

**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Meeting No -1(23-09-2023)- Action Taken Report (2023-2024)**

Agenda	Action Taken
Conducting BoS meetings in blended mode	All the Departments completed the Board of Studies meetings through online/ Offline modes for the academic year 2023-2024 from 25/09/2023 to 27/09/2023.
Approval of institutional Plan and Academic calendar for the year 2023-2024	IQAC approved the Institutional Plan and Academic calendar for the year 2023-2024.
Celebration of Freshers Day	Freshers' Day was celebrated on 10/11/2023. Ms. S. Santhi Rajasri, Alumni Association President and Alumna member of IQAC Committee was the chief guest of the programme.
Organizing Alumni meetings	Alumni Association meetings were held on 02/11/2023, 10/11/2023, and 16/03/2024 during the academic year 2023-24 for discussing issues such as increasing the memberships, fund raising, involvement in enhancing the academic quality through knowledge sharing by notable alumnae, and regarding the inauguration of additional classrooms constructed with MPLADS sanctioned by Honourable MP, Kakinada, who is an alumna of this college.
Submission of AQAR 2022-2023	Annual Quality Assurance Report for the year 2022-2023 was submitted on 14/02/2024. Before the submission it was placed before IQAC for approval.
Conducting Academic council meeting	9 <sup>th</sup> Academic Council Meeting was conducted on 10/10/2023 in which the syllabi, Certificate courses, programs of study, and academic regulations were approved to ensure they meet current standards and societal needs considering inputs from stakeholders, such as faculty and students. Academic Council discussed and approved the initiatives that enhance the quality in teaching, learning, evaluation, and research activities.
Launching new website for examination cell	New website has been launched for Examination Cell during the academic year 2023-2024 hosted by Host Nine India, Hyderabad, Telangana in which the services of downloading hall tickets, results and submitting internal marks through faculty login are provided.
Conducting Finance Committee meeting	16 <sup>th</sup> Finance Committee meeting was conducted on 30- 04-2023 to consider and approve the proposed budget for expenditure of Examination Cell for the year 2023-2024. 17 <sup>th</sup> Finance Committee meeting was conducted on 01/11/2023 to consider and ratify the expenditure incurred by the Examination Cell during 2022-2023.
Conducting staff empowerment programmes for the year 2023-2024.	IQAC conducted Faculty Empowerment Programme on 'the usage of ICT' on 22/09/2023. Sri. B. Suryanarayana Devara, Lecturer in Physics explained the 'ICT tools and techniques that enrich teaching, learning and evaluation process' to the teaching staff.

<p>Celebrating the days of national and international importance</p>	<ul style="list-style-type: none"> <li>• Celebrated Teacher's Day on 05/09/2023.</li> <li>• The department of Chemistry celebrated 'World Ozone Day' on 16/09/2023</li> </ul>
<p>Review of cocurricular and Extra-curricular activities conducted from 01/09/2023 to 23/09/2023</p>	<p>IQAC reviewed the cocurricular and extracurricular and extension activities conducted during September 2023.</p> <ul style="list-style-type: none"> <li>• Dasha Dina Shibiram is a ten days course conducted by the Department of Sanskrit to teach spoken Sanskrit - "Let us Speak Sanskrit and Learn Sanskrit" from 2/09/2023 to 15/09/2023. 60 students have attended the programme.</li> <li>• Department of Home Science in collaboration with Lions club Sankalp conducted a Dental Checkup Camp, Diabetic Screening Camp on 09/09/2023.</li> <li>• Department of Botany, Eco-club, NSS Unit I &amp; II distributed clay idols of Vinayaka explaining the medicinal values of Vinayaka pooja pathri as an ecofriendly initiative on 16/09/2023.</li> <li>• Department of Zoology and Aquaculture Technology participated in Beach Cleaning Programme at NTR Beach on 16/09/2023 on 'International Coastal Clean-up Day.'</li> <li>• Department of Chemistry conducted a guest lecture on 'Preserving Ozone-Protecting our atmosphere' on 16/09/2023.</li> <li>• Department of Hindi conducted a guest lecture on 'Job opportunities with Hindi language' on 21/09/2023. The lecture was delivered by Neha Sharma, Hindi Officer, Union Bank of India, Kakinada.</li> <li>• Department of Physical Education, NSS Unit I &amp; II participated in 5K Red-Run organized by District AIDS Prevention &amp; Control Unit, Kakinada District on 23/09/2023.</li> <li>• Dr. M. Uma Maheswari, Associate Professor, Adikavi Nannaya University, Rajamahendravaram delivered a guest lecture on 'Career Guidance' organized by the Department of Commerce on 23/09/2023.</li> </ul>
<p>PO- CO mapping and communicating - POs and COs to students</p>	<p>Programme Outcomes (POs) and Course Outcomes (Cos) are designed and approved in Board of Studies meeting. POs and COs are communicated to students and were placed on the institutional website. POs are mapped with COs for the evaluation of outcome attainment.</p>
<p>Appointment of guest faculty for the academic year 2023-2024</p>	<p>Interviews for guest faculty appointment for the academic year 2023-2024 in Mathematics, Chemistry, Computer Applications, Computer Science, Zoology, Aquaculture, Botany, Horticulture, History, Political Science, Commerce and Sanskrit were conducted on 10-10-2023 through paper notification. The performance of the candidates was assessed through an evaluation Committee consisting of the Principal, IQAC Coordinator, Academic Coordinator, External subject expert, Head of the concerned Department, and students with preset benchmarks.</p>

