

**KAKARAPARTI BHAVANARAYANA COLLEGE**  
**(AUTONOMOUS)**



**IQAC**

**MINUTES OF MEETING**

**2016-17**

## Minutes of First Meeting of IQAC held on 22.5.2016

Minutes of first meeting of IQAC held on 22.5.2016 in the Principals Chamber at 10:00AM with Principal in chair, IQAC coordinator and other members to discuss the following agenda:

### Agenda:

Item NO 1: To constitute IQAC committee for the academic year 2016-17.

Item NO 2: Discuss about the plan of action of IQAC and Academic Calendar

Item NO 3: conduction of FDP program to teaching staff.

Item NO 4: Distribution of NAAC formats and Teaching diaries & Teaching notes to staff.

### Resolutions:

1. It is unanimously resolved to constitute the following IQAC committee for the academic year 2016-17.

Dr. P. Krishna Murthy -  
Principal & Chair person

*P.K.M.*

Dr. V. Subhashini - IQAC coordinator - *VS*

Sri. T. D. Johnson - Asst. Co-ordinator. *T.D.*

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

Sri. S. Venkatesh

*S. Venkatesh*

Sri. S. Srinivas - office suptd.

*S. Srinivas*

Sri. K. Pittchi Reddy - controller of exams

*K.P.R.*

Sri. Ch. Nagabhusharam.

*Ch. Nagabhusharam*

Dr. P. B. Sandhya Sri

*P.B.S.*

Dr. B. Ramiah.

*B. Ramiah*

Dr. J. V. Chalapati Rao.

*J.V.C.R.*

Sri. P. Devaraj Kumar.

*P. Devaraj Kumar*

2. It is unanimously resolved to prepare the plan of action of IQAC for 2016-17 and Academic Calendar.

3. It is also resolved to conduct an FDP program for teaching staff in the first week of June 2016.

4. It is also resolved to prepare and distribute Teaching diaries and Teaching notes and other formats to departments on the re-opening day.

*V. Subhashini*  
IQAC-coordinator.

Minutes of Second meeting of IQAC  
held on 06.07.2016.

The second meeting of IQAC for the academic year 2016-17 was held in IQAC room on 6<sup>th</sup> July 2016 at 11 AM with Principal, IQAC-coordinator, and other members, to discuss the following agenda.

### Agenda

1. Action Taken Report on Minutes of first meeting for the academic year 2016-17
2. To arrange a guest lecture by IQAC.
3. To encourage staff to register for M.Phil/Ph.D's and to apply for Minor Research projects.
4. To arrange Parents meet and Parent-Staff-Student interaction in Parents meet.
5. To submit AQAR to NAAC.

### Resolutions:

Item 1: The chairperson requested the IQAC co-ordinator and other members to approve minutes of previous meeting. The following is the action taken report

of the previous meeting.

### Action Taken:

- Plan of Action of IQAC is prepared for academic year 2016-17.
- Academic calendar is prepared with the assistance of other senior members.
- An FDP program is conducted on Skill Development and Effective Teaching in Academia by Sri. Alapati Sri Nagesh, International Corporate Trainer, Hyderabad, on 2<sup>nd</sup> June 2016.
- IQAC formats, Teaching diaries and teaching notes are distributed to all the departments.

### Item 2:

It is unanimously resolved to conduct a guest lecture on Research enhancement in the month of July.

Item 3: It is also resolved to encourage staff to apply for Minor Research projects and to register for M.Phil's & Ph.D's

### Item 4:

It is also resolved to arrange a Parent-Staff-Student interaction meet

in the month of July.

Item 5:

It is unanimously resolved to submit AQAR to NAAC.

B. Subhashini

IQAC - co-ordinator

# Minutes of Third meeting of IQAC held on 12.09.2016

The third meeting of IQAC for the academic year 2016-17 was held in IQAC room on 12<sup>th</sup> September 2016 at 11 A.M with Principal, IQAC-coordinator and other members, to discuss the following agenda.

## Agenda:

1. Action Taken Report on Minutes of Second meeting for the academic year 2016-17.
2. Conduction of National and International Seminars.
3. To conduct a training comp to the non-teaching staff, in Computer Skills.
4. To appoint a Nodal officer for NIRT and other members to assist him.

## Resolutions:

Item 1: The chairperson requested the IQAC-coordinator and other members to confirm the minutes of second meeting of IQAC. The following is the action taken report of the previous meeting.

### Action Taken Report: Item NO 1:

1. A guest lecture is arranged by IQAC on Paper publications & consultancy by Prof. P.V.V. Prasad Rao, Andhra University.
2. 14 staff members are encouraged to register for M.Phil/Ph.Ds and to apply for Minor Research projects.
3. A parents meet is arranged in the first week of September.

### Item NO: 2:

It is unanimously resolved to conduct National and International Seminars. The HoD's are required to submit their proposals in a week.

### Item NO: 3

It is unanimously resolved to conduct training camp in computer skills for non-teaching staff.

### Item NO: 4

It is unanimously resolved to appoint K. Naveen Kumar, Dept. of Mathematics as Nodal officer for NIRF.

