

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (A), KAKINADA
INTERNAL QUALITY ASSURANCE CELL
Meeting No -1 (27-07-2024)- Action Taken Report (2024-2025)

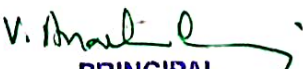
Agenda	Action Taken		
To discuss the resolutions of Academic Council meeting held on 16/07/2024.	10 th Academic Council Meeting was conducted on 23/07/2024 in which the syllabi, Certificate courses, programs of study, academic regulations, feedback on curriculum, analysis and action taken reports were approved to ensure that 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.		
Approval of Annual Institutional Plan Academic calendar and Examination Calendar for the year 2024-2025	IQAC approved the Institutional Plan, Academic calendar and Examination Calendar for the year 2024-2025.		
Intimation regarding the submission of SSR to NAAC for 4 th cycle of Re-Accreditation	Members of IQAC Committee were intimated about the submission of SSR to NAAC on 11/07/2024 for 4 th cycle of Re-Accreditation.		
Certificate Courses to be offered during 2024-2025.	The following Certificate Courses/ Value Added Courses were offered during 2024-25.		
	S.No	Department	Title of the Certificate Course
	1.	English	Better your English
	2.	Telugu	Human Values & Professional Ethics
	3.	Sanskrit	Management Skills & Life skills through Bhagavad Geeta
	4.	Hindi	Prayojan Moolak Hindi
	5.	Physics	e-Waste management for a sustainable economy
	6.	Computer Science & Computer Applications	Excel Essentials: From Basics to Problem Solving
	7.	Chemistry	Chem Draw- Molecular Modelling Software
	8.	Botany	Modern Gardening Techniques
	9.	Zoology	Biodegradable Waste Management through Vermicomposting.
	10.	Home Science	Visual Arts Paintings
	11.	Commerce	1.Statistics and Data Analysis 2 Accounting & Tally 3 Project Management

	<table> <tr> <td>12.</td> <td>Political Science</td> <td>Gender and Equality</td> </tr> <tr> <td>13.</td> <td>History</td> <td>Modern Principles and Techniques of Archaeology</td> </tr> <tr> <td>14.</td> <td>Economics</td> <td>Family Savings and Investments</td> </tr> <tr> <td>15.</td> <td>Physical Education</td> <td>Yoga and weight lifting</td> </tr> </table>	12.	Political Science	Gender and Equality	13.	History	Modern Principles and Techniques of Archaeology	14.	Economics	Family Savings and Investments	15.	Physical Education	Yoga and weight lifting
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13.	History	Modern Principles and Techniques of Archaeology											
14.	Economics	Family Savings and Investments											
15.	Physical Education	Yoga and weight lifting											
Guest faculty engagement	In view of NAAC, the services of existing Guest faculty are utilized for the year 2024-2025 and appointed new guest faculty as per the requirement through paper notification. (1 in Computer Science, 1 in Computer Applications, 1in Zoology are newly appointed).												
Strengthening MoU activities during 2024-2025	1. Departments of Telugu and Sanskrit made an MoU for faculty exchange with P.R. Government College (A), Kakinada on 17/08/2024. 2. Department of Zoology signed MoU with the Department of Zoology, PR Government College (A), Kakinada on 20/08/2024. An awareness programme on 'the scope and prospects of Aquaculture and need of skill development' conducted by Avanthi Skill Development Centre, Andhra University, Visakhapatnam was conducted at PR College (A), Kakinada on 2/09/2024 as a part of MoU activities. 3. Department of Chemistry has signed MoU with Department of Chemistry, Government College (A), Rajahmundry on 27/08/2024. 4. JKC conducted Job Mela in collaboration with VIKASA on 27/09/2024. 5. Department of Botany and Horticulture organized a Field trip to Kadiyam and visited Satya Deva Nursery on 30/10/2024. 6. Department of Physics signed MoU with Drone Technologies, Kakinada on 16/11/2024. 7. Department of Botany and Horticulture organized a guest lecture as a part of MoU activity on 28/11/2024. The resource person Dr. P. Ramakrishna, Managing Director of Satya Deva Nursery, Kadiyam delivered lecture on ‘Floriculture and Landscaping.’ 8. The Department of English signed MoU with Speaking Tree (Language Training in English Conversation), Vijayawada on 06/01/2025. 9. On 07-02-2025, Mr. Kali Kiran, Managing Director of Ganapathi Gardens, visited the college as part of the MoU and demonstrated landscape design to I and II-year Botany Honours students. They worked together on designing the layout of the academic park. 10. Department of Chemistry entered MoU with CMS laboratories, Vizag on 06/02/2025. 11. The Department of history entered the MoU with the Archaeology Department, Kakinada on 22-3-2025. Field Visit was conducted to Archaeology Museum on 22-03-2025. 12. The Jawahar Knowledge Centre (JKC) has entered into a Memorandum of Understanding (MoU) with ART Genesys Pvt. Ltd., Visakhapatnam, (COGENT BPO-Software- Consulting) on 25/03/2025, to provide placement assistance to its students. 13. The Jawahar Knowledge Centre (JKC) has entered into a Memorandum of Understanding (MoU) with KRIFY Software Solutions on 26/03/2025, to provide placement assistance to its students 14. The Jawahar Knowledge Centre (JKC) has entered into a Memorandum of Understanding (MoU) with LGIS Software Solutions Kakinada on 26/03/2025 to provide placement assistance to its students.												

