



Meeting: 1

Academic year: 2022-23

Date: 07.09.2022

CIRCULAR

All the members of the IQAC are hereby requested to attend a meeting with the principal at 10:00 am on 07-09-2022 to discuss the following agenda. All IQAC members are requested to attend the meeting without fail.

Agenda:

1. Admissions for the year 2022-23.
2. Infrastructure Development-Construction of Computer Lab , ICT enabled Classrooms
3. Discussion about Students Feedback on Teachers collected for Even Semester 2021-22
4. Conduction of Faculty Induction Programme and Student Induction Programme
5. Discussion on Department Association and Clubs activities for the year 2022-23.
6. Student achievements.
7. Placements.
8. NSS


Signature of the coordinator




PRINCIPAL
SRI ADITYA DEGREE COLLEGE
J.P. Road, BHIMAVARAM-534 202
Signature of the Chair Person


The undersigned 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	Chair person
2.	M. Srinivas	Director
3.	B. Mavullu	Co-ordinator
4.	CH.Venkata Ratnam	External member
5.	Ch. Raj Kumar	External member
6.	N. Ramya	Member
7.	S.Venkata Ramana	Member
8.	P. Durga Prasad	Member
9.	P. Venkata Naga Raju	Student representative
10	M. Lahari	Student representative
11.	P. Venkanna Babu (Alumini)	Member
12.	S. Prasanthi (Alumini)	Member
13.	P. Ravi Teja (Alumini)	Member


Signature of the coordinator




Signature of the Chair Person

IQAC MEETING MINUTES

Meeting: 1

Academic year: 2022-23

Date: 07.09.2022

AGENDA:

1. Review on the previous meeting minutes.
2. Admissions for the year 2022-23.
3. Infrastructure Development-Construction of Computer Lab , ICT enabled Classrooms
4. Discussion about Students Feedback on Teachers collected for Even Semester 2021-22
5. Conduction of Faculty Induction Programme and Student Induction Programme
6. Discussion on Department Association and Clubs activities for the year 2022-23.
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**SRI ADITYA
DEGREE COLLEGE**

Affiliated to Adikavi Nannaya University - Approved by APSCHE

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



INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING

Meeting No: 1

Date: 07.09.2022

Academic Year: 2022-23

Venue: Seminar hall

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.	CH. Venkata Ratnam	External member	
5.	Ch. Raj Kumar	External member	
6.	N. Ramya	Member	
7.	S. Venkata Ramana	Member	
8.	P. Durga Prasad	Member	
9.	P. Venkata Naga Raju	Student representative	
10.	M. Lahari	Student representative	
11.	P. Venkanna Babu (Alumini)	Member	
12.	S. Prasanthi (Alumini)	Member	
13.	P. Ravi Teja (Alumini)	Member	

The Principal welcomed the gathering. She briefed the dignitaries about the activities and achievement of the College during the year 2021-22 and also reviewed the previous meeting minutes.

Item 1: Admissions for the year 2022-23: The principal informed that the new courses introduced and had a good response and admissions are good.

Item 2: Infrastructure Development: Dr. B. Shilpa appreciated the efforts of Management in the construction of new Computer laboratory for their students also praised the introduction of ICT enabled classrooms. The Committee decided that the smart boards will be installed.

Item3:Discussion about Students Feedback on Teachers: A Report about Students Feedback on Teachers for the Even Semester 2021—22 along with Action taken Report was submitted to the Committee. They provided suggestions to improve the performance of the teachers.

Item4: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.

Item5:Discussion on Department Association and Clubs activities for the year 2022-23 All the Senior Faculty Members presented their plan for the upcoming semester and the suggestions were given by the Committee.

Item 6:It is resolved to take necessary training program for the final years to improve the employment opportunities.


Item 7: It is also resolved to take up social service activities with the help of NSS volunteers to ensure that the college becomes a part of the development of the society.

Item 8:It is also decided to identify the slow learners in the college and initiate the necessary measures to conduct special classes to improve the pass percentage of the students.

Mr. N.Hari Satish Kumar IQAC Coordinator proposed Vote of Thanks.



Signature of the coordinator


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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT

Action taken report on the decisions taken during the IQAC meeting held on 07.09.2022 is as follows:

Points discussed	Decision taken	Responsibility	Target date
ICTEnabled Classroom	Principal	Management and Administrative officer	November 2022
Conduction of faculty Induction Programme and Student Induction Programme	To conduct faculty , student induction Programme	IQAC	27.10.22
Department Association and club activities	To organize more events through Department Associations.	Concerned HOD and Club coordinators	Academic year 2022-23

Signature of the coordinator



Signature of the Chair Person


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Meeting:2

Academic year: 2022-23

Date: 15.03.2023

Circular

All the members of the IQAC are hereby requested to attend a meeting with the principal at 10:00 am on 15.03.2023 to discuss the following agenda. All IQAC members are requested to attend the meeting without fail.

Agenda:

1. Review of the previous meeting
2. Add on courses
3. First year students motivational Programme
4. Lab verifications
5. Teaching learning methods
6. Placements
7. MOUS


Signature of the coordinator




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Signature of the Chair Person

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

Members of the IQAC:

S.NO	Details of the Members	Designation
1.	A. Anuradha	Chair person
2.	M. Srinivas	Director
3.	B. Mavullu	Co-ordinator
4.	CH.Venkata Ratnam	External member
5.	Ch. Raj Kumar	External member
6.	N. Ramya	Member
7.	S.Venkata Ramana	Member
8.	P. Durga Prasad	Member
9.	P. Venkata Naga Raju	Student representative
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Minutes of the IQAC Meeting:

The meeting of all the members of the IQAC under the chairpersonship of the principal has been conducted on 15.3.23 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. Add on courses
3. First year student's motivational Programme
4. Lab verifications
5. Teaching learning methods
6. Placements
7. MOUS

The following members of the IQAC have attended 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.	CH.Venkata Ratnam	External member	
5.	Ch. Raj Kumar	External member	
6.	N. Ramya	Member	
7.	S.Venkata Ramana	Member	
8.	P. Durga Prasad	Member	
9.	P. Venkata Naga Raju	Student representative	
10.	M. Lahari	Student representative	
11.	P. Venkanna Babu (Alumini)	Member	
12.	S. Prasanthi (Alumini)	Member	
13.	P. Ravi Teja (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.

Item 1: Dr. Shilpa, the Chairperson began the session with the review the academic calendar

Item 2: 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 N. Hari Satish 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.

Item 3: It is resolved to conduct an orientation program for I year students to provide comprehensive information about the degree curriculum and degree education.

Item 4: The committee has been instructed all the HODS to check course file, lab manual and the position of equipment in labs and also lab equipment verification and to submit the report to IQAC committee.

Item 5: The committee has suggested the faculty to adopt new approaches while delivering the classes. So that students will be benefited.


Item 6: The placement officer explained the schedule of the visit of various companies for on campus interviews.

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

Meeting is concluded by the IQAC Coordinator Sri N. Hari Satish Kumar by proposing vote of thanks.



Signature of the coordinator

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Action taken report of the meeting:

Points discussed	Decision taken	responsibility	Target date
Department events and college events	To conduct events as per Academic calendar.	Concerned Heads and Coordinators.	25.05.2023
Placements	Placements for all the final years	Placement cell	Throughout the academic year 2022-23
NSS activities	To the first years	NSS Program officers	25.05.2023
Add on courses	Add on courses for the even semester to be conducted.	Respective Heads of the department.	By the end of April.

Signature of the coordinator



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