



VAAGDEVI DEGREE &PG COLLEGE

KISHANPURA, HANAMKONDA
TELANGANA



(AFFILIATED TO KAKATIYA UNIVERSITY)
NAAC Accredited A Grade



Internal Quality Assurance Cell(IQAC)
Academic Year 2022-2023
Meeting Minutes and Action Taken Report(ATR)

IQAC Minutes



VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2022-2023

Meeting Minutes

Meeting No : 1

Date : 15.06.2022

Venue: Board Room

Agenda

1. Preparation of Academic calendar
2. SSR Preparation by criterion in-charges
3. Action Plan for 2022-23 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	Mohammed Shakeel	Student Representative	MPCs VI Semester


21	Miss.Vaishnavi	Student Representative	BBA VI Semester
22	Bhavani Shankar	Student Representative	M.Sc(Physics) IV 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. 2022-23 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 collection and compilation by Criterion incharges , It will be decided to complete by 7th July 2022. All Criterion incharges are asked to complete the same before the stipulated time.
- (3) It is decided to prepare SSR without any mistakes as early as 10.07.2022 to submit it to NAAC by 15th July 2022.
- (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) All Club conveners are asked to prepare and submit an Action plan for the Academic year 20222023.
- (6) Various Sub committee's conveners and members are complete the data collection by the end of the last week of June 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 2022-2023

Meeting Minutes

Meeting No : 2

Date : 29.06.2022

Venue: Board Room

Agenda

1. Preparation of QLMS of all metrics as per NAAC guidelines.
2. Starting of New Academic year with new roles of all committees.
3. Discussion on Induction Programmes for 1st year students.
4. Any other matters

Members present

IQAC COMPOSITION

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1	Dr.A.Sheshachalam	Principal	Chairman
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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.Dattatreyyulu	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	Mohammed Shakeel	Student Representative	MPCs VI Semester
18	Miss.Vaishnavi	Student Representative	BBA VI Semester
19	Bhavani Shankar	Student Representative	M.Sc(Physics) IV Semester

Minutes:

1. Resolution-1

Discussion on QLMS to prepare in all the metrics .Various Queries expressed by the criterion In-charges and clarified by IQAC-coordinator on each metric. All criteria conveners presented the status of their data collection. It is decided to complete the end of the 1st week of July-2022.It is decided thatCriteria-Wise review meeting will be conducted online mode, every 2 days until submission of the SSR.

2. Resolution-2:

NAAC required committees constituted it consists of Convener and four members. IQAC-Coordinator directed the conveners to frame the each committee objectives and roles.

3. Resolution-3:

It was decided that Induction program was organised in collabation with IQAC for Ist year students inviting Chief Guest Prof.SSVN Sharma Retired Professor Department of Mathematics.-KU-Hanamkonda.



Dr. G.RAJA PRASAD
IQAC Co-ordinator

Dr A. Sheshachalam

PRINCIPAL

Principal

Vaagdevi Degree & P.G. College,
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VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2022-2023

Meeting Minutes

Meeting No : 3

Date : 10.07.2022

VENUE:Board Room.

Agenda

1. Successful Submission of SSR.
2. Submission of remaining files which are not completed until submission of SSR
3. Discussion on improvement of results.

Members Present

IQAC COMPOSITION

S.No	Name of the Person	Designation	Position
1	Dr.A.Sheshachalam	Principal	Chairman
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Minutes:

Resolution-1




After incorporating the modification suggested by the criteria conveners, decided to approve the SSR. The convener of IQAC is entrusted to upload the completed SSR. SSR Report was submitted On Date :15.07.2022 at 11.00AM successfully.

Resolution-2

Remaining files corresponding to each metric which are not prepared until submission of SSR. All the criterion conveners decided to prepare within 2weeks of and submit it to IQAC.

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.



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 2022-2023

Meeting Minutes

Meeting No : 4

Date : 01.09.2022

Venue: Board Room

Agenda:

1. Discussion on DVV
2. PGInduction program
3. Any other relevant matter

Members Present:




IQAC COMPOSITION

S.No	Name of the Person	Designation	Position
1	Dr.A.Sheshachalam	Principal	Chairman
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Meeting with NAAC Criterion In charges of the college commenced at 2.15 PM which was presided over by Principal Dr. A SHESHA CHALAM

1. SSR Metric wise query's answered appropriately with discussion of co-Ordinator IQAC & Criteria In-charges Preparing the final DVV and approved with Chairman of IQAC Submit it as early as second week of September 2022
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 , Hanumakonda.
3. It was also decided to collect the email ids of students, alumni members and stake holders in each department for the feedback collection by NAAC
4. It was decided to provide registers, files and print out papers to each department for the preparation of supporting documents of NAAC accreditation
5. Principal was entrusted to take necessary steps for the campus beautification prior to the NAAC visit.

