

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA
INTERNAL QUALITY ASSURANCE CELL
IQAC COMMITTEE MEETING – 1

The IQAC committee met on 8-10-2021 at 3.30 pm in the principal's chamber to discuss the following academic and administrative matters:

Agenda:

1. Results analysis of VI semester
2. Resubmission of 2018–19 AQAR.
3. Organization of Seminars and Workshops
4. Organization of Field trips and other curricular and cocurricular activities
5. Alumni Association Registration.
6. Creation of new website
7. Taking MOUs and paper publications in UGC conferred journals.
8. Conduct of second semester end examinations.
9. Any other points with the permission of chair.

Resolutions: The committee discussed the above agenda points and taken the following resolutions.

1. Analysed the VI semester results for 2020-21. The results are as follows
B.A : 87%
B.Com:100%
B.Sc : 91%
2. Discussed the AQAR for 18-19 which was submitted in June 2021 and the queries sent by NAAC. Also resolved to finalize and resubmit the AQAR 18-19 on the third week of December, 2021.
3. It is resolved to encourage the staff members to organize seminars and workshops in order to inculcate the awareness on recent developments and interest on research among students and staff.
4. It is resolved to organize the student centric Teaching Learning Methods such as the seminars, Quiz programmes, assignments, group discussions and Field trips.
5. It is resolved to complete the Alumni Association Registration process as early as possible.
6. As the present website is being hacked regularly, it is resolved to create a new website.
7. It is resolved to take MOUs with other institutions, industries and firms for providing hands on experience or more practical knowledge to students.

8. It is resolved to conduct second semester end examinations from 11th November 2021.

IQAC Committee

Chairperson

1. Dr. V. Anantha Lakshmi

Principal

V. Anantha Lakshmi
8/10/21

Member from office

2. Smt. Y.S.V.A.S. Sailaja Kumari

Superintendent

Y.S.V.A.S. Sailaja Kumari
8/10/2021

Members from Teachers

3. Smt. M. Suvarchala

Vice Principal

M. Suvarchala
8/10/21

4. Dr. K. Jhansi Lakshmi

Lecturer in Chemistry

K. Jhansi Lakshmi
8/10/21

5. Kum. Y. S. M. Lakshmi

Lecturer in History

Y. S. M. Lakshmi
8/10/21

6. Smt. K. Madhavi

Lecturer in Telugu

K. Madhavi
8/10/21

7. Sri K. Venkateswara Rao

Lecturer in Physics

K. Venkateswara Rao
8/10/21

8. Smt. P. Sanjotha

Lecturer in English

P. Sanjotha

9. Dr. K. Lavanya

Lecturer in Home Science

K. Lavanya

10. Smt. D. Jaya Sree

Lecturer in Microbiology

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11. Dr. G. Anitha

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12. K.N.V.S.N.Eswari

Lecturer in Botany

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13. N.N.S.Subramanyeswari

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8/10/2021

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Lecturer in Commerce

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Nominee from Local Society/Alumni

21. Smt. Santhi Rajeswari

Alumni

Principal, PR Vocational Jr. College, Kakinada

Santhi Rajeswari

Industry Expert

22. Dr. T. Vijay

Scientist,

National Institute of Hydrology

T. Vijay
8/10/2021

Nominees from the students

23. Y. Keerthana

II BA HEP

Y. Keerthana

24. M. Vineela

II B. Com EM

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II B.Sc. H.Sci

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26. M. D. Asmin

II B. Sc. MPCs

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IQAC Coordinator

27. Smt. M. Vasantha Lakshmi

Lecturer in Zoology

M. Vasantha Lakshmi
8/10/2021

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA
INTERNAL QUALITY ASSURANCE CELL
IQAC COMMITTEE MEETING – 2

The Internal Quality Assurance Cell committee met in the principal's chamber on
16-12-2021 at 4 pm to discuss the following agenda points:

AGENDA:

1. Offering the Certificate Courses.
2. Organization of Campus placements
3. Taking options for LSC and SDC courses from I and II Year students.
4. Renovation of Library building.
5. Submission of 2019 -20 AQAR.
6. Request for the sanction of amount towards the construction of additional class rooms.
7. Any other points with the permission of the chair.

Resolutions:

After discussion on the agenda points the committee has taken the following resolutions:

1. It is resolved to offer at least one certificate course from each department to the students for enriching their knowledge. The course duration must be 40 to 60 hours and the classes are conducted during zero hours.
2. It is resolved to organize at least three Campus placements by Jawahar Knowledge Center in collaboration with VIKASA or individually in order to provide employment opportunities to the students.
3. It is resolved to take options for the Life Skill Courses and Skill Development Courses from students of first year first semester and second year third year by creating awareness among them about the importance and contents of each course.
4. It is resolved to request once again the Commissioner of Collegiate Education AP, Vijayawada for the permission to utilize accumulated special fee fund of Rs.25,00,000/- for renovation of library building as it is in dilapidated condition.
5. Discussed the data in 2019-20 AQAR and resolved to submit 2019-2020 AQAR in the 4th week of December, 2021.
6. It is resolved to request the Honourable MP of Kakinada division and Honourable MLA of Kakinada city constituency for sanction of amount towards the construction of additional class rooms.

IQAC Committee

Chairperson

1. Dr. V. Anantha Lakshmi Principal

V. Anantha Lakshmi 16/12/21

Member from office

2. Smt. Y.S.V.A.S. Sailaja Kumari Superintendent

Y.S.V.A.S. Sailaja Kumari 16/12/2021

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M. Vasantha Lakshmi 16/12/2021

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA

INTERNAL QUALITY ASSURANCE CELL

IQAC COMMITTEE MEETING – 3

The IQAC committee met in the Principal's Chamber on 7-2-2022 at 4.00 p m and discussed the following agenda points and have taken resolutions:

AGENDA:

1. Community service internship between first and second year of 2020 -2021 admitted batch students.
2. Health check up to staff and students
3. Taking options for cluster selection of third year students for VI semester
4. Organizing a work shop to non-teaching staff members on MS word, Excel and on office management by inviting a resource person.
5. Reforms in mid examinations.
6. NSS special camp organization.
7. Observation of Vehicle free day and No plastic day.
8. Any other points with the permission of chair.

Resolutions:

1. It is resolved to attach the second-year students to all staff members to monitor the community service internship of second year students which is supposed to be done between first and second year. It is further resolved to give one week time to the students in the last week of March, 2022 to do this project.
2. It is resolved to organize health check up to students and staff in collaboration with a hospital by Health club and also resolved to organize blood grouping test to first year students by Zoology department.
3. It is resolved to obtain cluster options from final year students before completion of fifth semester examinations to avoid work disturbance for VI semester classes.
4. It is resolved to organize a work shop on office maintenance and computer literacy to enrich the knowledge of non-teaching staff.
5. It is resolved to conduct Mid examinations to first year students in the following pattern for 30 marks:
Section I: 2 questions out of 3 and each question carries 5 marks. $2 \times 5 = 10$ M
Section II: 5 questions out of seven and each question carries 2 marks. $5 \times 2 = 10$ M
Section III: 10 questions and each question carries 1 mark. $10 \times 1 = 10$ M
6. It is resolved to organize NSS special camp in the last week of March.
7. Resolved to observe 'Vehicle free day' on the third Saturday of every month and 'No plastic day' on every Monday.

IQAC Committee

Chairperson

1. Dr. V. Anantha Lakshmi Principal

V. Anantha Lakshmi 7/2/2022

Member from office

2. Smt. Y.S.V.A.S. Sailaja Kumari Superintendent

Y.S.V.A.S. Sailaja Kumari 7/2/2022

Members from Teachers

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Vice Principal

M. Suvarchala 7/2/22

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22. Dr. T. Vijay

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National Institute of Hydrology

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A A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA

INTERNAL QUALITY ASSURANCE CELL

IQAC COMMITTEE MEETING – 4

The IQAC committee met in the principal chamber on 23-3-2022 at 2.30 p.m. and discussed the following agenda points and has taken resolutions.