	15. The Jawahar Knowledge Centre (JKC) has entered into a Memorandum of Understanding (MoU) with Muthoot Finance pvt. Ltd on 27/03/2025 to provide placement assistance to its students.
Institutional Best practices during 2024-2025.	Institutional Best Practices- SAMANA (A platform for grooming Entrepreneurship Skills), Cheyutha (Helping Hands), Daily Assembly organized by students, '3 Hours for Society' (in collaboration with All is Well NGO) are continued during the academic year 2024-25.
Conduct of I Mid examinations for III and V semesters	I Mid examinations were conducted from 04/09/2024 to 06/09/2024 for III and V semesters.
Utilization of CPDC funds for the renovation of Administrative Block.	Utilized and amount of Rs. 10, 84,517/- from CPDC funds for the renovation of Administrative Block.
Construction of new college main gate with the contribution of Alumni Association.	Alumni Association contributed Rs. 4, 76,383/- towards the construction of new college main gate to ensure the security of students. The main gate was constructed and inaugurated.
subscription for DELNET and 6 National and International journals for the library	DELNET was subscribed for library with a subscription of Rs.19,470/PA to facilitate the access of e-learning resources and 6 National and International Journals were subscribed with Rs.17,949/- for the academic year 2024-2025.
Organizing national/ international Seminars, Webinars, and Workshops for the academic year 2024-2025.	1. National Workshop: Science Departments conducted One day National Workshop on 'Curious World of Algae: Exploring Biological Applications' on 04/07/2024. Dr. J. Sudhakar, Assistant Professor of Botany, University of Pondicherry delivered a lecture on the Collection, Preservation and Nutritional Benefits of algae.' Dr. Felix Bast, Professor of Botany, University of Punjab enlightened on the 'Incredible Potential of Different Kinds of Algae.' 2. The Department of Economics organized a One Day National Workshop on 'Financial Planning and Wealth Management' on 09/08/2024. 3. On 11/02/2025, the Department of Commerce organized a National webinar on 'Financial Planning' in partnership with Edufinn Welfare Organization, a SEBI SMART ORGANIZATION. Smt. Padma Selvia from Tamil Nadu acted as resource person. 4. Department of Commerce National Webinar on "Navigating the landscape of IPR: Patents, Trade Marks and Copyrights" on 13-03-2025. 5. Department of Economics and IQAC organizes a National seminar on "Empowering Women through Innovation and Entrepreneurship" on March 19, 2025.


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Meeting No -2 (06-09-2024)- Action Taken Report (2024-2025)

