


# IQAC- GDC- NAGARI


## Resolutions of the Meeting -1 (2017-18)

24-06-2017

The members of the IQAC met on 24-06-2017 at 3 P.M. in the Principal's Chamber and discussed various matters and resolved the following.

- i. To prepare the Annual Curricular Plans, Teaching notes for the year 2017-18 and to write Teaching diaries as per the CCE formats.
- ii. To encourage faculty members to attend Orientation/Refresh programmes and other training programmes.
- iii. To motivate the faculty members to send proposal for Minor/ Major Research projects to the funding agencies (UGC ICSSR) to update their Research Knowledge and to publish more number of papers.
- iv. To Analyse the University results and identify the slow learners for Committing Remedial classes.
- v. To arrange invited lecturers from experts by all the departments.
- vi. To Conduct Assignments, Quiz programmes other Co-curricular activities as per the plans.
- vii. To conduct awareness programmes on Anti-Ragging, Yoga Day etc.
- viii. To Organise two Certificate courses:
  - i) Web Designing by the Dept. of Commerce and
  - ii) Networking by the dept. of Computer science.
- ix. To motivate the students to participate in NSS/NCC extension activities like plantation etc in the Campus
- x. To conduct one Campus drive by the JKC in the month of 2<sup>nd</sup> week of August-2017.
- xi. The plan of action prepared for 2017-18 discussed for effective implementation and it is approved.
- xii. The AQAR 2016-17 is to be submitted to the NAAC in 1<sup>st</sup> week of July 2017.

  
Dr. M. Bhaskar Reddy  
Coordinator  
Internal Quality Assurance Cell  
IQAC Co-ordinator  
Government Degree College  
Nagari, Chittoor (Dt.), A.P.

  
Dr. R. Rajendra Naidu  
Principal,  
Govt. Degree College  
Nagari-517590, Chittoor Dist.

# IQAC- GDC- NAGARI

## Resolutions of the Meeting -2 (2017-18)

01-09-2017

The IQAC member met in the Principal chamber on 01-09-2017 at 11 A.M. reviewed last meeting resolutions dated 24-10-2017 and discussed the various matters and the following resolutions are made

1. To inaugurate Skill Development Centre in our Campus as per the instructions of APSSDC
2. To conduct awareness programme on "Road safety" in association with Police department and our NCC wing
3. To conduct Open Defecation Free(ODF) survey by tour NSS wing as per the instruction of the CCE. The village "Melapattu" Nagari (M) is selected for the survey
4. To celebrate " World Students Day" on the occasion of Birth Anniversary of Bharath Rathna Dr. A.P.J Abdul Kalam in also association with dept of Physics on 15-10-2017.
5. To celebrate National Unity Day on the occasion of Birth anniversary of "Sardar Vallabhai patel" association with our NSS/NCC wings of the institution on 31-12-2017.
6. To conduct first internal assessment test (I Mid) in the 2<sup>nd</sup> week of September 2017 and 2<sup>nd</sup> assessment test (MID –II) in the first week of November-2017 as per SVU schedule.
7. To advise the Incharges of the department to arrange the field trips/Study tour for the benefits of the students and to inculcate the scientific awareness among students.
8. To motivate the bright student to take up students study project (SSP) by the respective Departments
9. To monitor the Activities take up by the RUSA like Virtual Class-Room, Bio-metric attendance system, Digital Class-rooms, Constructions of Buildings by utilising RUSA finding, PMU of our College is requested to look after them including to install Solar energy Panels.
10. To Organise AID's awareness rally (Worlds Aids Day) in Co-operation with RRC, NSS, NCC wings on 01-12-2017.
11. To construct one room for Physics laboratory and to establish biometric devices, Virtual Classroom facility, solar energy panels under RUSA funding.

Dr.M.Bhaskar Reddy

**IQAC Co-ordinator**

Coordinator  
Internal Quality Assurance Cell  
Government Degree College  
Nagari, Chittoor (Dt.), A.P.

Dr. R.Rajendra Naidu

**Principal,**  
**Govt Degree College**  
Nagari-517590, Chittoor Dist.



# IQAC- GDC- NAGARI

## Resolutions of the Meeting 3 (2017-18)

05-12-2017

The members of the IQAC met in the IQAC room with the Principal in the Chair on 05-12-2017 at 3 P.M. and the resolved the following and also reviewed the last meeting resolutions dated 01-09-2017.

