

KAKARAPARTI BHAVANARAYANA COLLEGE
(AUTONOMOUS)



IQAC

MINUTES OF MEETING

2013-14

Minutes of IQAC Meeting Held on 24.6.13

The IQAC meeting is held in IQAC Room on 24/6/13 at 10:00 am with Principal, Vice-Principal, IQAC members and HOD's of Departments to discuss the following agenda:

Agenda:

1. To discuss the year activities of IQAC.
2. To follow CCE format (Commissionerate of Collegiate Education) format for Teaching diaries and Teaching notes.
3. Submission of departmental profiles of 2012-13.

Resolutions:

1. It is unanimously resolved to chalk out the plan of action within a week.
2. It is also resolved unanimously to follow the CCE format for writing Teaching notes and diary.
3. It is also resolved to submit the profiles (soft-copies) of the departments both UG & PG within 10 days for the academic year 2013.

Members Present :

1. Dr. P. Krishna Murthy - Principal & Chairman *P. Krishna*
2. Dr. V. Narayana Rao - Vice-Chairman *V. Rao*
3. Dr. V. Subhashini - IQAC-coordinator *V. Subhashini*
4. Sri. T. David Johnson - Asst. co-ordinator *T. David Johnson*
5. Sri. E. Vasa Prasad - IQAC member *E. Vasa Prasad*
6. Sri. J. Pandu Ranga Rao - IQAC member *J. Pandu Ranga Rao*
7. Sri. S. Venkatesh - IQAC member - *S. Venkatesh*
8. Dr. J.V. Chalapati Rao - HOD, Telugu *J.V. Chalapati Rao*
9. Sri. P. Devaraj - HOD Hindi *P. Devaraj*
10. Sri. P.B. Sandhya Sri - HOD Physics & electronics *P.B. Sandhya Sri*
11. Sri. T. Bhagya Kumar - HOD Chemistry *T. Bhagya Kumar*
12. Smt. Ch. Radhika - HOD Botany *Ch. Radhika*
13. Dr. B. Ramiah - HOD Commerce *B. Ramiah*
14. Sri. M. Venkateswara Rao - HOD Maths *M. Venkateswara Rao*
15. Sri. P.L. Ramesh - HOD Computers *P.L. Ramesh*
16. Sri. Ravi Kiran - HOD H.Com *Ravi Kiran*
17. Dr. G. Krishnaveni - HOD PG Chemistry *G. Krishnaveni*
18. Smt. P. Bharati Devi - HOD MCA *P. Bharati Devi*
19. Smt. Shameem - HOD M.Sc. Computers *Shameem*
20. Smt. Nazharunnisa - HOD MBA *Nazharunnisa*

Minutes of Second Meeting of IQAC Held on

13.7.13

The IQAC co-ordinator of the college Smt. V. Subhashini extended a hearty and warm welcome to all the members and presented the agenda items as follows for consideration and discussion.

Agenda:

1. confirmation of minutes of 1st meeting of IQAC held on 24.6.13
2. The co-ordinator presented the minutes of meeting systematically. The members of IQAC after careful review conformed the same for the implementation.
3. Review of Action taken Report on minutes of meeting held on 24.6.13.

S.NO	Item	Resolution	Action Taken.
1.	Academic year activities of IQAC.	To chalk out a plan of action of IQAC.	Plan of action is prepared for 2012-13.
2.	To follow CCE format for Teaching diaries & Not.	unanimously resolved to follow CCE format	Teaching Diaries and Notes are prepared according to CCE format.
3.	Submission of soft-copies of Dept. Profiles to IQAC.	unanimously resolved to submit in 10 days.	Depts. like English & Commerce which have not submitted are given one more week to submit.

4. 4. Submission of AQAR of academic year 2012-13 to NAAC.

5. To encourage staff members to submit articles on 'Quality Enhancement Methodology' to IQAC.

6. To conduct Quality circle meeting twice in one semester.

Resolutions:

- It is unanimously resolved to submit AQAR to NAAC in the month of August.
- It is also resolved that staff should submit articles on "Quality Enhancement" to promote and inculcate Research culture among staff.
- It is resolved to conduct Quality circle meetings twice in a semester.

