

### III MEETING (on 24-11-2018)

#### AGENDA

1. Previous meeting's minutes – Action Taken – Outcome
  2. Time lines for Assessment & Accreditation process
  3. Result Analysis
  4. Feedback formats modification
  5. Moocs-process
  6. Academic Audit preparation
  7. Preparation of student satisfaction survey
  8. Autonomy – syllabus preparation- etc.,
  9. Weightage across 7 criteria and 34 indicators
    - Curricular Aspects – Board of Studies Members - Certificate Courses, Diploma Courses, Industry Academic Introduction – Feedback system
    - Teaching, Learning and Evaluation – Student Enrollment – Student Diversity Teacher Profile and Quality – Evaluation process and reforms – Learning outcomes - Result Analysis – ICT Based Teaching, E-module
    - Research Innovations and Extension – Resource mobilization – Research projects – Eco-system – Research publications- Collaborations Infrastructure and Learning Resources – Digitalization of Library – Physical Facilities – ICT facility – Maintenance
    - .Student Support Progression –Student participation and activities - Placement, Trainings& drives
    - Governance, Leadership and Management – Institutional vision and leadership Faculty empowerment strategies -Website updation -e-office ,e-pragathi
    - Institutional values and Best Practices – Community involvement programmes Environmental Consciousness – Waste management – Rain Water harvesting Eco Friendly activities – Differently abled friendliness measures – HVPE – Institutional Distinctiveness
  10. Any other Item
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## Minutes of (IQAC) Meeting – III on 24<sup>th</sup> November, 2018

The Internal Quality Assurance Cell (IQAC) of P.V.K.N. Govt. College (A), Chittoor met in Botany virtual room on 24.11.2018 at 10.00 am and conducted third meeting for the academic year 2018-19. The meeting is presided by the principal with his presidential address. He presented a brief report of the institution achievements, activities & quality standards maintained by the institution based on the seven criteria of the Quality Indicator Framework. The members of IQAC discussed certain activities to be done in 2018-19 for strengthening the academic activities and different development programmes during the academic year 2018-19 & accordingly passed resolutions.

### Members Present:

1. Dr. G. Ananda Reddy, Principal, Chair Person
2. Dr. A. MadhusudhanaRao, Reader in Botany & IQAC Coordinator, Jawahar Bharathi Degree College, Kavali : Educationist
3. Prof. W. Rajendra, Former V.C.S.V.U., Tirupathi: ½ Nominee from Society / Alumni
4. Sri K. Sivamohan Reddy, M.D. Naturo fruit & food Pvt.Ltd. Chittoor : Employee
5. Dr. K.C. Sathya Latha , IQAC Coordinator
6. Dr. B. Annapurna Sarada , Academic Coordinator
7. Smt. R. KrishnaVeni, Physical Director.
8. Sri B. Purushotham, Examination and Planning Development
9. Dr. K. Ushasri, Students' Welfare, Additional Coordinator
10. Dr C. MeeraSaheb, Estate Manager
11. Dr. MalathiGabrial, Lecturer in English
12. Dr. S. Selvam, Planning and Development
13. Dr. V. Munaiah, Lecturer in Statistics
14. Sri P.Ravi, Lecturer in Library Sciences.
15. Dr. V. Masulamani, Lecturer in Commerce.
16. Dr. L. Md. Bhakshu, Planning and Development
17. Dr. K.Rajani, Lecturer in English
18. Dr. ShaikBenazeer, Lecturer in Hindi
19. Dr. P. Sujana, Academic Task

### The Minutes of the meeting:

#### Agenda – 1: Previous meeting's minutes – Action Taken – Outcome

The previous meetings minutes were discussed and reviewed the action taken by concerned departments. Prof. W. Rajendra, Former V.C.S.V.U, Tirupati suggested to place the previous minutes of the IQAC Meeting & Action Taken report in the website with documentary evidence. All the students / faculty are enrolled in Bio-Metric system & hence transparent attendance system is implemented. It also increased students' attendance.

  
Principal  
P.V.K.N. Govt. College  
Chittoor - 517 002 (A.P.)