- i. To inform all the faculty/ Incharge of the departments/ Co-ordinators of the different cells to update all the records and get ready for the CCE Academic Audit likely to be in the 4<sup>th</sup> week of December 2017 as per the instructions of the CCE.
- ii. To Organise “Blood donation camp” in our campus in association with “LIONS CLUB”, Nagari Unit on 22<sup>nd</sup> December 2017. Our NSS and NCC Units will Co-ordinate the event and “Eye Camp” by RRC in the 2<sup>nd</sup> week of Feb 2018.
- iii. To Organise “National Consumers Day” on 24-12-2017/ 23-12-2017 (Saturday) if possible otherwise it will be celebrated on another Convenient day in the Second day first week of January 2018, since University Examination will be Commenced from 06-12-2017.
- iv. To collect feedback from i.e. “Student Feedback on Teacher” supplied by the CCE (CCE format) from the students of all the classes and to be analysed by the IQAC committee in the fourth week of Jan., 2018.
- v. To discuss the Elective and Cluster system in VI semester (CBCS-newly introduced) in the Staff council meeting and to obtain students option regarding elective cluster system in the VI sem for final year students commencing from 29-12-2017(first week of January 2018)
- vi. To review all the RUSA activities, Bio-metric device, virtual class-room facility, solar energy panels etc.

Dr.M.Bhaskar Reddy

**IQAC Co-ordinator**  
Coordinator  
Internal Quality Assurance Cell  
Government Degree College  
Nagari, Chittoor (Dt.), A.P.

Dr. R.Rajendra Naidu

**Principal,**  
Govt. Degree College  
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# IQAC- GDC- NAGARI

## Resolutions of the Meeting-4 (2017-18)

02-03-2018

The Members of the IQAC met in the Principal's chamber with Principal in the Chamber on 02-03-2018 at 12 Noon and discussed and resolved the following and also reviewed the last meeting resolutions.

- i. To inform all the Faculty to complete the even Semester syllabus by fifth of April-2018.
- ii. To Conduct University Practicals for Physics, Chemistry, Botany, Zoology Commencing from the 25-04-2018 onwards. But Computer science practicals will be conducted after completion of theory Exams
- iii. As per the instructions of the CCE all the lecturers are requested to fill the self-evaluation API formats (CCE formats as per new regulation) and submit to the IQAC along with the all the documentary evidences.
- iv. To prepare the AQAR for the year 2017-18 and to submit the same before 31<sup>st</sup> July 2018 and also prepare IQAC album for all activities.
- v. To prepare the plan of action for the year 2018-19
- vi. To organise NSS special camp in the 1<sup>st</sup> week of April and DRC program on 07-04-2018 and College anniversary on 2<sup>nd</sup> week of April.
- vii. To constitute admission Committee for the year 2018-19 for admission drive programme like Campaigning at nearby Govt. junior colleges, door-to-door campaign and also to give wide publicity about college through media to attract more students for first year admission.
- viii. To organise Workshop on "e-office" in the 2<sup>nd</sup> week of March 2018 for the both teaching and non-teaching faculty.

Dr.M.Bhaskar Reddy

**IQAC Co-ordinator**  
Coordinator

Internal Quality Assurance Cell  
Government Degree College  
Nagari, Chittoor (Dt.), A.P.

Dr. R.Rajendra Naidu

**Principal,**  
**Govt. Degree College**  
Nagari-517590.Chittoor Dist.



# IQAC- GDC- NAGARI

## Resolutions of the Meeting - 1 (2018-19)

23-06-2018

The members of the IQAC, GDC, Nagari met in the IQAC room with Principals in the chair on 23-06-2018 at 3 P.M. and discussed the various Academic, Administrative, and Financial matters and resolved the following.

