

ISO 9001:2015 Certified

NAAC 'A' Grade in Cycle 3

KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)

Kothapeta, Vijayawada – 520 001

A College with Potential for Excellence (CPE)

All India 92nd Rank in NIRF by MHRD (2017)



IQAC MINUTES REGISTER – 2021-22

Minutes of 1st Meeting

19.07.2021

Minutes of 1st Meeting of Internal Quality Assurance Cell held on 19th July, 2021 at 10.30 am with Principal in chair, Vice-Principal, Director-Academic & Planning, IQAC Coordinator, Placement & Guidance Officer and other members of IQAC Committee to discuss the following:-

Agenda:-

1. Action taken report of the 10th meeting of IQAC held on 8th April, 2021.
2. Preparation of AQAR for the academic year 2020-21.
3. Internship Programmes to students through Placement & Guidance Cell.
4. Collection of feedback from students and stakeholders for the academic year 2020-21.
5. Schedule of XV Board of Studies

Resolutions:-

1. a) Online classes were conducted successfully for all UG and PG students during COVID 2nd wave period.
b) The Departments conducted the academic activities like Webinars, Workshops, Online Guest Lectures, etc. as per the schedule given by them.
c) Released grant of Rs.15,000 for each research Project to the sanctioned projects as first instalment.
d) 290 students got placed in reputed organizations.
2. Resolved to assign the Criteria In-charges to collect the Criteria wise data from the Departments to prepare the AQAR Report for the Academic Year 2020-21.
3. Resolved to ask the Heads to submit the data of companies which provide Internships to students.
4. Due to COVID – 19 pandemic, it is resolved to collect the feedback through Google form from students and stakeholders in the last week of July, 2021.
5. Resolved to prepare a schedule to conduct XV Board of Studies by the Departments.

MEMBERS PRESENT:

1. Sri E. Vara Prasad Principal-FAC *Pen.*
2. Dr. K. Naveen Kumar Vice-Principal *K. Naveen*
3. Sri P.L. Ramesh Director, Academics & Planning *P.L.*
4. Dr. G. Krishnaveni IQAC Co-ordinator *Abseer*
5. Smt. Shamim Asst. IQAC Co-ordinator *Shamim*
6. Sri B. Srinivasa Reddy Placement & Guidance Officer *Betty*
7. Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers *P. Ravindra*
19/7/2021
8. Sri N. Sambasiva Rao In-Charge, Criteria-II & In-Charge, HVPE *N. Sambasiva Rao*
9. Dr. PB Sandhya Sri In-Charge, Criteria-III & Head, Dept. of Physics *P.B. Sandhya*
10. Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers *V. Suresh*
11. Sri A. Ravi Kiran In-Charge, Criteria-V & Lecturer in MBA *A. Ravi Kiran*
12. Sri B. Prabhakar In-Charge, Criteria-VI & Head, Depts. of MBA & M.Com. *B. Prabhakar*
13. Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry *O. Sailaja*

Minutes of 2nd Meeting

09.08.2021

Minutes of 2nd Meeting of Internal Quality Assurance Cell held on 9th August, 2021 at 12:00 Noon with Principal in chair, Vice-Principal, Director-Academic & Planning, IQAC Coordinator and other members of IQAC Committee to discuss the following:-

Agenda:-

1. Action taken report of the 1st meeting of IQAC held on 19th July, 2021.
2. Discussion on Analysis of feedback collected from students and stakeholders.
3. Progress of 2020-21 AQAR.

Resolutions:-

1. a) All the Criterion Incharges collected the data from the Departments, Clubs and Committees and prepared the qualitative and quantitative data templates.
b) The students from Commerce, Logistics, Computer Science and Physics were enrolled for doing internship programme in reputed organizations like BSNL, Vijaya Dairy, VXL Technologies, etc.
c) IQAC collected the feedback from form students and stake holders through Google form.
d) Resolved to conduct the XV Board of Studies from 15th to 30th September, 2021 by all the Departments.
2. An analysis report was prepared on feedback and the same was submitted to the higher authorities to take necessary action.
3. Resolved to collect supporting documents for the prepared data templates.

MEMBERS PRESENT:

- 1. Sri E. Vara Prasad Principal-FAC *Puv.*
- 2. Dr. K. Naveen Kumar Vice-Principal *K. Naveen*
- 3. Sri P.L. Ramesh Director, Academics & Planning *P.L.*
- 4. Dr. G. Krishnaveni IQAC Co-ordinator *G. Krishnaveni*
- 5. Smt. Shamim Asst. IQAC Co-ordinator *Smt. Shamim*
- 6. Sri B. Srinivasa Reddy Placement & Guidance Officer *Bobby*
- 7. Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers *P. Ravindra*
- 8. Sri N. Sambasiva Rao In-Charge, Criteria-II & In-Charge, HVPE *N. Sambasiva Rao*
- 9. Dr. PB Sandhya Sri In-Charge, Criteria-III & Head, Dept. of Physics *P. B. Sandhya Sri*
- 10. Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers *V. Suresh*
- 11. Sri A. Ravi Kiran In-Charge, Criteria-V & Lecturer in MBA *A. Ravi Kiran*
- 12. Sri B. Prabhakar In-Charge, Criteria-VI & Head, Depts. of MBA & M.Com. *B. Prabhakar*
- 13. Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry *O. Sailaja*

