

## CIRCULAR - MEETING - I

14.9.2020

All the IQAC committee members are hereby informed to attend the meeting on 15.9.2020 at 3PM in the Principal's chamber to discuss and resolve on the following agenda.

## AGENDA :

1. To discuss on the approval of Institutional Action plan.
2. To discuss on the conducting of Certificate courses.
3. To prepare AQAR for the academic year 2019-2020 in new revised Accreditation format.
4. To discuss on the conducting of online classes.

Chair Person : Dr. K. Mahaboob Katha - ~~Dr. Mahaboob Katha~~

coordinator : Dr. M. Suseelamma - M. Suseelamma

members :

Dr. R. Madhuri - R. Madhuri

Dr. K. Nagaraja setty - K. Nagaraja setty

Dr. S. Shamshad - S. Shamshad

Dr. B. Thirumalesh - B. Thirumalesh

Sri. B. Masood nali - B. Masood nali

Senior Administrative officer : Sri K. Maddalety - K. Maddalety

Student representative : B. Umamaheswari

15-9-2020

The IQAC meeting is held in the Principal's chamber on 15.9.2020 at 3PM and after thorough discussions, the following resolutions are approved by the members.

**RESOLUTIONS :**

1. It is resolved to approve the Institutional action plan for the academic year 2020-2021.
2. It is resolved to conduct the certificate courses by the departments Botany, Physics and Commerce.
3. It is resolved to prepare and complete the AQAR for the year 2019-20 in new RAF.
4. As partial lockdown is imposed for COVID-19, pandemic, already online teaching is started and it is resolved to conduct it and implementing the documentation of OLP.

Chair Person : Dr. R. Mahaboob baha - ~~Dr. Mahaboob baha~~

Coordinator : Dr. M. Suseelamma H. Gul

**Members :**

Dr. R. Madhuri - R. Madhuri

Dr. K. Nagaraja Setty - ~~Dr. Nagaraja Setty~~

Dr. S. Shamehad - S. Shamehad

Dr. B. Thimmalesh - B. Thimmalesh

Sri B. Masood vali - B. Masood vali

Senior Administrative officer : Sri K. Maddalety

Student representative : B. Umamaheswari



## ACTION TAKEN REPORT

FOR

MEETING - I

S.NO.	RESOLUTION No. & DATE	ACTION TAKEN.
1.	Resolution No.1 dated 15.9.2020.	Institutional academic action plan is approved and decided to implement.
2.	Resolution No.2 dated 15.9.2020.	The certificate courses are conducted by the departments of Botany, Physics and Commerce. The duration is 45 days.
3.	Resolution No.3 dated 15.9.2020.	The collection of data and preparation of AQAR for the year 2019-2020. in new format.
4.	Resolution No.4 dated 15.9.2020	The OTLP is conducted through online mode and it is uploaded to the CCE and well documented.

Chair Person :

K. Mahabob Basha  
(Dr. K. Mahabob Basha)

CO ordinators

M. Sulekha  
(Dr. M. Sulekha)

## CIRCULAR - MEETING - 2

16-12-2020

All the IQAC Committee members are hereby informed to attend the meeting on 17.12.2020 at 3PM in the Principal's chamber to discuss and resolve on the following agenda.

## AGENDA :

1. To conduct finishing school activities.
2. To approve AQR of the year 2019-2020.
3. To make a visit to departments for the verification of NAAC registers and folders. Criteria wise.
4. To instruct the lecturers to undergo FDPs.
5. To discuss on the submission of ISO quality manual.

Chair Person: Dr. K. Mahaboob Batha - ~~K. Mahaboob Batha~~ <sup>Bath</sup>

coordinator: Dr. M. Suseelamma - ~~M. Suseelamma~~ <sup>M. Suseelamma</sup>

Members :

Dr. R. Madhuri - ~~R. Madhuri~~ <sup>R. Madhuri</sup>

Dr. K. Nagarajasetty - ~~K. Nagarajasetty~~ <sup>K. Nagarajasetty</sup>

Dr. S. Shambhad - ~~S. Shambhad~~ <sup>S. Shambhad</sup>

Dr. B. Thirumalesh - ~~B. Thirumalesh~~ <sup>B. Thirumalesh</sup>

Sn B. Masoodkali - ~~B. Masoodkali~~ <sup>B. Masoodkali</sup>

senior Administrative officer: Sri K. Maddulety - ~~K. Maddulety~~ <sup>K. Maddulety</sup>


Student representative: B. Umamaheswari

17-12-2020

The IQAC meeting is held in the Principal's chamber on 17.12.2020 at 3pm and after thorough discussions, the following resolutions are made by the members of IQAC Committee.

