

GOVT. DEGREE COLLEGE, PUTTUR



QUALITY EDUCATION IS A GREAT TREASURE

IQAC MEETINGS

2024-25



**INTERNAL QUALITY ASSURANCE
CELL**

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GOVT. DEGREE COLLEGE, PUTTUR
IQAC MEETING – I
FOR THE ACADEMIC YEAR 2024-25

Date: 09-08-2023

Time: 3.00pm

Venue: Principal Chamber

AGENDA

1. Welcome and Opening Remarks
2. Approval of Minutes from the Previous Meeting
3. Review of Action Taken Report (ATR) for the Previous Academic Year
4. Approval of the Academic Calendar for UG and PG Programs
5. Implementation of Best Practices for Teaching & Learning
6. Student Induction and Orientation Programs
7. Strengthening of the Mentoring System
8. Observance of National and Prominent Days
9. NAAC and Accreditation Updates
10. Any Other Matter with the Chair's Permission

RESOLUTIONS

1. **Welcome and Opening Remarks:** The Chair welcomed the members and emphasized quality enhancement initiatives.
2. **Approval of Minutes from the Previous:** Meeting The minutes of the previous meeting were reviewed and approved unanimously.
3. **Review of Action Taken Report (ATR) for the Previous Academic Year:** The ATR was presented and discussed, with resolutions to ensure timely execution of pending initiatives.
4. **Approval of the Academic Calendar for UG and PG Programs:** The academic calendar for UG and PG programs was reviewed and approved with necessary modifications.
5. **Implementation of Best Practices for Teaching & Learning:** The adoption of innovative teaching methodologies, including ICT-based learning and experiential learning strategies, was approved.




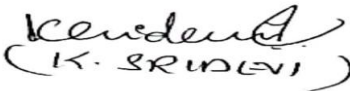






6. **Student Induction and Orientation Programs** :It was resolved to organize a structured student induction program to familiarize first-year students with academic guidelines and institutional facilities.
7. **Strengthening of the Mentoring System**: The mentoring system was strengthened by allocating faculty mentors to UG and PG students.
8. **Observance of National and Prominent Days**; The observance of national and prominent days was approved, with planned events to promote awareness.
9. **NAAC and Accreditation Updates**: The NAAC accreditation status was reviewed, and resolutions were made to focus on documentation and quality improvements.
10. Additional matters were discussed, and necessary resolutions were passed based on members' suggestions.

Principal Dr G Koteswaraiah addressing the members of IQAC




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Signatures of the Members Present

Sl. No.	Designation	Name	Signature
1	Chair Person	Dr G. Koteswaraiah, Principal	
2	Co-Ordinator	Dr. P. Sujana, Lecturer in Botany	
Criterion wise conveners IQAC Members			
3	Academic Coordinator	Sri. V. Veeraiah	
4	Criterion-I Convener	Dr Kanderi Sridevi, Lecturer in English	 (K. SRIDEVI)
5	Criterion-II Convener	Dr. C. Narasimha Reddy, Lecturer in Mathematics	
6	Criterion-III Convener	Dr. P. Gayathri, Lecturer in Mathematics	
7	Criterion-IV Convener	Dr. C. Venkata Krishnaiah, Lecturer in Zoology	
8	Criterion-V Convener	Sri. T. Narasimhulu, Lecturer in Economics	
9	Criterion-VI Convener	Dr. V. Vasavi, Lecturer in Commerce	
10	Criterion-VII Convener	Dr. G. Tirumalaiah, Lecturer in Commerce	


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GOVT. DEGREE COLLEGE, PUTTUR
IQAC MEETING – II
FOR THE ACADEMIC YEAR 2024-25

Date: 01-10-2024

Time: 3.00pm

Venue: Principal Chamber

AGENDA

1. Welcome and Opening Remarks
2. Approval of Minutes from the I Quarter Meeting
3. Review of Action Taken Report (ATR) for the I Quarter Meeting
4. Evaluation of Teaching-Learning Process
5. Research and Innovation Promotion
6. Implementation of Remedial Classes
7. Industry Collaboration and Internship Opportunities
8. Review of Infrastructure and Learning Resources
9. Community Outreach and Extension Activities
10. Any Other Matter with the Chair's Permission

