

## **Internal quality Assurance Cell Report (2021-2022).**

Internal quality Assurance Cell of ASD Government Degree College for Women (A) is functioning well to ensure timely, efficient, and progressive performance of academic, administrative and financial tasks of the Institution. IQAC develops a Perspective plan, adopts a mission for its deployment to accomplish the vision of the institution.

### **Plan of Action of IQAC for the academic year 2021-2022:**

- Preparation and implementation of annual Intuition and Curricular plans.
- Conduct of Board of Studies (BoS) meetings of all the departments and Academic Council meeting.
- To Facilitate the development and effective usage of innovative teaching and learning practices. To encourage the use of ICT in Teaching-Learning.
- To ensure the active participation of students in academic, cocurricular, extracurricular, and administrative activities of the institution.
- Effective conduct of examinations and adoption of new continuous internal Assessment pattern for 2021-2022 admitted batch of students.
- Organization of Seminars/Workshops/ Faculty Development Programmes.
- Offering Certificate Courses/ Online Value-added Courses.
- Conduct of job drives on Jawahar Knowledge Centre Platform.
- Submission of Star College Proposal to DBT.
- Registration of Alumni Association.
- Submission of data to NIRF.
- Collection of Feedback from Students, Teachers, Alumni and Industry. The same is to be analysed and action is to be taken for the improvement of quality parameters of the Institution.
- Publishing of monthly newsletters.
- Creation of new website for college.
- Mobilizing funds for the construction of classrooms and for renovation of Library building.
- To enrich science laboratories and library to suit to the present needs and to develop Botanical Garden.
- To Plan for the conduct of community service project and internship programmes.
- To sign MoUs with other Institutions, organizations, and industries for conducting academic and other skill-based activities.
- To conduct internal external academic and financial audits.
- Submission of AQARs of 2019-2020 and 2020-2021.

**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Meeting No -1 Action Taken Report (2021-2022)**

Agenda	Action Taken
Result Analysis	Analysed the results of sixth semester programme wise, Course wise and lecturer wise for the Academic year 2020- 2021
Submission of AQAR 18-19	AQAR for the year 2018-2019 was submitted on 30-12-2021
Organizing seminars and workshops	1. The Departments of Physics & Chemistry organized Two- Day National Seminar on 'Nuclear Science in Health & Environment' (NSHE- 2022) on 16-17, March 2022 in association with BARC, Mumbai. IQAC has conducted an awareness/Training Programme on IPR under National Intellectual Property Awareness Mission on 11-03-2022 in association with Intellectual Property Office, India,
Student centric Teaching Learning Methods	Student seminars and Assignments are conducted by all Departments. Departments of Botany, Zoology, Home Science, Chemistry, Commerce, Physics, History and Economics have conducted field trips during the academic year 2021-2022
Alumni Association Registration	Alumni Association of ASD Government College for Women (A), Kakinada was registered on 31-03-2022.
Creation of a new website for college.	New College website has been created and uploading of data is under process.
MOUs with other institutions, industries and firms	Departments of Zoology, Botany, Chemistry, Physics, Computer Science, Home Science, Commerce and Mathematics have taken MoU's with other institutions, Industries and Organizations.
Conduct of mid semester & semester end examinations	Mid semester and Semester End Examinations for the academic year 2021-2022 have been conducted as per the given schedule.
Result Analysis	Result Analysis of all semester is completed soon after the declaration of results.

*Mu Subbiah*  
 IQAC coordinator

A.S.D.GOV.T.DEGREE COLLEGE (w)  
 AUTONOMOUS  
 KAKINADA


*V. Ananta Lakshmi*


PRINCIPAL  
 A.S.D.GOV.T.DEGREE COLLEGE (w)  
 AUTONOMOUS  
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**IQAC COMMITTEE MEETING – 2**

