

23-6-2023

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All the staff members are hereby informed that there would be a One Day Workshop titled POs & COs attainment on 23.6.23 conducted in association with IQAC by Resource Person Smt. K. Aparna Devi, Lecturer in Home Science, DK Govt college for Women (A), Nellore.

IQAC Coordinator.

Principal  
23/6/23

PRINCIPAL  
V.S.R. GOVT. DEGREE & PG COLLEGE  
MOYVA-521 133, KRISHNA D.A.P.

Signatures:

*[Signature]*

N.S. Jetti

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- 2 *[Signature]*
- 3 K.R. M. J. W
- 4 C. R. R. R. R. R.
5. Chalpana.
6. S. B. Kefial
- 7 v. e. r. r.
8. M. K. R. S.
9. G. S. R. R. R.
10. K. K. R. R. R.
11. R. S. R. R. R.
12. D. K. R. R. R.
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14. N. K. R. R. R.
15. V. M. R. R. R.
16. *[Signature]*
17. *[Signature]*

11/7/23<sup>46</sup>

The incharge of all the criteria and members along with the IQAC coordinator met under the Chairmanship of the Principal Dr. S. Madhavi on 11/7/23 at 4:00 pm to discuss the following Agenda:

Agenda:

- 1) Collection and maintenance of criteria-wise data and records.
- 2) NEWSLETTER compilation and documentation of all the activities
3. Mentor-Mentee Process.
- 4 Submission of IIAA
- 5 CO-PO mapping and Attainment of POs Resolution.

It is resolved to collect all the data from each criterion incharge with the support of the criterion members required for the S.S.R.

Resolved to compile all the activities of the College in the NEWSLETTER - monthly magazine an initiative of CCE in our college website.


Resolved to take revision classes for slow learners as part of mentoring.

Resolved to submit IIA by the end of July-2023.

Resolved to complete the process of CO-PO mapping and Attainment of PO.

Principal.

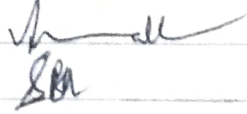
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for  
IAAC.

  
V.S.R. Govt. Degree College  
MOVVA-521135, Krishna Dt., A.P.

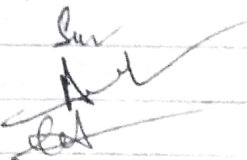












4/8/23<sup>48</sup>

## MEETING.

This is to inform all the members of IAAC and staff that there will be an IAAC meeting on 4/8/23 at 4:00 PM in the IAAC room. We look forward to your esteemed presence and suggestions for the enhancement of quality in teaching and learning practices.

Agenda: To the establishment of Botanical Garden

To constitute a new IAAC coordinator & Team.

2. To conduct the CSP for 2022-23 admitted batch.

3. To discuss the workload of the newly introduced Majors and

4. To conduct the Student Induction Programme for the newly joined students of the Academic Year 2023-24.

5. Any other matter.

K.R.M. for IAAC

M. S. R. S. R.

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Principal.

V.S.R. Govt. Degree & P.G. College  
MOVVA-521135, Krishna Dt., A.P

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4/8/23

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## MINUTES OF THE MEETING.

The members of the IANC met in the principal's chamber on 4/8/23 at 4:00 p.m. under the chairmanship of Dr. S. Madhavi Principal, to discuss the following agenda and resolve them.

Agenda: To the establishment of Botanical Garden

To conduct the CSP for the 2022-23 admitted students after the completion of II Sem exams.

To discuss the workload of the newly introduced Major System.

To organise the SIP as per the instructions of CCE & UGC guidelines (Deeksharamb) programme.

Any other Matter.

Resolutions:

1) It has been resolved to establish Botanical Garden

2) It has been resolved to help the students for the CSP and give necessary guidance to the students on collection of data, surveys and submission of Reports.

3) Resolved to discuss and distribute the workload and update in the TLP app.

4) Resolved to conduct SIP from 8/8/23.

5 Resolved to start Bridge Course to all the First Year students

6) Resolved to conduct a special ~~workshop~~ class during the SIP about the COs & POs.