RESOLUTIONS

1. **Welcome and Opening Remarks:** The Chair highlighted key quality assurance priorities for the quarter.
2. **Approval of Minutes from the I Quarter Meeting:** The minutes of the I Quarter Meeting were reviewed and unanimously approved.
3. **Review of Action Taken Report (ATR) for the I Quarter Meeting:** The ATR for the I Quarter Meeting was presented, and it was resolved to address any pending action items.
4. **Evaluation of Teaching-Learning Process:** Regular student feedback surveys and faculty self-assessments were approved for improving the teaching-learning process.
5. **Research and Innovation Promotion:** Faculty and student research projects, publications, and participation in seminars/conferences were encouraged and supported.
6. **Implementation of Remedial Classes:** The implementation of a bridge course for first-year students and remedial classes for academically weak students was approved.
7. **Industry Collaboration and Internship Opportunities:** Strengthening industry collaborations for student internships, training, and skill development programs was resolved.
8. **Review of Infrastructure and Learning Resources:** The committee approved upgrades to ICT-enabled classrooms, laboratories, and library resources.
9. **Community Outreach and Extension Activities:** Community outreach programs, social service initiatives, and extension activities in collaboration with NSS/NCC were approved.
10. Additional discussions were held, and necessary resolutions were passed.




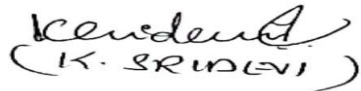






Principal Dr G Koteswaraiah addressing the members of IQAC



IQAC Coordinator Dr P Sujana discussing agenda points with the members



Signatures of the Members Present

Sl. No.	Designation	Name	Signature
1	Chair Person	Dr G. Koteswaraiah, Principal	
2	Co-Ordinator	Dr. P. Sujana, Lecturer in Botany	
Criterion wise conveners IQAC Members			
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7	Criterion-IV Convener	Dr. C. Venkata Krishnaiah, Lecturer in Zoology	
8	Criterion-V Convener	Sri. T. Narasimhulu, Lecturer in Economics	
9	Criterion-VI Convener	Dr. V. Vasavi, Lecturer in Commerce	
10	Criterion-VII Convener	Dr. G. Tirumalaiah, Lecturer in Commerce	


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GOVT. DEGREE COLLEGE, PUTTUR
IQAC MEETING – III
FOR THE ACADEMIC YEAR 2024-25

Date: 04-01-2025

Time: 2.00pm

Venue: Seminar Hall

AGENDA

1. Review of Action Taken Report (ATR) from the previous IQAC meeting.
2. Proposal and discussion on introducing new skill enhancement and multidisciplinary courses for UG II and IV semesters.
3. Review and restructuring of time tables for better academic alignment.
4. Discussion on industry internship, partnerships, and evaluation mechanisms.
5. Review of quantitative metrics and DVV benchmarking documentation (2021-22 to 2023-24).
6. Presentation and analysis of SWOC report for institutional improvement
7. Initiatives to enhance student-centric activities and employability skills.
8. Presentation of IQAC best practices and proposals for new quality initiatives.
9. Action plan for next quarter
10. Any other with the permission of the chair

Resolutions for IQAC III Quarter Meeting Held on 04-01-2025

1. **Review of Action Taken Report (ATR) from the previous IQAC meeting**
 - The IQAC reviewed and approved the Action Taken Report (ATR) presented by the Coordinator. The implementation of the decisions from the previous meeting was noted as satisfactory, with a few pending items to be addressed in the upcoming quarter.
2. **Proposal and discussion on introducing new skill enhancement and multidisciplinary courses for UG II and IV semesters**
 - It was resolved to introduce multidisciplinary courses such as “Sustainability in Agriculture” and skill enhancement courses like “Data Analytics in Biological Sciences” and “Soft Skills for Employability” for UG II and IV

semesters. The curriculum for these courses will be finalized in consultation with the Academic Council.

3. Review and restructuring of timetables for better academic alignment

- The IQAC approved the proposal to restructure the timetables, ensuring a balanced distribution of workload for students and faculty. Special slots for skill development, project work, and extracurricular activities will be incorporated.

4. Discussion on industry internship, partnerships, and evaluation mechanisms

- It was resolved to strengthen partnerships with industries in biotechnology, agriculture, and IT sectors to offer internships and hands-on training to students. A committee will be formed to devise evaluation mechanisms for internships to ensure uniformity and transparency.