Appreciation to Smt. Dr. M. Suvarchala, Vice-Principal	IQAC appreciated Mrs. M. Suvarchala, Lecturer in Home Science & Vice Principal, for receiving State Best Teacher award from the HRD Minister Sri. Botsa Satyanarayana on 5th September 2023.			
Appreciation to Smt. M. Vasantha Lakshmi, Lecturer in-charge of Zoology	IQAC appreciated Smt. M. Vasantha Lakshmi, Lecturer in-charge of Zoology for being nominated as Executive Council member of Adikavi Nannaya University, Rajamahendravaram as per G.O Ms. No. 77 dated 01/09/2023 for a period of three years.			
Appreciation to Dr. M. Sulakshana, Lecturer in Botany	IQAC appreciated Dr. M. Sulakshana, Lecturer in Botany for receiving Prof. B.G.S. Rao Memorial Prize in the faculty of science in recognition of her merit in Research on 09/09/2023 for the year 2018 from Andhra University, Visakhapatnam.			
Appreciation to Dr. K. Yamuna, Lecturer in Economics	<b>S. No</b>	<b>Department</b>	<b>Title of Value Added /Certificate Course</b>	<b>Duration of the Course</b>
	1.	English	Functional Proficiency in English	45 Hours
	2.	Sanskrit	Management Skills through Bhagavath Geeta	45 Hours
	3.	History	Travel Agency and Tour Operations	45 Hours
	4.	Political Science	Basics of Human Rights	45 Hours
	5.	Economics	Survey and Reporting	45 Hours
	6.	Botany	Natural Farming	45 Hours
	7.	Physics	Maintenance and service of domestic electrical appliances	30 Hours.
	8.	Computer Science & Computer Applications	Problem Solving with Excel	45 Hours
	9.	Zoology	Biodiversity conservation with special reference to Coringa Mangrove Ecosystem.	45 Hours
	10.	Microbiology	Introduction to Clinical Laboratory Techniques	40 Hours
	11.	Commerce (2 Courses)	1.Kolatam 2.Tally with GST	30 Hours 45 Hours
	12.	Home Science (4 Courses)	1. Maggam Work 2. Cross Stitch 3. Madhubani Paints 4. Community Nutrition.	30 Hours 45 Hours 30 Hours 45 Hours
	13.	Chemistry	Basic Chemistry Molecular Modelling Software	30 Hours
	14.	Physical Education	Yoga and Archery	45 Hours
<b>Total no. of Certificate Courses: 18</b>				

	IQAC appreciated Dr.K. Yamuna, Lecturer in Economics & Controller of Examinations, who received appreciation award on Teachers' Day celebrations from Lions club, Tallarevu on 05/09/2023.
Certificate courses offered during 2023-2024	
Thanking ONGC, Kakinada for providing 20 computers, 3 Printers to JKC lab and responding positively to the proposal of renovation of library block	IQAC expressed gratitude to ONGC, Kakinada for providing 20 computers, 3 Printers to JKC lab and responding positively to the proposal of renovation of library block.