AGENDA:

1. Conduct of I and III semester examinations simultaneously in April,2022
2. Congratulating Physics and Chemistry departments for conducting a National Seminar
3. Status of Project works of VI semester students
4. Co-curricular and extracurricular activities to be planned
5. Congratulating the students who are selected for University Level team
6. Discussion on AQAR 2020-21 which has to be submitted before March,2022
7. Conduct of Alumni meet in the 1st week of April 2022
8. Discussion on Students internships and MOU's
9. Discussion on Certificate Courses started in this Academic year
10. Establishment of medicinal plants garden and others
11. Any other points with the permission of chair

RESOLUTIONS: After discussion on the agenda points the committee has taken the following resolutions

1. It is resolved to conduct I & III semester end examinations simultaneously in the 3rd week of April 2022.
2. The IQAC team congratulated the Physics and Chemistry departments for National seminar conducted on 16th and 17th of March 2022.
3. It is resolved to complete the project work of VI semester students before May 2022.
4. Resolved that all the coordinators should complete the cocurricular and Extracurricular activities as per the plan.
5. The IQAC congratulated the students who are selected for university level team.
6. It is resolved that the AQAR for the Academic year 2020-21 is to be submitted before 31st March 2022 with all relevant attachments.
7. It is resolved to conduct Alumni meet in the 1st week of April 2022.
8. It is resolved that staff should encourage students for Internships and initiate MOUs with industries and academic institutions.
9. It is resolved that the following certificate courses started for the academic year 2021-22

S.No	Title of the certificate course	Department	Duration	Hours allotted
1	Garment construction	WEC and Home science	3 months	60
2	C Language & HTML	JKC	2 months	45
3	Typing Skills	JKC	6 months	180 hrs
4	Spoken English Skills	JKC	2 months	60 hrs
5	Tally ERP 9	JKC	1-1/2 Months	45 hrs
6	Microsoft Digital Literacy	Computer Science	45 Days	45
7	Organic Farming	Botany & Horticulture	3 Months	60
8	Electromagnetism and Electricity	Physics	2 months	45
9	Classical Dance	Telugu	3 months	120
10	Research Methodology	Telugu	2 months	45
11	Basic chemistry molecular modelling	Chemistry	3 months	60

10. It is resolved to develop Medicinal plants garden by the Department of Botany and Horticulture.

IQAC Committee

Chairperson

1. Dr. V. Anantha Lakshmi Principal

V. Anantha Lakshmi 23/3/22

Member from office

2. Smt. Y.S.V.A.S. Sailaja Kumari Superintendent

Y.S.V.A.S. Sailaja Kumari 23/3/2022

Members from Teachers

3. Smt. M. Suvarchala Vice Principal
4. Dr. K. Jhansi Lakshmi Lecturer in Chemistry
5. Kum. Y. S. M. Lakshmi Lecturer in History
6. Smt. K. Madhavi Lecturer in Telugu
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17. Dr. K. Yamuna Lecturer in Economics
18. Smt. Y. Swarna Sri Lecturer in English
19. Smt. R. R.D. Sirisha Lecturer in Commerce
20. Dr. G. Sowjanya Lecturer in Commerce

M. Suvarchala 23/3/22
K. Jhansi Lakshmi 23/3/22
Kum. Y. S. M. Lakshmi 23/3/22
Smt. K. Madhavi 23/3/22
Sri K. Venkateswara Rao 23/3/22
Smt. P. Sanjotha 23/3/22
Dr. K. Lavanya 23/3/22
Smt. D. Jaya Sree 23/3/22
Dr. G. Anitha 23/3/22
K.N.V.S.N.Eswari 23/3/22
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Ms. G. Pavani Devi 23/3/22
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23/3/2022

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M. Vasantha Lakshmi
23/3/2022

A A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA
INTERNAL QUALITY ASSURANCE CELL
IQAC COMMITTEE MEETING – 5

The IQAC committee met in the principal chamber on 25-4-2022 at 3.00 p.m. and discussed the following agenda points and has taken resolutions.

