



VAAGDEVI DEGREE & PG COLLEGE

KISHANPURA, HANAMKONDA
TELANGANA



(AFFILIATED TO KAKATIYA UNIVERSITY)
NAAC Accredited A Grade



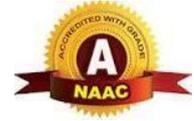
**Internal Quality Assurance Cell (IQAC)
Academic Year 2023-2024
Meeting Minutes and Action Taken Report (ATR)**

IQAC MINUTES



VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2023-2024

Meeting Minutes

Meeting No: 1

Date:15.06.2023

Venue: Board Room

Agenda

1. Preparation of Academic calendar
2. AQAR Preparation by criterion in-charges
3. Action Plan for 2023-24 Academic Year
4. Any other Matters of importance

Members Present

IQAC COMPOSITION

S.No	Name of the Person	Designation	Position
1	Dr.A.Sheshachalam	Principal	Chairman
2	Dr.G.Raja Prasad	HOD in Physics & Electronics	Coordinator
3	Dr.Ch,VahiniDevi	Director Academics,Vaagdevi Colleges	Administrative Officers
4	Dr.P.Harender Reddy	HOD in Botany & Coordinator	Academics Coordinator
5	Dr.S.Mahender Kumar	HOD in MBA Programme	Member
6	Dr.C,Govinda Rao	Course Coordinator in Chemistry	Member
7	Dr.C.Padmavathi	HOD in Zoology	Member
8	Sri.K.Sridhar	HOD in Computer Science	Member
9	Smt.S.Rajitha	HOD in Chemistry	Member
10	Sri.C.Dattatreylu	HOD in Commerce & Business Management	Member
11	Sri.K.BalaRaju	HOD in Statistics	Member
12	Smt.K.HimaBindu	HOD in Biotechnology	Member
13	Sri. T.Rajeshwar Rao	Faculty In Commerce	Member
14	Dr.A.Srinivas Reddy	Faculty In Chemistry	Member
15	Dr.P.Sugunakar Reddy	Faculty in MBA	Member
16	Sri.M.Narasimha Murthy	Faculty in Physics	Member
17	Sri. Vinod Goel	Industrialist	Member
18	Dr.G.Vikram	Faculty in Biotechnology	Member
19	Sri.P.Narayana	Office incharge	Member
20	S.Supriya	Student Representative	MPCs VI Semester

21	Mr. Baradwaj	Student Representative	BBA VI Semester
22	D.Shirisha	Student Representative	MBAIL- Semester

Minutes:

The meeting was chaired by Dr A. Sheshachalam Principal. The agenda items were presented and approved by the members. Following decisions were taken after discussion.

- (1) Preparation of Academic Calender by IQAC for the A.Y. 2023-24 following the academic schedule of Kakatiya University, Hanumakonda for UG/PG courses. This calendar includes commemorative days and any other celebrations in the college. In view of that all the HODs and Course-Coordinators different committee members support the IQAC coordinator to prepare it in a week.
- (2) Data to be collected from the departments by Criterion in-charges, it will be decided to complete by first week of Nov-2023. All Criterion in-charges are asked to complete the same before the stipulated time.
- (3) It is decided that AQAR to be prepared without mistakes as early as possible to submit it to NAAC.
- (4) All the HODs and Course-Coordinators take measures to prepare the time tables and look after the syllabi according to choice-based credit system and preparation of lesson plans within one week.
- (5) It is decided in the meeting that Club conveners are asked to prepare and submit an Action plan for the Academic year 2023-2024.
- (6) Various Sub committee's conveners and members are complete the data collection by the end of the last week of oct-2023.


✚
Dr. G. RAJA PRASAD
IQAC Co-ordinator


Dr A. Sheshachalam
PRINCIPAL
Principal
Vaagdevi Degree & P.G. College,
Kishanpura, Hanamkonda



VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2023-2024 Meeting Minutes

Meeting No: 2

Date: 19.07.2023

Venue: Board Room

Agenda

1. Discussion on preparation of Teaching plans for UG & PG by the HODs.
2. Starting of New Academic year with new roles of all committees.
3. Discussion on Induction Programmes for 1st year students.
4. Discussion on to apply online for Autonomous status in UGC portal.

