

Meeting - 1

30/10/19

All staff members have attended a meeting in IQAC room, including IQAC Committee, to discuss on the following Agenda.

- 1) To learn NAAC assessment procedures through videos provided on NAAC website
- 2) To Assign In-charges for each of the '7' NAAC assessment criteria
- 3) NAAC work schedules, etc.

Minutes of the meeting

- 1) The principal / chairman of IQAC addressed the staff and emphasized on weekly meetings, and NAAC awareness. He urged every staff member to be aware of NAAC procedures
- 2) The principal asked the staff to abide by annual calendar and arrange for maximum curricular, co-curricular activities.
- 3) All the staff have watched and went through the NAAC tutorial videos which are available on NAAC website.
- 4) Staff are requested to take up Incharge duties for each of the seven criteria of NAAC.

5) Staff resolved to conduct next meeting in December in view of the Semester Exam in Nov-15.

20/10/15
PRINCIPAL
CHAIRMAN/FEAC

Principals
20/10/15

NAAC co-ordinator & FEAC Incharge.

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3. ~~Kalyadi~~
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12. Anurag
13. R. K. ...
14. S. V. ...
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18. ...

Meeting . 2

13/11/19

Faculty members have met in the IAAC chamber to discuss on the following agenda that address 'NAAC, second cycle' work.

- 1) Assigning in-charges for all the seven NAAC assessment criterion
- 2) to work on personal profiles.
- 3) Other topics with permission of principal

Minutes of the meeting

- 1) Curricular aspects - Smt. P. Revathiⁱⁿ
(Sri D. Mushe) added LD
- Sri. B. Lalitha Babu
- 2) Teaching Learning and Evaluation - Sri. G. V. R. Reddy
(Dr. S. Vijayulu Reddy)
- Sri. A. Koteswara Rao
- Dr. A. Taralakshmi
- 3) Research, Innovations and extension - Smt. S. Kiranmayee
- Dr. D. Chandrapuina
- Dr. A. Srinivasa Rao
- 4) Infrastructure and Learning Resources - Sri. K. Naga Raju
- Smt. S. Vineela
- Smt. K. Saritha
- 5) Student Support and Progression - Dr. P. Ramayana Raja
- Sri. P. Rama chandra
- Sri. A. Raghunandan
- 6) Governance Leadership and management - Dr. M. Srikanulu
- Sri. Ch. V. R. S. Kishan
- Smt. R. Krishnaveni
- 7) Institutional values and Best practices - Dr. D. Sujatha
- Sri. M. Bhimarajah
- Sri. J. Penhalaiiah

The above assigned In-charges for the each criterion of NAAC assessment are requested to follow up the work concerned as per standard formats.

2. Personal profile format as per NAAC-IBAC was issued to staff and are requested to complete and submit by the next meeting.

3. It is resolved to invite Dr. Ch. Mastanaiah, Principal, DKW College, Nellore, who has been acting as NAAC peer team member, to our college.

4. Ward committee in-charges assigned.

Principal 13/11/19

1) M. Jayalal 13/11/19

2) D. J. Jeyaraj 13/11/19

3) PRM

4) PRM 13/11/19

5) J. Jayaram

6) Before

7) ASRMS

8) V. V. V. V. 13/11/19

9) K. K. K. K.

10) S. S. S. S.

11) S. S. S. S.

12) S. S. S. S.

13) S. S. S. S.

14) P. P. P. P.

15) P. P. P. P.

Meeting.3

20/11/15

All the staff members have attended the NAAC review meeting under the chairmanship of principal to discuss on the following agenda.

1. completion of personal profile
2. WARD System / Mentoring files
3. Set up of previous NAAC/Academic audit records.

- i. The principal has addressed the staff and instructed to complete the scheduled tasks on-time.
- ii. The IQAC coordinator has briefed on the upcoming week schedule of working on previous NAAC and Academic audit records.
- iii. It is advised to complete WARD System files and keep them update by the next review meeting.
- iv. It is also advised to arrange previous NAAC/Academic audit records.