5. Review of quantitative metrics and DVV benchmarking documentation (2021-22 to 2023-24)

- The IQAC thoroughly reviewed the quantitative metrics and DVV (Data Validation and Verification) documents. Minor corrections were identified and will be addressed before final submission. It was resolved to streamline data collection processes for better accuracy in the future.

6. Presentation and analysis of SWOC report for institutional improvement

- The SWOC (Strengths, Weaknesses, Opportunities, and Challenges) report was presented and analyzed. Key strengths such as experienced faculty and infrastructure were highlighted, while challenges like limited industry partnerships were discussed. Actionable recommendations were noted for addressing weaknesses and leveraging opportunities.

7. Initiatives to enhance student-centric activities and employability skills

- It was resolved to organize more student-centric workshops, career counseling sessions, and training programs in collaboration with industry experts. Programs like mock interviews, resume writing, and entrepreneurship development will be conducted regularly.

8. Presentation of IQAC best practices and proposals for new quality initiatives

- The best practices, such as the "Green Campus Initiative" and "Digital Learning Enhancement Program," were appreciated. New proposals, including a "Research and Innovation Hub" for student projects and collaborations, were approved for implementation.

9. Action plan for next quarter

- The action plan for the next quarter includes:
 - Conducting a faculty development program on "Blended Learning Techniques."
 - Organizing an interdepartmental seminar on multidisciplinary research.
 - Initiating the process for NAAC reaccreditation documentation.
 - Strengthening alumni engagement activities for better networking opportunities.

10. Any other with the permission of the chair










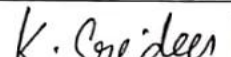
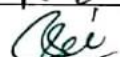
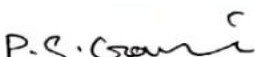

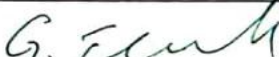
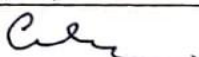

- The chair approved a proposal to introduce a grievance redressal mechanism for students and faculty, ensuring quick resolution of academic and administrative issues.

The meeting concluded with a vote of thanks to the Chair and members for their active participation.


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Signatures of the faculty attended III Quarter meeting on 04-01-2025 at 2.00pm

Post/Criterion/Key Indicator responsible	Name and Designation of the faculty	Signatures
IQAC Director	Dr B Chandramouli, Principal	
IQAC Coordinator	Dr P. Sujana, Lecturer in Botany	
Criterion 1 – Curricular Aspects Convener	Dr Kanderi Sreedevi Lecturer in English	
Key Indicator- 1.1 Curricular Planning and Implementation	Dr. G. Gangaiah Lecturer in Commerce	
Key Indicator- 1.2 Academic Flexibility		
Key Indicator- 1.3 Curriculum Enrichment	Dr. E. Murali Mohan Reddy	
Key Indicator- 1.4 Feedback System		
Criteria 2- Teaching- Learning and Evaluation-Convener- Convener	Dr. C. Narasimha Reddy, Lecturer in Mathematics	
Key Indicator- 2.1 Student Enrolment and Profile	Dr. M. Sankara Rao, Lecturer in Chemistry	
Key Indicator- 2.2 Student Teacher Ratio	Smt. K. Savithri, Lecturer in History	
Key Indicator- 2.3 Teaching- Learning Process	Dr. A. Sujala Swapna Smitha, Lecturer in Physics	
Key Indicator- 2.4 Teacher Profile and Quality	Dr. P. Venkatesan, Lecturer in Telugu	
Key Indicator- 2.5 Evaluation Process and Reforms	Dr. J. Koteswara Rao, Lecturer in Botany	
Key Indicator- 2.6 Student Performance and Learning Outcome	Dr. M. Sharmila, Lecturer in Zoology	
Key Indicator- 2.7 Student Satisfaction Survey	Dr. S. Vasanth Kumar, Lecturer in Mathematics	
Criteria 3- Research, Innovations and Extension- Convener	Dr. P. Gayathri, Lecturer in Mathematics	
Key Indicator 3.1 Resource Mobilization for Research	Dr. A. Devaki, Lecturer in Commerce	
Key Indicator 3.2 Innovation Ecosystem	Smt. S. Padmavathi Lecturer in Botany	
Key Indicator 3.3 Research Publication and Awards	Dr. S. Vasantha Kumar, Lecturer in Mathematics	
Key Indicator 3.4 Extension Activities	Sri. V. Babu Rao Lecturer in Economics	
Key Indicators 3.5 Collaboration	Dr. M. Narasimhulu, Lecturer in Telugu	