Agenda	Action Taken																														
Offering the Certificate Courses	<p>The College has offered the certificate courses for the academic year 2021-2022 as detailed below.</p> <table border="1" data-bbox="422 539 1469 1205"> <thead> <tr> <th>S.NO</th> <th>DEPARTMENT</th> <th>TITLE OF THE CERTIFICATE COURSE</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Botany</td> <td>Organic Farming</td> </tr> <tr> <td>2.</td> <td>Home Science</td> <td>Hand Embroidery and Block printing</td> </tr> <tr> <td>3.</td> <td>Computer Science</td> <td>Microsoft Digital Literacy</td> </tr> <tr> <td>4.</td> <td>Telugu</td> <td>Research Methodology</td> </tr> <tr> <td>5.</td> <td>Languages &amp; Cultural Committee</td> <td>Classical Dance</td> </tr> <tr> <td>6.</td> <td>JKC</td> <td>'C' Language and HTML</td> </tr> <tr> <td>7.</td> <td>JKC</td> <td>Tally</td> </tr> <tr> <td>8.</td> <td>JKC</td> <td>Typing Skills</td> </tr> <tr> <td>9.</td> <td>Sanskrit</td> <td>1.Sarala 2. Bhagavat Geetha</td> </tr> </tbody> </table>	S.NO	DEPARTMENT	TITLE OF THE CERTIFICATE COURSE	1.	Botany	Organic Farming	2.	Home Science	Hand Embroidery and Block printing	3.	Computer Science	Microsoft Digital Literacy	4.	Telugu	Research Methodology	5.	Languages & Cultural Committee	Classical Dance	6.	JKC	'C' Language and HTML	7.	JKC	Tally	8.	JKC	Typing Skills	9.	Sanskrit	1.Sarala 2. Bhagavat Geetha
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Organizing Campus placements	JKC Mega drive for campus placements in collaboration with VIKASA was conducted on 14-12-2021. Ten Companies have participated in the drive. 312 students registered and 105 were selected out of which 43 students are from ASD GDCW (A), Kakinada. Campus placements are conducted regularly during the academic year 2021-2022.																														
Taking options for LSC and SDC courses	Options for Life Skill Courses and Skill Development Courses were taken from I & III semester students for the academic year 2021-2022.																														
Renovation of Library building	Resubmitted the Proposal to the Commissioner of Collegiate Education AP, Vijayawada for the permission to utilize accumulated special fee fund for renovation of library building with revised estimates for Rs. 27,50,000/- on 16-08-2022.																														
Submission of 2019 -20 AQAR	AQAR for the academic year 2019-2020 was submitted on 23-01-2022.																														
Construction of additional class rooms	Requested Honourable MP of Kakinada division and Honourable MLA of Kakinada city constituency for sanction of amount towards the construction of additional class rooms and the proposal was submitted through Honourable MP to ONGC, Kakinada on 08-08-2022. A copy was submitted to District Collector.																														

  
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**IQAC COMMITTEE MEETING – 3**

Agenda				Action Taken					
Community Service Project				The students were divided into groups and a lecturer has been attached to each group as mentor to monitor Community Service Project for 2020-2021 admitted batch. The Project was successfully completed and the evaluation process was completed in the month of August 2022.					
Health checkup for staff and students				Health Check-up for students and staff was organized by Health club in collaboration with Medicover Hospitals, Kakinada on 03-09-2022. Blood grouping was done to first year and second year students (2020 & 2021 admitted batches) by the Department of Zoology.					
Taking options for cluster subjects				Options were taken from III Year students for cluster subjects in the month of February 2022.					
Organizing a work shop to non-teaching staff				Workshop on Office maintenance and computer literacy was organized to non-teaching staff from 01-09-2022 to 05-10-2022.					
Reforms in mid examinations				New continuous Internal Assessment pattern has been adopted for 2021-2022 admitted batch onwards as detailed below by adopting the question paper consisting of 5Marks, 2Marks and 1 Mark Questions.					
I Mid	II Mid	I Mid Brought Down to	II Mid Brought Down to	Total	Assignment	Seminar	Clean & Green	Total	Brought Down to
30 M	30 M	20 M	15 M	35 M	5 M	5 M	5 M	50 M	25 M
NSS special camp				NSS special camp was conducted in 16 & 18 wards from 23-03-2022 to 29-03-2022.					
Observation of Vehicle free day and No plastic day				Vehicle Free Day is being observed on the third Saturday and No Plastic Day every Monday.					