Principal
20/11/15

1. Alayubi
2. Di-tes 20/11/19
3. S. Viliak 20/11/19
4. Scrite 20/11/19
5. R. Kne 20/12/09
6. Bdangay
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Minutes of the Meeting

04/12/19

All the Staff members have attended an Z&AC meeting in Room no. 5 on 04/12/19 at 3.00pm under the Chairman's principal to discuss and report compliance on the following agenda

- 1) completion of work allotted in two previous meetings
- 2) Updation of WARD System with students and consolidation of attendance
- 3) NAAC feedback surveys - online-website.
- 4) Criterion-wise clarity on NAAC Ready

Minutes of the meeting

- 1) The meeting was addressed by the vice-principal and follow up of the previous work was sought through feedback form.
- 2) Staff were asked to update ward system files as the students have been attending the classes after semester end examinations
- 3) In P.R.C is requested to upload feedback forms on website. Staff were asked to cooperate to get the feedbacks from all the stakeholders.
- 4) Daywise WARD-System In-charges and attendance consolidation In-charges were allotted as per below.

BA

I Sri. B. Lalitha Babu

II Smt. P. Revathi

III Smt. R. Krishnaveni

B.Com

I Dr. D. Chandrapurna

II Dr. M. Sri Ramulu

III Smt. C. Vinila

B.Sc., (MPC)

I Smt. S. Kiranmayee

II Dr. P. Sujatha

III Sri. K. Raghunadhan

B.Sc., MPCs

I Sri. P. Rama Chandra

II Sri. Ch. V. R. S. Kishore

III Sri. A. Kotayana Rao

B.Sc., (MBC)

I Dr. A. Sreenivasa Rao

II Smt. K. Saritha

III Dr. P. Vijaya Kumar

5) criterion wise distribution of NAAC records was done and the concerned in-charges of the seven NAAC criterion are awarded in this regard.

6) Discussion was made on missing records.

- a) Alumni association record
- b) Departmental profile
- c) List of physical facilities / IT infrastructure
- d) Maintenance of the above facilities including budget
- e) Separate record of IT Infrastructure.

The above records were asked to maintain by the concerned in-charges of NAAC criteria.

7) Discussion was done on website updation and contribution by the staff members.

Principal
NAAC coordinator

Principal Vice-Principal
4/12/19

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NAAC Renew meeting

11/12/19

A review meeting is arranged in room nos 5 on 11/12/19 at 3.00 pm under the chairmanship of the principal to discuss on the following agenda

- 1) Completion of WARD SYSTEM FILES
- 2) Scheduled Records to complete, ACPs of Teaching Diaries and Notes/plans
- 3) SHAR TOUR
- 4) GUEST LECTURES
- 5) ANY OTHER TOPIC - Time Table finalization

Minutes of the Meeting

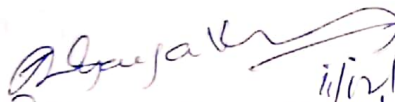
- i) Completion of the ward system was verified by Dr. SVR and each of the staff member was asked to update it regularly; staff needed another week as the students have to turn up completely after Sem-end examinations.
- ii) Staff were asked to complete ACPs & TDS of the previous Three years and current year
- iii) It is scheduled to visit departments to verify the availability of records and to give suggestions by ~~the~~ Dr. SVR and Dr. PVK.


v) The discussion was carried out on field trip and the staff decided to go on a field-trip/ tour to STAR, Nellore (dt) as soon as possible the planning and documentation work would be undertaken this week and the tour may be planned in Jan-last week.

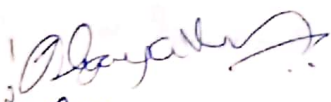
vi) Staff were asked to arrange for guest lectures this week or as soon as possible

vii) Time Table was finalized by Sri A.K.R. which is circulated among staff for correction and the time table was finalized for the current Semester.


viii) Staff were asked to encourage students to attend classes regularly and ward-masters are asked to improve biometric attendance of the students.