Post/Criterion/Key Indicator responsible	Name and Designation of the faculty	Signatures
Criterion 4 - Infrastructure and Learning Resources- Convener	Dr. C. Venkata Krishnaiah, Lecturer in Zoology	
Key Indicator – 4.1 Physical Facilities	Dr. M. Srinivasulu, Librarian	
Key Indicator – 4.2 Library as a learning Resource		
Key Indicator- 4.3 IT Infrastructure	Sri. G. Naveen Kumar, Junior Assistant	
Key Indicator – 4.4 Maintenance of Campus Infrastructure		
Criterion 5- Student Support and Progression- Convener	Sri. T. Narasimhulu, Lecturer in Economics	
Key Indicator- 5.1 Student Support	Smt. P. Varalakshmi, Lecturer in Economics	
Key Indicator- 5.2 Student Progression	Smt. S. Padmavathi, Lecturer in Botany	
Key Indicator- 5.3 Student Participation and Activities	Sri. A. Nageswara Rao, Lecturer in Political Science	
Key Indicator- 5.4 Alumni Engagement	Dr. M. Srinivasulu, Librarian	
Criterion 6- Governance, Leadership and Management- Convener	Dr. V. Vasavi, Lecturer in Commerce	
Key Indicator- 6.1 Institutional Vision and Leadership	Dr. K. Sridevi, Lecturer in English	
Key Indicator- 6.2 Strategy Development and Deployment	Smt. P. Varalakshmi, Lecturer in Economics	
Key Indicator- 6.3 Faculty Empowerment Strategies	Smt. P. S. Gowri, Senior Assistant	
Key Indicator- 6.4 Financial Management and Resource Mobilization		
Key Indicator- 6.5 Internal Quality Assurance System	Dr. K. Srinivasulu, Lecturer in Commerce	
Criterion 7–Institutional Values and Best Practices	Dr. G. Tirumalaiah, Lecturer in Commerce	
Key Indicator - 7.1 Institutional Values and Social Responsibilities	Dr. Suresh Babu Lecturer in Physics	
Key Indicator - 7.2 Best Practices	Dr. A. Kiranmayee Lecturer in English	
Key Indicator - 7.3 Institutional Distinctiveness		