  
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**IQAC COMMITTEE MEETING – 4**

<b>Agenda</b>	<b>Action Taken</b>
Conduct of I and III semester examinations	Semester End examinations for I and III semesters were conducted simultaneously on alternate days from 26-04-2022 to 13-05-2022.
Status of Project works of VI semester students	Project work evaluation in cluster subjects for VI semester students was completed by 30-06-2022.
Co-curricular and extracurricular activities	The Cocurricular and extracurricular activities of the college are being conducted as per the plan.
Discussion on AQAR 2020-21	AQAR for the year 2020-2021 was submitted on 17-10-2022.
Conduct of Alumni meet	Alumni Association meeting was conducted on 04-11-2022.
Students' internships and MOU's	Parents meeting was conducted on 22-08-2022 and 24-08-2022 to give awareness regarding internships and to encourage the students to go for internships. Departments of Commerce, Physics, Chemistry, Home Science, History, Economics and Political Science have taken MoU's from industries and organizations to send the students for internship.
Establishment of medicinal plants garden	Botanical Garden with medicinal and ornamental plants was inaugurated on 02-11-2022.

  
M. J. Rao  
IQAC Coordinator  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

  
V. Anantha Lakshmi  
PRINCIPAL  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
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**IQAC COMMITTEE MEETING – 5**

Agenda	Action Taken
Community Service Project for first year 2021-2022 admitted batch	Lecturers were appointed as Mentors for every ten students of 2021-2022 Admitted batch to guide and monitor the progress of Community Service Project. The students started the project work during summer holidays.
Mapping of Second year students for internship	<p>The College has submitted a proposal to VIKASA for allotment of internships for 2020-2021 batch students on 29-07-2022. VIKASA director conducted a meeting with all the Principals and ICP Coordinators on 27-09-2022 at District Collectorate. VIKASA has identified the following industries for internship.</p> <ul style="list-style-type: none"><li>a) Apollo Hospitals, Kakinada.</li><li>b) Avon Diagnostics, Kakinada</li><li>c) DCC Bank, Kakinada District.</li></ul> <p>College has identified the following industries and organizations for two months internship programme.</p> <ul style="list-style-type: none"><li>a) A.S.P Government Museum, Archaeology Department</li><li>b) Apollo Diagnostics, Kakinada</li><li>c) Ashvaa Creative Co.</li><li>d) Bhavi Creations Pvt. Ltd.</li><li>e) Brainovision Solutions India Pvt. Ltd.</li><li>f) Dreamway Software solutions</li><li>g) Fabin Technologies</li><li>h) Krify Software Technologies Private Ltd.</li><li>i) Lord Venky Pharma</li><li>j) M/S Solar Systems</li><li>k) Padala Charitable Trust</li><li>l) SV Soft Tech</li><li>m) SIRC of ICAI, Kakinada Branch</li></ul>

Constitution of admission Promotion Committee	Admission Promotion Committee has been Constituted for enhancing the admission of students into first year for the year 2022-2023. Awareness Campaign programme was conducted in the nearby Junior colleges.
Taking options from First year- second semester students for Life Skill Courses and Skill Development Courses.	Options for Life Skill Courses and Skill Development Courses were taken from First year second semester students.
Minor repairs of Laboratories	Minor repair works were undertaken in Computer Science and Computer Applications laboratories.
Conducting placement drives in the campus	Job drives were conducted on JKC platform for the year 2021-2022 as detailed below.
Submission of Star College proposal by Science Departments	Star College proposal was submitted to the Department of Biotechnology, Ministry of Science & Technology, Government of India by Science Departments (Chemistry, Botany, Computer Science, Zoology, Physics and Microbiology) on 01-06-2022.
Conducting internal Academic audit by IQAC	Internal Academic audit of the institution by IQAC was conducted as per the NAAC guidelines from 06/05/2022 to 08/05/2022.
Collecting feedback from teaching and non-teaching staff	Feedback from teaching and non-teaching staff was taken for the year 2021-2022.

