



MEETING -1

ACADEMIC YEAR: 2020-21

DATE: 10-06-2020

Venue: Seminar hall

CIRCULAR

All the members of the IQAC are hereby requested to attend a meeting with the principal at 10:00 a.m on 10-06-2020 to discuss the following agenda. All IQAC members are requested to attend the meeting without fail in online mode.

Agenda:

1. Review of the previous meeting
2. Admissions for the year 2020-2021.
3. Faculty Induction Programme and student induction programme Hands on Training.
4. Orientation for teachers to conduct Online Classes.
5. Conduction of online classes through Google meet.
6. Support for final year students for online end semester examination. Guest lecturers/seminars/events/Competitions through online.
7. Conduct of National Importance Days through online.

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.

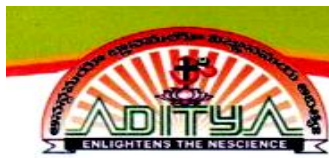
MEMBERS OF IQAC

S . NO	Details of the Members	Designation
1.	A. Anuradha	Chairperson
2.	M. Srinivas	Director
3.	B. Mavullu	Co-ordinator
4.	U. Satish Kumar	External member
5.	P.Ravi Kumar	External member
6.	B. Lakshmi Naga Sudha	Member
7.	S. Evangila even	Member
8.	P.Subrahmaneswari	Member
9.	B. Shivani	Student representative
10	A. Vinay Kumar	Student representative
11.	G.Lakshmi padma	Member
12.	S.Bindu Madhavi(Alumini)	Member
13.	B.Asritha Chowdari(Alumini)	Member


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**SRI ADITYA
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Affiliated to Adikavi Nannaya University - Approved by APSCHE

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IQAC MINUTES OF MEETING

1. Review of the previous meeting
2. Admissions for the year 2020-2021.
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INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING

ACADEMIC YEAR: 2020-21

DATE: 10-06-2020

MEETING : 1

Venue: Seminar hall

Members present for the Meeting:

S.NO	Details of the Members	Designation	Signature
1.	A. Anuradha	Chairperson	
2.	M. Srinivas	Director	
3.	B. Mavullu	Co-ordinator	
4.	U. Satish Kumar	External member	
5.	P. Ravi Kumar	External member	
6.	B. Lakshmi Naga Sudha	Member	
7.	S. Evangila even	Member	
8.	P. Subrahmaneswari	Member	
9.	B. Shivani	Student representative	
10.	A. Vinay Kumar	Student representative	
11.	G. Lakshmi Padma	Member	
12.	S. Bindu Madhavi (Alumini)	Member	
13.	B. Asritha Chowdari (Alumini)	Member	

The principal welcomed the gathering. She briefed the dignitaries about the activities and achievement of the college during the year 2020-2021 and also reviewed the previous meeting minutes.

The principal informed that the new courses introduced and had a good response and admissions are good. The Committee appreciated the efforts of the management and their service to the society during the pandemic. The chairman expressed his concern to the stake holders of the institution and requested all to take COVID-19 precautionary steps and get vaccinated properly. Mrs. A. Anuradha explained the covid rules and requested the teachers to communicate the same to their students.

Item 1: Orientation for teachers to conduct Online classes: The Adikavi Nannaya University has instructed the affiliated colleges to conduct online classes from August 2020. The Chairman instructed the Department of Computer Science to conduct an orientation class for all teachers on the usage of Microsoft teams.

Item 2: Conduction of Online classes through Microsoft teams: IQAC coordinator explained the committee every day students will attend 3 hours of online classes with an interval of 15 minutes between each class. The students will be given instructions and study materials through class whatsapp group. Assignments and seminars will be given online.

Item 3: Guest Lectures/ Seminars/Events/Competitions through Online. The Committee requested to conduct events and competitions other than academic classes also. They suggested conducting Expert talks & Guest Lectures through webinars.

Item 4: Conduction of National Importance Days through Online: The Committee asked the concerned Coordinators to organize the celebration National importance days and festivals through online mode.

Item 5: Discussion about Students Feedback on Teachers : A report about students Feedback on Teachers for the Even Semester 2020-21 along with Action taken Report was submitted to the committee. They provided suggestions to improve the performance of the teachers.

Item 6: IQAC coordinator requested all the Departments to submit the year planner on the events to be organized for this academic year.

Item 7: 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.

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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT

Action plan report on the decisions taken during the IQAC meeting held on 13.08.2020 is as follows:

POINTS DISCUSSED	DECISION TAKEN	RESPONSIBILITY	TARGET DATE
Orientation for teachers to conduct online classes	Decided to conduct orientation for taking online classes for teachers	Department of Computer Science	In the First week of the September
Conduction of faculty Induction Programme	To conduct faculty induction programme	IQAC	27.10.2020
Hands on training session on Practicals	Practicals	Concerned HoD's	By the end of November
Skill Development Programmes	Conducting skill development programmes for final years	Concerned HOD's	Within 4 months
Guest Lectures/Seminars/Events/Competitions through Online	To conduct Seminars and Guest lecturers online	Concerned HOD's	Within 3 months
Conduction of National Importance Days through Online	To organize celebration of National importance days	Concerned HOD's	During National Days.

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Action taken report on the decisions taken during the IQAC meeting held on 13.08.2020 is as follows:

POINTS DISCUSSED	DECISION TAKEN	ACTION TAKEN
Orientation for teachers to conduct online classes	Decided to conduct orientation for taking online classes for teachers.	Orientation program for teachers was conducted by Department of Computer Science
Conduction of faculty Development Programme	To conduct faculty induction programme	FDP on "Machine Learning & its Applications", FDP on Recent Advancement of Science and Technology were conducted to all the faculty.
Hands on training session on Practicals	Practicals	Hands on experience session was conducted for the practicals.
Skill Development Programmes	Conducting skill development programmes for final years	HackerRank Problem Solving, Enrich your Linguistic Competence, Physics in daily life, Art of public speaking, Advanced Matlab, Marketing in Digital Era, Art the skill development, Add on courses introduced in this academic year.
Guest Lectures/Seminars/Events/Competitions through Online	To conduct Seminars and Guest lecturers online	All Heads of the Departments has organized various programmes in which students were actively participated in it.
Conduction of National Importance Days through Online	To organize celebration of National importance days	Orientation programme to the first year students by the concerned coordinator.

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