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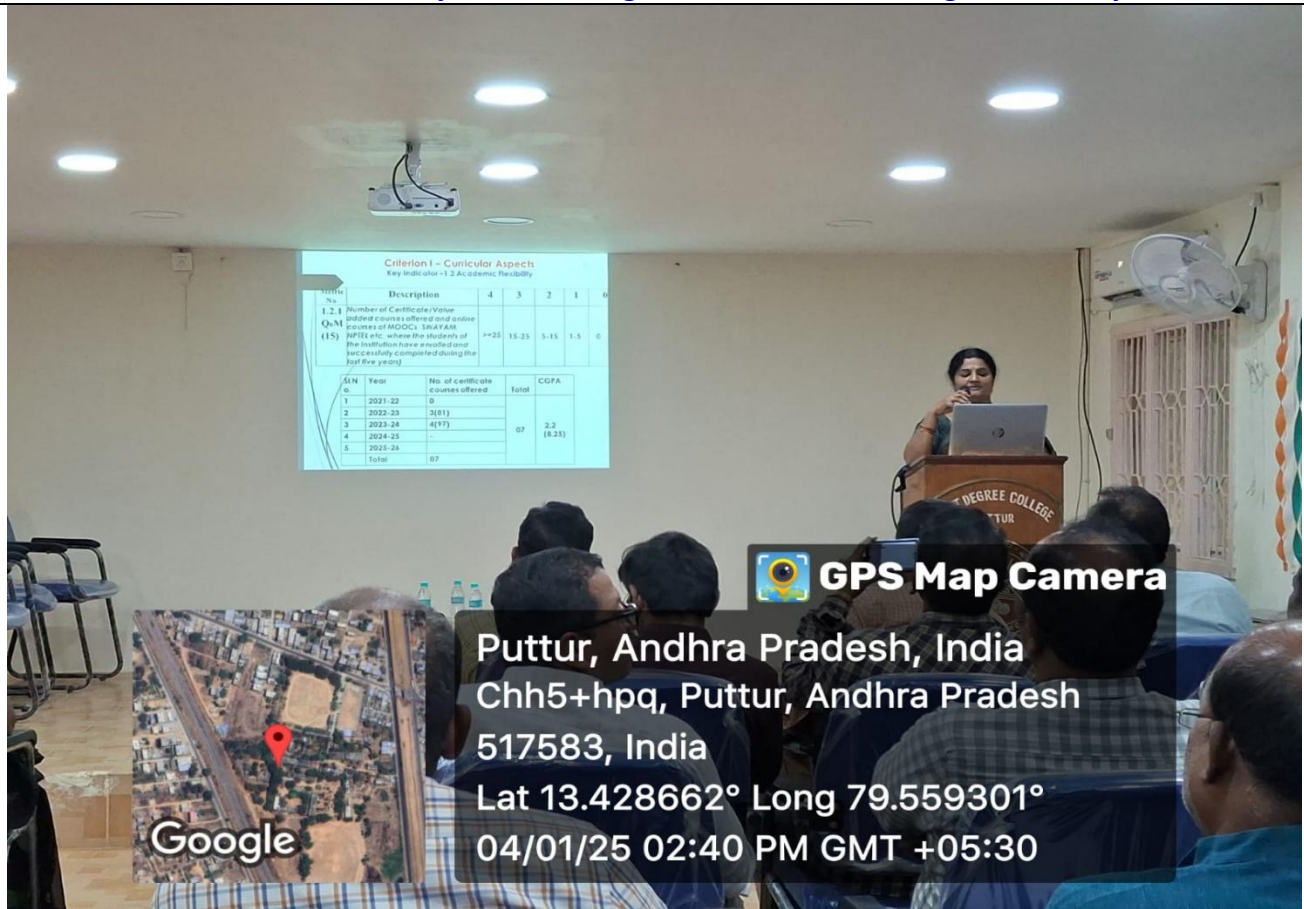
Principal Dr B Chandramouli discussing the agenda points with faculty



Vice Principal Dr G Koteswaraiah addressing the faculty



IQAC Coordinator Dr P Sujana discussing the DVV Bench marking SWOT analysis



Faculty participated in discussion



P. Sujana
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IQAC MEETING – IV
FOR THE ACADEMIC YEAR 2024-25

Date: 21-04-2025

Time: 2.00pm

Venue: Seminar Hall

AGENDA

1. Review of Action Taken Report (ATR)

Discussion on the implementation status of previous decisions.

2. Assessment of Academic and Administrative Performance

Evaluation of teaching-learning outcomes, faculty contributions, and administrative efficiency.

3. Quality Initiatives and Best Practices

Overview of quality enhancement measures and institutional best practices adopted during the year.

4. Research, Innovation, and Extension Activities

Summary of faculty research, student projects, community outreach, and collaboration efforts.

5. Feedback Mechanism and Outcome Analysis

Presentation of feedback reports and improvements made based on stakeholder input.

6. Preparation and Submission of AQAR

Status update on AQAR data compilation and timely submission.

7. Planning for Next Academic Year

Setting targets and proposing initiatives for further quality enhancement.

8. Any other with the permission of chair

Resolutions of IQAC IV Quarter Meeting

1. Review of Action Taken Report (ATR)

Resolution:

The members reviewed the Action Taken Report on the previous meeting's decisions. The IQAC resolved that the implementation of the suggested improvements has been satisfactory. Any pending items shall be prioritized in the next academic year.

2. Assessment of Academic and Administrative Performance

Resolution:

The IQAC resolved to appreciate the consistent academic efforts and administrative support observed during the year. It was further resolved that departments should continue monitoring learning outcomes using measurable indicators and enhance mentoring support to students.

3. Quality Initiatives and Best Practices

Resolution:

The committee acknowledged the successful execution of quality initiatives like student-centric teaching methods, digital learning tools, and green campus practices. It was resolved that departments will document and disseminate one best practice each for inclusion in the upcoming AQAR.