## **Agenda 2 : Time lines for Assessment & Accreditation process**

AQAR 2016-17 was uploaded in the college web site and it was submitted to *National Assessment and Accreditation Council* (NAAC). AQAR 2017-18 is under preparation for uploading. It is resolved to upload AQAR annually from this academic year. It is also resolved to update the proposals for CPE and the coordinator is advised to take special efforts for its submission.

## **Agenda 3 : Result Analysis**

The IQAC has given a proforma for identifying the students' performance based on their external & internal examination marks as slow Learners, moderate Learners & Advance Learners. The IQAC Coordinator suggested that certain measures like Remedial Coaching, Counseling, supply of study material, etc., are to be implemented effectively to improve overall results of the college.

## **Agenda 4 : Feedback formats modification**

It is unanimously resolved to modify feedback formats i.e., Students & Parents Feedback on institution, Feedback on curriculum from different stake holders ( Alumni, Students, Teachers, Employers etc.,) and the consolidated report is to be placed in the college website.

## **Agenda 5 : MOOCs-process**

With the advice of IQAC Coordinator, all the faculty members and some students were enrolled in Online MOOCs Program organized by SWAYAM UGC. It is resolved to encourage the students to watch SWAYAM Prabha Videos on various topics and to enroll in Online MOOCs Program for improving their standards.

## **Agenda 6 : Academic Audit preparation**

Dr. A. MadhuSudhanaRao, IQAC Coordinator of Jawahar Bharathi Degree College, Kavali, Nellore District stated that Academic Audit is conducted almost like NAAC Peer Team Visit. Hence more efforts have to be initiated by each department to represent Autonomous Status, feedback format, Result Analysis, Student Satisfaction Survey, Re-designing of Curriculum in the BOS Meeting etc.,. So it is unanimously resolved to start Academic Audit preparation work in first week of December 2018.

  
Principal  
P.V.K.N. Govt. College  
Chittoor - 517 002 (A.P.)



### **Agenda 7 : Preparation of student satisfaction survey**

Dr. K. Siva Mohan Reddy, Managing Director of Naturo Fruits & Food Product pvt. Ltd felt that an awareness about “Students Satisfaction Survey on teacher” was to be given to the students and should be uploaded when the forms are issued by O/0 CCE.

### **Agenda 8 : Autonomy – syllabus preparation- etc.,**

The college was conferred with autonomy by the UGC in the month of August, 2018. The Registrar, S.V. University issued notification and directed to implement autonomy from the academic year 2018-19. The college prepared its own academic schedule after the conferment of autonomy. Accordingly, the college has been implementing autonomy for I year degree students from the date of issuance of notification on adhoc basis following the academic regulations of the parent university. It is resolved to constitute BOS Committee as per Autonomous Revised Guidelines dated 19.01.2018 by UGC. As such syllabus has to be revised for I & II Semesters, preparation of Course Structure, Blue Print , Model Question Paper etc.,

### **Agenda 9 : Weightages across 7 criteria and 34 indicators**

It is resolved to strictly adhere to NAAC Revised Guidelines, 7 Criteria & 34 indicators. It is encouraging & happy that 2 faculty members were trained on MOOCs, Moodle, OER, E-Content Development at NIT Warangal. Five faculty members were trained on NAAC. It is also resolved to do Online Courses on E-content, Creations, Preparation of blogs & uploading the content in the website.

It is also resolved to encourage faculty to improve the research activities and to organize seminars & workshops to improve the quality of the institution. MANA TV Classes are conducted by subject experts of various disciplines at MANA TV Office, Vijayawada & Hyderabad. Dr. T. Malathi Gabriel, Asst. Prof of English conducted MANA TV Class on 22.06.2018 on General English II Year Prose Lesson.

It is resolved to use ICT based teaching and learning as per NAAC revised guide lines. IQAC Coordinator expressed that majority of the faculty are taking /teaching classes through ICT. 10 Faculty members of the college attended the State Level Training on Virtual Class. District wise Time table for online Virtual classes were prepared by District Coordinator. These classes were conducted from 11.00 am to 12.00 pm every day.

  
Principal  
P.V.K.N. Govt. College  
Chittoor - 517 002 (A.P.)




It is resolved to conduct more programmes for creating awareness among students. For example Awareness Week on Anti – Corruption, World AIDS Day, World Mother Tongue Day, World Women’s Day, etc., It is resolved to continue the best practices of previous years and also to follow new practices by keeping in view community needs & aspirations.