D. Subhashini  
IQAC-coordinator



Members Present:

Dr. V. Narayana Rao VR

Dr. V. Subhashini VS

Sri. T.D. Johnson TDJ

Sri. J. Pandu Ranga Rao JPR

Sri. S. Venkatesh S. Venkatesh

Dr. P. B. Sandhya PS

Dr. B. Ramiah B. Ramiah

Dr. J.V. Chalapati Rao JVC

Sri. P. Devaraj Kumar PDK

Sri. S. Srinivas (Officer) S. Srinivas

Sri. K. Pitchi Reddy KPR

## Minutes of Fourth Meeting of IQAC held on 15.10.2016.

The fourth meeting of IQAC for the academic year 2016-17 was held in Principals chamber with Principal in chamber, IQAC-coordinator, Asst. co-ordinator and other members of IQAC, to discuss the following agenda:

### Agenda:

1. Action Taken Report of minutes of meeting conducted on 12.09.2016
2. To discuss about the progression in the work of NIRF.
3. To discuss about Internal Academic Audit
4. Discuss about the conduction of IQAC National Workshop.
5. Discuss about II<sup>nd</sup> and IV<sup>th</sup> semesters newly changed syllabus.

## Resolutions:

Item 1: Action Taken Report of Minutes of 3<sup>rd</sup> meeting held on 12.09.2016

- A National Workshop on "Embedded Systems design using Arduino" was organised by Physics Dept.
- A training camp on Advanced Excel is conducted to non-teaching staff.
- Mr. K. Naveen Kumar, and other members are appointed as Nodal officer for NIRF.

## Item 2:

The work of NIRF is progressing gradually.

## Item 3:

It is unanimously resolved to conduct Internal Academic Audit to all departments. A schedule is prepared for inspection.

## Item 4:

It is unanimously resolved to conduct IQAC National Workshop on "Research and Innovations: Issues & Challenges" on 22<sup>nd</sup> Oct. 2016.

## Item NO 5:

It is resolved that the II<sup>nd</sup> and IV<sup>th</sup> Semester syllabi must be revised with the help of academic experts.

Dr. Subhashini  
IQAC-coordinator

Members Present;

Dr. V. Narayana Rao ~~VP~~

Dr. V. Subhashini ~~A~~

Sri. T.D Johnson ~~TD~~

Sri. J. Pandu Ranga Rao ~~JPR~~

Dr. P. B. Sandhya Sri ~~A~~

Sri. S. Venkatesh ~~S. Venkatesh~~

Dr. J.V. Chalapati Rao ~~Ch~~

Sri. P. Devaraj Kumar. ~~PDK~~

Sri. S. Srinivas Coffa saptad S. Saini

Sri. K. Pitchi Reddy. ~~KPR~~

# Minutes of Fifth Meeting of IQAC held on 13.12.2016

The fifth meeting of IQAC for the academic year 2016-17 was held in IQAC room with Principal in chair, IQAC coordinator and other members to discuss the following agenda.

## Agenda:

1. Action taken report on minutes of meeting of 4<sup>th</sup> meeting held on 15.10.2016.
2. organizing a guest lecture by IQAC.
3. Feed back collection and analysis from parents, students, Teachers and Alumni.
4. Prepare a database ~~with~~ <sup>of</sup> alumni and meeting with them.

## Resolutions:

### Action Taken Report:

- NIRF work is completed.
- Internal Academic Audit to all departments is conducted.
- IQAC National Workshop on Research & Innovations is conducted on 22.10.16
- The II<sup>nd</sup> & IV Semester syllabi are modified by different departments.

2. It is unanimously resolved to organize a Motivational Talk by an eminent academician.
3. It is also resolved to collect feedback from stake holders.
4. It is also resolved to conduct a meeting with alumni.

U. Subhasini  
IQAC-coordinator

Members Present:

Dr. V. Narayana Rao ✓

Dr. V. Subhashini ✓

Sri. T. D. Johnson ✓

Sri. J. Pande Ranga Rao ✓

Dr. P. B. Sandhya Sri ✓

Sri. S. Venkatesh ✓

Dr. J. V. Chalapati Rao ✓

Sri. P. DeVaraj Kumar ✓

Sri. S. Srinivas Coffe Supt ✓ S. Srin

Sri. K. PITCHI Reddy. ✓

## Minutes of Sixth Meeting of IQAC held on. 26.2.2017.

The minutes of sixth meeting of IQAC was held on 26.2.2017 at 11:00 AM in IQAC chamber with Principal, Director Academics & Planning, IQAC coordinator, and other members to discuss the following agenda.

### Agenda:

1. Confirmation of Action Taken on the agenda of fifth meeting of IQAC.
2. Completion of Departmental NAAC work.
3. Internal Academic Audit for all departments.
4. Extension of Research centre!

### Resolutions:

Action Taken Report of 5<sup>th</sup> meeting of IQAC.

- A motivational talk is organised on "Be The Change" by Dr. G.V. Rao on 29<sup>th</sup> Dec. 2016.
- Feed back is collected from all stake holders.
- A meeting is conducted with alumni about their plan of actions in the coming academic year.



2. It is unanimously resolved that all the Departments should complete their profiles, other works and submit them to IQAC.
3. It is also resolved to conduct Mock Inspection to all the departments.
4. It is also resolved to apply to Krishna University for extension of Research Centre.

Dr. Subhashini  
IQAC-Cordinator

## Members Present:

Dr. V. Narayana Rao ✓

Dr. V. Subhashini ✓

Sri. T.D. Johnson ✓

Sri. J. Pandu Ranga Rao ✓

Dr. P. B. Sandhya Sri ✓

Sri. S. Venkatesh ✓

Dr. J.V. Chalapati Rao ✓

Sri. P. Devaraj Kumar. ✓

Sri. S. Srinivas Coffa (supt) S. Srin

Sri. K. Pitchi Reddy. ✓