

SRI A.S.N.M GOVERNMENT COLLEGE

Palakol, West Godavari District

2021-22

INTERNAL QUALITY ASSURANCE CELL

(IQAC)

MEETING-1

- Circular
- Minutes
- Resolution
- Action Taken Report

SRI A.S.N.M. GOVERNMENT COLLEGE: Palakol
(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

Circular No: 1/2021-22

Date: 19-07-2021

It is informed that all the IQAC Members are requested to attend the meeting at Principal's Chamber on 21-7-2021 at 4 pm to discuss the following points.

Agenda:

1. Preparation of Academic Calendar for the Academic year 2021-22
2. Conduct of online/offline classes of 1st, 3rd and 5th Semester for the Academic year 2021-22
3. To introduce Job/Market oriented programmes.
4. Conduct of Internal Examinations- Discussion of whether online/offline process
5. Data collection and preparation for NAAC 3-Cycle Accreditation process.
6. To propose tentative date to submit IIQA to NAAC.
7. Institutional plan for the Academic year 2021-22
8. Conduct Induction program to the newly admitted first year students
9. Data Collection and Preparation of Annual Report 2021-22
10. Maintenance of college activities by News Letter in College Website.
11. Submission of information to AISHE and NIRF
12. Any other matter with the permission of chair.

D. Sailaja
IQAC COORDINATOR

[Signature]
PRINCIPAL
Sri. A.S.N.M. Govt. College (Autonomous)
PALAKOL - 534260 (W.G.Dist.)

SRI A.S.N.M. GOVERNMENT COLLEGE: Palakol
(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting : 1/2021-22

The member of IQAC met in the principal's chamber on 21-7-2021 at 4pm principal chaired the session and he had read out the agenda circulated with the circular sent on 19-7-2021.

Agenda:

1. Preparation of Academic Calendar for the Academic year 2021-22
2. Conduct of online/offline classes of 1st, 3th and 5th Semester for the Academic year 2021-22
3. To introduce Job/Market oriented programmes.
4. Conduct of Internal Examinations- Discussion of whether online/offline process
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8. Conduct Induction program to the newly admitted first year students
9. Data Collection and Preparation of Annual Report 2021-22
10. Maintenance of college activities by News Letter in College Website.
11. Submission of Information to AISHE and NIRF
12. Any other matter with the permission of chair.

The following IQAC Members were present in the meeting and resolved the following

S.N	Name of the Member	Designation
1	Dr D.Giri Principal	Chairman PRINCIPAL
2	Dr.D.Sailaja Lecturer in Zoology	Coordinator S. Sailaja
3	Sri K.SreeRama Murthy In-charge of Zoology Department	Member K.S. Murthy
4	Sri N.J.K.Narendra Kumar In-charge of Physics Department	Member N.J.K. Narendra Kumar
5	Dr P.Naga Raju In-charge of Telugu Department	Member P. Naga Raju
6	Dr Ch.N.Manisha In-charge of Computer Applications Department	Member Ch.N. Manisha
7	Sri Raja Babu In-charge of Commerce Department	Member P. Raja Babu
8	Sri S.Sudhakar In-charge of Chemistry Department	Member S. Sudhakar
9	Dr N.Ramanarayana In-charge of Mathematics Department	Member N. Ramanarayana
10	Dr N.Trinadh In-charge of Economics Department	Member N. Trinadh
11	Sri Devadattam Office Superintendent	Member Devadattam

Discussed and resolved the Following items

Point No 1: Preparation of Academic Calendar for the Academic year 2021-22

In view of the commencement of the academic year to prepare academic calendar for the academic year 2021-22 by the academic committee.

Point No 2: Conduct of online/offline classes of 1st, 3rd and 5th Semester for the Academic year 2021-22

Due to the inconvenience of the pandemic covid-19 to conduct blended mode of class work for 1st, 3rd and 5th Semester to complete the syllabus

Point No 3: To introduce Job/Market oriented programmes

The Emerging changes in the Global scenario to introduce market/job oriented courses

Point No 4: Conduct of Internal Examinations- Discussion of whether online/offline process

In view of the pandemic covid-19 to conduct the internal examinations whether blended mode or offline based on the situation.