- i. To prepare the Curriculum plans, Teaching notes and Teaching dairies for the academic year 2018-19 by all the Faculty members as per CCE format
- ii. To request the Faculty members to participate in Orientation and Refresh Courses and other Faculty development programs.
- iii. To encourage the Faculty members to submit proposals for Minor/Major research project to the funding agencies (UGC/ICSSR) and to update / refresh their knowledge and to publish most number of papers.
- iv. To analyse the University result and identify the slow learners to conduct remedial classes
- v. To organise awareness programmes on Anti-Ragging, Yoga Day etc as per the Institutional plan 2018-19
- vi. To organise one Certificate course in Web Designing/ Web Programming by the dept. of Commerce.
- vii. To motivate the Faculty and students to register for MOOCs as per the instructions of the UGC.
- viii. To conduct Student Induction Programme/Bridge course for the newly admitted 1<sup>st</sup> year students.
- ix. To motivate the students to attend career and counselling programmes organised by the Career Guidance Cell and to participate in the campus placement drives organised by the JKC.
- x. The plan of action for the year 2018-19 is approved and also institutional plan prepared is discussed and approved.
- xi. To Call for Tenders for Renovation of portico, Toilets, Classrooms, Science labs etc under RUSA.
- xii. The AQAR2017-18 is to be submitted to the NAAC on or before September 1<sup>st</sup> week of 2018.
- xiii. The AQAR 2018-19 is to be prepared in the new format as per the revised guidelines of NAAC w.e.f.1<sup>st</sup> July 2018)
- xiv. To construct additional class rooms and to establish Digital Class rooms, LMS facility under RUSA.

Dr.M.Bhaskar Reddy

**IQAC Co-ordinator**  
**Coordinator**

**Internal Quality Assurance Cell**  
**Government Degree College :**  
**Nagari, Chittoor (Dt.), A.P.**

Dr. R.Rajendra Naidu

**Principal,**  
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**Nagari-517590.Chittoor Dist.**

# IQAC- GDC- NAGARI

## Resolutions of the Meeting - 2 (2018-19)

17-09-2018

The IQAC members met in the IQAC room with the principal is in the chair on 17-09-2018 at 3 P.M. and discussed the various matters and resolved the following and also reviewed previous meeting resolutions.

- i. To organise DRC meet on 18-09-2018 on District level G.K Quiz conduct by our college.
- ii. To conduct various programmes related to 150<sup>th</sup> Birth Anniversary Celebrations of Gandhiji from 02-10-2018.
- iii. To celebrate "World Students Day " on the occasion of birth anniversary of APJ Abdul Kalam by the dept. of Physics on 15-10-2018.
- iv. To conduct internal practicals from 2<sup>nd</sup> week of October 2018 and University theory examinations (odd Semester) from the 4<sup>th</sup> week of Oct 2018 as per University schedule.
- v. To celebrate "National Unity Day" on the occasion of birth anniversary of Sardar Vallabh bhai Patel on 31-10-2018.
- vi. To request all the faculty members to register in "SWAYAM" (MHRD project) and to enrol certificate courses etc. For this a workshop on MOOC's will be organised in the last week of November 2018 by the IQAC.
- vii. To update all the records by respective departments in view of ensuing CCE Academic Audit in the last week of Nov-2018.
- viii. To organise AIDS awareness rally on the occasion of World AIDS day on 01-12-2018.
- ix. To register in "VIDWAN" (MHRD) by all the Faculty members and update their profile including publications etc. by uploading all the details.
- x. To conduct parents meet and Alumni meet in the First week of December 2018.
- xi. To inaugurate a certificate course on "Spoken English and Communication Skills" to our students by the dept. of English in the first week of December-2018.

Dr.M.Bhaskar Reddy

17/9/18  
**IQAC Co-ordinator**  
**Coordinator**  
**Internal Quality Assurance Cell**  
**Government Degree College ;**  
**Nagari, Chittoor (Dt.), A.P.**

Dr. R.Rajendra Naidu

**Principal,**  
**Govt. Degree College**  
**Nagari-517590.Chittoor Dist.**



# IQAC- GDC- NAGARI

## Resolutions of the Meeting- 3 (2018-19)

05-12-2018

The members of IQAC met in the Principal's chamber on 05-12-2018 at 2 P.M. and discussed and resolved the following and also reviewed last meeting resolution.

- i. All the Faculty members are informed to update all their records and get ready for Academic audit likely to be field in Jan-Feb 2019.
- ii. To Organise "Blood donation Camp" in the campus in Association with LIONs Club, Nagari in 3<sup>rd</sup> week of Dec. 2018.
- iii. To celebrate "National Mathematics Day" on the occasion of birth anniversary of Srinivasa Ramanujan on 22<sup>nd</sup> Dec-2018 by the dept. of Mathematics and to observe "National Consumers Day" on 24-12-2018 by the dept. of Commerce.
- iv. To organise a Workshop on "Women act and women Health Hygiene" under Kishori Vikas in the last week of Dec-2018.
- v. To collect feedback forms by the Students on teachers from all the classes and to be analysed.
- vi. To organise awareness programme on National Voters Day on 25-01-2019 by the dept. of Political Science.
- vii. To Organise Field trips by respective departments in the month of Feb-2019.
- viii. To Organise another Certificate course on "Python programming" by the dept. of Computer Science in collaboration with APSSDC in the month of Feb-2019.
- ix. To celebrate National Science Day on the Occasion of Discovery of Raman effect by the dept. of Physics on 28-02-2019.

Dr.M.Bhaskar Reddy

5/12/18  
IQAC Co-ordinator  
Coordinator  
Internal Quality Assurance Cell  
Government Degree College  
Nagari, Chittoor (Dt.), A.P.

Dr. R.Rajendra Naidu

Principal,  
Govt. Degree College  
Nagari-517590.Chittoor Dist.

## IQAC- GDC- NAGARI

### Resolutions of the Meeting- 4 (2018-19)

11-03-2019

The IQAC members met in the IQAC room with the principal is in the chair on 11-03-2019 at 3 P.M. and discussed and resolved the following and also reviewed last meeting resolution.

- i. To conduct science practical as per University Schedule and the Theory Exams from 25-03-2019 as per SVU Schedule.
- ii. Faculty are requested to fill the self evolution API format (ASAR 2019) i.e. Annual Self Appraisal Report for the year 2018-19 as per CCE instructions.
- iii. To organise College Anniversary Celebrations on 15-03-2019 in a grand scale and also sports day.
- iv. To constitute admission committee for the year 2019-20 for admission drive like Campaigning to Govt Jr. Colleges in the Nagari town and door-to-door campaign in summer vacation.
- v. To update all the records by the respective departments and cells for the year 2019-20.
- vi. To prepare plan of action for next academic year 2019-20 and also action taken for the year 2018-19.
- vii. RUSA activities purchase of Bio-metric devices, Virtual class rooms facilities and installation of solar energy Panels under RUSA are reviewed and settled and also Digital class rooms LMS renovation work under RUSA also reviewed. So that ICT infrastructure facility is strengthened.
- viii. To prepare AQAR for the academic year 2018-19 in the New format as per revised guidelines i.e. Revised Accreditation Framework (RAF) and it should be submitted to NAAC through Online before 31<sup>st</sup> of Dec-2019.

Dr.M.Bhaskar Reddy

**IQAC Co-ordinator**  
Coordinator  
Internal Quality Assurance Cell  
Government Degree College  
Nagari, Chittoor (Dt.), A.P.

**Principal,**  
Principal  
Govt. Degree College  
Nagari-517590.Chittoor Dist.



### Action Taken Report (ATR) on the Plan of action of the year 2019-2020

Plan of action	Action Taken
To go for NAAC cycle-III as the NAAC accreditation cycle-II validity is up to 23 Sep 2019.	NAAC Reports are been preparing and due to covid submission is delayed.
To install CC TV camera Surveillance system in the campus for more discipline and security purpose.	CCTV Surveillance system has been installed and is functioning
To take up the renovation work of Class Rooms, Science labs, Portico, Electrical wiring.	Renovation work of Class rooms is completed and proposals are sent to concerned departments to take up the work.
To construct new Arch in the Campus under RUSA.	Not completed utilizing RUSA funds, but proposals are submitted, work may be taken up in the AP Govt. Naadu-Nedu Programme.
To encourage the students and the faculty to utilise Learning Management System (LMS) facility developed by the CCE under RUSA.	CCELMS strengthening is under progress and students are utilizing available lessons.
To encourage faculty members to publish more research papers in National/International journals.	Faculty members published 14 papers in national and international journals.
To prepare AQAR for the Year 2018-2019 and to be submitted on time through online.	Submitted successfully on 24.12.2019.

### Plan of action of the institution for the year (2020-21)

- Review on preparation of SSR for 3rd Cycle
- Preparation & submission of AQAR for 2019-2020
- Covid-19 challenges
- Admission Drive
- Capacity building workshops/seminars/trainings to teaching and non-teaching staff on ICT/Digital initiatives
- To encourage Staff participation in FDP, and to increase research activities viz., paper/book publishing, MRP etc.,
- To encourage the faculty members to prepare e-content in their respective subjects.
- To Conduct Student Induction Programme for the newly admitted first year students
- To organize Students' Capacity enhancement and skill development programmes
- National/ prominent days to be observed
- To take up certain civil works, campus white washing, etc.,
- To enhance and strengthen the campus WIFI connectivity
- To collect and analyze the feedback from stakeholders

*E. Muthukrishnan*  
 Co-Ordinator  
 Internal Quality Assurance Cell  
 Government Degree College  
 Nagari, Chittoor (Dt.), A.P.

*[Signature]*  
 Principal  
 Govt. Degree College  
 Nagari-517590, Chittoor Dist  
 02.7.20



Agenda

- Review on Action Taken Report for the year 2019-2020
- To approve Plan of action for the year 2020-2021
- Review on Covid-19 measures to be taken
- Preparation of SSR for 3<sup>rd</sup> Cycle Reaccreditation, Preparation and finalization of ASAR and AQAR for 2019-2020
- Admission drive
- Preparation and submission of curricular plans, teaching diaries, conduction of curricular, co and extra curricular activities
- To conduct capacity building programme to staff on ICT/Digital initiative
- To conduct Student Induction Programme for the first year students
- To observe the prominent days.

The Internal Quality Assurance Cell(IQAC) members met in the IQAC Chamber with the Principal in the chair on 02.07.2020 at 2.00PM and reviewed last meeting resolutions, discussed, and resolved the following:

**Minutes of Meeting:**

**Point- 1: Review on Action Taken Report for the year 2019-2020**

The ATR confirms all the activities planned for the year 2019-2020 are done.

**Point- 2: To approve Plan of action for 2020-2021**

The Plan of Action for 2020-2021 is unanimously approved.

**Point- 3: Covid-19 measures to be taken**

The principal assured that college administration will take necessary steps/precautions/instructionsof GOI and also instructed all the faculty members to keep in touch with their students and enlighten them about the precautions to be taken and also motivate them to prepare well for their examinations.

**Point- 4: Preparation of SSR for 3<sup>rd</sup> Cycle Reaccreditation, preparation and finalization of ASAR and AQAR.**

The IQACco-ordinator shall conduct periodical reviews to monitor the progress of SSR preparation and also has to prepare and submit AQAR and ASARin time.

**Point- 5: Admission Drive**

The principal emphasized to improve the admissions. In connection with that, a committee has to be constituted and the committee has to plan and take steps to improve the admissions.

**Point-6: Preparation and submission of curricular plans, teaching diaries, conduction of curricular and extracurricular activities**

The principal has given directions to the academic co-ordinator to inform all the department incharges to prepare curricular plans and to submit as soon as the academic schedule releases and also plan to conduct curricular, co and extra curricular activities.

In wake of the covid-19 situation, there is no offline teaching taking place, so all the faculty members to keep in touch with their students and help them to clarify doubts of the students.

**Point- 7: To conduct a capacity building programme to staff on ICT/Digital initiative**

The IQACco-ordinatorshall conduct aboveprogrammes.

**Point- 8: To conduct Student Induction Programme**

The IQACco-ordinatorand course co-ordinators has plan and conductthe student induction programme.



**Point- 9: To observe the prominent days.**

As per the list already circulated the concerned department incharges/co-ordinators are instructed to conduct programmes on the prominent days and reports must be submitted to the IQACco-ordinator.

Next IQACmeeting will be held in the month of November 2020.

Meeting ends with vote of thanks by IQAC Co-Ordinator.

*E. Kuralichandrababu*  
Co-Ordinator  
IQAC CO-Ordinator  
Internal Quality Assurance Cell  
Government Degree College  
Nagari, Chittoor (Dt.), A.P.

*mm*  
PRINCIPAL 02.7.20  
Principal  
Govt. Degree College  
Nagari-517590, Chittoor Dist.

