

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 – 2022-23

MINUTES OF 1st MEETING

08.07.2022

Minutes of 1st Meeting of Internal Quality Assurance Cell held on 8th July, 2022 at 10.00 am 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 last Meeting of IQAC for the academic year 2021-22 held on 14.05.2022.
2. IQAC Composition for the academic year 2022-2023.
3. Any other matter with the permission of the chair.

Resolutions:-

1. A Faculty Development Programme on 'National Education Policy 2020' was organized on 19th May, 2022 by Dr. S. Sankar, Retd. Principal, Advisor, ANR College, Gudivada.
2. Principal & IQAC Coordinator discussed and prepared the composition of IQAC with the following members.

IQAC COMPOSITION-2022-23

S. No.	Name	Designation
1	Dr. V. Narayana Rao	Principal & Chairman
2	Sri P. L. Ramesh	Vice – Principal & Vice – Chairman
3	Dr. G. Krishnaveni	Head, Dept. of Chemistry, Co-ordinator
4	Smt. Shamim	Asst. Prof., Dept. of MCA, Asst. Co-ordinator
5	Sri Ch. Ramesh Babu	Controller of Examinations, Member
6	Sri A. Pardhasaradhi	Office Manager, Member
7	Dr. V. Subhashini	Retd. Head, Dept. of Zoology, Advisory Member
8	Sri P. Ravindra	In-Charge-Criteria-I, Head, Dept. of Computer Science
9	Smt. M. L. Prasanna	In-Charge-Criteria-II, Head, Dept. of Mathematics
10	Dr. K. Kiran Kumar	In-Charge-Criteria-III, Asso. Prof., Dept. of PG Chemistry
11	Sri V. Suresh	In-Charge-Criteria-IV, Lecturer, Dept. of Computers
12	Captain KPTV Bhaskar	In-Charge-Criteria-V, Lecturer, Dept. of Chemistry
13	Sri B. Prabhakar	In-Charge-Criteria-VI, Head, Department of MBA
14	Smt. O. Sailaja	In-Charge-Criteria-VII, Lecturer, Dept. of Chemistry
15	Sri T. Srinivasu	Secretary & Correspondent, Member
16	Mr. G. Narendra	MD, Shree Icon Pharmaceutical Pvt. Ltd., Vijayawada
17	Sri T. Chandra Sekhar	Director, Villans Industries, Vijayawada, Member
18	Dr. M. Sivanadh	Asso. Prof., Head Dept. of Chemistry, ANR College, Gudivada
19	Dr. M. Pardhasaradhi	Asst. Prof., Dept. of chemistry, SRM University, Amaravathi
20	Mr. A.V. Kiran Kumar	II M.Sc. (OCH), Student Member
21	Mr. R. S. Kiran Kumar	III B.Sc. (DS), Student Member

3. Resolved to give directions to all the HoDs to send the IV Semester Students for Summer Internship Programme.

MEMBERS PRESENT:

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|-------------------------|---|--------------------------------------|
| 1. Dr. V. Narayana Rao | Principal | <u>Rao</u> |
| 2. Sri P.L. Ramesh | Vice-Principal | <u>Ramesh</u> |
| 3. Dr. G. Krishnaveni | IQAC Co-ordinator | <u>G. Krishnaveni</u> |
| 4. Smt. Shamim | Asst. IQAC Co-ordinator | <u>Smt. Shamim</u> |
| 5. Sri P. Ravindra | In-Charge, Criteria-I & Head, Dept. of Computers | <u>Sri P. Ravindra</u>
8/7/2022 |
| 6. Smt. M. L. Prasanna | In-Charge, Criteria-II & Head, Dept. of Mathematics | <u>Smt. M. L. Prasanna</u>
8/7/22 |
| 7. Dr. K. Kiran Kumar | In-Charge, Criteria-III & Asso. Prof., Dept. of Chemistry | |
| 8. Sri V. Suresh | In-Charge, Criteria-IV & Lecturer, Dept. of Computers | <u>Sri V. Suresh</u> |
| 9. Captain KPTV Bhaskar | In-Charge, Criteria-V & Lecturer in Chemistry | <u>Captain KPTV Bhaskar</u> |
| 10. Sri B. Prabhakar | In-Charge, Criteria-VI & Head, Dept. of MBA | <u>B. Prabhakar</u> |
| 11. Smt. O. Sailaja | In-Charge, Criteria-VII & Lecturer in PG Chemistry | <u>Smt. O. Sailaja</u> |

MINUTES OF 2nd MEETING

19.08.2022.