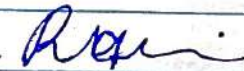
**RESOLUTIONS :**

1. It is resolved to conduct various finishing school activities.
2. It is resolved to approve the AQAR 2019-2020 for the submission to NAAC.
3. It is resolved to visit to all departments by the members of IQAC to verify the registers and folders of NAAC-criterion wise.
4. It is resolved to encourage the faculty to attend FDP programmes.
5. It is resolved to submit ISO quality manual -


Chair Person : Dr. K. Mahaboob betha - 


Co ordinator : Dr. M. Suseelamma - 

Members :

Dr. R. Madhuri - 

Dr. K. Nagaraja selty - 

Dr. S. Shamshad - 

Dr. B. Thirumalesh - 

Sri B. Masood Vali - B. Masoodvali

Senior Administrative officer : Sri K. Maddukty - 

Student representative : B. Umamaheswari



## ACTION TAKEN REPORT

FOR

MEETING - 2.

S. NO.	RESOLUTION No. & DATE	ACTION TAKEN,
1.	Resolution No.1 dated 17.12.2020.	Various finishing school activities like student seminars, Quiz, literary competitions conducted.
2.	Resolution No.2 dated 17.12.2020	The prepared AAR for the academic year 2019-2020 is approved by the IRAC Committee and resolved to upload. It was uploaded and submitted to NAAC postop on 11.3.2021.
3.	Resolution no.3 dated 17.12.2020.	The visit to all departments was made on 21.12.2020. During the visit, the registers and folders of criterion-1 was verified and gave suggestions regarding the updation of the same.
4.	Resolution No.4 dated 17.12.2020.	The faculty members are encouraged to attend the faculty development programmes. 1. 26.2.2021 to 9.3.2021, Two

SNO	RESOLUTION NO. & DATE	ACTION TAKEN
		<p>faculty members attended online RC in life Sciences, HRDC SVU, Tirupati.</p> <p>2. Online RC from 21.7.2020 to 4/8/2020 at OU HRDC, by <sup>Telugu</sup> faculty</p> <p>3. Commerce RC offline at HRDC, AV, Vizag, from 26.10.21 to 7.11.2021. Attended one commerce faculty.</p>
5.	RESOLUTION NO.5 Dated 17.12.2020.	ISO quality manual was prepared and submitted to ISO certified agency on 03-2-2021. and the certification <del>was</del> on 7.9.2021.

Chair Person : Dr. Mahaboob Babha  
 ( Dr. K. Mahaboob babha )

Coordinator : M. G. Suseelamma  
 ( Dr. M. Suseelamma )



## CIRCULAR MEETING - 3

16-4-2021

All the IQAC Committee members are hereby informed to attend the meeting on 17.4.2021 at UPM in the Principal's chamber to discuss and resolve on the following agenda.

## AGENDA :

1. To discuss on the preparation of feed back forms on curriculum by the students and teachers and Student Satisfaction Survey.
2. To conduct guest lectures by the various departments.
3. To discuss on the Campaigning for admissions of 2021-2022 academic year.

Chair Person : Dr. K. Mahaboob bhatta - ~~K. Mahaboob bhatta~~

Coordinator : Dr. M. Suceelamma - ~~M. Suceelamma~~

Members :

Dr. R. Madhuri - ~~R. Madhuri~~

Dr. K. Nagarajasetty - ~~K. Nagarajasetty~~

Dr. S. Shamshad - ~~S. Shamshad~~

Dr. B. Thirumalesh - ~~B. Thirumalesh~~

Sri B. Masood khalil - B. Masood khalil

Senior Administrative officer : Sri K. Madhulata

Student representative : B. Umamaheswari

17-4-2021

The IQAC meeting is held in the Principal's chamber on 17.4.2021 at UPM under the chairmanship of Principal and resolved the agenda.


## RESOLUTIONS:


1. It is resolved to authorize the IQAC coordinators and committee members to prepare the questionnaire of feedback and SSS, and further authorized to take feedback and make analysis.
2. It is resolved to conduct guest lectures online/offline by the various departments.
3. For the admissions of 2021-2022 academic year, it is resolved to conduct campaigning programme by the faculty and students.