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



*V. Ananta Lakshmi*  
 PRINCIPAL  
 A.S.D. GOVT. DEGREE COLLEGE,  
 AUTONOMOUS  
 KAKINADA

**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Meeting No -2(18-11-2023)- Action Taken Report (2023-2024)**

Agenda	Action Taken																															
Preparation of draft SSR for 4 <sup>th</sup> cycle of NAAC accreditation	Draft SSR for 4 <sup>th</sup> cycle of NAAC accreditation was prepared with criterion wise data and sent to the NAAC advisory team of APCCE, Mangalagiri on 06/05/2024 for scrutiny and suggestions.																															
Requesting for providing dates for Governing Body Meeting	Requested the Commissioner of Collegiate Education, AP, Mangalagiri for providing dates for 6 <sup>th</sup> Governing Body Meeting. The tentative date was given March 2024. But due to Assembly and Parliament Elections it was not materialized.																															
Review of preparation for Academic Audit 2021-2022 and 2022-2023	The institution has made all arrangements for the Academic Audit for the academic years 2021-2022 and 2022-2023. APCCE Academic Audit team visited the college on 14/12/2023, reviewed all activities of the institution and appreciated the efforts of the institution in maintaining academic standards and gave suggestions regarding the preparations to be made by the institution for the forthcoming NAAC Re-Accreditation.																															
Sending 2021-2022 admitted batch students for semester internship	2021-2022 admitted batch students were sent for semester internship from 15/02/2024 to 31/05/2024. Mentors were assigned to students to monitor the progress of the internship. Daily tasks completed by the students were reported to Higher authorities through i-map (Internship Monitoring Application). Internship evaluation was conducted on 05/06/2024 and 06/06/2024.																															
Result Analysis of II & IV semesters	II & IV semester end examinations for the academic year 2022-2023 were conducted from 04/09/2023 to 21/09/2023. Results were released on 18/10/2023. The analysis of the results is as follows. <table border="1" data-bbox="459 1485 1449 1906"> <thead> <tr> <th>Semester</th> <th>Programme</th> <th>Appeared</th> <th>Passed</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td rowspan="3">II</td> <td>BSc</td> <td>157</td> <td>110</td> <td>70</td> </tr> <tr> <td>BA</td> <td>28</td> <td>26</td> <td>93</td> </tr> <tr> <td>BCom</td> <td>109</td> <td>91</td> <td>83</td> </tr> <tr> <td rowspan="3">IV</td> <td>BSc</td> <td>225</td> <td>195</td> <td>87</td> </tr> <tr> <td>BA</td> <td>53</td> <td>39</td> <td>74</td> </tr> <tr> <td>BCom</td> <td>119</td> <td>81</td> <td>68</td> </tr> </tbody> </table>	Semester	Programme	Appeared	Passed	Percentage	II	BSc	157	110	70	BA	28	26	93	BCom	109	91	83	IV	BSc	225	195	87	BA	53	39	74	BCom	119	81	68
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<p>Strengthening of Innovation and Incubation Centre Activities</p>	<ul style="list-style-type: none"> <li>• Department of Commerce signed MoU with COWE (Confederation of Women Entrepreneurs) on 18/03/2024 for providing guidance to students to become entrepreneurs.</li> <li>• The Department of Botany and Horticulture trained the students on manure preparation and Nursery maintenance in collaboration with Ganapathi Gardens, Kakinada.</li> <li>• Under the start up Blossoms Nursery, the Botany students propagated ornamental plants and the revenue generated by selling these plants on different occasions.</li> </ul>
<p>Encouraging staff and students to enroll for MOOCs courses</p>	<ul style="list-style-type: none"> <li>• Ms. A. Swathi, Lecturer in Hindi, Completed 'Pramukha Hindi Kahaniya aur Bharatheeya Samaj' a MOOCs Course on SWAYAM Platform.</li> <li>• Dr. K. Anitha, Lecturer in Chemistry completed Faculty Development Programmes - on 'Principles of Organic Synthesis,' 'Organic Retrosynthesis problem,' Bio- Inorganic Chemistry on NPTEL-AICTE platform, conducted by IIT, Chennai from 01/07/2023 to 31/12/2023.</li> <li>• Dr. P. Sanjotha, Lecturer in English completed NPTEL online 4 weeks Certificate Course in Body Language: Key to Professional Success during August- September 2023.</li> <li>• 50 students completed MOOCs using Infosys Springboard, 24 students completed 'Programming Essentials using Python' through CISCO, 22 students completed MOOCs using Sololearn platforms.</li> <li>• edX Faculty and first year students completed short-term online courses on edX platform.</li> </ul>
<p>Strengthening research activities of the college</p>	<ul style="list-style-type: none"> <li>• Organised 2 International Workshops, 2 National Workshops, 1 International Webinar, 1 National Webinar and 1 National Webinar.</li> <li>• 15 Research papers were published out of which 8 papers were published in UGC-CARE journals. 11 chapters were published in edited volumes.</li> <li>• Dr. M. Suvarchala, Lecturer in Home Science and Dr. B. Surya Narayana Devara, Lecturer in Physics were awarded Ph.D.</li> </ul>
<p>Providing students with multiple exit and entry options as per NEP 2020</p>	<p>The students admitted in 2023-24 under single Major system were given multiple entry and exit options as per NEP 2020. Creation ABC accounts to students that facilitates inter institutional credits transfer has been taken up actively.</p>

<p>Review of the activities of PMKVY 4.0</p>	<p>PMKVY 4.0 Courses are planned as mentioned below for the academic year 2023- 2024.</p> <p>1. Self – Employed Tailor: I Batch- 05/07/2023 to 8/11/2023 II Batch- 30/11/2023 to 01/04/2024</p> <p>2. Associate Data Entry Operator: I Batch- 11/04/2023 to 14/06/2023 II Batch- 06/07/2023 to 22/09/2023 III Batch- 09/11/2023 to 27/12/2023 IV Batch 05/02/2024 to 23/03/2024</p> <table border="1" data-bbox="451 680 1453 1361"> <thead> <tr> <th>S.No</th> <th>Name of the Course Offered</th> <th>Batch</th> <th>No. of Candidate Registered</th> <th>No. of Candidates attended for assessment</th> <th>No of Candidates Passed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Self – Employed Tailor</td> <td>I</td> <td>30</td> <td>23</td> <td>23</td> </tr> <tr> <td>2</td> <td>Associate Data Entry Operator</td> <td>I</td> <td>25</td> <td>21</td> <td>16</td> </tr> <tr> <td>3</td> <td>Associate Data Entry Operator</td> <td>II</td> <td>28</td> <td>13</td> <td>08</td> </tr> <tr> <td>4</td> <td>Associate Data Entry Operator</td> <td>III</td> <td>30</td> <td>26</td> <td>25</td> </tr> <tr> <td>5</td> <td>Self – Employed Tailor</td> <td>II</td> <td>30</td> <td>25</td> <td>25</td> </tr> <tr> <td>6</td> <td>Associate Data Entry Operator</td> <td>IV</td> <td>42</td> <td>36</td> <td>36</td> </tr> </tbody> </table>	S.No	Name of the Course Offered	Batch	No. of Candidate Registered	No. of Candidates attended for assessment	No of Candidates Passed	1	Self – Employed Tailor	I	30	23	23	2	Associate Data Entry Operator	I	25	21	16	3	Associate Data Entry Operator	II	28	13	08	4	Associate Data Entry Operator	III	30	26	25	5	Self – Employed Tailor	II	30	25	25	6	Associate Data Entry Operator	IV	42	36	36
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<p>Appreciation to RUSA Committee</p>	<p>IQAC appreciated RUSA Committee for submitting Proposal for PM-USHA 3.0 on 09/11/2023.</p>																																										
<p>Appreciation to Dr. Naga Mallika, Lecturer in Telugu</p>	<p>IQAC appreciated Dr. Naga Mallika, Lecturer in Telugu for achieving Boyi Bheemanna Smaraka Jatheeya Puraskaaram on 15/10/2023 from Ushodaya Foundation, Tirupathi.</p>																																										
<p>Appreciation to Dr. G. Prameela Rani, Physical Director</p>	<p>IQAC appreciated Dr. G. Prameela Rani, Physical Director for organizing Adikavi Nannaya University Intercollegiate Kabaddi team (W) selections on 17-11-2023 &amp; 18-11-2023.</p>																																										
<p>Expressing thankfulness to Honourable MP and MLA of Kakinada</p>	<p>IQAC expressed gratitude to Smt. Vanga Geetha Viswanath, Honorable MP, Kakinada, and Sri. D. Chandra Shekhar Reddy, Honorable MLA, Kakinada for inaugurating new block and pink toilets on 02/11/2023 and for assuring the construction of seminar hall.</p>																																										

