

CONSOLIDATED MINUTES OF THE MEETINGS FOR THE ACADEMIC YEAR 2020-2021

As physical interactive meetings are minimized Due to COVID pandemic situation IQAC works went totally through online mode (i.e. interaction with CAC, HOD's, DQAC, other monitoring committees through teams app, Whats app chat, conference calls etc,) hence minutes are framed based on those parameters.

MEETING -1:

PROCEEDINGS CUM ACTION COMPLETED

- 1) Allocation of budget for existed programs, inputs are taken from HOD's and infrastructure augmentation/maintenance process system is discussed with AO by IQAC chairman and inputs conveyed to Accounts department.
- 2) As NAAC accreditation period is going to end by 4-11-2021, process of AQAR's and other works are to be taken care in online. Necessary information is given by IQAC coordinator through CAC.
- 3) Since class work need to be done under blended/online/offline mode as per the affiliating university norms, necessary care to be taken by HOD's and time table coordinator in work order to faculty, core subjects allocation etc.
- 4) Since specific academic calendar is not possible to implement, necessary changes will take place wherever required and once the pandemic situation is resolved stabilized calendar with inputs from university and stake holders, management will be framed and need to be implemented.
- 5) Training for staff required to conduct online classes through MS teams app and other technical platforms and for student login purpose, admin work will be taken care by Dr. K B V BrahmaRao and Mr.A V S N Raju from computer science stream.
- 6) TPO's have to plan for placement training programs through online (once the system stabilized then through offline) regarding placement opportunities for students
- 7) Webinar on NEP-2020 is planned and successfully conducted.
- 8) Other workshops and seminars and planned and conducted as per the schedule given earlier

MEETING -2:

PROCEEDINGS CUM ACTION COMPLETED

- 1) Different FDP activities for staff through VEDIC are initiated and coordinator Mr. V.Bhaskara Murthy has given tentative plan of various activities proposed under VEDIC.
- 2) Like earlier Course Era courses are to be provided for MCA students and for faculty EDX courses are to be implemented for knowledge upgradation.
- 3) Faculty are requested to attend online webinars, FDP's, conferences, workshops etc., to enhance their knowledge and skill for their career enhancement register in Research activities and higher education perusal.
- 4) Alumni meet is planned and conducted, and support from alumni to bridge the gap between industry and academia is proposed.

- 5) Industry Academic collaboration is planned and BOSCH CSR activities are initiated by IQAC coordinator.
- 6) staff are requested to go for Real time projects which enable us to go for consultancy in future and computer science staff has done some of them, the details are available in SSR
- 7) various collaborative activities are planned and implemented and 2 new MOU's are taken in MCA department and activities under existed MOU's are consolidated.
- 8) NSS activities and various club activities schedule is provided by the NSS units and HOD's separately.

PROCEEDINGS OF THE MEETING HELD ON 01-09-2021 IN ROOM NO 208
BY IQAC CHAIRMAN

IQAC Chairman convened the meeting along with Coordinator, CAC, DQAC members of the college on the said date at 10 am.

AGENDA:

- 1) Status of AQAR's submitted/Pending/need to be uploaded
- 2) IIQA submission, Proceedings/approvals/finance mobilization
- 3) College Academic council suggestions/recommendations
- 4) SSR preparation for cycle 2 and other activities
- 5) Any other agenda points as per the chair's discretion.

MINUTES:

- 1) IQAC Coordinator specified that till today 4 AQAR's are submitted to NAAC in which AQAR for the year 2016-17 in offline format and remaining 3 online format which is sufficient to proceed for IIQA form submission before the timeline 4th November 2021. Since the Academic year 2020-21 activities are going to be completed in November as per university time table, we have to submit concerned AQAR within due duration and submit SSR accordingly.
- 2) IQAC chairman has given necessary directions for IIQA form filling also SSR preparation to the IQAC team and CAC for further process.
- 3) Directions are given College AO and Accounts department for necessary budget allocations and discussion on various metrics/estimations are considered
- 4) Directions are provided to DQAC team for data preparation and monitoring and supporting teams' discussion is made.
- 5) Regular updates and information should be provided to higher ups for future activities.
- 6) Requirement to conduct Awareness programs/ workshops/seminars etc., regarding NAAC process is discussed. Awareness should be created to junior faculty.