Members Present:

Dr. P. Krishna Murthy - Principal & Chairman AKM

Smt. V. Subhashini - IQA co-ordinator VB

Sri. T. David Johnson - Asst. co-ordinator JD

Sri. J. Pandu Ranga Rao - IQAC member JPR

Sri. S. Venkatesh - IQAC member SV

Sri. E. Vara Prasad - IQAC member VP

Other Members present:

Smt. P.B. Sandhya Sini

Dr. J.V. Chalapatni Rao

Sri. P. Devaraj

Sri. T. Bhagya Kumar

Hls. Ch. Radhika. CHA

Dr. G. Krishnaveni Amr

Smt. P. Bharati Amr

Smt. Shameem. Amr

Dr. B. Ramiah. Amr

Sri. P.L. Ramesh. Amr

Minutes of 3rd IQAC Meeting Held on 24.8.13.

Minutes of meeting of IQAC held in IQAC room with Principal, Vice-Principal, co-ordinator and all other members. The agenda of meeting is as follows.

Agenda:

- Confirmation of minutes of 2nd meeting of IQAC held on 13.7.13.
 - Submission of pending reports of Statutory & Non-statutory committees to IQAC.
 - Conduction of Internal Academic Audit to all departments.
 - To collect the e-mail IDs of HOD's of all departments to send the formats of IQAC and NAAC.
 - To conduct Professional Development Program for Non-Teaching staff.
- Resolutions:

The co-ordinator presented the agenda of minutes of 2nd meeting of IQAC for confirmation. The members after careful review conformed the same.

Members Present:

Dr. P. Krishna Murthy P. Murthy
Principal.

Smt. V. Subhashini V. Subhashini

Sri. T. D. Johnson T. D. Johnson

Sri. E. Vara Prasad E. Vara Prasad

Sri. J. Pandu Ranga Rao J. Pandu Ranga Rao

Sri. S. Venkatesh S. Venkatesh

~~Sri.~~ J. V. Chalapati Rao J. V. Chalapati Rao

Sri. T. Bhagya Kumar T. Bhagya Kumar

~~Dr.~~ B. Ramiah B. Ramiah

Dr. P. B. Sandhya Sni P. B. Sandhya Sni

1. Review of action taken report on Minutes of meeting held on 13.7.13 (second meeting).

SNo	Item	Resolution	Action Taken,
1.	Submission of AQAR to NAAC.	To submit AQAR to NAAC in August.	AQAR is submitted to NAAC on 19.8.13.
2.	Submission of Articles by staff to NAAC.	Articles to be submitted to promote research culture.	Few articles are submitted. Remaining staff are required to submit in a weeks time.
3.	Conduct Quality circle meeting.	Resolved to conduct two quality circle meetings.	Meetings are conducted and suggestions are noted.

2. It is unanimously resolved that all the committees should submit their reports monthly to IQAC.
3. It is also resolved to conduct Internal Academic Audit to all departments once in 3 months.
4. It is resolved to collect and prepare a database of e-mails id's of HOD's, IQAC members to reduce paper wastage & increase the use of ICT.

D. Subhashini
IQAC - Co-ordinator

Minutes of Fourth Meeting of IQAC Held
on 26.9.2013.

Minutes of meeting of IQAC held in IQAC room with Principal, co-ordinator, Asst. co-ordinator and other members. The agenda of the meeting is as follows:

Agenda:

1. Confirmation of minutes of 3rd meeting of IQAC held on 24.8.13.
2. To maintain Departmental Activities Register.
3. To encourage staff to register for M.Phil, Ph.D NET/SET exams.
4. To conduct Professional Development programs for Teaching staff.

Resolutions:

1. The co-ordinator Dr. V. Subhashini presented the agenda of minutes of 3rd meeting of IQAC for confirmation. The members after careful review confirmed the same.

Review of Action Taken Report on the minutes of meeting held on 24.8.13.

