.Sc Honors Botany - 60

19. B.Sc Honors Applied Botany - 60

20. B.Sc Honors Zoology - 60

21. B.Sc Honors Fisheries - 60

22. B.Voc Honors Aquaculture - 30

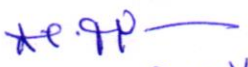23. B.Sc Honors Biotechnology - 40 (New with Research)

24. B.Sc Honors Microbiology - 40

The proposed single major programs are subject to the approval of the Commissioner of Collegiate Education. Any modifications or changes arising at the commissionerate will be carried out in consultation with the respective Heads of the Department.
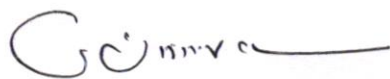
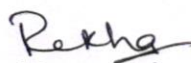Attendees:

1. Dr. Vijay Babu (Chair)

2. Members:

(K. Ravi Babu)
IQAC.

Dr. A.L. RupaVani
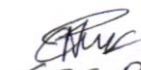
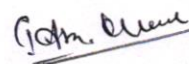(Dr. Gowrinaxi. Rao)

(Dr. S. Padma avati)

Rekha
(Dr. REKHA.K).

(Dr CH SANURADHA)

(Dr. P. Jaya)

P. Naga Padma Valli
(P. NAGA PADMA VALLI)

(Dr. T. Samuel David Raj)

(Dr. G Arun Kumar)

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE IQAC MEETING
DATE: 1st June 2023 TIME: 11:30 A.M.   VENUE: IQAC Conference Hall

Agenda:

1. Review of Training of Trainers (TOT) Phases
2. Usage of OTLP and APFRS/Jhanabhoomi Apps
3. Announcement of Majors Acceptance
4. Preparation of Four-Year Course Syllabus
5. Registration of Final Year Students on Job Portal
6. Any other related permissions or resolutions by the chair.

DISCUSSIONS/RESOLUTIONS:

1. The phase 1 of TOT commenced on 5-06-2023 to 10-06-2023 for NRC Colleges, followed by phase II from 12-06-2023 to 17-06-2023.

2. Tentative examination dates for Semesters II and IV are scheduled for the third week of July 2023.

3. Lecturers must ensure the systematic submission of internship papers as per COE instructions

4. Congratulations were extended for the acceptance of 23 majors for the academic year 2023-24.

5. In-charges of departments are tasked with preparing four-year course syllabi and seeking BOS acceptance.

6. Final year students must register on the job portal.

7. Criteria coordinators are directed to update NAAC records.

Attendees:

1.Dr. Vijay Babu (Chair)

2. Members:

CK Ravi Babu, IOAC)

(Dr. REKHA.K)

(Dr. A.L. Rupakan)

(DR G ARUN KUMAR)

(Dr. T Samuel David Raj)

(Dr. GIurmiran Rao)

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