## IQAC Meeting-2

02.11.2020

### Action Taken report of Minutes of Meeting-1

Agenda Point	Action Taken
ATR for 2019-2020 and Plan of Action for 2020-2021	approved
Covid-19 measures	Regular sanitization of the campus and following covid-19 steps prescribed by the govt.
Preparation for SSR, 3 <sup>rd</sup> Cycle re-accreditation, preparation of ASAR and AQAR for the year 2019-2020,	IQAC Co-Ordinator briefed the staff members on the current status of NAACSSR preparation and modifications in the data templates. ASAR submission was done successfully.
Admission Drive	Admission committee was constituted. Due to covid-19 lockdown, the activities planned were not able to done. Candidates are contacted over phone and follow up was done.
Preparation and submission of curricular plans, teaching diaries Conduction curricular, Co- and extra curricular activities	Due to Covid-19 lockdown and also academic schedule was not released, This activity was not done.
To conduct capacity building programme to staff on ICT/Digital initiative	Not able to conduct programmes, due to imposition of covid-19 lockdown.
To conduct student Induction programme	As the admission process was not started, the programme will be conducted as soon as admission process completes.
To observe the prominent days	Independence Day, TeluguBashaDinotsavam, Teachers' Day, GandhiJayanthi, National Unity Daywere observed.

### Agenda:

- Admission drive
- Review on NAAC, AQAR preparation and AISHE data submission
- Submission of curricular plans, updation of teaching diaries and notes.
- To improve Teaching-Learning process in view of Covid-19 pandemic.
- To conduct capacity building programme to staff.
- To conduct programmes for student capacity enhancement and skill development
- Preparation and submission of ISO documentation
- To observe prominent days



The Internal Quality Assurance Cell (IQAC) members met in the IQAC Chamber with the Principal in the chair on 02.11.2020 at 2.00PM and reviewed last meeting resolutions, discussed, and resolved the following:

**Minutes of Meeting:**

**Point- 1: Admission Drive**

The online admission was not started, the admission committee co-ordinator is directed to prepare an action plan and also to take necessary steps to improve admission.

**Point- 2: Review on NAAC, AQAR preparation and AISHE data submission**

The IQAC Co-ordinator has to review preparation of SSR, prepare AQAR and submit in time.

**Point- 3: Submission of curricular plans, updation of teaching diaries and notes**

As the academic schedule released, the academic co-ordinator and IQAC co-ordinator are instructed to monitor the curricular plans and also updation of teaching diaries and notes.

**Point- 4: To improve Teaching-Learning process in view of Covid-19 pandemic.**

The principal emphasized that, as there is uncertain situation prevailing which may lead to closure of the institutions for a longer period of time/or to adapt some alternate modes carrying out teaching-learning process. In this connection, all the faculty members are informed to get acquainted with the online tools available for teaching and learning.

**Point- 5: To conduct capacity building programme to the staff.**

The IQAC co-ordinator has to plan and conduct programmes.

**Point- 6: To conduct programmes for student capacity enhancement and skill development**

The Coordinator, CGC in collaboration with department incharges has to plan and conduct programmes for student capacity enhancement and skill development.

**Point- 7: Preparation and submission of ISO documentation**

As per the instructions from the CCE, ISO certification is mandatory for the colleges. All the faculty members are instructed to provide necessary support to the ISO Committee for the preparation and submission of ISO document.

**Point- 8: To observe the prominent days**

As per the list already circulated the concerned department in charges/co-ordinators are instructed to conduct programmes on the prominent days and reports must be submitted to the IQAC co-ordinator



**IQAC Co-Ordinator**  
**Internal Quality Assurance Cell**  
**Government Degree College**  
**Nagari, Chittoor (Dt.), A.P.**

 02.11.20

**PRINCIPAL**  
**Principal**  
**Govt. Degree College**  
**Nagari-517590, Chittoor Dist**

### IQAC Meeting-3

01.03.2021

#### Action Taken report of Minutes of Meeting-2

Agenda Point	Action Taken
Admission drive Action plan	Online Admission process has begun in January and the process was ended in the February and there is improvement in admissions when compared to previous year.
Review on NAAC, AQAR preparation and AISHE data submission	SSR preparation under progress. AQAR data is being prepared. AISHE data submitted successfully on 21.01.2021
Submission of curricular plans and updation of teaching diaries and notes	Submission of curricular plans was done in time and all the faculty members are updating their records.
To improve Teaching-Learning process in view of Covid-19 pandemic.	The faculty members are using CCELMS, and other web resources.
To conduct capacity building programme to staff	IQAC Conducted a workshop for staff on Google Apps and their uses in the month of November, 2020.
To conduct a capacity enhancement and skill development Programmes.	Skill enhancement programmes Basic Computer Troubleshooting, etc., were conducted
To observe prominent days	Various programmes conducted on the prominent days between November 2020 and February 2021