Chair Person : Dr. K. Mahaboob basha - 

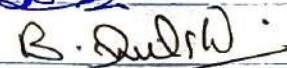
Coordinator : Dr. M. Suseelamma 

Members :


1. Dr. R. Madhuri - 

2. Dr. K. Nagaraja Setty - 

3. Dr. S. Shamshad - 

4. Dr. B. Theonmalish - 

5. Sri B. Masood khalil - 

Administrative officer : Sri K. Maddulety - 

representative B. Umamaheswari



## ACTION TAKEN REPORT FOR MEETING - 3.

S.NO	RESOLUTION & DATE	ACTION TAKEN.
1.	Resolution No. 1 dated 17.4.2021.	The Questionnaire for feed back on Curriculum by the students and teachers and Student Satisfaction survey was prepared and took feed back, analysed and Action taken report was prepared. (19.4.2021) and submitted to Principal.
2.	Resolution No. 2 dated 17.4.2021.	<p>As per the resolution, the guest lectures were conducted through online mode by the departments of Chemistry, Botany and Zoology.</p> <p>1. 17.6.2021 - Guest lecture on Polymers in daily life - Chemistry (46)</p> <p>2. 25.6.2021 - Biodiversity - Botany &amp; Zoology - (36)</p> <p>3. 19.7.2021 - Endocrine system - Zoology 12 students attended.</p>
3.	Resolution No. 3 dated 17.4.2021.	<p>Campaigning program was conducted to enhance admissions for the academic year 2021-22 by the faculty and students from 2-8-21 to 12-8-21. The pamphlets were distributed.</p>

SNO	RESOLUTION	DATE	ACTION TAKEN.
			<p>and the student contact numbers and their details collected to contact them and campaign about the college.</p> <p>The students of college were given the pamphlets to distribute to the intermediate students in their villages.</p> <p>The banners displayed at the junior colleges and the news was <del>was</del> publicized through local channels.</p>

Chair Person : K. Mahabob Basha  
(Dr. K. Mahabob basha)

IQAC Coordinator : M. Suseelamma  
(Dr. M. Suseelamma)



## CIRCULAR - MEETING-4

2-8-2021

All the IQAC committee members are hereby informed to attend the meeting on 3-8-2021 at 3PM in the Principal's chamber to discuss and resolve on the following agenda.

## AGENDA :

1. To discuss on the conduct of webinars.
2. To discuss on the conduct of finishing school activities at department level.
3. To discuss on the conduct of career guidance programmes.
4. To prepare AQAR for the academic year 2020-2021.

Chair Person : ~~X. Sankaradev Reddy~~

Coordinator : M. Gul

Members :

Dr. R. Madhuri - R. Madhuri

Dr. K. Nagaraja Setty - ~~B. Nagaraja Setty~~

Dr. S. Shankhad - ~~S. Shankhad~~

Dr. B. Prerumalesh - B. Prerumalesh

Dr. B. Masood Vali - B. Masoodvali

" K. Maddurthy - K. Maddurthy

B. Umamaheswari

3-8-2021.

The IQAC meeting is held in the Principal's chamber on 3-8-2021 at 3PM and resolved the following agenda.

## RESOLUTIONS:

1. It is resolved to conduct national Webinar in Telugu by the department of Telugu & IQAC.
2. It is resolved to conduct various finishing School activities at department level and same instructed to the faculty.
3. Resolved to conduct Career Guidance Programme's.
4. It is resolved to prepare AQAR for the year 2020-2021.

Chair Person : Dr. Sravan Kumar Reddy

Coordinator : M. G. Reddy

Members :

Dr. R. Madhuri - Reddy

Dr. K. Nagaraja Setty - Reddy

Dr. S. Shamshad - Reddy

Dr. B. Primmalesh - B. Primmalesh

Dr. B. Masood nethi - B. Masood nethi

Maddurthy - Maddurthy

B. Umamaheswari



## ACTION TAKEN REPORT

FOR

MEETING - 4

S.NO	RESOLUTION & DATE	ACTION TAKEN.
1.	Resolution No.1 Dated 3.8.2021.	A national webinar in Telugu on the topic "Adhunika Kavitha Dhoranulu" was organized, on 27.10.2021. The resource person invited was "Prof. Dasla Venkateswara Rao, Prof & incharge of Telugu University of Hyderabad.
2.	Resolution No.2 dated 3.8.2021.	Various finishing school activities like Student Seminars, Quiz, Essay writing and elocution competition, poster presentation, Computer proficiency test, field trips etc were conducted.
3.	Resolution No.3 dated 3.8.2021.	As per the resolution career guidance programmes were conducted by the department of Commerce, Career guidance cell and JKC Coordinator.
4.	Resolution No.4. dated 3.8.2021.	JAC Coordinator is authorized to prepare ARAR for the year 2020-2021. The JAC

S.NO	RESOLUTION & DATE	ACTION TAKEN.
		Committee was authorized to collect data and prepare the AQAR taking the duration prescribed by NAAC. In this regard, the <sup>committees comprising</sup> conveners and members for each criterion were constituted and instructed to prepare the AQAR criterion wise.

Chair Person : Dr. Mahaboob Basha  
(Dr. K. Mahaboob Basha)

TQAC Coordinator : M. Suseelamma  
(Dr. M. Suseelamma)

