



CIRCULAR

Academic year: 2019-2020

Date: 10.06.2019

All the members of the IQAC are hereby requested to attend a meeting with the principal at 10:00am on 20-06-2018 to discuss the following agenda. All IQAC members are requested to attend the meeting without fail

Agenda:

1. Review of the previous meeting.
2. Admissions for the year 2019-2020.
3. Faculty Induction Programme FDPs
4. Student Induction Programme
5. Discussion about Students Feedback on Teachers collected for Even Semester 2018-19.
6. Conduction of Career Guidance Programmes
7. Infrastructure Development-Construction of Computer Lab
8. Student achievements

Signature of the coordinator


PRINCIPAL
SRI ADITYA DEGREE COLLEGE
J.P. Road, BHIMAVARAM-534 202

Signature of the Chair Person

The under signed is pleased to constitute the Internal Quality Assurance Cell (IQAC) with the following members.

MEMBERS OF IQAC

S . NO	Details of the Members	Designation
1.	A. Anuradha	Chairperson
2.	M. Srinivas	Director
3.	B. Mavullu	Co-Ordinator
4.	B. Jay Kumar	External member
5.	P. Srinivas Rao	External member
6.	K B S Sravani Devi	Member
7.	K. Parasuram	Member
8.	N. Rambadra Varma	Member
9.	V. Nanda Kishore	Student representative
10	S. Sirisha	Student representative
11.	G. Jyothi(Alumini)	Member
12.	Md. Heena Akbhar(Alumini)	Member
13.	A. Manikiran (Alumini)	Member


 Signature of the coordinator




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IQAC MEETING MINUTES

Meeting: 1

Academic year: 2019-2020

Date: 10.06.2019

AGENDA:

1. Review of the previous meeting.
2. Admissions for the year 2019-2020.
3. Faculty Induction Programme, FDPs, Student Induction Programme
4. Discussion about Students Feedback on Teachers collected for Even Semester 2018-19
5. Conduction of Career Guidance Programmes.
6. Infrastructure Development-Construction of Computer Lab
7. Student achievements.

Signature of the coordinator



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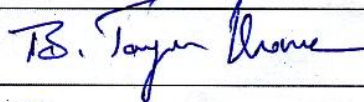
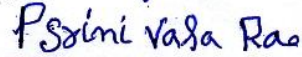
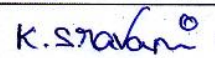
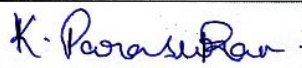

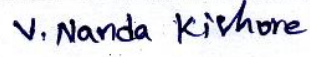
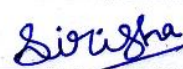
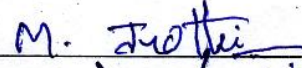
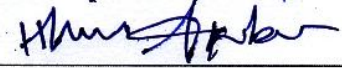
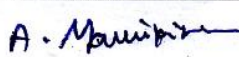
INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING

Meeting No:1

Date: 10.06.2019
Academic Year: 2019-20

Venue: SeminarHall

Members present for the Meeting:

S.NO	Details of the Members	Designation	Signature
1.	A. Anuradha	Chair person	
2.	M. Srinivas	Director	
3.	B. Mavullu	Co-ordinator	
4.	B. Jay Kumar	External member	
5.	P. Srinivas Rao	External member	
6.	K B S Sravani Devi	Member	
7.	K. Parasuram	Member	
8.	N. Rambadra Varma	Member	
9.	V. Nanda Kishore	Student representative	
10.	S. Sirisha	Student representative	
11.	G. Jyothi(Alumini)	Member	
12.	Md. Heena Akbhar(Alumini)	Member	
13.	A. Manikiran (Alumini)	Member	

The Principal welcomed the gathering. She briefed the dignitaries about the activities and achievement of the College during the year 2018-19 and also reviewed the previous meeting minutes. The Principal welcomed the Chairman, Nominees from Local Society, Senior faculty members. Parent representatives, Alumni and Student members of IQAC. She presented the progress of the institution and the future plans to the Committee.

Item1: Admissions for the year 2018-19: The principal informed that the new courses introduced and had a good response and admissions are good.

Item 2: Discussion about Students Feedback They provided suggestions to improve the performance of the teachers.

Item3: Conduction of Faculty Induction Programme and Student Induction Programme: IQAC was held responsible to conduct Faculty Induction Programme and Student Induction Programme during the first week of September. Also hands on experience for the practical's.

Item 4: Conduct of Career Guidance Programmes – Mr. T. Ram Murthy, raised the need of conducting career development programmes for final year students to make them aware of choices available after Under graduation. The Principal welcomed his suggestion and opined to conduct programmes through Career Guidance Cell.

Item5: Infrastructure Development: Mrs. A. Anuradha appreciated the efforts of Management in the construction of new Computer laboratory for their students

Item6: It is resolved to take necessary training program for the final years to improve the employment opportunities.

Mr. B. Mavullu IQAC Coordinator proposed Vote of Thanks.

