


IV MEETING (on 30-04-2019)

AGENDA

1. Previous meeting's minutes – Action Taken – Outcome
2. Feedback formats consolidation
3. Student Satisfaction Survey – Consolidation report
4. Formation of Criteria wise committee as per the NAAC guidelines
5. AQAR preparation – 2018-19
6. Annual Action plan for 2019-20
7. Implementation & Strengthening of the Certificate courses
8. Planning of year wise self study report as per the Autonomous college guidelines
9. Academic Administrative Audit-2018-19
10. Any other Items


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

Minutes of (IQAC) Meeting – IV on 30th April, 2019

The Internal Quality Assurance Cell (IQAC) of P.V.K.N. Govt. College (A), Chittoor met in cyber cafe on 30.04.2019 at 10.00 am and conducted fourth meeting for the academic year 2018-19. The meeting began with the presidential report by principal. He presented a brief cameo 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 the submission of data with respect to Data Templates/Documents-Quantitative Metrics (QnM) and preparation of AQAR 2018-19 on the basis of Distribution of weightages across Key Indicators (KIs) as per NAAC Revised guidelines and 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. Krishna Veni, Physical Director.
8. Sri B. Purushotham, Examination and Planning Development
9. Dr. K. Ushasri, Students' Welfare, Additional Coordinator
10. Dr C. Meera Saheb, Estate Manager
11. Dr. Malathi Gabriel, 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. Shaik Benazeer, Lecturer in Hindi
19. Dr. P. Sujana, Academic Task

The Minutes of the meeting:

Agenda 1: Previous meeting's minutes – Action taken – Outcome

The IQAC Coordinator reviewed the previous meeting's minutes & action taken report keeping in view the revised NAAC Guidelines & key indicators. The principal has given a detailed review of the activities conducted during the academic year 2018-19 based on NAAC & Autonomous standards. Dr. A. Madhusudhana Rao suggested that all activities including previous minutes of the IQAC Meeting & Action Taken report have to be provided with documentary evidence in the website.


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a. Bio-metric attendance

Besides implementing Bio-metric attendance system, lapses are to be rectified by maintaining individual attendance & further it has to be compiled, consolidated & documentation should be maintained by the Bio-metric coordinator. The data has to be analysed by the IQAC & constructive measures have to be suggested. In case of irregularities in bio-metric attendance in the middle hours of the working day, Time-table has to be revised with core subjects in order to attract the students to be regular to the class.

b. Result Analysis

It is unanimously resolved that Result Analysis has to be done properly by the Examination Cell in a systematic way and has to be submitted to the IQAC. Ward in charges are instructed to identify slow, moderate and advanced learners to take remedial measures to improve the student's progression. Faculty members are also advised to take necessary steps like ICT based innovative teaching strategies, etc., as remedial measures.

c. MOOCs

It is suggested that IQAC should maintain the list of enrolment of faculty & students in MOOC's and also the list of those who completed MOOC's courses, its outcome and the award of certificates.

Agenda 2: Feedback formats consolidation

Feedback formats & Student Satisfaction Survey are digitalised & made them available through online for students and other stakeholders. Review report on the consolidated feedback formats has to be prepared and action plan is to be designed to take measures to improve. The data are to be placed in the website.

Agenda 3: Student Satisfaction Survey – Consolidation report

It is resolved to create awareness among students on Student Satisfaction Survey parameters by the faculty before filling the SSS formats under the guidance of IQAC Cell. It is also suggested to fix number of students to give the feedback based on student (class strength) & teacher ratio.

Agenda 4 :Formation of criteria wise committee as per the NAAC guidelines

Criteria wise Committees are to be formed for maintaining quality standards in the institute.

Agenda 5 :AQAR preparation – 2018-19

AQAR preparation for the academic year 2018-19 is under process and it has to be submitted in the stipulated time.


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Agenda 6 :Annual Action plan for 2019-20

It is also resolved to prepare annual action plan of the institution / department for the year 2019-20 as per the revised NAAC framework.