Members present

IQAC COMPOSITION

S.No	Name of the Person	Designation	Position
1	Dr.A.Sheshachalam	Principal	Chairman
2	Dr.G.Raja Prasad	HOD in Physics & Electronics	Coordinator
3	Dr.Ch,VahiniDevi	Director Academics, Vaagdevi Colleges	Administrative Officers
4	Dr.P.Harender Reddy	HOD in Botany & Coordinator	Academics Coordinator
5	Dr.S.Mahender Kumar	HOD in MBA Programme	Member
6	Dr.C.Govinda Rao	Course Coordinator in Chemistry	Member
7	Dr.C.Padmavathi	HOD in Zoology	Member
8	Sri.K.Sridhar	HOD in Computer Science	Member
9	Smt.S.Rajitha	HOD in Chemistry	Member
10	Sri.C.Dattatreylu	HOD in Commerce & Business Management	Member
11	Sri.K.BalaRaju	HOD in Statistics	Member
12	Smt.K.HimaBindu	HOD in Biotechnology	Member
13	Sri. T.Rajeshwar Rao	Faculty In Commerce	Member
14	Dr.A.Srinivas Reddy	Faculty In Chemistry	Member
15	Dr.P.Sugunakar Reddy	Faculty in MBA	Member
16	Sri.M.Narasimha Murthy	Faculty in Physics	Member
17	S.Supriya	Student Representative	MPCs VI Semester

18	Mr.Bharadwaj	Student Representative	BBA VI Semester
19	D.Shirisha	Student Representative	M.BAII-Semester

Minutes:

1. Resolution-1
Teaching plans prepared for UG/PG submitted to the Principal by the HODs for all the subjects last week of July-2023.
2. Resolution-2:
NAAC required committees constituted it consists of Convener and four members. IQAC-Coordinator directed the conveners to frame each committee objectives and roles.
3. Resolution-3:
It was decided that Induction program was organised in collaboration with IQAC for I-year students
inviting Chief Guest Prof. S.S.V.N Sharma Retired Professor in Department of Mathematics. -KU, Warangal.
- 4 With the direction of the management and advise the HODs to procure the data to apply for the Autonomous status in UGC portal on an auspicious day in Aug-2023.



Dr. G.RAJA PRASAD
IQAC Co-ordinator


Dr A. Sheshachalam
PRINCIPAL
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Vaagdevi Degree & P.G. College,
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VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2023-2024
Meeting Minutes

Meeting No: 3

Date : 10.8.2023

VENUE: Board Room.

Agenda

1. Discussion on to conduct National seminars/Symposia/Conference/Workshop.
2. Discussion on to make provision to internships to the students.
3. Discussion on improvement of results.
4. Discussion on to provide data and information to IQAC required for Autonomous application.

Members Present

IQAC COMPOSITION

S.No	Name of the Person	Designation	Position
1	Dr.A.Sheshachalam	Principal	Chairman
2	Dr.G.Raja Prasad	HOD in Physics & Electronics	Coordinator
3	Dr.Ch,VahiniDevi	Director Academics,Vaagdevi Colleges	Administrative Officers
4	Dr.P.Harender Reddy	HOD in Botany & Coordinator	Academics Coordinator
5	Dr.S.Mahender Kumar	HOD in MBA Programme	Member
6	Dr.C.Govinda Rao	Course Coordinator in Chemistry	Member
7	Sri.K.Sridhar	HOD in Computer Science	Member
8	Smt.S.Rajitha	HOD in Chemistry	Member
9	Sri.C.Dattatreylu	HOD in Commerce & Business Management	Member
10	Smt.K.HimaBindu	HOD in Biotechnology	Member
11	Sri. T.Rajeshwar Rao	Faculty In Commerce	Member
12	Dr.A.Srinivas Reddy	Faculty In Chemistry	Member
13	Dr.P.Sugunakar Reddy	Faculty in MBA	Member
14	Sri.M.Narasimha Murthy	Faculty in Physics	Member
15	Sri.Vinod Goel	Industrialist	Member

16	Dr.G.Vikram	Faculty in Biotechnology	Member
17	Sri.P.Narayana	Office incharge	Member
18	S. Supriya	Student Representative	MPCs VI Semester
19	Mr. Bharadwaj	Student Representative	BBA VI Semester
20	D.Shirisha	Student Representative	MBA II-Semester

Minutes:

Resolution-1

With the serious discussion on to conduct seminars/symposia/conferences/workshops, it was decided that constitute Research committee, which will interact with management to plan and make the guidelines

Resolution-2

It is resolved that new programmes introduced in the college such BBA (Logistics), BBA (Retail management) Food-Science and Dietician subjects, HODs directed by the principal to search the Organizations/Industries to provide the internship accessible to the students.

