

ACADEMIC YEAR : 2018-19
INTERNAL QUALITY ASSURANCE CELL (IQAC)
A.G & S.G.SIDDHARTHA DEGREE COLLEGE, VUYURU
THE MINUTES OF THE 1st MEETING OF IQAC HELD ON 05-06-2018,
AT 11:00 AM IN THE IQAC ROOM

The following agenda was discussed in the 1st Meeting of IQAC held on 05-06-2018 at 11.00 am in the IQAC room of the college.

Members Present:

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| 1. Dr. D.Balakrishna
Principal | Chairperson <i>D. Balakrishna</i> |
| 2. Ms G.Soni
Head, Dept of English | Coordinator <i>G. Soni</i> |
| 3. Sri T.Srihari Rao
Convener of the College | Management Representative <i>T. Srihari Rao</i> |
| 4. Sri G.Venkateswara Rao
C.O.O, K.C.P & I.C.S Ltd, Vuyyuru | External Expert from Industry <i>G. Venkateswara Rao</i> |
| 5. Dr. K.Venkateswarlu
Head, Dept of Commerce | Member <i>K. Venkateswarlu</i> |
| 6. Dr D.Rajya Lakshmi
Head, Dept of History | Member <i>D. Rajya Lakshmi</i> |
| 7. Dr.G.Veeraraju
Head, Dept of Political Science | Member <i>G. Veeraraju</i> |
| 8. Sri Ch.V.Anil Dai
Head, Dept of Physics | Member <i>Ch. V. Anil Dai</i> |
| 9. Sri G.S.S.Singh
Head, Dept of Economics | Member <i>G. S. S. Singh</i> |
| 10. Sri G.Srinivas
Head, Dept of Telugu | Member <i>G. Srinivas</i> |
| 11. Smt..A.Indira
Head, Dept of Chemistry | Member <i>A. Indira</i> |
| 12. Dr.V.Sreeram
Incharge, PG Chemistry | Member <i>V. Sreeram</i> |
| 13. Sri N.V.Srinivasa Rao,
Incharge, Dept of Mathematics | Member <i>N. V. Srinivasa Rao</i> |
| 14. Sri Ch.Mohan Babu
Incharge, Dept of Computer Science | Member <i>Ch. Mohan Babu</i> |
| 15. Sri P.Gangadhara Rao
Incharge, Dept of Hindi | Member <i>P. Gangadhara Rao</i> |
| 16. Smt.Ch.Beulah Ranjani
Incharge, Dept of Botany | Member <i>C. B. Ranjani</i> |
| 17. Smt.D.A.Kiranmayee
Incharge, Dept of Zoology | Member <i>D. A. Kiranmayee</i> |
| 18. SriJ.V.Satyanarayana
Incharge, PG Dept of Commerce | Member <i>J. V. Satyanarayana</i> |
| 19. Sri.M.Venugopal
Controller of Exams | Member |
| 20. Smt.D.V.Narasamma
Office Superintendent | Office Representative |

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| 17. Smt.D.A.Kiranmayee
Incharge, Dept of Zoology | Member |
| 18. SriJ.V.Satyanarayana
Incharge, PG Dept of Commerce | Member |

19. Sri.M.Venugopal Controller of Exams	Member
20. Smt.D.V.Narasamma Office Superintendent	Office Representative
21. Sri.B.Bulli Babu Lecturer in English	Programmer/Member
22. Smt.R.Lakshmi Annapurna Devi CDPO, ICDS (Project), Vuyyuru.	Expert from local community
23. Smt J.Syamala Devi Former President, Rotary Club Vuyyuru	Outside Academic Expert

Student Members in IQAC Committee:

- M.Jaswanth, III B.Sc (EM)
- P.Manoj Kumar, III B.A
- K.Siva Naga Tulasi, III B.Sc (TM)
- A.Sahithi, III B.Sc (CS)

Agenda

- To review the minutes of the previous meeting of IQAC that was held on 14-03-2018.
- To congratulate/ felicitate the new Principal Dr. D.Balakrishna.
- To congratulate/felicitate Dr. K.Venkateswarlu, Head, Dept of Commerce on getting Ph.D
- To prepare Plan of Action for this academic year 2018-19.
- To review the results of II, IV and VI (EVEN) Sem-End examination of the academic year 2017-18.
- To arrange an orientation programme for all the I year students of this academic year 2018-19.
- To prepare the AQAR Report of the academic year 2017-18 and submit it accordingly to NAAC office by the end of June, 2018.
- To propose the names of students members to be constituted in IQAC committee for this academic year 2018-19.
- To instruct all the HODs to submit plan of action of one's own department to IQAC for this academic year 2018-19.
- To instruct the Convenor of the Time-Table Committee to submit the Time-Table of the academic year 2018-19 for odd semester-I, III and V.

- To instruct all the HODs to prepare proposals for applying minor research projects.
- To reconstitute all the committees for the new academic year 2018-19.
- To nominate Dr.D.Rajya Lakshmi, Head, Dept of History as the new Coordinator of IQAC.
- To inform all the staff (Teaching and Non-Teaching) and students about the Expert Committee Visit for on-the-spot inspection of the college for the grant of extension of autonomous status by UGC.
- To circulate the schedule of the Expert Committee Visit of UGC details.
- To instruct all the departments to prepare all the necessary documents for the inspection of the Expert Committee Visit for on-the-spot inspection of the college for the grant of extension of autonomous status.
- Any other matter.

Resolutions

- The minutes of the previous meeting of IQAC that was held on 14-03-2018 are reviewed.
- Dr. D.Balakrishna, is being congratulated/felicitated by Staff Association of the college on getting Ph.D degree and being new Principal as well.
- Dr. K.Venkateswarlu, Head, Dept of Commerce is being congratulated/felicitated by Staff Association of the college on getting Ph.D degree.
- The Plan of Action for this academic year 2018-19 is being discussed and prepared.
- Reviewed the results of the semester-end exams of even semester of the academic year 2017-18. All the Heads are instructed to identify the slow learners and remedial measures shall be taken against these students.
- Planned to arrange an orientation programme for all the newly admitted I year students of this academic year 2018-19 on 15-03-2018. The Parent-Teacher Association is being instructed to plan and monitor the programme.
- Resolved to prepare the AQAR Report of the academic year 2017-18 and submit it accordingly to NAAC office by the end of June, 2018 and the present Coordinator is instructed to prepare the report.
- Resolved and proposed that the following names of students are being proposed as members to be constituted in IQAC committee for this academic year 2018-19.
 - P.Nagarjuna, II B.Com
 - P.Sushma, II B.A
 - J.Harika, II B.Com(CS)
 - I.Varginia, II B.Sc(MCCS)
- The Principal instructed all the HODs to submit plan of action of one's own department to IQAC for this academic year 2018-19 by second week of June, 2018.

- The Principal instructed the COE and Convenor of the Time-Table Committee to submit the Calendar and Time-Table of the academic year 2018-19 for odd semester-I, III and V on or before 08-06-2018.
- The Principal instructed all the HODs to prepare proposals for applying minor research projects.
- Resolved to reconstitute all the committees for the new academic year 2018-19.
- Dr.D.Rajya Lakshmi, Head, Dept of History has been nominated as the new Coordinator of IQAC from this academic year 2018-19 and the charge is to be given to her by the end of June, 2018 .
- The Principal informed all the staff (Teaching and Non-Teaching) and students about the Expert Committee Visit for on-the-spot inspection of the college for the grant of extension of autonomous status by UGC. It is proposed to constitute a committee to monitor autonomy work.
- Resolved to circulate the schedule of the Expert Committee Visit of UGC details to the staff and the students.
- The Principal instructed all the departments to prepare all the necessary documents for the inspection of the Expert Committee Visit for on-the-spot inspection of the college for the grant of extension of autonomous status. It has been proposed by the department of English and Exams Wing that there shall be an awareness Workshop to be arranged on 'EXTENSION OF AUTONOMOUS STATUS FOR COLLEGES' by an eminent resource person to enlighten the staff which is scheduled during 10-14 June, 2018.
- All the Heads of the departments are instructed to prepare the necessary documents for the inspection of the Expert Committee Visit for on-the-spot inspection of the college for the grant of extension of autonomous status after attending the Workshop.