Minutes of 2nd Meeting of Internal Quality Assurance Cell held on 19th August, 2022 at 11.30 am 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 1st Meeting of IQAC held on 08.07.2022.
2. Preparation of data for ARIIA
3. Proposed Activities for the Academic Year 2022-2023.
4. IIC Plan of Action for Quarter – 1 (Academic Year 2022-2023)
5. Any other matter with the permission of the chair.

Resolutions:-

1. (a) IQAC composition for the Academic Year 2022-2023 was approved.
(b) All the HoDs are instructed to send the IV Semester Students for Summer Internship Programme.
2. Resolved to prepare the required college data for the submission of ARIIA.
3. Resolved to collect the proposed academic activities like Workshops, Seminars and Conferences from the Heads, for the academic year 2022-23.
4. IQAC suggested IIC members to conduct Entrepreneurship Development activities for both Degree & PG Students in Quarter – 1.

MEMBERS PRESENT:

- Sri P.L. Ramesh Principal I/c *PLR* 19/08/2022
- Dr. G. Krishnaveni IQAC Co-ordinator *A. Krishnaveni*
- Smt. Shamim Asst. IQAC Co-ordinator *S. Shamim*
- Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers *P. Ravindra*
- Smt. M. L. Prasanna In-Charge, Criteria-II & Head, Dept. of Mathematics *M. L. Prasanna*
- Dr. K. Kiran Kumar In-Charge, Criteria-III & Asso. Prof., Dept. of Chemistry
- Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers *V. Suresh*
- Captain KPTV Bhaskar In-Charge, Criteria-V & Lecturer in Chemistry *K. Bhaskar*
- Sri B. Prabhakar In-Charge, Criteria-VI & Head, Dept. of MBA *B. Prabhakar*
- Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry *O. Sailaja*

MINUTES OF 3rd MEETING

18.10.2022

Minutes of 3rd Meeting of Internal Quality Assurance Cell held on 18th October, 2022 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 19.08.2022.
2. Registration of the institution in NIRF -2022.
3. Faculty Development Programme by IQAC
4. Any other matter with the permission of the chair.

RESOLUTIONS:-

1. (a) Data was collected and uploaded in the ARIIA Portal.
(b) All the HoDs submitted the proposed activities of their respective departments for the academic year 2022-2023.
(c) Action Plan of IIC Quarter-1 was prepared with activities including Entrepreneurship Development, Business Ideas and Interaction sessions with Start-Up founders.
2. Resolved to register the Institution in both Disciplines (College & Overall) in NIRF Portal.
3. Resolved to organize a Faculty Development Programme by the Dr. Xavier Mahimairaj, Loyola College, Chennai.

MEMBERS PRESENT:

- Dr. V. Narayana Rao Principal Kao
- Sri P.L. Ramesh Vice-Principal P.L.R.
- Dr. M. Venkateswara Rao Vice-Principal M.V.R.
- Dr. G. Krishnaveni IQAC Co-ordinator G.K.
- Smt. Shamim Asst. IQAC Co-ordinator S.
- Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers P.R.
- Smt. M. L. Prasanna In-Charge, Criteria-II & Head, Dept. of Mathematics M.L.P.
- Dr. K. Kiran Kumar In-Charge, Criteria-III & Asso. Prof., Dept. of Chemistry K.K.
- Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers V.S.
- Captain KPTV Bhaskar In-Charge, Criteria-V & Lecturer in Chemistry K.B.
- Sri B. Prabhakar In-Charge, Criteria-VI & Head, Dept. of MBA B.P.
- Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry O.S.

MINUTES OF 4th MEETING

05.12.2022.

Minutes of 4th Meeting of Internal Quality Assurance Cell held on 05.12.2022, at 10.00 am with Principal in chair, Vice-Principals, IOAC Coordinator, and other members of IOAC Committee to discuss the following:-

AGENDA:-

1. Action taken report of the 3rd Meeting of IOAC held on 18.10.2022.
2. FDP to newly recruited faculty by IOAC.
3. Submission of ARIIA-2021-22 Data.
4. Preparation of AQAR – 2021-22 Data.