#### Agenda

- Conduction of student induction programme
- Review on NAAC, AQAR preparation.
- Measures for conducting teaching-learning process during the covid-19 pandemic.
- To conduct capacity building programme to staff on ICT/Digital initiative
- To conduct student's capacity enhancement and skill development Programmes

The Internal Quality Assurance Cell (IQAC) members met in the IQAC Chamber with the Principal in the chair on 01.03.2021 at 2.00PM and reviewed last meeting resolutions, discussed, and resolved the following:

#### Minutes of Meeting:

##### Point- 1: Conduction of Student Induction Programme

The IQAC Co-Ordinator and course co-ordinators has to conduct the student induction programme at the earliest.

##### Point- 2: Review on NAAC, AQAR preparation

The IQAC Co-Ordinator has to take necessary steps to speed up SSR preparation and to submit AQAR for 2019-2020 in time.

##### Point- 3: Measures for conducting teaching-learning process during covid-19 pandemic

In view of the covid-19 pandemic and lockdowns, the faculty members are instructed to get familiarize with the online tools/platforms for the conduction of teaching-learning process.

##### Point- 4: To conduct capacity building programme to staff

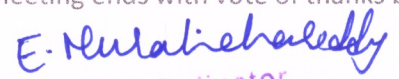
The IQAC co-ordinator has to conduct few capacity building programme to staff.

##### Point- 5: To conduct a student's capacity enhancement and skill development Programmes

The Coordinator, CGC in collaboration with department incharges has to plan and conduct more programmes for student capacity enhancement and skill development.

Next meeting will be held in the month of June -2021

Meeting ends with vote of thanks by IQAC Co-Ordinator.

  
 IQAC Co-Ordinator  
 Internal Quality Assurance Cell  
 Government Degree College

  
 PRINCIPAL  
 Principal  
 Govt. Degree College



## IQAC Meeting-4

26.06.2021

### Action Taken report of Minutes of Meeting-3

Agenda Point	Action Taken
Conduction of student induction programme	Student induction programme conducted in the march 2021
Review on NAAC, AQAR preparation and AISHE data submission	AQAR submitted on 28.03.2021. SSR preparation under process
Measures for conducting teaching-learning process during covid-19 pandemic	Awareness created among the faculty members about various online tools available for conducting class work online.
To conduct capacity building programme to staff on ICT/Digital initiative	IQAC in collaboration computer departments conducting capacity building programmes.
To conduct students capacity enhancement and skill development Programmes.	Awareness and Orientation programmes conducted on various competitive examinations Certificate courses were conducted

### Agenda:

- Review on NAAC
- Enhancing campus wifi and to take up civil works
- Collection and analysis of feedback from various stakeholders
- To prepare action plan for the academic year 2021-2022

The Internal Quality Assurance Cell (IQAC) members met in the IQAC Chamber with the Principal in the chair on 26.06.2021 at 2.00PM and reviewed last meeting resolutions, discussed, and resolved the following:

### Minutes of Meeting:

#### Point- 1: Review on NAAC

The IQAC Co-Ordinator has to take steps to submit SSR at the earliest.

#### Point- 2: Enhancing campus Wi-Fi and to take up civil works


To complete the campus wi-fi and some civil works by the end of September,2021.

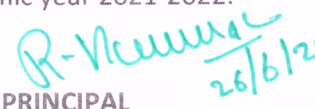
#### Point- 3: Collection and analysis of feedback from various stakeholders

The IQAC co-ordinator has to plan to collect and analyze the feedback.

#### Point- 4: To prepare action plan for the academic year 2021-2022.

The IQAC Co-Ordinator has to prepare action plan for the academic year 2021-2022.

  
IQAC CO-Ordinator  
Co-Ordinator  
Internal Quality Assurance Cell  
Government Degree College  
Nagari, Chittoor (Dt.), A.P.

  
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Nagari-517590, Chittoor Dist.