ACTION TAKEN REPORT:

- 1) IQAC coordinator has given necessary direction to CAC and faculty to furnish the data required for the submission of AQAR 2020-21. Also specified the change in data template formats for the AQAR.
- 2) Resolution is made to submit IIQA before 22nd October 2021.(IIQA is approved on 21-10-2021)

- 3) IQAC will plan awareness/other programs of the process whenever required. Extended hours of working will be implemented wherever required for the submission of SSR within due duration

PROCEEDINGS OF THE MEETING HELD ON 23-10-2021 IN ROOM NO 208
BY IQAC CHAIRMAN

IQAC Chairman convened the meeting along with Coordinator, CAC, DQAC members of the college on the said date at 10 am.

AGENDA:

- 1) IIQA is approved hence to submit SSR, work allocation and data consolidation
- 2) Extended hours for work (as per requirement)
- 3) Submission of 2020-2021 AQAR
- 4) Coordinators/criterion wise work process
- 5) Accounts department inputs for SSR payment and further action
- 6) Student examinations, admission procedure for the academic 2020-2021.

MINUTES:

- 1) The payment for SSR submission and further fee payments requirement after SSR submission, regarding peer team visit etc., are discussed and inputs are conveyed to accounts department through college A.O.
- 2) Criterion wise coordinators/work specific coordinators are identified/allocated regarding the data submission in submitting SSR
- 3) As 31st December 2021 is deadline for submitting 2020-2021 AQAR, necessary process to be followed in tune with SSR data submission
- 4) DQAC coordinators have to take responsibility in collecting the necessary files (both hard and soft copies) at their department level for various activities and other departmental information
- 5) As per state government policy, UG admissions are totally made through online mode based on intermediate/equivalent examination marks. Hence necessary team work should be done by concerned HOD's for their respective programs and as per govt norms, counselling schedule, seat allocation, student grievances, technical support from college end will be taken care by Vice principal and his team.
- 6) Staff should work additional one hour till the submission of SSR wherever required in their department level work completion.
- 7) Mr. K.Eswara Prasad, in-charge for examination cell has given necessary information for university exams pattern and result analysis, internal examinations tentative date modules.
- 8) APSCHE, NIRF, AISHE data to be uploaded as per the time line procedures provided, AO, IQAC and Nodal officers are given necessary directions for the information.

ACTION TAKEN REPORT:

- 1) AQAR 2020-2021 time line extended up to 1st February 2022.

- 2) APSCHE survey is submitted, AISHE, NIRF due dates are 31-1-2022. Dr. KBV brahma rao will act as the nodal officer for the above.
- 3) Other works are completed as per the minutes specified.
- 4) Alumni orientation programs status is conveyed by HOD's and future plans are proposed by TPO's regarding students training and civils coaching

PROCEEDINGS OF THE MEETING HELD ON 05-11-2021 IN ROOM NO 208
BY IQAC CHAIRMAN

IQAC Coordinator convened the meeting along with Chairman, CAC, DQAC members of the college on the said date at 10 am.

MINUTES CUM ACTION

- 1) There is a change in the Head of the Institution, Dr. I.R.Krishnam Raju is appointed as Principal for B V Raju college as the former Principal Dr. Ch. V. Srinivas is retired and is given with professor emeritus status.
- 2) The NAAC SSR work, and other works (till the completion of the statutory works and other proceedings) will be monitored by Ch.V.Srinivas sir. The same is mentioned in SSR.
- 3) Present DQAC committee, IQAC functioning process remains same till the completion NAAC SSR work, afterwards, changes, policies will be implemented wherever required by the new IQAC chairman.
- 4) Inputs are taken from CAC for upliftment of process at various level.

PROCEEDINGS OF THE MEETING HELD ON 01-1-2022 IN ROOM NO 208
BY IQAC CHAIRMAN

IQAC Chairman convened the meeting along with Coordinator, CAC, DQAC members of the college on the said date at 10 am.

MINUTES CUM ACTION

- 1) Principal Dr. I R Krishnam Raju addressed the faculty and conveyed the new year wishes to all faculty. Explained the management vision and mission for next level upliftment for the institution. All the staff acknowledged the same.
- 2) Launching of Srujana Magazine is done and NAAC SSR work status discussed.
- 3) Code of conduct for staff and students discussed by Emeritus Professor Dr.Ch.V.Srinivas
- 4) Admission process review for the year 2021-2022 is explained by vice Principal. Merit cum means and scholarships provision for student's benefit are discussed and planned. Information is available with AO.
- 5) HOD's conveyed various club activities so far implemented at their department level.
- 6) OTHER ACADEMIC WORKS AS PER EXISTING SYSTEM ARE REVIEWED

IQAC CORDINATOR

IQAC CHAIRMAN