<p>Review and ratification of Cocurricular and Extracurricular Activities conducted from 23/09/2023 to 18/11/2023</p>	<p>IQAC reviewed and ratified the cocurricular and Extracurricular activities conducted from 23/09/2023 to 18/11/2023.</p> <ul style="list-style-type: none"> <li>• World Tourism Day: Department of History conducted a guest lecture on World Tourism Day on 27/09/2023.</li> <li>• Guest Lecture: Department of Botany and Horticulture conducted a guest lecture on 'Applications of Tissue Culture' on 27/09/2023. Prof. Samuel Kumar, Head of the Department of Botany from AKNU was the resource person.</li> <li>• Gurram Joshua Jayanthi: celebrated by the Department of Telugu on 28/09/2023.</li> <li>• National Nutrition Month: The Department of Home Science conducted a state level programme on 'National Nutrition month' and organised a guest lecture on 'Millets - The super foods' on 29/09/2023. Sri B. Srinivas, Asst. Food Control Officer, Kakinada was the chief guest. In view of this, the Department conducted competitions such as Poster presentation, Quiz &amp; Food preparation by using Millets to the students of Kakinada district.</li> <li>• <b>Swachhata hi Seva:</b></li> <li>• NCC cadets participated in Swach Bharat programme at Boat Club on 23/09/2023.</li> <li>• NCC &amp; NSS students participated in beach cleaning programme on 02/10/2023.</li> <li>• Training Programme: The staff and students of the Department of Zoology have attended one day training on 'Bird Identification, Bird Migration, Monitoring, Migration Study Techniques Central Asian Flyway, Asian Water bird Census Techniques", organized by the Forest Department on 03/10/2023. Ms. S. Bharani IFS, DFO Kakinada; Sri. G.G Narendran IFS, DFO Rampachodavaram; Sri. K. Mrityunjaya Rao, Rt BSNL Engineer-IBCN of AP State Govt &amp; Sri. D. Mahesh babu Wild life biologist, CWS AP were the resource persons of the training programme.</li> <li>• Students' Union formation was done on 05/10/2023. President, Vice-President, Secretary, Joint Secretary, Cultural Secretary were nominated by the Class Representatives. The tenure of the members is one year.</li> </ul>
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- Zoology students went for Bird watching and identification programme at Bhairavapalem (Coringa Mangrove Ecosystem) on 07/10/2023.
- Students received participation certificates from Swami Vivekananda Seva Samiti on 08/10/2023 for participating in essay writing competition conducted on 'Swami Vivekananda Ideas on Education and Nation Building.'
- Guest Lecture: Department of Home Science conducted a guest lecture on 'The Importance of Mental Health' on World Mental Health Day on 10/10/2023. Dr. Reshma Yasmin attended as Resource Person.
- Guest Lecture: Women Empowerment Cell conducted a guest lecture on 'Emotional Intelligence for successful life' on 11/10/2023.
- Cyber security certification: Staff & Students actively participated in the programme of Cyber Security Certification on 17/10/2023.
- Guest lecture: Organised by the Department of Sanskrit on 'Valmiki Ramayana Prasastyam' on 28/10/2023.
- Ekta Diwas: NSS Unit I and II celebrated Ekta Diwas on 01/11/2023, to commemorate the birth anniversary of Sardar Vallabh Bhai Patel. Ekta Diwas pledge was taken by the students to preserve unity, integrity, and security of the nation.
- Alumni meeting: Alumni Association meeting was held on 02-11-2023.
- The Department of Commerce, PR Govt. College(A), Kakinada took the classes for B. Com students on 03/11/2023, in connection with faculty Exchange Programme.
- 3-Day Meditation Programme: Women empowerment cell conducted three-day meditation programme to the students from 04/11/2023 to 06/11/2023.
- Mobile Chemistry laboratory: The department of Chemistry demonstrated experiments through mobile chemistry laboratory on 6/11/2023 at Bachu Ramum Municipal Corporation Girls High School, Kakinada to inculcate scientific temper among the student community.
- World Immunization Day: The Dept. of Microbiology and Alumni association jointly celebrated World Immunization Day on 9/11/2023. In connection to this, an invited lecture was given by an alumni member Dr. B.

Priya Darshini, Assistant Professor, SKR & SKR GDC, Kadapa on 'the Importance of Immunization.'