**Agenda 10 : Any other information.**

It is also resolved to update information in the college website by properly updating & documenting the relevant information from time to time. 3 Digital Classroom were started. Awareness on functioning of digital equipment was demonstrated by the computer technicians appointed by CCE (MICRO CARE COMPUTER).

The IQAC committee congratulated the Physical Director for the achievement of Zonal, District and Regional Prizes in Games & Sports.

**IQAC External Expert Committee Members**

| S. No. | Name of the External Member          | Designation   | Signature   |
|--------|--------------------------------------|---|---|
| 1      | Prof. W. Rajendra Academician        | Former Vice-Chancellor, S.V. University, Tirupati                           |  |
| 2      | Dr. A. Madhusudhana Rao Educationist | Reader in Botany, IQAC Coordinator, Jawahar Bharathi Degree College, Kavali |  |
| 4      | Sri K. Sivamohan Reddy Industrialist | Managing Director, Naturo Food and Fruit Products Pvt. Ltd., Chittoor       |  |

  
**Principal**  
**P.V.K.N. Govt. College**  
**Chittoor - 517 002 (A.P.)**



## (IQAC) Meeting-III on 24<sup>th</sup> November, 2018.

### Action taken Report




1. As per the suggestion of Prof. W. Rajendra, Former V.C., S.V.U, Tirupati, the previous meeting minutes & Action Taken Report with documentary evidence was under process to be placed in the website.
2. As per the resolution of Agenda-2, the IQAC coordinator has taken special efforts in updation of CPE proposals and also in preparation of AQAR-2017-18.
3. As per the Action Taken Report of I-IQAC meeting, all teaching staff started remedial classes for slow learners in their respective subjects as per the given time table. Study material and counseling were conducted to facilitate students to improve the pass percentage.
4. The IQAC committee prepared Online Google spread sheets for feedback on curriculum (by the Students/Teachers) and the sheets were mailed to the Department Incharges. Teaching staff created awareness on filling of feedback forms and they were sent to the Student's/Teacher's mail id for filling.
5. As per the resolution of Agenda-5, faculty members motivated the students to watch SWAYAM Prabha Videos on various topics to gain additional knowledge. 24 faculty members were enrolled for Online MOOCs Program to improve standards in their respective subjects.
6. As per the suggestion of Dr. A. MadhuSudhana Rao (IQAC Coordinator of Jawahar Bharathi Degree College, Kavali, Nellore District), all the teaching staff had put more effort under Autonomous Status in preparing feedback formats, Result Analysis, Re-designing of Curriculum in the BOS Meeting, etc.
7. As per the suggestion of Dr. K. Siva Mohan Reddy, Managing Director of Naturo Fruits & Food Product pvt. Ltd., faculty members created awareness on the importance of "Students Satisfaction Survey (SSS)" to the students and the forms were downloaded from NAAC website. The IQAC committee prepared Online Google spread sheet for SSS & was sent directly to student's mail id for filling.
8. As per resolution of Agenda-8, the department Incharges constituted BOS Committee and the syllabus was designed for UG I-Semester as per Autonomous Revised Guidelines (by UGC).
9. As per the instructions of Principal, all the Department Incharges conducted various awareness programs i.e., World AIDS Day, World Mother Tongue Day, World Women's Day, Awareness Week on Anti-Corruption etc.

  
Principal  
P.V.K.N. Govt. College  
Chittoor - 517 002 (A.P.)

- Dr. T. Malathi Gabriel, Asst. Prof of English, PVKN GOVT. College (A), Chittoor presented a MANA TV Class on 22.06.2018 on " General English" (II Year Prose Lesson).
- Sri. K. Chakravarthy Gondyala, Lecturer in Political Science, PVKN. Govt. College (A), Chittoor presented a MANA TV Class on 06.02.2019 on "International Relations: Idealist approach, Realist approach & Neo-Realist approach"(B.A-III Year).

10. As per the instructions of IQAC Coordinator, all the teaching staff attended the demo class on functioning of digital class equipment by the computer technicians appointed by the CCE.