Point No 5: Data collection and preparation for NAAC 3-Cycle Accreditation process.

To alert all the 7 criterion in-charges to collect the data for the preparation of forthcoming NAAC 3-Cycle Accreditation process.

Point No 6: To propose tentative date to submit IIQA to NAAC.

It is proposed to submit the IIQA for the academic year 2021 as early as possible

Point No 7: Institutional plan for the Academic year 2021-22

It is resolved to prepare Institutional plan for the Academic year 2021-22 by IQAC & Academic Coordinators.

Point No 8: Conduct Induction program to the newly admitted first year students

It is resolved to conduct Induction program for the newly admitted students to avoid discrepancies and inculcate amicable atmosphere in the campus.

Point No 9: Data Collection and Preparation of Annual Report 2021-22

It is resolved to collect data for the preparation of Annual Report for the academic year 2021-22

Point No 10: Maintenance of college activities by News Letter in College Website.

It is unanimously resolve to prepare the activities conducted in the college by various departments elaborately explained and uploading by the News letter committee in college website.

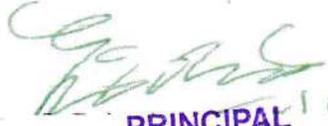
Point No 11: Submission of Information to AISHE and NIRF

To upload the data with all available evidences for the Institutional ranking of AISHE and NIRF

Point No 12: Any other matter with the permission of chair NIL

D. Sailaja

IQAC COORDINATOR


PRINCIPAL
Sri. A.S.N.M. Govt. College (Autonomous)
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the Meeting 1/2021-22 Conducted On 21-7-2021

S.No	Minutes	Action Taken
1	Preparation of Academic Calendar for the Academic year 2021-22	Circular related to action plan is circulated to all the department heads and the action plan is placed before the academic staff council and the same is approved.
2	Conduct of online/offline classes of 1 st , 3 th and 5 th Semester for the Academic year 2021-22	It is resolved that the offline/online classes to be conducted as per CCE guidelines in blended mode.
3	To introduce Job/Market oriented programmes.	It is resolved to introduce Job/Market oriented programmes for emerging changes of opportunities in Global market M.Sc (Aqua culture), B.Sc (MSDS), BBA(Retail operations)
4	Conduct of Internal Examinations- Discussion of whether online/offline process	It is unanimously resolved to conduct internal Examinations on offline mode as per the covid-19 precautions.
5	Data collection and preparation for NAAC 3-Cycle Accreditation process.	It is informed to alert all the 7-criterion in-charges for the preparation of forth coming NAAC 3-Cycle
6	To propose tentative date to submit IIQA to NAAC.	IIQA for the academic year 2021 to be submitted to NAAC within the stipulated time
7	Institutional plan for the Academic year 2021-22	A committee was constituted and the IQAC coordinator to draft the Institutional plan for the academic year 2021-22
8	Conduct Induction program to the newly admitted first year students	A committee was formed to conduct student induction program for 3 days

9	Data Collection and Preparation of Annual Report 2021-22	Constituted the Annual Report committee to gather and draft the wide range activities held during the academic year 2021-22
10	Maintenance of college activities by News Letter in College Website.	Constituted a News letter Committee to record and maintain the monthly activities and uploaded in the college website
11	Submission of Information to AISHE and NIRF	As per the guidelines of AISHE and NIRF the academic coordinator has produced the Institutional information.

D. Sibiya
IQAC COORDINATOR

[Signature]
PRINCIPAL
Sri. A.S.N.M. Govt. College (Autonomous)
PALAKOL - 534260 (W.G.Dist.)

**SRI A.S.N.M GOVERNMENT
COLLEGE**

Palakol, West Godavari District

2021-22

INTERNAL QUALITY ASSURANCE CELL

(IQAC)

MEETING-2

- Circular
- Minutes
- Resolution
- Action Taken Report

SRI A.S.N.M. GOVERNMENT COLLEGE: Palakol
(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

Circular No: 2/2021-22

Date: 28-12-2021

It is informed that all the IQAC Members are requested to attend the meeting at Principal's Chamber on 30-12-2021 at 3 pm to discuss the following points.

Agenda:

1. Action plan for preparing the students to write semester end examinations
2. Conduct of special remedial classes for academically backward students
3. Action plan for Pos & Cos for the academic year 2021-22
4. To constitute feedback collection committee to collect and analyze feedback.
5. Study hours to be conducted in view of final examinations
6. Data collection and preparation for NAAC 3-Cycle Accreditation process.
7. College Day / Annual Day celebrations
8. To organize District Cultural fest
9. To organize a workshop Intellectual Property Rights to enlightening the students
10. To conduct a National Level Webinar on Empowerment of women through leadership and entrepreneurship in the present scenario
11. To conduct alumnae meeting for organizing Golden Jubilee celebration
12. Maintenance of college activities by News Letter in College Website.
13. Submission of Information to AISHE and NIRF
14. Any other matter with the permission of chair.

IQAC COORDINATOR

PRINCIPAL

Principal

Sri A.S.N.M. GOVT. COLLEGE (A)
PALAKOL-534 260, W.G.DIST.

SRI A.S.N.M. GOVERNMENT COLLEGE: Palakol
(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting: 2/2021-22

The member of IQAC met in the principal's chamber on 30.12.2021 at 3pm principal chaired the session and she had read out the agenda circulated with the circular sent on 28.12.2021

Agenda:

1. Action plan for preparing the students to write semester end examinations
2. Conduct of special remedial classes for academically backward students
3. Action plan for Pos & Cos for the academic year 2021-22
4. Study hours to be conducted in view of final examinations
5. Data collection and preparation for NAAC 3-Cycle Accreditation process.
6. College Day / Annual Day celebrations
7. To organize District Cultural fest
8. To organize a workshop Intellectual Property Rights to enlightening the students
9. To conduct a National Level Webinar on Empowerment of women through leadership and entrepreneurship in the present scenario
10. To conduct alumnae meeting for organizing Golden Jubilee celebration
11. Maintenance of college activities by News Letter in College Website.
12. Submission of Information to AISHE and NIRF
13. Any other matter with the permission of chair.


IQAC COORDINATOR


PRINCIPAL

PRINCIPAL
Sri A.S.N.M. GOVT. COLLEGE (A)
PALAKOL-534 260, W.G.DIST.

Discussed and resolved the Following items

Point No 1 Action plan for preparing the students to write semester end examinations

It is resolved that the forthcoming sem-end examinations to complete the syllabus and prepare the students to appear for the examinations without any phobia

Point No 2: Conduct of special remedial classes for academically backward students

It is resolved that identify slow learners on the basis of marks obtained in the internal(Mid Exams) examinations and conduct special remedial classes to them for better performance

Point No 3: Action plan for Pos & Cos for the academic year 2021-22

It is resolved that prepare action plan for Pos & Cos for all subjects for the academic year 2021-22 as per the Guidelines of APSCHIE

Point No 4: Study hours to be conducted in view of final examinations

It is resolved to conduct study hours for all students before one month of commencement of sem-end examinations, to increase overall pass percentage

Point No 5: Data collection and preparation for NAAC 3-Cycle Accreditation process.

To alert all the 7 criterion in-charges to collect the data for the preparation of forth coming NAAC 3-Cycle Accreditation process.

Point No 6: College Day / Annual Day celebrations

It is resolved to conduct College Day / Annual Day as per the academic calendar

Point No 7: To organize District Cultural fest

It is resolved to organize Sankranthi sambaralu (the holy festival of south India) as part of District Cultural fest

Point No 8: To organize a workshop Intellectual Property Rights to enlightening the students

It is resolved to conduct workshop on Intellectual Property Rights by legal experts to create awareness among the students

Point No 9: To conduct a National Level Webinar on Empowerment of women through leadership and entrepreneurship in the present scenario

It is resolved to organise National wide webinar on Empowerment of women through leadership and entrepreneurship in the present scenario by WEC and Department of Telugu

Point No 10: To conduct alumnae meeting for organizing Golden Jubilee celebration

It is resolved to conduct alumnae meeting for organizing Golden Jubilee celebration

Point No 11: Maintenance of college activities by News Letter in College Website

It is resolved to publish all the activities conducted month-wise in news letter and also upload in college website by News letter committee

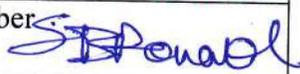
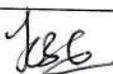
Point No 12: Submission of Information to AISHE and NIRF

It is resolved to submit the year wise data/information to AISHE and NIRF by academic coordinator

Point No 13: Any other matter with the permission of chair.

Nil

The following IQAC Members were present in the meeting and resolved the following

1	Dr. T Raja Rajeswari Principal	Chairperson
2	Dr. A P V Apparao Lecturer in Physics	Coordinator 
3	Dr. G S V S Sai Baba In-charge Dept.of Mathematics	Member 
4	Mr. G Srinivasa Rao In-charge Dept.of Physics	Member 
5	Dr. S B Ronald Lecturer in Chemistry	Member 
6	Dr. K Madhu Shalini In-charge Dept.of Commerce	Member 
7	Dr. P Prasanna Kuamri In-charge Dept. of Botany	Member 
8	Dr. M Rama Krishna In-charge Dept.Zoology	Member 
9	Mr. K Bhadrachalam in-charge Dept.of Computer Science	Member 
10	Dr. Victor David Dinakaran in-charge Dept of English	Member 
11	Mr. T Krishna in-charge Dept of Politics	Member 

12	Mr. P Devadatham Superintendent	Member
14	Dr. B.Raghavaiah CPDC Secretary	Member
15	Mr. N.Rama Krishna Industrialist	Member
16	Mr. B V S Ramana Alumni	Member



IQAC COORDINATOR



PRINCIPAL
PRINCIPAL

Sri A.S.N.M. GOVT. COLLEGE (A)
PALAKOL-534 260, W.G.DIST.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the Meeting 2/2021-22 Conducted On 30.12.2021

S.No	Minutes	Action Taken
1	Action plan for preparing the students to write semester end examinations	Circular related to action plan is circulated to all the department heads and the action plan is placed before the academic staff council and the same is approved.
2	Conduct of special remedial classes for academically backward students	It is resolved that the offline/online classes to be conducted as per CCE guidelines in blended mode.
3	Action plan for Pos & Cos for the academic year 2021-22	It is resolved to introduce Job/Market oriented programmes for emerging changes of opportunities in Global market M.Sc (Aqua culture), B.Sc (MSDS), BBA(Retail operations)
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6	College Day / Annual Day celebrations	IIQA for the academic year 2021 to be submitted to NAAC within the stipulated time
7	To organize District Cultural fest	A committee was constituted and the IQAC coordinator to draft the Institutional plan for the academic year 2021-22
8	To organize a workshop Intellectual Property Rights to enlightening the students	A committee was formed to conduct student induction program for 3 days

9	To conduct a National Level Webinar on Empowerment of women through leadership and entrepreneurship in the present scenario	Constituted the Annual Report committee to gather and draft the wide range activities held during the academic year 2021-22
10	To conduct alumnae meeting for organizing Golden Jubilee celebration	
11	Maintenance of college activities by News Letter in College Website.	Constituted a News letter Committee to record and maintain the monthly activities and uploaded in the college website
12	Submission of Information to AISHE and NIRF	As per the guidelines of AISHE and NIRF the academic coordinator has produced the Institutional information.
13	Any other matter with the permission of chair.	Nil


IQAC COORDINATOR



PRINCIPAL

PRINCIPAL

Sri A.S.N.M. GOVT. COLLEGE (A)
 PALAKOL-534 260, W.G.DIST.