P. Jayakumar
P&AC Coordinator. 11/12/19

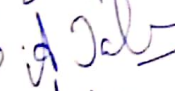

S. V. M.
PRINCIPAL 11/12/19


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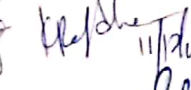
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4. P. Jayakumar 11/12/19.

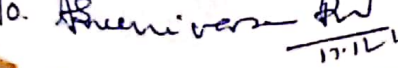
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11/12/19

N-AAC Review meeting

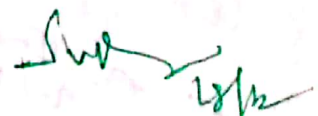
18/12/19

The faculty members have met in Room #105 under the chairmanship of the principal to discuss on the following agenda and work schedules for the week

1. Additional Inputs
2. Course outcomes
3. Value added courses
4. Grading of students.
5. Others - Student progression register

Minutes of the meetings

- i) The principal in-charge has addressed the faculty members and expressed the urge to complete records
- ii) Progress of work has been reviewed by and suggested to fill in the gaps; due to any obligations if occurred.
- iii) The above records were allotted to complete by the next meeting.
- iv) Student progression register is also added to this week task.



Principal

N-AAC Review Meeting

Naidupet,
08/01/2020.

A review meeting was held at R.S. under the chairmanship of the principal at 12:00 AM on 08/01/2020 to discuss on the ongoing NAAC work at the college on the following agenda:

- 1) Revised NAAC weightage as on 15/12/19
- 2) Completion of first two NAAC criteria by 31st Jan 2020.

* the staff were reviewed on the completed work and asked to complete work of the P&E criteria by 31/01/2020.

* changed weightages were discussed and asked to perform accordingly.

* by the next meeting on 22/01/2020

the following records are supposed to be completed

- 1) Remedial teaching
- 2) Assignment records
- 3) Teaching notes
- 4) Use of ICT
- 5) Computer/IT based learning
- 6) Student Seminars

- 7) Quiz / GD
- 8) Field trips
- 9) Student Study projects
- 10) Use of LMS / development of LMS
- 11) Seminar - organization and participation
- 12) Innovation in teaching and learning
- 13) Awards and recognition
- 14) Participation in short term / restructured courses
- 15) Use of ICT
- 16) programme register
- 17) Results comparison with University
- 18) Student Satisfaction Survey

Ally gally
 JAC coordinator.

PRINCIPAL

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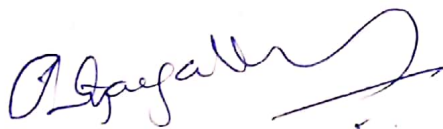
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NAAC Review Meeting:

31/01/2020.


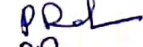
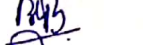


All the Staff members have attended a regular NAAC review meeting in principal's Chamber at 4.00 pm. to discuss on the following agenda

1. Work completed So far - NAAC
2. Stationary/ work required to complete.
 - a) The principal has verified the completed work and urged the Staff members to stay upto date and complete the prescribed work as soon as possible.
 - b) With feedback from the staff, the principal arranged for Stationary requirements, printers etc for staff which would be arranged subsequently.



NAAC Coordinator

PRINCIPAL

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NAAC Review meeting

10/02/2020

All the staff members have attended a NAAC review meeting at R.No.5.

Dr. V. Raja, Head, Dept. of physics and IQAC-coordinator of NBKA College, Vidyanagar has delivered a lecture on 'NAAC Awareness on Revised format' - IQAC.

POINTS NOTED for getting ready for NAAC:

- 1) Executive Summary (5000 words)
- 2) Institution profile
- 3) Extended profile
- 4) Quality Indicator framework (QIF)
- 5) Data Templates

All the seven criteria and their evaluation procedure has been explained by the Resource person.

Staff members have interacted with the resource person and clarified their doubts. Additionally, the resource person has clearly explained about the possible activities that can be done by the institute. The meeting was concluded with a vote of thanks.

1

Alayakar
IQAC coordinator

PRINCIPAL

Signature of the Resource person
Dr. V. Raja