- Awareness program on Social Security -Women' protection: Anti-Ragging and Discipline committee and Police Department jointly conducted an awareness program on Social Security -Women' protection on 09/11/2023. I town police station Circle Inspector Sri. V. Suresh babu explained the installation and usage of 'Disha app' to the staff and students.
- Guest lecture: The Department of Commerce organised a guest lecture on "Global Accounting Trends: Challenges and Opportunities in the 21st Century" on 10/11/2023 on account of International Day of Accounting."
- Dhanwantri Jayanthi: Department of Botany and Horticulture celebrated 'Dhanwantri Jayanthi' on 10/11/2023.
- Library week: was celebrated from 14/11/2023 to 20/11/2023.
- Adikavi Nannaya University Inter collegiate Team Selections Trials Kabaddi (Women) 2023-24: was organized by the college on 17/11/2023. Prof. G. Sudhakar, Registrar, AKNU; Sri. Ratnesh Kumar, Executive Director, Asset Manager, ONGC, Kakinada; Sri. B. Srinivas Kumar, CEO & DSDO, Kakinada; Sri. J. Bhashya, GM, ONGC graced the occasion.
- Guest Lecture: Department of Home Science and Career Guidance Cell in collaboration with Lions Club Sankalp organised a guest lecture on 'How to achieve academic excellence and Preparation for different Competitive exams' on 18/11/2023.
- Faculty Exchange Programme: Faculty members of Commerce took classes at P.R. Government College (A), Kakinada as a part of MoU on 18/11/2023.

*mw 2023*  
*S.A.C coordinator*  
A.S.D.GOV.T.DEGREE COLLEGE (W)  
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**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Meeting No -3(12-12-2023)- Action Taken Report (2023-2024)**

Agenda	Action Taken
Discussion and ratification of the activities	IQAC discussed and approved the co-curricular/ Extracurricular activities conducted from 19 <sup>th</sup> November to 12th December 2023.
Strengthening of MoU activities	<ul style="list-style-type: none"> <li>• Department of Commerce signed MoU with the Department of Commerce Government Degree College, Pithapuram on 29/11/2023.</li> <li>• Faculty Exchange Programme: Faculty members of Commerce took classes at P.R. Government College (A), Kakinada as a part of MoU on 03/11/2/23 &amp; 18/11/2023.</li> <li>• Department of Commerce signed MoU with COWE (Confederation of Women Entrepreneurs) on 18/03/2024.</li> </ul>
Conducting Sankranthi Sambaralu and other activities reflecting IKS	Cultural Committee organized "Sankranthi Sambaralu" on 11 <sup>th</sup> January 2024 as a part of celebrating Sankranthi, the harvest festival of the Telugu states, to instill aspects of the Indian Knowledge System among students.
Appreciation to students who selected/won prizes in various sports events	Staff and students were appreciated for their notable achievements. The details were provided in meeting resolutions.
Organizing Seminars/ webinars/ workshops.	<p>The following workshops/webinars were conducted by the institution during December &amp; January 2024.</p> <ul style="list-style-type: none"> <li>• One Day Workshop for Home Science Students on 'Personal Safety Education' Conducted by Department of Home Science in collaboration with Padala Charitable Trust on 22/12/2023.</li> <li>• One day International Workshop on "Redefining Possibilities: A Tech Odyssey into the Future" organized by the Dept. of Computer Science &amp; Computer Applications on 09/01/2024.</li> <li>• One day international workshop on "Renewable energy and storage systems" by the Department of Physics on 10/01/2024.</li> </ul>


	<ul style="list-style-type: none"> <li>• One day National Seminar on 'Modern world diseases &amp; Ayurvedic Panacea' by the Departments of Microbiology &amp; Sanskrit on 22/1/2024.</li> <li>• Departments of Telugu, Hindi &amp; Sanskrit organized 2- Day National webinar on 'Sahithyam – Vyakthithva Vikasam' on 24/1/2024 and 25/1/2024.</li> </ul>
Appreciating the Department of Chemistry	IQAC appreciated the Department of Chemistry for organizing one day international webinar on "Recent Advances in Drug Discovery and Development" (IWRADDD-2023) on 6/12/2023.
Review on the Internal Academic Audit conducted by IQAC	Internal Academic audit of the departments was conducted by IQAC on 29/11/2023 & 30/11/2023. Verified the academic records, discussed the quality initiatives of the departments, and gave suggestions for improvement.
Conduct of II mid, practical and semester end theory examinations for I, III, V semesters.	For I, III, V semesters, conducted I mid examinations from 14/11/2023 to 16/11/2023, II mid examinations from 08/01/2024 to 10/01/2024, Practical examinations from 25/01/2024 to 03/02/2024 (for III, V semesters) and semester end theory examinations from 06/02/2024 to 21/02/2024.
Celebration of International Consumer week	National Consumer week was celebrated from 18-12-2023 to 23-12-2023 by the Department of Commerce and Consumer Club. In the valedictory session, Sri. M. Janardhana Rao, Deputy Controller Legal Metrology, Zone-II, Sri M V. Prasad, District Supply Officer of A. P. State Civil Supplies Department, Sri B. Siva, SSN Murthy, Convenor and Advisor of DCIC Kakinada and DLPO, Smt. D. Pushpa Mani, District Manager of A. P. State Civil Supplies Corporation Limited, and Sri. Sayyad Salim, Assistant Controller of Legal Metrology Department, Kakinada Dist. attended and created awareness on weights and measures and about consumer Protection Act. Prizes and certificates are distributed to all winners of essay writing, elocution, and poster presentation.
Conducting health checkup/dental checkup for students	<ul style="list-style-type: none"> <li>• Department of Home Science in collaboration with Lions club Sankalp conducted Dental Checkup Camp, Diabetic Screening Camp on 09/09/2023.</li> <li>• Health committee in collaboration with NSS unit I and NSS unit II conducted free Health check up by Medicover Hospitals to the 1st year students of the college. Dr. B. Lakshmi Praveena, Gynaecologist, Medicover hospitals, Kakinada gave awareness on Menstrual health and hygiene to the students on 13/12/2023.</li> </ul>