The meeting concluded at 3.25 PM.



Dr. G. RAJA PRASAD
IQAC Co-ordinator
Dr A. Sheshachalam
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Kishanpura, Hanamkonda



VAAGDEVI DEGREE & PG COLLEGE

Internal Quality Assurance Cell (IQAC)



Academic Year 2022-2023

Meeting Minutes

Meeting No : 5

Date : 24.11.2022

Venue: Board Room

Agenda:

1. Review of Administrative and Academic Auditing(Internal) 2021-22
2. Any other relevant matters

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
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Minutes:

The Review of Administrative and Academic Auditing (Internal) 2021-22 of the Teaching, Non-Teaching and technical staff , commenced at 3.15 PM which was presided over by Principal Dr. A SHESHA CHALAM

Dr.G.RAJA PRASAD (Co-Ordinator , IQAC) presented a detailed report of the Academic and Administration Audit(AAA)-2021-22 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 2022-2023

Meeting Minutes

Meeting No : 6

Minutes of IQAC Meeting on 24 May, 2023

Time: 10:00 AM

Venue: Board Room

Members Present:

Members Attended: Dr.Ch.Vahini Devi, Dr.A.Sheshachalam (Principal and Chair), Dr Harender Reddy, Dr.GOUDA RAJA PRASAD (IQAC Coordinator), Dr. C.Padmavati, Dr.S.Mahendra Kumar, SriK.Balaraju.

Points of Discussion:

1. The IQAC Coordinator welcomed everyone, and conveyed thanks and best wishes to attend the meeting.
2. The Principal and Chair welcomed everyone and informed all the members about the NAAC grade A with a score of 3.14 obtained by the college in the 1st cycle of accreditation. He especially thanked Dr. GOUDA RAJA PRASAD (IQAC coordinator) for his hard work and overall management. As a symbol of gratitude for all the members of NAAC Steering Committee and Criteria Conveners, the principal presented the NAAC Certificate to the IQAC coordinator. The IQAC Coordinator also thanked all the members of the NAAC Committee and the Criteria Incharges and Logistics, Hospitality and IT Conveners, and all members of the College community for their help and support.
3. The IQAC Coordinator then read out the Action Taken Report which contained information about the NAAC Peer Team Visit to College from 4th-5th January, 2023. It also included the information of events, workshops, training programs and other activities hosted by IQAC since its last meeting on 14 December, 2022.
4. The Committee then discussed the issues related to the collection of data for purposes of AQAR, NIRF etc. ranking surveys. Criterion Incharges suggested keeping the Data Collection is active across the year for the efficient compilation and collection of activities.
5. In relation to the College's performance in the NAAC assessment, Dr. G RAJA PRASAD (Coordinator, IQAC) made a PowerPoint presentation highlighting the metric-wise performance of the College in different NAAC Criteria. All Committee members discussed the same and made suggestions about the future course of action to improve performance in those metrics where improvement was possible. A few suggestions per Criteria are as follows:

Criterion 1

- The Committee discussed the need to float short duration Add-On Courses with minimal fee; and to increase the number of the College students in the Language and SCAL courses. It was felt that these courses could be considered as additional credits that the College could independently reward and certify.

Criterion 2

- The Convener, C. Govind Rao suggested better up-keep and regular maintenance of projectors and other instruments for effective ICT enabled teaching-learning.

Criterion 3

- The Committee felt the need to push research at all levels.
- As already proposed by the Coordinator and approved by the Principal, it was felt that each Department should conduct at least one national and one international seminar every year.

Criterion 4

- The Library should be digitalized for all the students and daily footfall in the library must be calculated in a digital way.
- The Catalogue and resources should be accessible remotely.
- An idea of smart, all-purpose ID cards was suggested by Mr. K.Sridhar who also agreed to follow up on this.

Criterion 5

- Some caution money should be allotted to college from alumni funds for outreach activities. Colleges should initiate few workshops/ sessions to train students regarding the fundraising and management approach.

Criterion 6

- The College should formalize a Strategic Perspective Plan and related matters.

Criterion 7

- A concrete plan for the water recycling and management should be prepared by looking at possibilities like using lab water for irrigation of gardens, etc. Dr.C.Padmavati offered to follow up with these matters in the light of some solutions he pointed out.

The Sub-Committee Conveners were requested to be ready with their Plan Of Action for 2023-24; and to present it at the next meeting.


6. The IQAC Coordinator brought a few more issues to the notice of the members, solicited brief discussions on the same and asked for the Committee to make recommendations.