Resolution-3

Discussed to improve the results of all the UG I, II, III-year students conducting remedial classes for them recognising the students weak in optional subjects and related papers. The classes are arranging for 2 weeks from 3 pm onwards every day.

Resolution-4

It is resolved that HODs swiftly provide the data and information via IQAC mail and waatsup to the IQAC-Coordinator regarding the Autonomous application.



Dr. G. RAJA PRASAD
IQAC Co-ordinator


Dr A. Sheshachalam
PRINCIPAL
Principal
 Vaagdevi Degree & P.G. College,
 Kishanpura, Hanamkonda



VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2023-2024

Meeting Minutes

Meeting No: 4

Date:13.10.2023

Venue: Board Room

Agenda:

1. Approval of the last meeting minutes.
2. Discussion on funding projects to be sanctioned by UGC.
3. Any other relevant matter

Members Present:

IQAC COMPOSITION

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1	Dr.A.Sheshachalam	Principal	Chairman
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6	Dr.C.Govinda Rao	Course Coordinator in Chemistry	Member
7	Dr.C.Padmavathi	HOD in Zoology	Member
8	Sri.K.Sridhar	HOD in Computer Science	Member
9	Sri.C.Dattatreyulu	HOD in Commerce & Business Management	Member
10	Sri.K.BalaRaju	HOD in Statistics	Member
11	Smt.K.HimaBindu	HOD in Biotechnology	Member
12	Sri. T.Rajeshwar Rao	Faculty In Commerce	Member
13	Dr.A.Srinivas Reddy	Faculty In Chemistry	Member
14	Dr.P.Sugunakar Reddy	Faculty in MBA	Member
15	Sri.M.Narasimha Murthy	Faculty in Physics	Member
16	Sri.M.Narasimha Murthy	Faculty in Physics	Member
17	Dr.G.Vikram	Faculty in Biotechnology	Member
18	Sri.P.Narayana	Office in-charge	Member
19	S. Supriya	Student Representative	MPCs VI Semester
20	Mr. Bharadwaj	Student Representative	BBA VI Semester
21	D.Shirisha	Student Representative	MBA II-Semester

Meeting with HODs&Criterion In-chargescommenced at 2.15 PM which was presided over by Principal Dr. A SHESHA CHALAM,

1. It is resolved that HODs write the funding projects for DST,CSIR and DBT and try our level best.
2. The PG Orientation / induction programme to be conducted in collaboration with IQAC Decided after completion of IIIrd phase CPGET Counselling. Chief Guest of the programme to be invited Registrar of KAKATIYA UNIVERSITY, Warangal.
3. It was resolved that to collect the email ids of students, alumni members and stake holders in each department for the feedback collection to submit in AQAR.
4. Principal is advised the HODs to take necessary steps for the campus beautification prior to the Autonomous status of the college.

The meeting concluded at 3.25 PM.



Dr. G.RAJA PRASAD
IQAC Co-ordinator
Dr A. Sheshachalam
PRINCIPAL
Principat
Vaagdevi Degree & P.G. College,
Kishanpura, Hanamkonda



VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2023-2024

Meeting Minutes

Meeting No : 5

Date: 24.01.2024

Venue: Board Room

Agenda:

1. Discussion on Autonomous status of the college.
2. Review of Administrative and Academic Auditing (Internal) 2022-23.
3. Any other relevant matters