	<ul style="list-style-type: none"> <li>• Health committee arranged Dental health check for all students at Primary Health Centre, Jagannaickpur, Kakinada from 16/12/2023 to 10/01/2024. Dr. Ravichandra, Medical officer examined the students and gave necessary suggestions to the students regarding proper maintenance of Dental Health.</li> <li>• Health Committee and Red Ribbon Club in collaboration with DM &amp;HO office, Kakinada, organised a health camp for haemoglobin testing on 05/08/2024 and 06/08/2024. Nearly 600 students participated.</li> <li>• Health committee organised Health camp in collaboration with PHC, Netaji Camp, Kakinada. Dr. P. Hema Sundar, Medical officer conducted check- up for 60 students. He also educated the students about ‘the importance of body hygiene, good food habits and exercise in maintaining sound health.’</li> </ul>
Conducting one-week hands on training for Zoology and Microbiology students at SIFT, Kakinada.	5- Days hands on training on ‘Water Analysis, Microbiology and Molecular Techniques’ for Zoology and Microbiology students was conducted at State Institute of Fisheries Technology (SIFT), Kakinada from 12/12/2023 to 16/12/2023. 37 students (27 Zoology and 10 Microbiology) completed the training and received certificates.
Approval of examination calendar for the year 2023-2024	Examination calendar for the academic year 2023-2024 was approved.
Conduct of Campus drive with K7Software technologies	Campus drive was conducted by JKC with K7 Software Technologies, in collaboration with Fluento on 16/12/2023. 25 students were selected.
Celebration of National Mathematics Day	National Mathematics Day was celebrated on 22/12/2023, to mark the birth anniversary of legendary Indian Mathematician Srinivasa Ramanujan and his contributions to the fields of Mathematics. The Department of Mathematics conducted various competitions to students and distributed prizes to the winners.
Continuation of institutional best practice “CHEYUTHA”	<p>Institutional best practice CHEYUTHA – visiting old age homes, Orphanages etc., to inculcate the spirit of community service and social responsibility among the students.</p> <ul style="list-style-type: none"> <li>• Department of Botany and Horticulture visited Janavali old age home Jagannaickpur Kakinada as a part of Extension activity and donated essential</li> </ul>

	<p>commodities to the inmates of old age home and students interacted with the inmates of home.</p> <ul style="list-style-type: none"> <li>• B. Sc Home Science V SEM students visited Divya Deepa Special school which caters to the needs of special children with Autism, Attention Deficit Disorder, Cerebral Palsy and Mental Retardation on 20/12/2023.</li> <li>• NCC, NSS Unit I &amp; II along with Principal, IQAC Coordinator &amp; III (A) girls battalion Commanding officer Col. H. S Manik visited the old age home (Janavali) located in Jagannaickpur, Kakinada on 19/08/2024 and distributed clothes &amp; fruits.</li> </ul>
Organizing one day training on Life skills and Employability	The college organised One Day training Programme on 'Life Skills and Employability' in collaboration with Lions Club Sankalp on 30/12/2023. Prof. KVSE Murali Krishna, Director, Online Learning Programmes, JNTU, Kakinada was the resource person of the programme.
Submission of the Institutional data to AISHE	Institutional data was submitted to AISHE (All India Survey on Higher Education) on 30/01/2024.
Submission of data for NIRF	Institutional data for the academic year 2022-2023 was submitted to NIRF on 10/01/2024.

  
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**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Meeting No -4 (10-02-2024)- Action Taken Report (2023-2024)**

Agenda	Action Taken
Discussion and ratification of the activities conducted	Reviewed and ratified the academic, cocurricular, extracurricular, and extension activities conducted between 13/12/ 2023 and 10/02/2024.
Condemnation of damaged/ non-functional lab articles and e-waste material through auction.	The damaged/non-functional lab articles and e-waste material was disposed through auction on 12/09/2024 by notifying in the daily newspapers and displaying the notice in prominent areas of the town. Rs. 40,000 received through auction was credited to CPDC account. 160 kg of E- Waste was disposed through APTS on 11/07/2024.
Review on the creation of ABC IDs to the students	For 2021-2022 admitted batch, 397 IDs and for 2022-2023 admitted batch, 289 ABC IDs were created which enables the credits transfer into the ABC accounts of the students.
Appreciation to the staff and students for their achievements	IQAC appreciated the staff and students for their remarkable achievements. Details were given in Meeting resolutions.
Celebrating National Science Day on 28/02/2024	National Science Day was celebrated by all Science Departments on 28/02/2024 to celebrate the discovery of the Raman effect. All the science departments have conducted quiz competitions elocution and essay writing competitions on this year's theme i.e., "Indigenous Technology for Viksit Bharat."
Discussion on AQAR 2022-2023 which is going to be submitted to NAAC	AQAR 2022-2023 is placed before IQAC Committee for discussion, suggestions, and improvements. AQAR 2022-2023 was submitted to NAAC on 14/02/2024.
Review of admission promotion activities for the academic year 2024-2025	As a part of admissions campaign, all the teaching staff visited Junior colleges in Kakinada mandal to create awareness among the students regarding the Programmes and facilities available in the institution from 05/02/2024 to 07/02/2024.

<p>Review of the activities conducted under Viksit Bharath@2047.</p>	<p>The following activities were conducted under Viksit Bharath@2047- A Vision for India's Future, an initiative of Government of India.</p> <ul style="list-style-type: none"> <li>• Department of Commerce conducted Debate, Elocution, Essay Writing, Student seminar on Viksit Bharat @ 2047 on 21/12/2023.</li> <li>• Department of Home Science conducted group discussion for students on 'Nari Shakti' and essay writing competition on 'Environmental Sustainability' on 21/12/2023.</li> <li>• Alumni association meeting was held on 22/12/2023, discussed the ideas to support the development of India like role of students in Agriculture, Industrial development, Environment Sustainability, role of women in developmental goal, as a part of Viksit Bharath@2047- A Vision for India's Future.</li> <li>• Department of Computer Science/Computer Applications organized Group Discussion on "Viksit Bharat @ 2047- Strategies to implement" for III B. Sc MPCS students on 22/12/2023.</li> <li>• Physics Department has conducted PowerPoint presentation competition on the topic "My vision for India @ 2047" in the Digital Classroom-1 as a part of Viksit Bharat@ 2047 on 23/12/2023.</li> </ul>
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**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Meeting No -5 (04-04-2024)- Action Taken Report (2023-2024)**

<b>Agenda</b>	<b>Action Taken</b>
Review of the Financial audit conducted by office of the Accountant General.	Reviewed the financial audit conducted by AG audit team and discussed the audit points.
Conduct of JKC campus drive by Marvel Business Solutions, Kakinada	JKC conducted a Campus drive in collaboration with Marvel Business solutions on 28/03/2024. 13 students were selected in this drive.
Appreciation to the staff and students for their achievements.	IQAC appreciated the following staff and students for their achievements.
Review of the activities conducted.	IQAC reviewed and approved the academic, cocurricular, extracurricular, and extension activities conducted from 11/02/2024 to 04/04/2024.
Conduct of Community Service Project and Short-Term Internship for first year and second year students	Community Service Project for first year and Short-Term Internship for second year students was conducted from 01/05/2024 to 30/06/2024. The Mapping of industries and Mentors and students was done in i-MAP app for short-term internship for assigning weekly tasks to the students and monitoring the internship progress. Students successfully completed the CSP and Short-term internship. Evaluation for the same was done from 12/07/2024 to 20/07/2024 by constituting Evaluation Committees.
Review of International Women's Day celebrations	Women Empowerment Cell celebrated International Women's Day. An awareness programme was conducted on women related issues. In this programme, Smt. Vijaya Bhakshu, Reader (Rtd.) addressed the students on various problems faced by women and guided them on 'changing the attitude and improving skills for better future.' Ms. S. Lakshmi Kantham, Sub Inspector, Disha police station created awareness on 'various cybercrime issues and measures to be taken.' She also explained about the apps and toll-free numbers to be used during critical situations.

Submission of IIQA to NAAC for 4 <sup>th</sup> cycle of assessment	IIQA (Institutional Information for Quality Assessment) was submitted to NAAC for 4 <sup>th</sup> cycle of assessment on 3/05/2024. IIQA was approved by NAAC on 16/05/2024.																									
Conduct of I Mid semester, II mid semester, practical and semester end theory examinations for II & IV semester students	Mid I exams were conducted from 08/04/2024 to 12/04/2024, II mid semester examinations from 04/06/2024 to 06/06/2024, practical examinations from 07/06/2024 to 13/06/2024 and Semester End theory examinations from 19/06/2024 to 02/07/2024 for II & IV semester students.																									
Conduct of remedial coaching classes for the students	Remedial coaching classes were conducted in the months of April and June 2024 for the students with learning difficulties to enable them successfully get through the examinations.																									
Parents meeting to give awareness on the single Major programs	Conduct online Parents meeting was conducted on 17/05/2024 to give awareness on the new Single Major programmes to be introduced from 2024-2025 in addition to the existing programmes.																									
Review of soft skills training programme conducted by Career Guidance Cell in collaboration with Unnati Foundation	Soft Skills training conducted by Career Guidance Cell in collaboration with Unnati Foundation. The schedule and details of the programme are as given under. <table border="1" data-bbox="432 1160 1461 1756"> <thead> <tr> <th>Batch No.</th> <th>Scheduled from</th> <th>To</th> <th>No. of students trained</th> <th>Status of the training programme</th> </tr> </thead> <tbody> <tr> <td>Batch I</td> <td>20/03/2024</td> <td>23/04/2024</td> <td>48</td> <td>Completed the training and received certificates.</td> </tr> <tr> <td>Batch II</td> <td>09/07/2024</td> <td>18/08/2024</td> <td>28</td> <td>Completed the training and received certificates.</td> </tr> <tr> <td>Batch III</td> <td>20/08/2024</td> <td>30/09/2024</td> <td>-</td> <td>To be commenced</td> </tr> <tr> <td>Batch IV</td> <td>01/10/2024</td> <td>13/11/2024</td> <td>-</td> <td>To be commenced</td> </tr> </tbody> </table>	Batch No.	Scheduled from	To	No. of students trained	Status of the training programme	Batch I	20/03/2024	23/04/2024	48	Completed the training and received certificates.	Batch II	09/07/2024	18/08/2024	28	Completed the training and received certificates.	Batch III	20/08/2024	30/09/2024	-	To be commenced	Batch IV	01/10/2024	13/11/2024	-	To be commenced
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Conducting Internal Academic audit by IQAC	Internal Academic audit was conducted by IQAC 23/04/2024 to 25/04/2024.																									