The Committee recommended


- Increasing the numbers of Criteria subcommittee members.
- Having an IQAC nodal person in all societies and teaching and non-teaching departments.
- Having faculty assistants for all major special assignments.
- That similar to the Student Satisfaction Survey for feedback on teaching learning, feedback for all aspects of college life could be considered.
- Dedicated office space for IQAC informed the Committee about the steps already taken in this direction.

- o That the offices of Senior Tutor and Dean Academics be given annual grants for conducting academic activities.
 - o Dedicated annual grant for the Departmental Centers to conduct research oriented activities.
 - o A concerted strategy, outside of alumni effort, to look for CSR funds from the corporate sector for research and other activities.
 - o A Research Committee be formed to look into the possibility of and monitor financial support for faculty and students.
 - o Dedicated Resting Area for the Non-Teaching Staff.
 - o Dedicated Lounge for parents and alumni visiting campus.
- It was suggested that the SCR could be used for this purpose.
- o A system for easy and dignified entry for genuine visitors into campus, and constant training of Security Staff for the same. The Bursar agreed to look into these matters where he had already initiated some measures.
 - o Requesting the Physical Education Department (PED) to consider and submit a proposal for sport related activities for students.
 - o Requesting the PED to consider and submit a proposal for a Gym Trainer.
 - o Considering bringing in Departments for subject-wise alumni outreach to go beyond limited circles and connect with more recent alumni. It was felt that students are more connected with their faculty, and we could thus bring in more alumni into the ambit.

7. The meeting ended with a vote of thanks.



 **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 15.06.2022

Date : 23.06.2022

1. Academic Calender was prepared by IQAC for the academic year 2022-23 considering all the commemorative days and following the almanac of affiliating university.
2. The Criterion Incharges collected the data and compiled corresponding to the each criterion with in the date of 7th July 2022.
3. The Report of SSR prepared without any mistakes to submit on July 15 ' 2022.
4. All the HoD's and Course Coordinator prepared the time tables and lesson plans and submitted to the verification of Principal and IQAC.
5. Action plan for the academic year 2022-23 to all the clubs in the college prepared by club convenor.
6. 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 29.6.2022

Date : 28.07.2022

1. Criterion incharges prepared QLMs of SSR Report and submitted to IQAC 1st week of July ' 2022.
2. NAAC required committees constituted in the college and every committee convenor submitted the corresponding documents about objectives and roles of each committee.
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, Hanamkonda.



Dr.G.RAJAPRASAD
IQAC Co-ordinator

Action Taken Report(ATR) for Meeting No : 3 on 30.7.2022

Date : 30.08.2022

1. AQAR 2020-21 was uploaded
2. Rectified all the DVV and resubmitted
3. AQAR 2020-21 was approved by NAAC

Dr.G.RAJAPRASAD
IQAC Co-ordinator

Action Taken Report(ATR) for Meeting No : 4 on 1.11.2022

Date : 23.11.2022

1. The internal team constituted with Ms Sobha P K(IQAC Co-ordinator) and Dr Ganga G(NAAC Coordinator) as members for conducting internal AAA visited all the departments as per the schedule prepared by IQAC, on Nov 4th, 2022 and audited the documents for the academic year 2021-22 in every department and College Library. A report was prepared by the team for the review meeting on Nov 24th 2022.
2. Started filling the institution status data for AQAR 2021-2022 in the HEI portal of NAAC.
3. The SSR would be prepared soon after the AAA.
4. IQAC intimated the HoDs to collect the email ids of students, alumni members, parents and stake holders in each department for the feedback collection by NAAC
5. Ms Sobha P K(IQAC Co-ordinator) prepared a plan of action for IQAC for the Months November and December 2022. The SSRs submitted recently by colleges with A+ and above grades were referred.
6. Registers, files and print out papers were handed over to each department for the preparation of supporting documents of NAAC accreditation.
7. The campus was cleaned by utilizing the Staff Fund.
8. The executive committee meeting of the College Alumni Association was called for the registration of College Alumni Association.
9. One more company had given their proposal for implementing Solar Grid Project in the campus. The proposal of Anert and the new company would be consolidated

Dr.G.RAJAPRASAD
IQAC Co-ordinator

Action Taken Report(ATR) for Meeting No : 5 on 24.11.2022

Date : 01.01.2023

1. Internal Auditing of College library and hostel were completed
2. The suggestions in the internal auditing were discussed with Principal
3. Intimated College librarian to update all the registers maintained in the library



Dr.G.RAJAPRASAD
IQAC Co-ordinator

Action Taken Report(ATR) for Meeting No : 6 on 17.12.2022

Date : 01.01.2023

1. Arrangements for the conduct of INFOFEST 2023 was initiated by the committee
2. Informed Principal to add Office automation part to the Campus Genie LMS
3. Student feedback collection process was initiated



Dr.G.RAJAPRASAD
IQAC Co-ordinator