Agenda	Action Taken																															
Expressing gratitude to ONGC and District Collector	IQAC expressed gratitude to ONGC for donating Rs. 32,00,000/- from CSR grants and the District Collector for sanctioning the same for the renovation of Library and Physical Education block. The amount has been utilized optimally and renovation work has been completed. Now the building is inaugurated and utilized for academic purpose.																															
Review of the cocurricular, extracurricular and extension activities	IQAC reviewed the cocurricular, extracurricular and extension activities conducted from 28/07/2024 to 06/09/2024.																															
Appreciation to staff and students for their achievements.	IQAC appreciated the staff and students for their achievements.																															
Formation of students’ union for the academic year 2024-2025.	Student Union Elections were conducted on 13-09-2024.The following Student Union Representatives were elected for the year 2024-25. 1. President: Ch. Lavanya (III B. Com General)- 9347824591/ 9666990445 2. Vice President: V. Durga Manasa (II B Com General) 9381029140 3. Secretary: M. Maneswari (I BA History) 7997596498 4. Joint Secretary: D. Mounika (I B.Sc. Microbiology) 8185040336 5. Sports Secretary: R. Revathi (III B Com General) 9032031677 6. College Discipline Secretary: K. Veerendra Mani (II B Com General) 80969967 7. NAAC Activities Secretary: D. Veera Gautami (I B Com General) 8978767284 8. NAAC Activities Joint Secretary: P. Srujitha (II B. Com CA) 7396326419 9. Cultural Secretary: S. Sirisha (II BA Economics) – 916301437188 All class Representatives are members and support the student union activities.																															
Review of the results of II & IV semesters released on 29/08/2024.	IQAC reviewed results of II & IV semesters (Academic year 2023-24) released on 29/08/2024. <table><tr><th>Semester</th><th>Programme</th><th>Appeared</th><th>Passed</th><th>Percentage</th></tr><tr><td rowspan="3">II</td><td>BSc</td><td>136</td><td>129</td><td>95</td></tr><tr><td>BA</td><td>37</td><td>28</td><td>76</td></tr><tr><td>BCom</td><td>100</td><td>72</td><td>72</td></tr><tr><td rowspan="3">IV</td><td>BSc</td><td>152</td><td>95</td><td>63</td></tr><tr><td>BA</td><td>26</td><td>15</td><td>58</td></tr><tr><td>BCom</td><td>105</td><td>71</td><td>68</td></tr></table>	Semester	Programme	Appeared	Passed	Percentage	II	BSc	136	129	95	BA	37	28	76	BCom	100	72	72	IV	BSc	152	95	63	BA	26	15	58	BCom	105	71	68
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Conducting Induction programme and Bridge Course	Induction programme/ Bridge Course to newly admitted I year students (2024-25 batch) was conducted from 19/08/2024 to 24/08/2024. A committee was constituted by the principal to organize the programme as per the schedule.																															
Conduct of Finance Committee meeting	Finance Committee meeting was conducted on 11/09/2024.																															

Conduct of Internal Academic Audit.	Internal Academic Audit of the departments was conducted from 30/09/2024 to 01/10/2024. Audit team verified all departmental activities and their documentation. Suggestions are made for the improvement wherever necessary.
Organizing SAMANA for the year 2024-2025.	On 02/11/2024, SAMANA, the student fair was conducted, which is the best practice of the institution aiming at fostering entrepreneurship skills among students. 99 students sold their products through 33 stalls, each organized by 3. The event attracted 800 visitors, including students, local people, parents, and Junior college students. Participants earned substantial profits and submitted income and expenditure statements for each stall.

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Meeting No -3 (04-11-2024)- Action Taken Report (2024-2025)

Agenda	Action Taken
Celebration of Freshers' Day and College Annual Day	Freshers' Day and College Annual Day were celebrated on 08/11/2024
Review of Cocurricular, Extracurricular and extension activities	IQAC reviewed the cocurricular, extracurricular and extension activities conducted from 07/09/2024 to 04/11/2024.
Mid semester exams, Semester End theory and practical examinations for I, III & V semester students	I Mid Exams were conducted on 28/10/2024 & 29/10/2024 and II Mid Exams on 06/12/2024 & 07/12/2024 for I semester students. For III & V semesters: II mid exams were conducted from 05/11/2024 to 07/11/2024, Practical Exams from 08/11/2024 to 16/11/2024 and Semester End Theory Examinations from 19/11/2024 to 03/12/2024.
Requesting CCE for providing dates for Governing Body meeting	The college has requested the Director of Collegiate Education, AP, Mangalagiri for providing convenient dates for conducting Governing Body meeting. Director sir has provided date and the Governing Body meeting was conducted through online mode on 20/12/2024
Review of the status of construction and renovation works in the college	The status of construction and renovation works in the college are placed before the committee. Through APEWIDC the repairs and renovation works were started in the college with the accumulated special fee funds of worth Rs. 32,83,951/- and the renovation of Library and Physical Education Building was also started with ONGC CSR funds of worth Rs.32,87,351/-. R&B Department called tenders for Ladies Waiting Hall renovation with the left-over RUSA funds of worth Rs.4,37,336/- All renovation works have been completed and the buildings are brought into utilization.
Conduct of Parent-Teacher meeting	Parent-Teacher meeting was conducted on 14/11/2024 to create awareness on Semester Internship. On February 25, 2024, the Parent-Teacher Committee conducted a Parent-Teacher Meeting.
Celebration of Library week	57 th National Library week was celebrated from 14/11/2024 and 20/11/2024 by the Department of Library Science. In connection to this Essay Writing, Elocution, Poster Presentation competitions were conducted. Faculty and students of the college and near by colleges visited the Book Exhibition. An Awareness Rally was conducted to create awareness on the use of library among the local public.
Sending students (2022-2023 admitted batch) for semester internship	The final year students (2022-2023 admitted batch) were sent for semester internship from 03/12/2024, which is scheduled till 20/03/2025.