Minutes of 3rd Meeting

12.10.2021

Minutes of 3rd Meeting of Internal Quality Assurance Cell held on 12th October, 2021 at 12:00 Noon with Principal in chair, Vice-Principals, IQAC Coordinator and other members of IQAC Committee to discuss the following:-

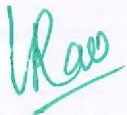
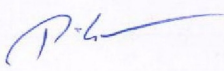
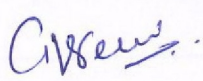

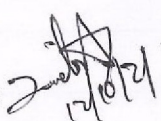
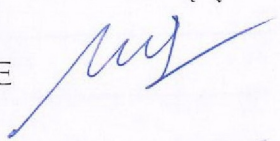

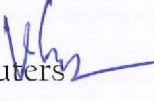
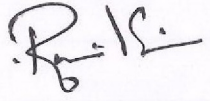
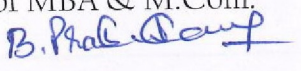

Agenda:-

1. Action taken report of the 2nd meeting of IQAC held on 9th August, 2021.
2. Discussion on One-Week Virtual FDP to be organized by IQAC from 18th - 23rd October, 2021.
3. Any other matter with the permission of the chair.

Resolutions:-

1. (a) After receiving the analysis report, Principal gave necessary directions to the Management and Department HoDs for further action.
(b) All the supporting documents necessary for the preparation of data templates are collected and documented for preparing additional information required for the submission of AQAR 2020-21.
2. (a) Resolved to allot Criterion In-Charges as Session Rapporteurs for Technical Sessions of the FDP.
(b) Resolved to encourage all the faculty members of our college to participate in the FDP.
(c) Resolved to send the e-Certificate of Participation to the Participants within two days after competition of the FDP.
3. Resolved to conduct Orientation Programme on 'Rules and Regulations of the college, Examination Procedures and Teaching Learning, Innovative methods adopted by the college' to the newly recruited faculty in the month of November, 2021.

MEMBERS PRESENT:

1. Dr. V. Narayana Rao Principal 
2. Sri P.L. Ramesh Vice-Principal 
3. Dr. G. Krishnaveni IQAC Co-ordinator 
4. Smt. Shamim Asst. IQAC Co-ordinator 
5. Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers 
20/10/21
6. Sri N. Sambasiva Rao In-Charge, Criteria-II & In-Charge, HVPE 
7. Dr. SK. Chand Basha In-Charge, Criteria-III & Head, Dept. of Zoology 
8. Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers 
9. Sri A. Ravi Kiran In-Charge, Criteria-V & Lecturer in MBA 
10. Sri B. Prabhakar In-Charge, Criteria-VI & Head, Depts. of MBA & M.Com. 
B. Prabhakar
11. Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry 

Minutes of 5th Meeting

14.03.2022

Minutes of 5th Meeting of Internal Quality Assurance Cell held on 14th March, 2022 at 12:00 Noon with Principal in chair, Vice-Principals, Controller of Examinations, IQAC Coordinator and other members of IQAC Committee to discuss the following:-

Agenda:-

1. Action taken report of the 4th Meeting of IQAC held on 1st December, 2021.
2. Discussion on Inspection of Autonomous Extension
3. Submission of AQAR-2020-21 to NAAC

Resolutions:-

1. (a) Deeksharambh – A Student Induction Programme was inaugurated by Sri V. Harshavardhan Raju, I.P.S., Deputy Commissioner of Police, Vijayawada West on 7th January, 2022.
(b) Orientation programme to all the first year Degree students on student support services was conducted by the Convenors of the respective Cells and Committees.
(b) College Data for the academic year 2020-21 of APSCHE, NIRF and AISHE was submitted in the dates given below:
 - a. AISHE : 24th February, 2022
 - b. NIRF College Data : 14th February, 2022
 - c. NIRF Overall Data : 17th February, 2022
 - d. APSCHE : 23rd December, 2021
2. Resolved to conduct a meeting with Principal, Secretary & Correspondent to all the staff members on 17th March, 2022 to discuss about the preparation of Departments, cells and committees to appear for autonomous extension inspection.
3. Resolved to submit the AQAR – 2020-21 data in NAAC Portal in the last week of March, 2022.

MEMBERS PRESENT:

1. Dr. V. Narayana Rao Principal Rao
2. Sri P.L. Ramesh Vice-Principal P.L.
3. Dr. G. Krishnaveni IQAC Co-ordinator G. Krishnaveni
4. Smt. Shamim Asst. IQAC Co-ordinator Smt. Shamim
5. Sri Ch. Ramesh Babu Controller of Examinations Ch. Ramesh Babu
6. Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers P. Ravindra
14/3/22
7. Sri N. Sambasiva Rao In-Charge, Criteria-II & In-Charge, HVPE Sri N. Sambasiva Rao
8. Dr. SK. Chand Basha In-Charge, Criteria-III & Head, Dept. of Zoology Dr. SK. Chand Basha
9. Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers Sri V. Suresh
10. Sri A. Ravi Kiran In-Charge, Criteria-V & Lecturer in MBA A. R. K.
11. Sri B. Prabhakar In-Charge, Criteria-VI & Head, Depts. of MBA & M.Com. B. Prabhakar
12. Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry Smt. O. Sailaja

Minutes of 6th Meeting

06.04.2022

Minutes of 6th Meeting of Internal Quality Assurance Cell held on 6th April, 2022 at 12:30 PM with Principal in chair, Vice-Principals, Controller of Examinations, IQAC Coordinator and other members of IQAC Committee to discuss the following:-

Agenda:-

1. Action taken report of the 5th Meeting of IQAC held on 14th March, 2022.
2. Discussion on Internal Inspection to be conducted by IQAC
3. Any other matter with the permission of the chair

Resolutions:-

1. (a) A Meeting was conducted on 17th March, 2022 with Principal, Secretary & Correspondent to all the staff members.
(b) AQAR 2020-21 was submitted on 31st March, 2022 to NAAC successfully.
2. Internal Inspection for verification of Departments, Cells and Committees was scheduled from 30th March to 1st April, 2022
3. Instructions were given to the Department HoDs to prepare a Power point Presentation on their respective Departments for Autonomous Extension Inspection.

MEMBERS PRESENT:

1. Dr. V. Narayana Rao Principal V Rao
2. Sri P.L. Ramesh Vice-Principal P.L.
3. Dr. G. Krishnaveni IQAC Co-ordinator G. Krishnaveni
4. Smt. Shamim Asst. IQAC Co-ordinator Smt. Shamim
5. Sri Ch. Ramesh Babu Controller of Examinations Ch. Ramesh Babu
6. Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers P. Ravindra
6/4/22
7. Sri N. Sambasiva Rao In-Charge, Criteria-II & In-Charge, HVPE N. Sambasiva Rao
8. Dr. SK. Chand Basha In-Charge, Criteria-III & Head, Dept. of Zoology Dr. SK. Chand Basha
9. Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers V. Suresh
10. Sri A. Ravi Kiran In-Charge, Criteria-V & Lecturer in MBA A. Ravi Kiran
11. Sri B. Prabhakar In-Charge, Criteria-VI & Head, Depts. of MBA & M.Com. B. Prabhakar
12. Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry O. Sailaja

Minutes of 7th Meeting

14.05.2022

Minutes of 7th Meeting of Internal Quality Assurance Cell held on 14th May, 2022 at 12:30 PM with Principal in chair, Vice-Principals, IQAC Coordinator and other members of IQAC Committee to discuss the following:-

Agenda:-

1. Action taken report of the 6th Meeting of IQAC held on 6th April, 2022.
2. Discussion on Faculty Development Programme conducted by IQAC
3. Any other matter with the permission of the chair

Resolutions:-

1. (a) Internal Inspection was conducted from 30th March to 1st April, 2022 for verification of Departments, Cells and Committees.
(b) All the Departments Heads / Incharges prepared Power point Presentations of their respective Departments for Autonomous Extension Inspection.
2. (a) A Faculty Development Programme on 'National Education Policy 2020' was scheduled on 19th May, 2022.
(b) Proposed Resource Person is Dr. S. Sankar, Retired Principal, Advisor, ANR College, Gudivada.
3. Discussed on successful completion of Autonomous Extension Inspection by the UGC Expert Team on 16th & 17th April, 2022.

MEMBERS PRESENT:

1. Dr. V. Narayana Rao Principal Rao
2. Sri P.L. Ramesh Vice-Principal PLR
3. Dr. G. Krishnaveni IQAC Co-ordinator G.K.
4. Smt. Shamim Asst. IQAC Co-ordinator
5. Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers P. Ravindra
6. Sri N. Sambasiva Rao In-Charge, Criteria-II & In-Charge, HVPE N. Sambasiva Rao
7. Dr. K. Kiran Kumar In-Charge, Criteria-III & Asso. Prof., Dept. of Chemistry K. Kiran Kumar
8. Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers
9. Sri A. Ravi Kiran In-Charge, Criteria-V & Lecturer in MBA A. Ravi Kiran
10. Sri B. Prabhakar In-Charge, Criteria-VI & Head, Depts. of MBA & M.Com. B. Prabhakar
11. Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry O. Sailaja