*M. S. S. Rao*  
 IQAC Coordinator  
 A.S.D. GOVT. DEGREE COLLEGE (W)  
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 KAKINADA


*V. Ananta Lakshmi*  
 PRINCIPAL  
 A.S.D. GOVT. DEGREE COLLEGE (W)  
 AUTONOMOUS  
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**IQAC COMMITTEE MEETING – 6**

<b>Agenda</b>	<b>Action Taken</b>
Celebration of College Annual Day and Sports Day	The college annual day for the year 2021-2022 was celebrated on 21-07-2022. District Women and Child welfare officer Ms. K. Praveena, who is alumna of the college was the chief guest, Dr. D. Malik, General Manager, ONGC, Sri. R. Sankar, Manager HR, ONGC EOA, Kakinada were the Guests of Honour for the programme.
Evaluation of Community Service Project	A committee was constituted on 24-06-2022 for the evaluation of Community service project for 2020-2021 admitted batch. The evaluation process was completed as per the SOP given by APSCHE and APCCE.
Conducting Faculty Development Programmes	A Faculty Development Programme- Training of Trainers on Survey & Reporting was conducted from 27-07-2022 to 31-07-2022. Ms. G. Pavani Devi and Dr. K. Yamuna of Economics Department acted as resource persons and Smt. RRD Sireesha was the coordinator of the programme. 30 faculty members from Zone-II have participated in the training programme.
MoU with Skill Sector Council	MoU was taken from Skill Sector Council on 23-06-2022 for engaging classes for BBA Healthcare Management Programme which has been introduced from the year 2022-2023.
Conduct of programmes under Azadi Ka Amrit Mahotsav	The action plan for celebrating Azadi Ka Amrit Mahotsav was prepared and the Programmes were conducted from 13-07-2022 to 15-08-2022.
Preparation for Academic Audit which is to be conducted by APCCE.	The Departments were prepared for the academic audit conducted by APCCE on 29-08-2022 & 30-08-2022. The college got 'A' grade in the assessment made by Academic Advisors nominated by APCCE.
Celebration of World Environment Day	A webinar on "Thermal Plasma Technology as a potential Environmentally Sustainable Solution for Municipal Solid Waste Management" was organized by the Department of Chemistry and Eco-Club on World Environment Day (08-06-2022). Dr. Keya Layek, Asst. Professor of Chemistry, Banwarlal Bhalotia College, West Bengal acted as resource person.
Conduct of BOS for the year 2022-23	Board of Studies meetings were conducted by all Departments in the month of September 2022.
Providing guidance for APPGCET 2022	All the Departments provided guidance and coaching for final year students for APPGCET.

  
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**IQAC COMMITTEE MEETING – 7**

<b>Agenda</b>	<b>Action Taken</b>
Establishment of Research Centre	Application for Research centre was submitted to Adikavi Nannaya University on 13-10-2022.
Establishment of Incubation and Innovation Centre	Incubation and Innovation Centre was inaugurated in the College on 05-07-2022. Activities of IIC are: a. Yuva Crafts b. Exhibition c. Propagation and sale of Ornamental plants by Department of Botany & Horticulture.
Encouraging the staff to register for Ph.D programmes	Staff appeared for APRCET 2022.
Celebration of Graduation Day	Graduation Day was celebrated on 07-12-2022. Prof. M. Jagannadha Rao, Vice-Chancellor, Adikavi Nannaya University, Rajamahendravaram, Dr. Pola Bhaskar, Commissioner of Collegiate Education, AP were the Chief Guests and Dr. C. Krishna, RJDCE, Rajahmundry was the Guest of Honour for the programme. 998 graduands were awarded Degrees.
II and III internships to second year students	Short Term internship programme (6 Weeks) was started on 27-10-2022 and it will be completed on 09-12-2022. All the students will be sent for six months internship during the VI Semester.
Completion of Community service Project for first year students	Survey and conduct of awareness programmes work for community service Project was completed by 2021-2022 admitted batch students. The report writing is under process.
Approval of Annual Institutional plan for the academic year 2022-2023.	Institutional Plan for the academic year 2022-2023 was prepared and approved by IQAC.

*MW Sabaru*  
IQAC Coordinator  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

*V. Ananta Lakshmi*  
PRINCIPAL  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA