SRI A.S.N.M GOVERNMENT COLLEGE

Palakol, West Godavari District

2022-23

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: 1/2022-23   Date: 19-07-2022

It is informed that all the IQAC Members are requested to attend the meeting at Principal's Chamber on 21-7-2022 at 4 pm to discuss the following points.

Agenda:

1. Preparation of Academic Calendar for the Academic year 2022-23
2. Conduct of 1st, 3rd Semester Classes for the I & II year Students and CSP, Internship programme for III year students in the Vth Semester of academic year 2022-23
3. To introduce Job/Market oriented programmes.
4. Conduct of BoS meeting for all departments to approve the syllabus in the academic year 2022-23
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 2022-23
8. Conduct Induction program to the newly admitted first year students
9. Data Collection and Preparation of Annual Report 2022-23
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.

IQAC COORDINATOR

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting : 1/2022-23

The member of IQAC met in the principal's chamber on 21-7-2022 at 4pm principal chaired the session and he had read out the agenda circulated with the circular sent on 19-7-2022.

Agenda:

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3. To introduce Job/Market oriented programmes.
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5. Data collection and preparation for NAAC 3-Cycle Accreditation process.
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7. Institutional plan for the Academic year 2022-23
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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

1	Dr. T. Raja Rajeswari	Principal	Chairperson
2	Mr. G. Srinivasa Rao	Incharge of Dept. of Physics	Coordinator
3	Mr. T. Krishna	Incharge of Dept. Political Science	Member
4	Dr. V. Yamini	Incharge of Dept.Chemistry	Addl. Coordinator
5	Mr. K.Bhadrachalam	Incharge of Dept. of Computer Science	Member
6	Dr. B. Subba Lakshmi	Incharge of Dept. of Telugu	Member
7	Dr. Victor David Dinakaran	Incharge of Dept. of English	Member
8	Dr. M. Ramakrishna	Incharge of Dept. of Zoology	Member
9	E. Satyanarayana	Senior Assistant	Member
10	Dr. B.Raghavaiah	CPDC Secretary	Member
11	Sri Nalli Durga Rao	Industrialist	Member
12	Sri V.Venkata Ramana	Alumni	Member
13	K. Ananta Subba Lakshmi	Student (III B.Sc)	Member

Discussed and resolved the Following items

Point No 1: Preparation of Academic Calendar for the Academic year 2022-23

In view of the commencement of the academic year to prepare academic calendar for the academic year 2022-23 by the academic committee.

Point No 2: Conduct of 1st, 3rd Semester Classes for the I & II year Students along with newly introduced activities of CSP and Internship programmes for III year students in the Vth Semester of academic year 2022-23

It is resolved to Conduct 1st, 3rd Semester Classes for the I & II year Students along with newly introduced activities of CSP and Internship programmes for III year students in the Vth Semester of academic year 2022-23

Point No 3: To introduce Job/Market oriented programmes

It is resolved to introduce Job/Market oriented programmes for emerging changes of opportunities in Global market the newly introduced skill sector oriented courses of B.Com (Logistic and supply chain management) and also BA(tourism and hospitality)

Point No 4: Conduct of BoS meeting for all departments to approve the syllabus for the academic year 2022-23

It is resolved to Conduct of BoS meeting in the last week of July 2022 for all departments to approve the syllabus for the academic year 2022-23

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: To propose tentative date to submit IIQA to NAAC.

It is proposed to submit the IIQA for the academic year 2021-22 as early as possible

Point No 7: Institutional plan for the Academic year 2022-23

It is resolved to prepare Institutional plan for the Academic year 2022-23 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 2022-23

It is resolved to collect data for the preparation of Annual Report for the academic year 2022-23

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

IQAC COORDINATOR

PRINCIPAL
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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 1/2022-23 Conducted On 21-7-2022

S.No	Minutes	Action Taken
1	Preparation of Academic Calendar for the Academic year 2022-23	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 1st, 3rd Semester Classes for the I & II year Students along with newly introduced activities of CSP and Internship programmes for III year students in the Vth Semester of academic year 2022-23	It is resolved to Conduct of 1st, 3rd Semester Classes for the I & II year Students along with newly introduced activities of CSP and Internship programmes for III year students in the Vth Semester of academic year 2022-23
3	To introduce Job/Market oriented programmes.	It is resolved to introduce Job/Market oriented programmes for emerging changes of opportunities in Global market the newly introduced skill sector oriented courses of B.Com (Logistic and supply chain management) and also BA(tourism and hospitality)
4	Conduct of BoS meeting for all departments to approve the syllabus in the academic year 2022-23	It is unanimously resolved to conduct BoS meeting in the last week of July 2022 for all departments to approve the syllabus in the academic year 2022-23
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 2022-23	A committee was constituted and the IQAC coordinator to draft the Institutional plan for the academic year 2022-23

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 2022-23	Constituted the Annual Report committee to gather and draft the wide range activities held during the academic year 2022-23
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.

IQAC COORDINATOR

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