RESOLUTIONS:-

1. (a) NIRF – Registered for College & Overall Disciplines on 27th October, 2022 and data collection and preparation was started.
(b) IOAC conducted Faculty Development Programme on 'Outcome Based Education: Learning Outcomes as a Tool to Assess Progression' on 3rd December, 2022 by Dr. Xavier Mahimairaj.
2. Resolved to conduct FDP to newly recruited faculty in the month of December, 2022.
3. Resolved to submit the ARIIA Data in the last week of December, 2022.
4. IOAC instructed Criterion In-charges to prepare the documentation required to submit the data for AQAR 2021-22.

MEMBERS PRESENT:

- Dr. V. Narayana Rao Principal *Rao*
- Sri P.L. Ramesh Vice-Principal *P.L.R.*
- Dr. M. Venkateswara Rao Vice-Principal *MVA*
- Dr. G. Krishnaveni IQAC Co-ordinator *G. Venk.*
- Smt. Shamim Asst. IQAC Co-ordinator *BS*
- Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers *Srinichit*
- Smt. M. L. Prasanna In-Charge, Criteria-II & Head, Dept. of Mathematics *MLP*
- Dr. K. Kiran Kumar In-Charge, Criteria-III & Asso. Prof., Dept. of Chemistry *Kiran*
- Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers *V.S.*
- Captain KPTV Bhaskar In-Charge, Criteria-V & Lecturer in Chemistry *KPTV*
- Sri B. Prabhakar In-Charge, Criteria-VI & Head, Dept. of MBA *B. Prabhakar*
- Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry *O.S.*

MINUTES OF 5th MEETING

20.01.2023.

Minutes of 5th Meeting of Internal Quality Assurance Cell held on 20th January, 2023, at 02.00 P.M. 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 4th Meeting of IQAC held on 5th December, 2022.
2. Agenda preparation for Academic Council Meeting.
3. Any other matter with the permission of chair.

RESOLUTIONS:-

1. (a) IQAC organized FDP to newly recruited faculty by Dr. S. Sasikala, Former Principal, KBN College on 'Teaching Pedagogies' on 29.12.2022.
(b) ARIIA Data was submitted on 29th December, 2022.
(c) All Criterion In-charges collected the data for the preparation of AQAR 2021-22 from all the Departments.
2. IQAC suggested to introduce New Programmes B.A., B.Sc. (AI&ML), B.Sc. (Microbiology, Bio-Technology & Chemistry), M.Sc. (Data Science) & M.Sc. (Clinic Research) from the academic year 2023-24 and the same was included as agenda item in the academic council meeting.
3. Resolved to prepare College Data to submit in the NIRF Portal.

MEMBERS PRESENT:

- Dr. V. Narayana Rao Principal *V Rao*
- Sri P.L. Ramesh Vice-Principal *P.L.R.*
- Dr. M. Venkateswara Rao Vice-Principal *M.V.R.*
- Dr. G. Krishnaveni IOAC Co-ordinator *G. Venkateswara*
- Smt. Shamim Asst. IOAC Co-ordinator *S. Shamim*
- Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers *P. Ravindra*
- Smt. M. L. Prasanna In-Charge, Criteria-II & Head, Dept. of Mathematics *M. L. Prasanna*
- Dr. K. Kiran Kumar In-Charge, Criteria-III & Asso. Prof., Dept. of Chemistry *K. Kiran Kumar*
- Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers *V. Suresh*
- Captain KPTV Bhaskar In-Charge, Criteria-V & Lecturer in Chemistry *K. P. T. V. Bhaskar*
- Sri B. Prabhakar In-Charge, Criteria-VI & Head, Dept. of MBA *B. Prabhakar*
- Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry *O. Sailaja*

MINUTES OF 6th MEETING

24.03.2023.

Minutes of 6th Meeting of Internal Quality Assurance Cell held on 24th March, 2023, at 04.00 P.M. with Principal in chair, Vice-Principals, IOAC Coordinator, and other members of IOAC Committee to discuss the following:-

AGENDA:-

1. Action taken report of the 5th Meeting of IOAC held on 20th January, 2023.
2. Submission of AQAR-2021-22.
3. Any other matter with the permission of chair.

RESOLUTIONS:-

1. (a) The introduction of New Programmes was approved by the Academic Council Members in the Meeting held on 22nd February, 2023.
(b) NIRF data was submitted in the following dates:
 - College Discipline – 02nd January, 2023
 - Overall Discipline – 05th January, 2023
2. The Annual Quality Assurance Report (AQAR) – 2021-22 was submitted in the NAAC Portal on 24th March, 2023.
3. Resolved to prepare the data required for SSR of IV Cycle.