Review of admissions for the academic year 2024-2025.	Reviewed the admissions for the academic year 2024-2025. Admissions were conducted online by APSCHE through OAMDC in 3 Phases. After that the candidates were allowed for spot admission. 351 students were admitted against a sanctioned intake of 560 (63%)			
Review of soft skills training programme conducted by Career Guidance Cell in collaboration with Unnati Foundation.	Reviewed the progress of III & IV Batch Soft Skills training conducted by Career Guidance Cell in collaboration with Unnati Foundation.			
	Batch No.	Scheduled from	To	Status
	Batch I	20/03/2024	23/04/2024	48 students completed training.
	Batch II	09/07/2024	18/08/2024	28 students completed training.
	Batch III	20/08/2024	30/09/2024	30 students completed training
	Batch IV	01/10/2024	19/11/2024	30 students completed training
Intimation regarding the college being selected as Nodal Centre for Amrita Virtual Labs.	The college is designated as Nodal Centre for Amrita Virtual Labs, Amrita Vishwa Vidyapeetham, Amritapuri, Kollam, Kerala, India. On 13.2.2025, a workshop was conducted by Amrita Virtual labs to the science faculty on the usage of virtual Labs.			

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Meeting No -4 (10-01-2024)- Action Taken Report (2024-2025)

Agenda	Action Taken
Review of Cocurricular, Extracurricular and Extension activities	IQAC reviewed Cocurricular, Extracurricular and Extension activities conducted from 04/11/2025 to 10/01/2025.
Review on the National Consumer Week celebrations	The Department of Commerce celebrated Consumer Week from 16/12/2024 to 21/12/2024. Series of programmes such as Elocution, Essay writing, Poster Presentation competitions, Awareness programme on Consumer Rights, Rally for creating the awareness to the citizens on Consumer Rights, Guest lecture were conducted. Prizes were awarded to the winners.
Review on the conduct of Sankranthi Sambaralu.	The college celebrated Sankranthi Sambaralu with great enthusiasm and cultural fervour, marking the occasion of Sankranthi. Rangoli competition was conducted in collaboration with Eenadu on the theme ' Mana Sankranthi Mana Samskruthi' on 03/01/2024 and Prizes were awarded to the winners. On 08/01/2025, Rangoli, Cooking contest for staff and students, in association with Police Department and Maaza, Kakinada with the theme 'Sampradaya Sankranthi.' Grand Sankranthi Sambaralu took place on 09/01/2025, where students and faculty dressed in traditional attire and participated in the cultural activities and competitions. The vibrant festivities included Bhogi Mantalu (Bonfire), Haridaasulu, Bullock Cart, Bommala Koluvu, Gangireddu (Decorated Bull) reflecting the essence of the Harvest festival, 'Sankranthi' while reflecting the richness of Indian Knowledge System.
Placing AQAR 2023-2024 before IQAC.	AQAR 2023-2024 is placed before IQAC for discussion and improvements. After thorough discussions, IQAC Committee approved AQAR 2023-24. The college has submitted AQAR to NAAC on 21/01/2025.
Conducting Open Day in the month of February 2025 for promoting admissions	Open Day was conducted for junior college students on 28, February 2025 for promoting college admissions.
Celebration of National Science Day on 28/02/2025.	National Science Day was celebrated by science departments on 28/02/2025 to foster scientific temper among the students. • Dept. of Computer Science organized a Power Point Presentation competition on "From Innovation to Impact: The role of Technology in Nation Building" to the students on 27-02-2025 in connection with National Science Day Celebrations. • On the occasion of National Science Day, the Department of Mathematics organized an online quiz competition on February 27, 2025. • The Department of Zoology and Aquaculture Technology conducted essay writing and elocution competitions on February 27, 2025, in celebration of National Science Day.