S.NO	Items	Resolution	Action Taken.
1.	Submission of pending reports of statutory & Non statutory committees.	Resolved to submit.	Submitted Reports to IQAC.
2.	Conduction of Internal Academic Audit.	It is resolved to conduct in the month of October.	The reason for non-conducting of Academic Audit is staff & students are busy to complete the Semester syllabus by the end of September.
3.	Collect e-mail IDs of staff.	Resolved to collect.	collected the e-mails of all staff.
4.	Professional Development Program for Non-Teaching Staff.	Resolved to conduct.	conducted a Training program for Non-Teaching on Advanced E2-School on 22 nd & 23 rd Sep 2013.

2. It is unanimously resolved to maintain Departmental Activities Register
3. It is also resolved to encourage staff to register for M. Phils / Ph.D's, NE / SET Exam.
4. It is also resolved to conduct professional Development programs for Teaching Staff.

J. Subhashini
I & A e - coordinator

Minutes of 5th meeting of IQAC Held
on 02.12.2013. (Monday)

Minutes of Fifth meeting of IQAC
held on 02.12.2013 in Principals Chamber
with Principal, Vice-Principal, Co-ordinator,
Asst. Co-ordinator and other members of
IQAC. The agenda of meeting is as
follows:

Agenda:

1. Confirmation of minutes of 4th meeting
of IQAC held on 26.9.2013
2. To conduct an FDP Program on Human
Values and Professional ethics.
3. To arrange a workshop for students and
staff in content writing in Telugu Wikipedia

Resolutions:

1. It is unanimously resolved to conduct
an FDP Program on Human Values and
Professional Ethics in the month of Feb/March
2. It is also resolved to arrange a workshop
for students and staff in content writing
in Telugu Wikipedia.

Review of Action Taken Report on the minutes of meeting held on 26.9.2013

SNO	Item	Resolution	Action Taken
1.	Maintenance of Departmental Activities Register	Resolved to maintain.	Dept. Activities Register is maintained.
2.	Encourage staff to register for Ph.D, M.Phil	Resolved to encourage staff to register for Ph.D's / NET / SET. exam	6 faculty Registered for Ph.D in Nagpur & ANU universities
3.	Conduct of Professional Development Programs for staff.	Resolved to conduct Professional Development programs.	Data Warehousing and Data Mining Workshop by Computer Dept. and English Skill Development program by English Dept. are conducted to the staff.

D. Subhashini

IQAC-co-ordinator

Minutes of 6th meeting of IQAC
Held on 27th March 2014.

Minutes of Sixth Meeting of IQAC held on 27th March 2014. in Principals Chamber. with Principal, Vice-Principal, Co-ordinator, Asst. Co-ordinator and other members of IQAC. The agenda of meeting is as follows:

Agenda:

1. Confirmation of minutes of 5th meeting of IQAC held on 2.12.2013.
2. To collect data and document in IQAC for the next academic year.
3. To constitute a new committee in the month of May/June for the academic year 2014-15.

Resolutions:

- It is resolved unanimously to collect data from all departments criteria wise and document it.
- It is also resolved to constitute a new committee in the month of May/June for the academic year 2014-15.

Confirmation of minutes of 5th meeting held on 2.12.2013.

S.NO	Item	Resolution	Action Taken
1.	Conduct FDP Program	Resolved to conduct an FDP Program.	FDP Program is conducted on Human Values & Professional Ethics by Dr. Illa Ravi Principal, Govt. Degree College, Avanigadda. on 24 th March 2014.
2.	Arrange a workshop in content writing in Wikipedia	Resolved to arrange the workshop.	Conducted Telugu Wikipedia Workshop from 20 th - 24 th January

N. Subhashini
TQAC-co-ordinator.

Members Present:

Dr. P. Krishna Murthy - Principal. AKM

Smt V. Subhashini VS

Sri. T. D. Johnson T.D.J.

Sri. J. Pandu Ranga Rao J.P.R.

Sri. S. Venkatesh S. Venk

~~Sri~~ J. V. Chalapati Rao J.V.C.R.

Smt. P. B. Sandhya Sri. P.B.S.

Sri. T. Bhagya Kumar T.B.K.

Sri. P. Devaraj P.D.

Dr. B. Ramiah. B. Ram

Smt. Ch. Radhika Ch.R.