MEMBERS PRESENT:

- Dr. V. Narayana Rao Principal Rao
- Sri P.L. Ramesh Vice-Principal P.L.R.
- Dr. M. Venkateswara Rao Vice-Principal M.V.R.
- Dr. G. Krishnaveni IQAC Co-ordinator G. Krishnaveni
- Smt. Shamim Asst. IQAC Co-ordinator Smt. Shamim
- Sri P. Ravindra In-Charge, Criteria-I & Head, Dept. of Computers Sri P. Ravindra
- Smt. M. L. Prasanna In-Charge, Criteria-II & Head, Dept. of Mathematics M. L. Prasanna
- Dr. K. Kiran Kumar In-Charge, Criteria-III & Asso. Prof., Dept. of Chemistry K. Kiran Kumar
- Sri V. Suresh In-Charge, Criteria-IV & Lecturer, Dept. of Computers Sri V. Suresh
- Captain KPTV Bhaskar In-Charge, Criteria-V & Lecturer in Chemistry Captain KPTV Bhaskar
- Sri B. Prabhakar In-Charge, Criteria-VI & Head, Dept. of MBA Sri B. Prabhakar
- Smt. O. Sailaja In-Charge, Criteria-VII & Lecturer in PG Chemistry Smt. O. Sailaja

MINUTES OF 7th MEETING

03.05.2023.

Minutes of 7th Meeting of Internal Quality Assurance Cell held on 3rd May, 2023, at 12.30 P.M. 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 24th March, 2023.
2. Publication of Research Articles in UGC CARE Listed Journals.
3. Conversion of Three Major Programmes to Single Major Programmes from the academic year 2023-24
4. Any other matter with the permission of chair.

RESOLUTIONS:-

1. a. Approved New Programmes (i) M.Sc. (Data Science) (ii) B.A. (Political Science) (iii) B.Sc. (Microbiology) & (iv) B.Sc. (Biotechnology), were inspected by Fact Finding Committee, Krishna University, and sanctioned the same by committee.
b. NIRF data was submitted in the following dates:
 - College Discipline – 02nd January, 2023
 - Overall Discipline – 05th January, 2023
c. The submitted Annual Quality Assurance Report (AQAR) – 2021-22 was approved without any clarifications by NAAC.
d. All Heads / In-Charges, Convenors, are instructed to set the Department Records and files as per the SSR Format for the NAAC IV Cycle.
2. It is resolved to motivate the faculty to publish more research articles in UGC-care listed journals.
3. It is resolved to take the necessary steps for the conversion of three major programmes to single major programmes.

MEMBERS PRESENT:

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| • Dr. V. Narayana Rao | Principal | <i>Rao</i> |
| • Sri P.L. Ramesh | Vice-Principal | <i>P.L.</i> |
| • Dr. M. Venkateswara Rao | Vice-Principal | <i>M.V.R.</i> |
| • Dr. G. Krishnaveni | IQAC Co-ordinator & Head, Dept. of Chemistry | <i>G.K.</i> |
| • Smt. Shamim | Asst. IQAC Co-ordinator | <i>S.</i> |
| • Sri P. Ravindra | Head, Dept. of Computers | <i>P.R.</i> |
| • Sri S. Sivaiah Nayak | Head, Dept. of Telugu | <i>S.S.N.</i> |
| • Smt. J. Janaki | Head, Dept. of Hindi | <i>J.J.</i> |
| • Dr. H. Narendra Kumar | Head, Dept. of English | <i>H.N.K.</i> |
| • Smt. M. L. Prasanna | Head, Dept. of Mathematics | <i>M.L.P.</i> |
| • Smt. Ch. Radhika | Head, Dept. of Statistics | <i>Ch.R.</i> |
| • Sri Ch. Nagabhushanam | Head, Dept. of Physics & Electronics | <i>Ch.N.</i> |
| • Dr. GVS RNA Sastry | Head, Dept. of Commerce & Management | <i>G.V.S.</i> |
| • Sri Sk. Ismaiel Ali Basha | Head, Dept. of Botany | <i>S.S.A.B.</i> |
| • Smt. G. K. Jayasri | Head, Dept. of Zoology | <i>G.K.J.</i> |
| • Sri B. Prabhakar | Head, Dept. of MBA | <i>B.P.</i> |
| • Sri VTR Pavan Kumar | Head, Dept. of MCA | <i>V.T.R.</i> |