IQAC COMPOSITION

S.No	Name of the Person	Designation	Position
1	Dr.A.Sheshachalam	Principal	Chairman
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3	Dr.Ch,VahiniDevi	Director Academics, Vaagdevi Colleges	Administrative Officers
4	Dr.P.Harender Reddy	HOD in Botany & Coordinator	Academics Coordinator
5	Dr.S.Mahender Kumar	HOD in MBA Programme	Member
6	Dr.C.Govinda Rao	Course Coordinator in Chemistry	Member
7	Dr.C.Padmavathi	HOD in Zoology	Member
8	Sri.K.Sridhar	HOD in Computer Science	Member
9	Smt.S.Rajitha	HOD in Chemistry	Member
10	Sri.C.Dattatreylu	HOD in Commerce & Business Management	Member
11	Sri.K.BalaRaju	HOD in Statistics	Member
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13	Sri. T.Rajeshwar Rao	Faculty In Commerce	Member
14	Dr.A.Srinivas Reddy	Faculty In Chemistry	Member
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16	Sri.M.Narasimha Murthy	Faculty in Physics	Member
17	Sri.Vinod Goel	Industrialist	Member
18	Dr.G.Vikram	Faculty in Biotechnology	Member
19	Sri.P.Narayana	Office incharge	Member

20	S. Supriya	Student Representative	MPCs VI Semester
21	Mr. Bharadwaj	Student Representative	BBA VI Semester
22	D. Shirisha	Student Representative	M.BA II Semester

Minutes:

Resolution-1

Principal congratulated for the UGC approval of the Vaagdevi Degree & PG college become Autonomous college from the AY-2024-25 for ten years. Secretary sir also congratulated the faculty in the staff meeting and he suggested to prepare for it.

Resolution-2

The Review of Administrative and Academic Auditing (Internal) 2022-23 of the Teaching, Non-Teaching and technical staff Dr. G. RAJA PRASAD (Co-Ordinator, IQAC) presented a detailed report of the Academic and Administration Audit (AAA)-2022-23 conducted by the internal auditing team with members Dr.C PADMAVATHI and Dr G. VIKRAM. The auditing was conducted for 6 departments and for the college library. The strength and weakness of each section were discussed in detail. The auditing report was accepted in the meeting.

The meeting concluded at 5.30 PM.



Dr. G.RAJA PRASAD
IQAC Co-ordinator

Dr A. Sheshachalam

PRINCIPAL
Principal

Vaagdevi Degree & P.G. College
Kishanpura, Hanamkonda



VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2023-2024

Meeting Minutes

Meeting No:6

Date:05.05.2024

Venue: Board Room

Agenda:

1. Discussion on framing of Statutory committees for the Autonomous status of the college.
2. Preparation of the Budget plan by the finance committee for the Autonomous college for the AY-2024-25.
3. Preparation of the students for good results.
4. Any other relevant matters.

IQAC COMPOSITION

S.No	Name of the Person	Designation	Position
1	Dr.A.Sheshachalam	Principal	Chairman
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4	Dr.P.Harender Reddy	HOD in Botany & Coordinator	Academics Coordinator
5	Dr.S.Mahender Kumar	HOD in MBA Programme	Member
6	Dr.C.Govinda Rao	Course Coordinator in Chemistry	Member
7	Dr.C.Padmavathi	HOD in Zoology	Member
8	Sri.K.Sridhar	HOD in Computer Science	Member
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12	Smt.K.HimaBindu	HOD in Biotechnology	Member
13	Sri. T.Rajeshwar Rao	Faculty In Commerce	Member
14	Dr.A.Srinivas Reddy	Faculty In Chemistry	Member
15	Dr.P.Sugunakar Reddy	Faculty in MBA	Member
16	Sri.M.Narasimha Murthy	Faculty in Physics	Member

17	Sri.Vinod Goel	Industrialist	Member
18	Dr.G.Vikram	Faculty in Biotechnology	Member
19	Sri.P.Narayana	Office incharge	Member
20	S. Supriya	Student Representative	MPCs VI Semester
21	Mr. Bharadwaj	Student Representative	BBA VI Semester
22	D.Shirisha	Student Representative	M.BA II Semester

Minutes:

Resolution-1

Principal & Management congratulated HODs and Faculty for the conferment order of approval given by the Registrar Kakatiya University Warangal on Autonomous status of the Vaagdevi Degree & PG college. Management suggested to draft a letter to Registrar Kakatiya University Warangal to nominate members for the Governing body, Academic council and BOS expert members from the Kakatiya University Warangal.