4. Research, Innovation, and Extension Activities

Resolution:

The IQAC resolved to encourage increased participation in research and extension activities. Faculty are motivated to apply for more research grants and collaborate with industry and community partners. A research promotion committee may be constituted to support and track such activities.

5. Feedback Mechanism and Outcome Analysis

Resolution:

The feedback collected from students, parents, alumni, and employers was reviewed. The IQAC resolved those necessary improvements be

made based on the analysis, particularly in teaching methodology, infrastructure support, and curriculum suggestions. Departments will maintain records of actions taken based on feedback.

6. Preparation and Submission of AQAR

Resolution:

The IQAC resolved that the data collection for AQAR is to be completed by the respective departments by the end of the month. The final report will be reviewed and submitted to NAAC within the stipulated deadline.

7. Planning for Next Academic Year

Resolution:

The IQAC resolved to set specific targets for the next academic year, including increasing ICT-enabled classrooms, organizing FDPs and skill-based workshops, and enhancing student support services. Each department will submit an annual plan aligned with institutional goals.

8. Any Other with the Permission of Chair

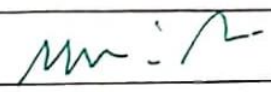


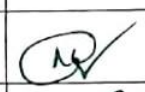
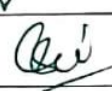
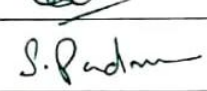
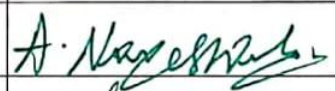
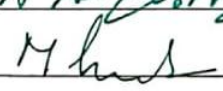

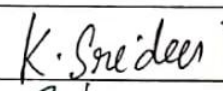
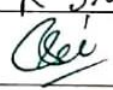
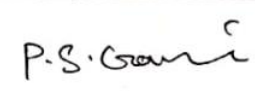
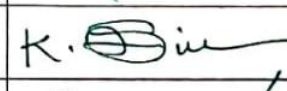

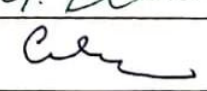
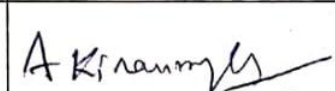
Resolution:

The Chair permitted discussions on enhancing alumni engagement and establishing a structured internship program in collaboration with industry partners. The IQAC resolved to form a sub-committee to propose an actionable plan on these initiatives.


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Signatures of the faculty attended III Quarter meeting on 21-04-2025 at 2.00pm

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IQAC Director	Dr B Chandramouli, Principal	
IQAC Coordinator	Dr P. Sujana, Lecturer in Botany	
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Key Indicator- 2.4 Teacher Profile and Quality	Dr. P. Venkatesan, Lecturer in Telugu	
Key Indicator- 2.5 Evaluation Process and Reforms	Dr. J. Koteswara Rao, Lecturer in Botany	
Key Indicator- 2.6 Student Performance and Learning Outcome	Dr. M. Sharmila, Lecturer in Zoology	
Key Indicator- 2.7 Student Satisfaction Survey	Dr. S. Vasanth Kumar, Lecturer in Mathematics	
Criteria 3- Research, Innovations and Extension- Convener	Dr. P. Gayathri, Lecturer in Mathematics	
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Key Indicators 3.5 Collaboration	Dr. M. Narasimhulu, Lecturer in Telugu	

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Criterion 4 - Infrastructure and Learning Resources- Convener	Dr. C. Venkata Krishnaiah, Lecturer in Zoology	
Key Indicator – 4.1 Physical Facilities	Dr. M. Srinivasulu, Librarian	
Key Indicator – 4.2 Library as a learning Resource		
Key Indicator- 4.3 IT Infrastructure		
Key Indicator – 4.4 Maintenance of Campus Infrastructure	Sri. G. Naveen Kumar, Junior Assistant	
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Key Indicator- 6.1 Institutional Vision and Leadership	Dr. K. Sridevi, Lecturer in English	
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Key Indicator- 6.3 Faculty Empowerment Strategies	Smt. P. S. Gowri, Senior Assistant	
Key Indicator- 6.4 Financial Management and Resource Mobilization		
Key Indicator- 6.5 Internal Quality Assurance System	Dr. K. Srinivasulu, Lecturer in Commerce	
Criterion 7- Institutional Values and Best Practices	Dr. G. Tirumalaiah, Lecturer in Commerce	
Key Indicator - 7.1 Institutional Values and Social Responsibilities	Dr. Suresh Babu Lecturer in Physics	
Key Indicator - 7.2 Best Practices	Dr. A. Kiranmayee Lecturer in English	
Key Indicator - 7.3 Institutional Distinctiveness		