Agenda 7: Implementation & Strengthening of the Certificate courses

It is also resolved to implement & strengthen the designed Certificate Courses in tune with the local needs, job requirements and opportunities. Course outcomes and justification have to be included in the proposals. BOS meetings are to be conducted for ratification & approval of syllabus for regular UG Courses.

Agenda 8: Planning of year wise self-study report as per the Autonomous college guidelines

It is also resolved to prepare year wise Self Study Report by the **Criterion wise Committee** as per the Autonomous Guidelines to improve the quality standards of the institute.



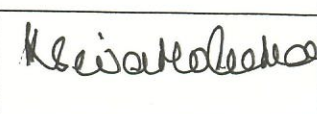
Agenda 9: Academic Administrative Audit 2018-19

Based on the Academic Advisors' report of Academic Administrative Audit 2018-19, the suggestions given by them are to be taken in to account and measures are to be sorted out for quality enhancement of the College.

Agenda 9: Any other Items

Further, Dr. K. C. SathyaLatha, IQAC Coordinator presented a report on internal quality standards maintained in the institution. The external members gave constructive suggestions for quality enhancement and development of the institution. The IQAC committee discussed Qualitative & Quantitative matrixes, of revised 7 NAAC Criteria & key indicators. Dr. Siva Mohan Reddy, managing director of Naturo fruits & food products Pvt Ltd suggested to design core courses as well as certificate course keeping in view of local needs.

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	

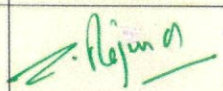
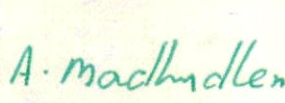
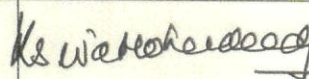

Principal

P.V.K.N. Govt. College
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(IQAC) Meeting-IV on 30th April, 2019. Action taken Report

1. As per IQAC coordinator instructions, all departments maintained individual attendance of the students to rectify the lapses in Bio-metric attendance system. Further it was, consolidated and documentations were maintained by the Bio-metric coordinator.
2. As per the Principal instructions, the IQAC maintained the list of enrolment of faculty & students in MOOC's and also the list of those who completed MOOC's courses, its outcome and the award of certificates.
3. IQAC Coordinator prepared consolidated report of Student Satisfaction Survey and submitted to the principal.
4. As per resolution of Agenda-4, Principal formed the Criterion wise Committee for maintaining quality standards in the institute.
5. AQAR preparation for the academic year 2018-19 is under process and it has to be submitted in the stipulated time
6. As per the resolution of Agenda-6, all the Faculty members were instructed to prepare departmental annual action plan for the academic year 2019-20 as per the revised NAAC framework on or before 28-06-2019.
7. Principal instructed all the department Incharges to conduct B.O.S meetings in the month of May-2019 for ratification & approval of syllabus for regular UG Courses.
8. As per the resolution of Agenda-8, the year wise Self-Study Report was under process by the **Criterion wise Committee** as per the Autonomous Guidelines.
9. As per resolution of Agenda-9, all the Faculty members have followed the suggestions given by the Academic Advisors during Academic Audit 2018-19 for quality enhancement of the College.
10. As per the suggestion of Dr. Siva Mohan Reddy & Prof. W. Rajendra, the Dept. of Physics designed a new restructured course "Renewable Energy" for B.Sc. students as per the local demand.



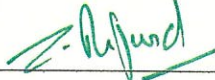
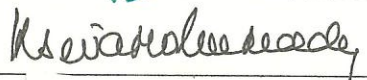


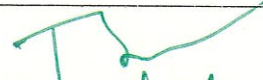

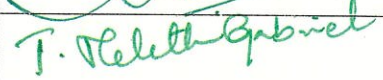



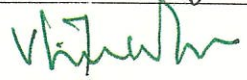
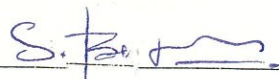

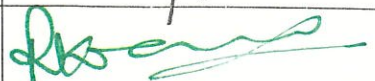


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4	Sri K. Sivamohan Reddy Industrialist	Managing Director, Naturo Food and Fruit Products Pvt. Ltd., Chittoor	

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Principal
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Chittoor - 517 001

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. L. 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	