7 All the mentors should map their students in I-Map and monitor their progress by assigning tasks everyday.

8. It has been resolved to constitute a new IQAC coordinator and new Team members as the IQAC coordinator Dr. J. Kalpana got transferred to SRR & CVR G.D.C(V) in the recently held General Transfers.

IQAC coordinator - Smt. K.R. Manjula

Dr. N. Krishna Mohan Lec. in Physics

Dr. L.V. Krishna Rao - NAAC coordinator

Smt. Naga Parameswari Lec. in Chemistry

M. Anil Kumar Lec. in Botany

G. Karunani Lec. in Commerce

Dr. K. Vasudha Lec. in Biotechnology

D. S. Rao  
Principal

V.S.R. Govt. Degree College  
MOVVA-521135, Krishna Dt., A.P.

K.R.M.  
IQAC  
Coordinator

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9/8/23 52

The members of the IAAC and staff met in the IAAC room on 9/8/23 at 4:30 PM to discuss the following agenda under the chairmanship of the Principal Dr. J. Madhavi.

Agenda:

1. Conduct of Meri Mitti Meri Desh activities by NSS.
2. Conduct of Clean and Green activities every Saturday afternoon.
3. Maintenance of CIA Registers.
4. Preparation of Question Papers as per the Bloom's Taxonomy.
5. Strict / Mandatory instructions to follow the SOP of CIA.
6. Student Club for every Dept.

Resolved to conduct all the activities related to MMMD on the occasion of Independence Day.

2) Resolved to conduct Clean & Green activities every 4<sup>th</sup> Saturday.

3. Resolved to strictly follow all the SOPs of CIA.

4. Resolved to form Student Club for every Dept.

K.R.M.J.  
IAAC  
Coordinator

M

J. Madhavi  
PRINCIPAL  
V.S.R. Govt. Degree College  
MOVVA-521135, Krishna Dist. A.P.



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17/8/23<sup>54</sup>.

The members of the IDAC <sup>and staff</sup> met in the IDAC room on 17/8/23 at 4:00 PM under the chairmanship of the Principal Dr. Madhavi to discuss the following Agenda.

1. Documentation of the Activities conducted in the college with Geotagged Photos.
2. Collection of feedback from all the stakeholders, Analysis of the feedback and ATR. (on Curriculum, Parents, Alumni, Teachers, Employers)
3. Collection of Additional Information data required to upload in SSR.
4. Enrolment of students in MOOCs & SNAYAM platform by the mentors.
5. Submission of IIA Resolutions.

It has been resolved to document all the activities conducted by all the Depts with Geotagged Photos

Resolved to collect feedback from students, Parents, Alumni, Employer and finally by the teacher on curriculum and carry out the Analysis and write the ATR.

Resolved to collect additional information data for all the Criterion

Resolved to enrol the students in MOOCs and SWAYAM.

Resolved to submit IIAA either on 1<sup>st</sup> or 2<sup>nd</sup> Sep. 2023.

R.R.M. W  
IAAC

*[Signature]*  
PRINCIPAL  
V.S.R. Govt. Degree P.G. College  
MOVVA-521135, Krishna Dist., A.P.

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16/9/23

All the Teaching staff members met ~~the~~ under the Chairmanship of the Principal Dr. S. Madhavi Principal on 16/9/23 at 3:00 PM in the IQAC room

Agenda:

Publication of Research Papers in Peer Reviewed / UGC Listed Scopus Journals.

2. Conduct of all the curricular, extra-curricular activities.
3. conduct of certificate courses.
4. Result Analysis.

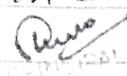
Resolution: It has been resolved to publish Research Papers in Peer Reviewed / UGC Care listed Scopus Journals. Criterion-3 - incharge is instructed to collect the data as per the UGC guidelines for paper publications.

Resolved to conduct all the curricular and extra curricular activities by all the Depts.

Resolved to conduct Certificate Courses by all the Depts.

Resolved to conduct Result Analysis and submit the data to the IQAC team.

K.R.M.W.  
IQAC  
Coordinator

  
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23/9/23.

All the faculty met in the IQAC room on 22/9/23 at 12:00 P.M. under the chairmanship of the Principal Dr. S. Madhavi - along with the IQAC coordinator - to discuss the following Agenda.

Agenda: Conduct of Add-On-Courses and Certificate courses-

2. Conduct of all days of National and International importance and commemorative days.

3. Collection and Submission of data to the IQAC team

4. SOP on CIA/Student Progress Card

5. CO-PO attainment / (6) Dept. Profile.

Resolutions: As per the discussions held in the IQAC meeting on 16/9/23 - It has been resolved

To conduct certificate courses for all the UG students by all the Dept. from the Academic year 2023-24 with a duration of 30 hrs in a semester..

Hence all the Dept. in-charges are requested to hold meetings in the Department and finalise the topics and start taking classes from 25-9-2023.

Resolved to design the certificate course curriculum, practicals, conduct Assignments, Group Discussions and external exam for the certificate courses within the stipulated time and submit the records to ISAAC.

Resolved to Prepare the Question Papers as per the Bloom's Taxonomy and note down the marks allotted to each Question.

Resolved to submit Soft copy / hard copy of the Q.P. to Internal Exam Committee coordinator.

Resolved to follow the SOP on CIA and conduct

First Internal Exam	for	20	marks
Second	"	"	" 15 "
student Seminars	-	5	marks
Assignment	-	5	marks
Clean and Green Activities / Attendance	-	5	marks
Total should be scaled down to 25 marks			

TMAP demonstration was explained by Smt. S. Kiranmayi Lec. in Electronics

CO-PO attainment was explained by Smt. K.R. Manjula and Dept. Profile Data uploading was explained by Dr. N. Venkatesh Mohan.

~~11/10/23~~

Resolved to conduct all the days of national and international day of science

K.R.M. W  
IAAC  
Coordinator

*[Signature]*  
Principal  
V.S.R. Govt. College  
MOVVA-521135, Krishna Dt., A.P.

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11/10/23.

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The members of the IQAC and staff met in the IQAC room on 11/10/23 at 5:00 P.M. to discuss the following Agenda

### Agenda:

1. Conduct of Extension/Collaborative activities
2. Creation of awareness about N-List among students.
3. Updation of College website.
4. Conduct of field trips and Industrial visits
5. Encouraging teachers to participate in FDPs
6. Organisation of Webinars/Seminars/Workshops at least one by all the Depts.
7. Strengthening of Mentor/Mentee system for guiding the students on CSP and Internships (2-Months and 6 Months respectively)
8. To work extra one hour from 5:00 pm to 6:00 pm for the completion of NAAC work.
9. To hold Parent's meeting
10. To conduct Internal Examinations

### Resolution:

1. It is resolved to conduct extension activities like rallies, Swatch Bhaath, Clean and Green, No-Vehicle day, Ban on plastic awareness to foster social skills, communication, responsibility and promote a more holistic understanding of the world.
2. Resolved to create awareness among students on N-List to access N-List with their registered user IDs to get knowledge about



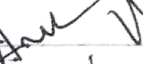
various disciplines.

- 3 Resolved to update the college website
- 4 Resolved to conduct fieldtrips by all the Depts.
- 5 Resolved to encourage the teachers to participate in FDPs
- 6 Resolved to organise webinars/Seminars
- 7 Resolved to strengthen Mentor-Mentee system to conduct Remedial classes & assist in Internships
- 8 Resolved to work 1 hr extra and <sup>resolved to</sup> hold Parent-Teacher meeting.
- 9 Resolved to conduct internal examinations

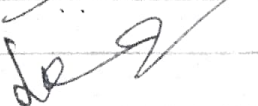
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Coordinator

  
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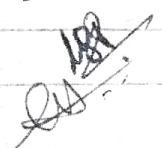
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16/10/23.

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The members of the IAC and staff met in the IAC room under the chairmanship of the Principal Dr. S. Madhavi and discussed the following Agenda:

Agenda:

As the IIA was submitted on 2/sep/23.