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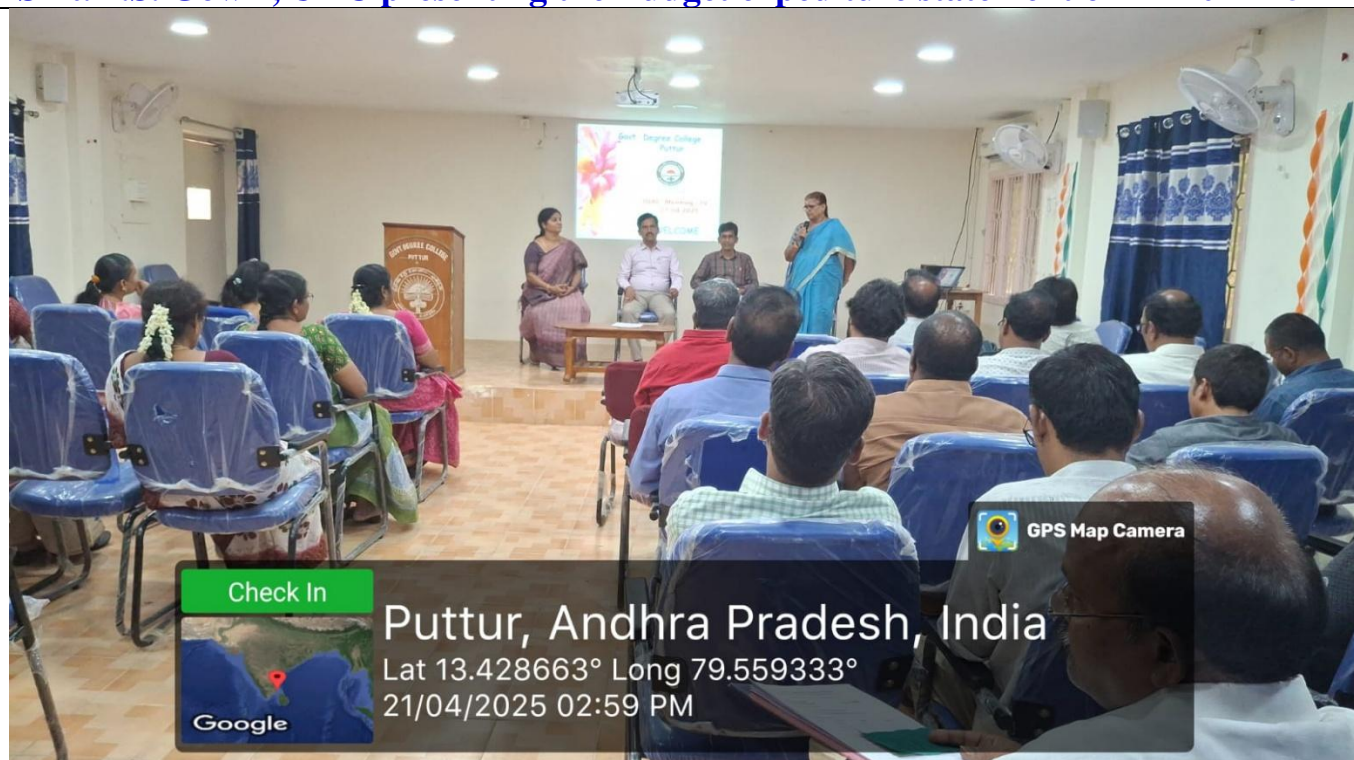
Principal Dr B Chandramouli discussing the IQAC meet-IV agenda points with faculty



Vice Principal Sri V Veeraiah discussing the academic aspects with faculty in meeting



Smt. P.S. Gowri, UDC presenting the Budget expenditure statement of AY 2024-25



IQAC Coordinator Dr P Sujana discussing the Criterion wise activities organized in AY 2024-25



P. Sujana
Principal
Govt. Degree College
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