AGENDA:

1. Community Service Project for first year 2021-2022 admitted batch students.
2. Mapping of Second year students for internship.
3. Constitution of admission Promotion Committee.
4. Taking options from First year- second semester students for Life Skill Courses and Skill Development Courses.
5. Undertaking minor repairs of Laboratories.
6. Conducting placement drives in the campus.
7. Submission of Star College proposal by Science Departments.
8. Conducting internal Academic audit by IQAC.
9. Collecting feedback from teaching and non- teaching staff.
10. Any other points with the permission of chair.

RESOLUTIONS: After discussion on the agenda points the committee has taken the following resolutions.

1. It is resolved to send the first year 2021-2022 admitted batch students for Community Service Project during Summer Vacation by adopting the following procedure.
 - a. Identify the mentors and allot 10-15 students to each mentor to monitor the progress of the project.
 - b. Training the mentors on SOP given by APSCHE and CCE in designing the Community Service Project.
2. It is resolved to identify the industries to map the Second-year students for internship.
3. It is resolved to Constitute admission Promotion Committee for enhancing the admission of students into first year for the year 2022-2023.
4. It is resolved to take options for Life Skill Courses and Skill Development Courses from First year second semester students.
5. It is resolved to Undertake minor repairs of Laboratories.

6. It is resolved to Conduct placement drives in the campus on JKC platform.
7. Resolved to Submit Star College proposal by Science Departments in the stipulated time.
8. Resolved to Conduct internal Academic audit of the institution by IQAC as per the NAAC guidelines.
9. It is resolved to Collect self-appraisal from non- teaching staff.

IQAC Committee

Chairperson

1. Dr. V. Anantha Lakshmi Principal *V. Anantha Lakshmi*
25/4/22

Member from office

2. Smt. Y.S.V.A.S. Sailaja Kumari Superintendent *Y.S.V.A.S. Sailaja Kumari*
25/4/22

Members from Teachers

- | | | |
|----------------------------|-----------------------------------|-----------------------------------|
| 3. Smt. M. Suvarchala | Vice Principal | <i>M. Suvarchala</i>
25/4/22 |
| 4. Dr. K. Jhansi Lakshmi | Lecturer in Chemistry | <i>K. Jhansi Lakshmi</i> |
| 5. Kum. Y. S. M. Lakshmi | Lecturer in History | <i>Y. S. M. Lakshmi</i> |
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25/4/22 |
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25/4/2022

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA

INTERNAL QUALITY ASSURANCE CELL

IQAC COMMITTEE MEETING – 6

The IQAC committee met in the principal chamber on 6-6-2022 at 3.00 p.m. and discussed the following agenda points and has taken resolutions.

AGENDA:

1. Celebration of College Annual Day and sports Day.
2. Evaluation of Community Service Project.
3. Conducting Faculty Development Programmes.
4. MoU with Skill Sector Council.
5. Conduct of programmes under Azadi Ka Amrit Mahotsav.
6. Expressing gratitude for Laying foundation stone for the construction of additional classrooms and pink toilets from MPLADS.
7. Preparation for Academic Audit which is to be conducted by APCCE.
8. Celebration of World Environment Day on 08-06-2022.
9. Conduct of BOS for the year 2022-2023.
10. Providing guidance for APPGCET 2022.
11. Any other points with the permission of chair.

RESOLUTIONS: After discussion on the agenda points the committee has taken the following resolutions.

1. It is resolved to Celebrate College Annual Day and Sports Day in the month of July 2022.
2. Resolved to evaluate Community Service Project for Second year students by adopting the following procedure.
 - a. Constitution of Evaluation Committees.
 - b. Evaluation process as per the guidelines given by APSCHE and APCCE.
3. Resolved to Conduct Faculty Development Programmes for the benefit of the teaching staff.
4. Resolved to enter into MoU with Skill Sector Council for starting of the courses BBA-Health Care Management and Certificate course in Beauty and Wellness.