Resolution-2

It is resolved that Finance committee constituted with P.Y.Narayana as Finance officer and approved by the members, and directed him to prepare the budget for the Autonomous college early the re-opening of the college.

Resolution-3

It is resolved in the meeting that HODs take measures for getting best results for the AY 2023-24. Adopting revision class for slow learners. Mentors should recognise the students who were weak in which subject and revision classes should be conducted for that subject so that the result can be improved.

With concluding remarks IQAC-Coordinator presented vote of thanks.

The meeting concluded at 5.30 PM.



Dr. G. RAJA PRASAD
IQAC Co-ordinator


Dr A. Sheshachalam
PRINCIPAL
Principal
 Vaagdevi Degree & P.G. College,
 Kishanpura, Hanamkonda

Action Taken Report (ATR) for Meeting No: 1 on 15.06.2023

Date:30.06.2023

1. Academic Calander was prepared by IQAC for the Academic Year 2023-24 considering all the commemorative days and following the almanac of affiliating university.
2. The Criterion In-charges collected the data such as teaching diaries, registers and value added course files remaining files preparing in the department.
3. All the HoD's and Course Coordinator prepared the time tables and lesson plans and submitted to the verification of Principal and IQAC.
4. Action plan for the academic year 2023-234 to all the clubs in the college prepared by club convenors.
5. The data of all the clubs submitted to the IQAC.



Dr. G.RAJA PRASAD
IQAC Co-ordinator

Action Taken Report (ATR) for Meeting No: 2 on 19.7.2023

Date: 28.07.2023

1. Teaching plans prepared by all the departments faculty end of the July-15-2023.
2. NAAC required committees constituted in the college and every committee convenor submitted the corresponding documents about objectives and roles of each committee for the upload in the AQAR.
3. Induction programme for the 1st year students of UG organized in collaboration with IQAC with the chief guest Prof. S.S.V. N. Sharma department of Mathematics, Kakatiya University, Warangal.



Dr.G.RAJAPRASAD
IQAC Co-ordinator

Action Taken Report (ATR) for Meeting No: 3 on 10.8.2023

Date: 30.08.2023

1. HOD of Botany Dr.Sathish Suthari in collaboration with national institutes planned to conduct national work shop.
2. Internships providing for nutrition and dietetics in local hospitals with MOU, for BBA (LOGISTICS) students LSCwith made MOU.
3. HODs planned to conduct remedial classes for the students who were having backlogs to improve the result.
4. All the HODs of the departments sending the completed data through waatsup to the IQAC to fill the Autonomous application and AQAR.



Dr.G.RAJAPRASAD
IQAC Co-ordinator

Action Taken Report (ATR) for Meeting No: 4 on 13.10.2023

Date: 30.10.2023

1. Dr Sathish Suthari sent a draft to CSIR for major research project.
2. Orientation and Induction program conducted for UG/MBA/MCA Programmes and PG (NP) going to conduct on date:06.11.2023.
3. HODs collected Students E-mails SSS is sent to the students via their E-mails only for the feedback collection and upload in AQAR.



Dr.G.RAJAPRASAD
IQAC Co-ordinator

Action Taken Report (ATR) for Meeting No: 5 on 24.01.2024

Date:27.02.2024

1. UGC approval for Autonomous status submitted and it was approved it and sent the order for ten years to implement it from the AY 2024-25 onwards.
2. AAA review was completed by IQAC Coordinator.



Dr.G.RAJAPRASAD
IQAC Co-ordinator

Action Taken Report (ATR) for Meeting No: 6 on 05.05.2024

Date:21.05.2024

1. Autonomous conferment order given by Registrar Kakatiya University Warangal
2. A letter drafted and submitted to registrar K.U to nominate members in statutory committees such as Governing body, Academic council and BOS members.
3. A letter drafted and submitted toTSCHE to nominate government nominee for the member in GB.
4. Remedial classes were conducted in all the departments for the slow learners in UG programmes and prepared them to appear final exams.
5. Student feedback collection process was initiated



Dr.G.RAJAPRASAD
IQAC Co-ordinator