Signature of the coordinator



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Signature of the Chair Person


INTERNAL QUALITY ASSURANCE CELL ACTION PLAN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 20.06.2018 is as follows:

Points discussed	Decision taken	Responsibility	Target date
Student Induction Programme	To Conduct orientation programme during first week of <u>September</u>	Heads of various Departments	First week of September
Conduction of faculty Induction Programme	To conduct Faculty Induction programme	IQAC	27.10.19
Skill Development programmes	Conducting skill development programmes for final years	Heads of various Departments	By the end of November
Conduction of Career Guidance Programmes	TO Conduct of Career Guidance Programmes	Heads of various Departments	By the end of December


Signature of the coordinator




Signature of the Chair Person





INTERNAL QUALITY ASSURANCE CELL ACTION PLAN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 20.06.2019 is as follows:

Points discussed	Decision taken	Action taken
Student Induction Programme	To Conduct orientation programme during first week of <u>September</u>	Orientation programme to the first year students is organized
Conduction of faculty Development Programme	To conduct faculty Development programme	FDP on Basic Drug Knowledge and Environmental Chemistry , FDP On Educational communication skills for student teacher cooperation are conducted
Add on courses	To conduct Add on courses	Enhancing Skills On Photoshop, Introduction To Basic Components & Pcb Design,
Conduction of Career Guidance Programmes	To Conduct of Career Guidance Programmes	Career Guidance Programmes were conducted for the final years

Signature of the coordinator



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Signature of the Chair Person

Meeting: 2

CIRCULAR


All the members of the IQAC are hereby requested to attend a meeting with the principal at 10:00am on 20-09-2019 to discuss the following agenda. All IQAC members are requested to attend the meeting without fail

Agenda:

1. Review of the previous meeting.
2. Discussion about students feedback on teachers collected for odd semester 2018-2019.
3. Add on courses.
4. Teaching learning methods.
5. First year students motivational programme
6. Lab verifications.
7. MOUs


Signature of the coordinator




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The under signed is pleased to constitute the Internal Quality Assurance Cell (IQAC) with the following members.

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2.	M. Srinivas	Director
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Minutes of the IQAC Meeting:

The meeting of all the members of the IQAC under the chairperson ship of the principal has been conducted on and had a detailed discussion on the following agenda.

The chairman of the committee has welcomed all the members of the IQAC and expressed his profound sense of gratitude for their esteemed presence.

Agenda of the Discussion:

1. Review of the previous meeting
2. Discussion about Students Feedback on Teachers collected for odd Semester 2019-20
3. Add on courses
4. Teaching learning methods
5. First year student's motivational Programme
6. Lab verifications
7. MOUS



Signature of the coordinator



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Signature of the Chair Person



SRI ADITYA DEGREE COLLEGE

Affiliated to Adikavi Nannaya University - Approved by APSCHE

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West Godavari District, A.P.-534202 INDIA
Ph : 08816 - 222168
Cell: 7997256662, 7997256663
URL : aditya.ac.in/degree
Email : sadcbvm@aditya.ac.in



Members present for the Meeting:

S.NO	Details of the Members	Designation	Signature
1.	A. Anuradha	Chair person	
2.	M. Srinivas	Director	
3.	B. Mavullu	Co-ordinator	
4.	B. Jay Kumar	External member	
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6.	K B S Sravani Devi	Member	
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8.	N. Rambadra Varma	Member	
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11.	G. Jyothi(Alumini)	Member	
12.	Md. Heena Akbhar(Alumini)	Member	
13.	A. Manikiran (Alumini)	Member	

Resolutions:

The Principal welcomed the gathering. She briefed the dignitaries about the activities and achievement of the College during odd semester and also reviewed the previous meeting minutes.

Item1: Mrs. A.Anuradha, the Chairperson began the session with the review the academic calendar

Item2: Discussion about Students Feedback on Teachers: A Report about Students Feedback on Teachers for the odd Semester 2018-19 along with Action taken Report was submitted to the Committee. They provided suggestions to improve the performance of the teachers.

Item3: It is also decided to introduce the Add on courses to improve the quality of students and to enhance the employability of student. Also Sri B. Mavullu the coordinator of IQAC discussed with the members regarding the importance of Add on courses and to select the best ADD ON Courses which are helpful to students.

Item4: The committee has been instructed all the HOD S to check course file, lab manual and the position of equipment in labs and also lab equipment verification and to submit there port to IQAC committee.

The committee has suggested the faculty to adopt new approaches while delivering the classes. So that students will be benefited.

Item5: It is resolved to conduct an orientation program for I year students to provide comprehensive information about the degree curriculum and degree education.

Item6:The coordinator of the IQAC has instructed the faculty and other members to get maximum number of MoUs and make utilize of it.

Item7:All the HODs have been directed to collaborate with other institutions to improve excellent social contacts.

Meeting is concluded by the IQAC Coordinator Sri B. Mavullu by proposing vote of thanks.



Signature of the coordinator


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Action plan report of the meeting:

Points discussed	Decision taken	Responsibility	Target date
MoUs	To have MoUs with Maximum number of institutions	Concerned Heads and Coordinators.	Throughout the academic year
Placements	Placements for All the final years	Placement cell	Throughout the academic year 2018-19
Add on courses	Add on courses for The even semester to-be conducted	Respective Heads of the department.	By the end of April.
First year student's motivational Programme	Motivational classes For the first year	IQAC	In the month of February.
Teaching learning methods	To implement ICT enabled classes, working models etc	IQAC	By the end of March

Action taken report of the meeting:

Points discussed	Decision taken	Action taken
MoUs	To have MoUs with Maximum number of institutions	Signed MOU with renowned organizations in this academic year.
Add on courses	Add on courses for the even semester to be conducted.	Enhancing Skills On Photoshop, Introduction To Basic Components & Pcb Design, Hacker rank Sql Basic, Data Communication And Networking Certificate Course On Event Management
First year student's Motivational Programme	To conduct every year	Motivational programme to the first year students
Teaching learning methods	To be innovative	ICT enabled classes, working models are developed

Signature of the coordinator



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