5. It is resolved to Conduct Co-Curricular and extra-curricular activities on account of Azadi Ka Amrit Mahotsav. Physical Director and NSS Programme Officers are requested to prepare the action plan.
6. Resolved to thank Smt. Vanga Geetha Viswanath, MP for allotting 50 Lakhs MPLADS for the construction of additional classrooms.
7. Resolved to thank Sri. Dwarampudi Chandra Sekhar Reddy, MLA and Smt. Siva Prasanna Sagar Mayor for sanctioning 20 Lakhs for the construction of pink toilets from Smart city funds.
8. Resolved to Prepare the Departments for the Academic Audit for the academic year 2020 -2021 which is to be conducted by APCCE.
9. Resolved to conduct a webinar on 6th June 2022 by the Department of Chemistry and Eco club on account of World Environment Day.
10. Resolved to Conduct BOS for the year 2022-2023 on or before 30th June 2022.
11. Resolved to provide guidance to apply for APPGCET 2022.

IQAC Committee

Chairperson

1. Dr. V. Anantha Lakshmi Principal

Member from office

2. Smt. Y.S.V.A.S. Sailaja Kumari Superintendent

Members from Teachers

- | | | |
|----------------------------|-----------------------------------|----------------------------------|
| 3. Smt. M. Suvarchala | Vice Principal | H. Suvarchala
6/6/22 |
| 4. Dr. K. Jhansi Lakshmi | Lecturer in Chemistry | K. Jhansi Lakshmi |
| 5. Kum. Y. S. M. Lakshmi | Lecturer in History | Y. S. M. Lakshmi
6/6/22 |
| 6. Smt. K. Madhavi | Lecturer in Telugu | K. Madhavi
6/6/22 |
| 7. Sri K. Venkateswara Rao | Lecturer in Physics | K. Venkateswara Rao
6/6/22 |
| 8. Smt. P. Sanjotha | Lecturer in English | P. Sanjotha |
| 9. Dr. K. Lavanya | Lecturer in Home Science | K. Lavanya |
| 10. Smt. D. Jaya Sree | Lecturer in Microbiology | D. Jaya Sree |
| 11. Dr. G. Anitha | Lecturer in Home Science | G. Anitha |
| 12. K.N.V.S.N. Eswari | Lecturer in Botany | K.N.V.S.N. Eswari |
| 13. N.N.S. Subramanyeswari | Lecturer in Computer Science | N.N.S. Subramanyeswari
6/6/22 |
| 14. Dr. S. Priyadarshini | Lecturer in Chemistry | S. Priyadarshini |
| 15. Ms. G. Pavani Devi | Lecturer in Economics | G. Pavani Devi |
| 16. Smt. G. S. Suneetha | Lecturer in Computer Applications | S. Suneetha |
| 17. Dr. K. Yamuna | Lecturer in Economics | K. Yamuna |
| 18. Smt. Y. Swarna Sri | Lecturer in English | Y. Swarna Sri
6/6/22 |

19. Smt. R. R.D. Sirisha

Lecturer in Commerce

R. R.D. Sirisha
9. July

20. Dr. G. Sowjanya

Lecturer in Commerce

Nominee from Local Society/Alumni

21. Smt. Santhi Rajeswari

Alumna and Principal,
PR Vocational Jr. College, Kakinada

Santhi Rajeswari

Industry Expert

22. Dr. T. Vijay

Scientist,
National Institute of Hydrology

T. Vijay

Nominees from the students

23. Y. Keerthana

II BA HEP

Y. Keerthana
M. Srivineda

24. M. Vineela

II B. Com (EM)

25. Anjali

II B.Sc. H. Sci

N. Anjali

26. M. D. Asmin

II B. Sc. MPCs

M.D. Asmin

IQAC Coordinator

27. Smt. M. Vasantha Lakshmi

Lecturer in Zoology

M. Vasantha Lakshmi
6/6/2012

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA
INTERNAL QUALITY ASSURANCE CELL
IQAC COMMITTEE MEETING – 7

The IQAC committee met in the principal's chamber on 16-9-2022 at 2.00 p.m. and discussed the following agenda points and has taken the resolutions.