#### **IQAC External Expert Committee Members**

| S. No. | Name of the External Member          | Designation   | Signature   |
|--------|--------------------------------------|---|---|
| 1      | Prof. W. Rajendra Academician        | Former Vice-Chancellor, S.V. University, Tirupati                           |    |
| 2      | Dr. A. Madhusudhana Rao Educationist | Reader in Botany, IQAC Coordinator, Jawahar Bharathi Degree College, Kavali |    |
| 4      | Sri K. Sivamohan Reddy Industrialist | Managing Director, Naturo Food and Fruit Products Pvt. Ltd., Chittoor       |  |

  
**Principal**  
**P.V.K.N. Govt. College**  
**Chittoor - 517 002 (A.P.)**



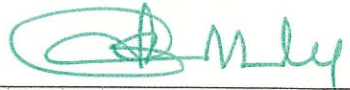

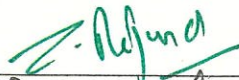
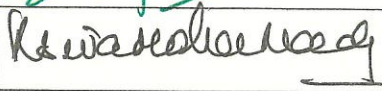
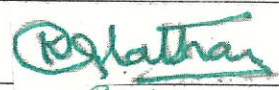
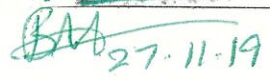

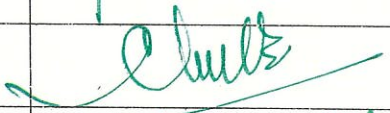
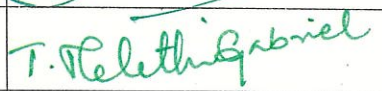


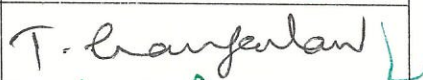
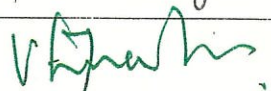
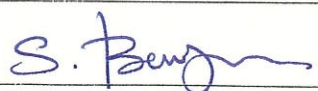
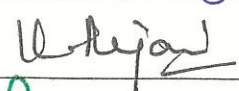


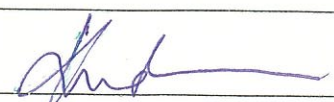

P.V.K.N Govt. College, Chittoor

Internal Quality and Assurance Cell (IQAC) Meeting-III

DATE : 24-11-2018

TIME : 10.00 a.m

List of Participants

| S. No | Name                    | Profession   | Signature   |
|-------|-------------------------|--|---|
| 1     | Dr. G. Ananda Reddy     | Principal & Chair Person                                 |    |
| 2     | Dr. A. MadhusudhanaRao  | Educationist / Management IQAC Member                    |    |
| 3     | Prof. W. Rajendra       | Academician / Alumni IQAC Member                         |    |
| 4     | Sri K. Sivamohan Reddy  | Industrialist / Employer IQAC Member                     |    |
| 5     | Dr. K.C. SathyaLatha    | Reader in Physics & Coordinator & Administrative Officer |    |
| 6     | Dr. B. Annapurna Sarada | Academic Coordinator IQAC Member                         |    |
| 7     | Sri B. Purushotham      | Examination & Planning Development - IQAC Member         |    |
| 8     | Dr. C. MeeraSaheb       | Estate Manager IQAC Member                               |   |
| 9     | Dr. T. Malathi Gabriel  | Lecturer in English IQAC Member                          |  |
| 10    | Dr. S. Selvam           | Planning & Development IQAC Member                       |   |
| 11    | Dr. I. Md Bhakshu       | Planning & Development IQAC Member                       |  |
| 12    | Dr. V. Masulamani       | Computer Centre IQAC Member                              |  |
| 13    | Dr. T. Gangaram         | Lecturer in Statistics IQAC Member                       |  |
| 14    | Dr. V. Munaiah          | Lecturer in Statistics IQAC Member                       |  |
| 15    | Dr. ShaikBenazeer       | Lecturer in Hindi IQAC Member                            |  |
| 16    | Dr. K. Rajani           | Lecturer in English IQAC Member                          |  |
| 17    | Smt. R. Krishnaveni     | Physical Director IQAC Member                            |  |
| 18    | Sri P. Ravi             | Librarian IQAC Member                                    |  |
| 19    | Dr. K. Ushasri          | Students' Welfare IQAC Member                            |  |
| 20    | Dr. P. Sujana           | Academic Task IQAC Member                                |  |