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**A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Meeting No -6 (15-06-2024)- Action Taken Report (2023-2024)**

Agenda	Action Taken																																																									
Status of results publication through National Academic Depository	Publication of results through National Academic Depository is under process.																																																									
Celebration Yoga Day	<ul style="list-style-type: none"> <li>• International Yoga Day was celebrated by the Department of Physical Education and Health Committee on 21/06/2024. Staff and students practiced Yoga Asanas under the guidance of Sri Sadguru Sacchidananda from Adi Guru Yoga Peetham.</li> <li>• NSS Unit I and II celebrated Yoga Day at BC welfare Hostel, Jagannaickpur.</li> </ul>																																																									
Review the activities conducted from 04/04/2024 to 15/06/2024	Reviewed the activities conducted from 04/04/2024 to 15/06/2024.																																																									
Analysis of I, III, V and VI semesters' results	<p>I, III, V semesters results were released on 10/04/2024 and Semester Internship results (VI Semester) results on 15/06/2024. The analysis of the results is as follows.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Semester</th> <th style="text-align: center;">Programme</th> <th style="text-align: center;">Appeared</th> <th style="text-align: center;">Passed</th> <th style="text-align: center;">Percentage</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">I</td> <td>BSc</td> <td style="text-align: center;">168</td> <td style="text-align: center;">140</td> <td style="text-align: center;">83</td> </tr> <tr> <td>BA</td> <td style="text-align: center;">41</td> <td style="text-align: center;">27</td> <td style="text-align: center;">66</td> </tr> <tr> <td>BCom</td> <td style="text-align: center;">112</td> <td style="text-align: center;">67</td> <td style="text-align: center;">56</td> </tr> <tr> <td rowspan="3" style="text-align: center;">III</td> <td>BSc</td> <td style="text-align: center;">154</td> <td style="text-align: center;">87</td> <td style="text-align: center;">56</td> </tr> <tr> <td>BA</td> <td style="text-align: center;">26</td> <td style="text-align: center;">18</td> <td style="text-align: center;">69</td> </tr> <tr> <td>BCom</td> <td style="text-align: center;">107</td> <td style="text-align: center;">91</td> <td style="text-align: center;">86</td> </tr> <tr> <td rowspan="3" style="text-align: center;">V</td> <td>BSc</td> <td style="text-align: center;">222</td> <td style="text-align: center;">198</td> <td style="text-align: center;">89</td> </tr> <tr> <td>BA</td> <td style="text-align: center;">53</td> <td style="text-align: center;">41</td> <td style="text-align: center;">77</td> </tr> <tr> <td>BCom</td> <td style="text-align: center;">118</td> <td style="text-align: center;">107</td> <td style="text-align: center;">94</td> </tr> <tr> <td rowspan="3" style="text-align: center;">VI</td> <td>BSc</td> <td style="text-align: center;">220</td> <td style="text-align: center;">220</td> <td style="text-align: center;">100</td> </tr> <tr> <td>BA</td> <td style="text-align: center;">53</td> <td style="text-align: center;">53</td> <td style="text-align: center;">100</td> </tr> <tr> <td>BCom</td> <td style="text-align: center;">118</td> <td style="text-align: center;">116</td> <td style="text-align: center;">99</td> </tr> </tbody> </table>	Semester	Programme	Appeared	Passed	Percentage	I	BSc	168	140	83	BA	41	27	66	BCom	112	67	56	III	BSc	154	87	56	BA	26	18	69	BCom	107	91	86	V	BSc	222	198	89	BA	53	41	77	BCom	118	107	94	VI	BSc	220	220	100	BA	53	53	100	BCom	118	116	99
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Preparing the students for job drive to be conducted at Nodal Resource Centre, Kakinada	Duty was assigned to mentors for preparing students for job drive to be conducted at Nodal Resource Centre, Kakinada on 22/06/2024. 85 students participated and 38 students got placements.
Placing SSR before IQAC for discussion	SSR was placed before IQAC for discussion and improvements.
Collection of feedback from students and other stakeholders	Feedback on curriculum was taken from Students, Alumni, Teachers and Industry and it is analysed. Analysis and action taken reports were placed before Academic Council and the same is placed on the institutional website for public access. Student Satisfaction Survey was conducted for the academic year 2023-2024.
Conducting Board of Studies meetings	All Departments conducted Board of Studies Meetings for the Academic Year 2024-2025 from 07/07/2024 to 10/07/2024 through Online Mode.
Evaluation of Short-term Internship and Community Service Project	Evaluation of Community Service Project and Short-Term Internship for II semester and IV semesters was conducted from 12/07/2024 to 20/07/2024 by constituting Evaluation Committees.
Request CCE authorities about the sanction of accumulated funds	Proposals for permission to utilize accumulated special fee fund of Rs. 27,00,000/- for renovation and repairs of RUSA block, Examination Cell, Maths staff room, History Staff room, Commerce Block-2, classrooms 19 to 24 block, Canteen and Toilet Block and Accumulated Restructured Special Fee fund of Rs.46, 47.848/- for NAAC fee and major and minor repairs of administrative block, Lakshmi Rama Murthi Block, Home Science Block, Physics and JKC Block were submitted on 24/06/2024.

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