AGENDA:

1. Establishment of Research Centre.
2. Establishment of Incubation and Innovation Centre.
3. To Congratulate Dr. P. Sanjotha for getting Ph.D and Best Teacher award.
4. Encouraging the staff to register for Ph. D programmes by appearing for APRCET-2022.
5. Celebration of Graduation Day.
6. II and III internships to second year students.
7. Completion of Community service Project for first year students.
8. Approval of Annual Institutional plan for the academic year 2022-2023.

RESOLUTIONS: After discussion on the agenda points the committee has taken the following resolutions.

1. It is resolved to establish research centre in the College and the research committee is instructed to submit proposal to Adikavi Nannayya University, Rajamahendravaram by 20th September, 2022.
2. It is resolved to establish Incubation and innovation centre in college. For that it is resolved to depute Dr. G. Anitha, Lecturer in Home Science as incubation and innovation centre coordinator and informed to inaugurate this centre by 23-9-22.
3. The committee expressed their wishes to Dr. P. Sanjotha for getting Ph.D and Best Teacher award in the academic year 2021-22.
4. Resolved to Encourage the staff to register for Ph. D programmes by appearing for APRCET- 2022 conducted on behalf of APSCHE by Andhra University, Visakhapatnam vide notification dated 28-08-2022.
5. Resolved to celebrate graduation day in the month of November/ December 2022.

6. Reviewed the status of II phase of internships It is resolved to identify the industries/firms in and around Kakinada to map second year students for third phase internship of 6 months.
7. It is resolved to instruct the mentors of I year Community Service Project mentors to guide the students for conducting awareness programmes in the area where they have done survey under CSP during Dasara Holidays scheduled tentatively from 2-10-2022 to 9-10-2022.
8. It is resolved to approve the institutional plan for the academic year 2022-2023.

IQAC Committee

Chairperson

1. Dr. V. Anantha Lakshmi Principal

V. Anantha Lakshmi 16/9/22

Member from office

2. Smt. Y.S.V.A.S. Sailaja Kumari Superintendent

Y.S.V.A.S. Sailaja Kumari 16/9/22

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Vice-Principal

M. Suvarchala 16/9/22

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Lecturer in Chemistry

K. Jhansi Lakshmi

5. Kum. Y. S. M. Lakshmi

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K. Y. S. M. Lakshmi 16/9/22

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Lecturer in Telugu

K. Madhavi 16/9/22

7. Sri K. Venkateswara Rao

Lecturer in Physics

Sri K. Venkateswara Rao 16/9/22

8. Smt. P. Sanjatha

Lecturer in English

P. Sanjatha

9. Dr. K. Lavanya

Lecturer in Home Science

K. Lavanya

10. Smt. D. Jaya Sree

Lecturer in Microbiology

D. Jaya Sree

11. Dr. G. Anitha

Lecturer in Home Science

G. Anitha

12. K.N.V.S.N. Eswari

Lecturer in Botany

K.N.V.S.N. Eswari

13. N.N.S. Subramanyeswari

Lecturer in Computer Science

N.N.S. Subramanyeswari 16/9/22

14. Dr. S. Priyadarshini

Lecturer in Chemistry

S. Priyadarshini 16/9/22

15. Ms. G. Pavani Devi

Lecturer in Economics

G. Pavani Devi

16. Smt. G. S. Suneetha

Lecturer in Computer Applications

G. S. Suneetha

17. Dr. K. Yamuna

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K. Yamuna

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Y. Swarna Sri 16/9/22

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16/9/2022