1. Collection of additional information, and consolidation of the data.
2. All the criterion in charges to speed up the pending works of NAAC
3. To involve the non-teaching faculty in the collection of data for the On: metrics
4. Prepare Annual Academic Year Plans  
Teac' maintain Teaching diaries and Lesson Plans -
5. conduct all the activities as per the academic calendar -
9. Guide the students in internships.

It has been resolved to submit the additional information and consolidation data of the Onms to the IAC.

2. Resolved to speed up the pending works of NAAC.
3. Resolved to involve the non-teaching



15-12-2023

65

The members of the IQAC met in the IQAC room under the chairmanship of the Principal Dr. S. Madhavi and discussed the following.

- Agenda:
1. AQAR 2022-23 submission.
  2. VI Semester Internships.
  3. To conduct all the academic activities as per the academic year plan.

After discussion it has been resolved to

- 1) submit the AQAR 2022-23 by 23-12-2023.
- 2) Resolved to collect data required for AQAR by all the criterion in charges and submit to the IQAC team.
- 3) Resolved to conduct all the pending academic activities as per the academic annual curriculum plan.

*S. Madhavi*  
Principal.

1. K.R.M.jh
2. *[Signature]*

PRINCIPAL  
V.S. GOVT. ENGINEERING COLLEGE  
MADVA-521 105 KRISHNAPETA

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16/12/2023.

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The ~~staff~~ <sup>staff</sup> members of the ~~college~~ <sup>college</sup> met in the IAAC room under the Chairmanship of the Principal Dr. S. Madhavi and discussed about the following.

- Agenda: 1. DVV. received from the NAAC Portal.  
2. submission of clarifications & Modifications by 20/12/23

~~At~~ Data Validation & Verification was received on 15/12/2023 by the college from the NAAC portal.

An urgent Staff meeting was convened on 16/12/23 to discuss about the DVV.

After discussion it has been resolved

1. To attend all the queries of each criterion with utmost care and submit the required data by 20/12/23.
2. To modify the queries in case if there is any discrepancy for the data already submitted by HEI and
3. The website coordinator is instructed to cooperate in creating extra links required by all the criterion incharges.

Principal

PRINCIPAL  
V.S.R. GOVT. ...  
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- 4. E. A. h.
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- 6. ~~A. S. h. r. t.~~
- 7. S. B. R. g. i. d.
- 8. A. S.
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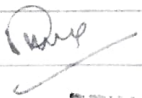
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A staff meeting was conducted in the IQAC room on 21/12/23 under the chairmanship of the IQAC coordinator.

Agendo: To review the status of DVV. Clarifications.

After discussion it has been resolved

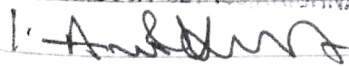
1. To review the status of each query of the DVV received
2. All the queries were reviewed scrupulously and necessary corrections were attended & ready for uploading.
3. A few queries of Criterion- 2 and 5 are still in progress requiring attestation by the principal.



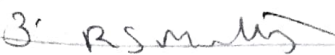
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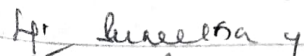
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NOVVA-321101, NISHNADYAP

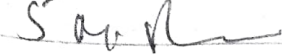
K.R.M.Lh  
IQAC coordinator

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5/1/24

CIRCULAR.

71

This is to inform all the staff members that a staff meeting will be held on 6/1/24 to discuss about the Principals review meeting of Zone II held in Nidadavole G.D.C. on AQAR submission & other related academic activities.

Principal

PRINCIPAL  
V.S.R. GOVT. DEGREE & POLYTECHNIC  
MOVVA-517 105, Nidadavole, G.D.C.

K.R.M. Jh  
I.A.A.C.  
coordinator

1. K.R.M. Jh
2. P.S. Murthy
3. Suneltha
4. N. Venkatesh
5. S.D. Rajiah
6. Anandh
7. Jyoti
8. M.V.
9. G.S.
10. P. Karthikeyan
11. G. Venkatesh
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6/1/24  
72

A staff <sup>meeting</sup> was convened on 6/1/24 in the Chemistry Lab under the chairmanship of IAAC coordinators.