	On the occasion of National Science Day, the departments of Physics, Chemistry, and Microbiology jointly organized a quiz via plickers on February 28, 2025. The Science departments jointly celebrated National Science Day with scientific fervour. On this occasion, chief guest Dr. T. Vijay, a scientist from the National Institute of Hydrology, addressed the students and staff. Prizes were distributed to the winners of the numerous competitions conducted on account of National Science Day.
Auction of scrap wood from the roof of renovating Library and Physical Education building.	The value of the scrap wood from the roof of renovating Library and Physical Education building was estimated by the Forest Department and the auction was conducted on 07/01/2025.
About the sanction of SWAYAM-NPTEL local Chapter	The college has been recognized as SWAYAM-NPTEL local Chapter on 09/01/2025 with LC Id.6941. Ms. N. Naga Subrahmanyeswari, Lecturer in Computer Science is the SPOC for the Local Chapter.

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Meeting No -5 (03-03-2025)- Action Taken Report (2024-2025)

Agenda	Action Taken
Review of the Cocurricular, Extracurricular and Extension activities	IQAC reviewed the Cocurricular, Extracurricular and Extension activities conducted from 11/01/2025 to 02/03/2025.
Conduct Job drives through Jawahar Knowledge Centre of the college	For making the students self-reliant and empowered, the Jawahar Knowledge Centre of the College conducts training and placements. - Conducted a Campus drive in collaboration with Muthoot group and Speaking Tree organizations on 06/01/2025. 42 students participated, 27 selected. - On-campus drive was conducted through JKC on 5th March 2025. Out of the 155 students participated, 80 students were placed. (56 were selected by Foxconn Pvt. Ltd., 09 by Muthoot Finance Ltd., 15 by Lakshmi Global IT Solutions. - On-campus Mega Job Drive was conducted on 20-03-2025 through JKC. VI semester students actively participated. Nearly 20 MNCs came forward with 500 job vacancies. 433 students participated, 172 students were selected, out of which 115 students are from our college. - On 18/04/2025, an off-campus job drive was conducted. 34 students of our college participated and 11 students were placed with Relevant Recruiters India Ltd., Sri city, Nellore.
Celebration of International Women's Day 2025.	On the occasion of International Women's Day, Women Empowerment Cell conducted weeklong celebrations to create awareness among the students. - On March 1, 2025, WEC conducted an awareness programme on IPC, CRPF and Proxy Act, and Cybercrimes. M. Naga Durga Rao, CI, I Town Police Station was the resource person. Sri. PVC Swamy Naidu, SI created awareness on Police Recruitment procedure and FIR. - On March 3, 2025, the Women Empowerment Cell conducted Essay writing competition on the theme "The necessity of involvement of men in promoting gender equality and challenging patriarchal norms." - On March 3, 2025, the Women Empowerment Cell conducted elocution competition, with the themes: 1. The importance of digital safety for women in safeguarding their privacy on social media 2. Self-defence is a must, not a choice. 3. Women's workplace safety: Breaking the silence on harassment. 4. Issues and solutions related to women's safety in public areas. - On March 5, 2025, a painting competition with the theme "Gender Equality" was conducted by the department of Commerce in collaboration with Women Empowerment cell. - On 7 March, 2025, in collaboration with JCI Queens, Kakinada, the Department of Commerce & Women Empowerment Cell arranged a programme on self-defence. Ms. G. Parameswari, the self-defence coach, and Dr. Renuka Devi of the JCI group were the resource persons. - On 7 March, 2025, in collaboration with the police department (I Town Police Station), the Women Empowerment Cell organized a rally to promote awareness, empowerment and wellbeing of women.

Preparations for the forthcoming online NAAC Peer team visit	The college has opted for Peer team visit in the existing RAF through online mode in response to the mail sent by NAAC. In view of this, for improving network speed the college has subscribed to Excel broadband with 13 new connections with bandwidth ranging from 100 Mbps to 300 Mbps.
Conducting Internal Audit of the Departments	Internal Audit was conducted 15/4/2025, 16/04/2025 and 17/04/2025 to monitor the status of curricular, co-curricular, extracurricular and extension activities of the departments.
Short-term internship and Community Service Project for Second year and first year students.	4 th semester students were sent for Short-term internship and 2 nd semester students for Community Service Project from 1 st May 2025.
Proposal for introducing new programmes from the academic year 2025-2026.	Requested the Commissioner/ Director of Collegiate Education for introducing new UG programmes, i.e., B. Sc (Honours) Aquaculture, BA (Honours) Special Telugu and B. Com (Honours) Banking Insurance and Financial Services from the academic year 2025-2026. DCE has approved the proposal and these programmes are sanctioned from the academic year 2025-2026.
Feedback on curriculum	Feedback on curriculum was collected for I, III, V semesters, analyzed and utilized the same during subsequent BoS for curriculum design and development.

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