- Agenda: To discuss about the Activities to be undertaken (After Principals Review meeting held in Nidadavole)
1. A&AR submission before due date of 29-2-2024.
  2. Enhancement of Gross Enrolment Ratio & Gender Parity Index
  3. Access, Quality & Future Readiness

After discussion it has been resolved

1. To prepare the A&AR 2022-23 and submit all the data after Pongal Holidays.
2. To work for the enhancement of G.E.R & G.P.I.
3. To create/promote research (interest) among the students to strengthen the criterion-3.
4. To apply for Major and Minor Research Projects
5. To promote student engagement

activities Digitally & physically & promote the concept of Earn while learn.

6 To collaborate with sector councils and internme for promoting/providing good internships to the students.

- <sup>Principal</sup> Principal.

PRINCIPAL  
V.S.R COLLEGE OF ENGINEERING & TECHNOLOGY  
MOYVA-521 100, NISHITHADAP

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31/1/2024<sup>74</sup>.

A staff meeting was convened in the Chemistry Dept on 31/1/2024 under the chairmanship of IQAC coordinator Smt. K.R. Manjula Lec. in Chemistry.

- Agenda:
1. To commence the II, IV, VI semester classes.
  2. Prepare the Time-Table & display in the notice boards.
  3. Hold consultations with Industry & other organisations for providing better internships to the VI Sem students.
  4. To conduct Admission campaign for the A.Y - 2024-25 in the neighbouring J.Cs.
  5. To conduct all the academic activities as per the Action Plan.
  6. To update all the records in view of the NAAC PTV.

After discussion it has been resolved to carry out all the activities mentioned in the Agenda (6 points):

K.R. Manjula  
Lec. in Chemistry  
IQAC coordinator.



PRINCIPAL  
V.S.R. COLLEGE OF ENGINEERING & TECHNOLOGY  
MOVA - 521 135, KURNOOL, A.P.

Signature of the Lecturer.

19/2/2024<sup>76</sup>

meeting.

A staff meeting is convened on 19/2/24 in the IQAC room at 11:00 A.M. under the chairmanship of the Principal Dr. S. Madhavi and discussed about the following:

- Agenda:
1. Peer Team Visit Dates
  2. PPTs preparation by all the Depts.
  3. IQAC & Principal PPT preparation
  4. Banners & Displays Preparation by all the Depts.
  5. Records update by all the Depts.
  6. Criterion incharges PPT by their respective incharges -
  7. class-room cleaning by the student of respective Mentors -
  8. visit of Dr. Shankar Rao Sir

After discussion it has been resolved to

1. The Principal conveyed to the staff about the Peer-Team visit dates on 18<sup>th</sup> and 19<sup>th</sup> March-2024.
2. Dept. PPTs to be ready by 26<sup>th</sup> Feb 2024.
3. Dept. visit by the IQAC team <sup>to</sup> ~~to~~ by the Maths Dept - by Dr. N. Krishna Mohan Sir & M. Anil Kumar will visit (27/2/24)
4. All the criterion-incharges have to submit the criterion PPT to the



Principal within 4 days i.e. on 22/2/24

5. Physics Dept visit by K. Vasudha & S. Kiranmayi. (on 27/2/24)
6. Electronics Dept visit by Dr. Rajnikanth & Ratna Mary on 28/2/24.
7. Comp. Science Dept. Visit by N. Krishna Mohan & G. Kannasri on 28/2/24.
8. Chemistry Dept visit by L.V. Krishna Rao & R.S.N. Murthy on 29/2/24.
9. Botany Dept visit by K.R. Manjula & Dr. Ch. Anand. Kumar on 29/2/24.
10. Library visit by M. Anil Kumar & G. Kannasri on 1/3/2024 along with P.D. visit → Sundar Rao & L.V. Krishna Rao.
11. Pol. Science, Economics & History Dept. visit by K.R. Manjula, Siva Nageswara Rao & N. Krishna Mohan. on 2/3/2024.
12. Commerce Dept visit by N. Krishna Mohan, G. Suresh Babu on 3/3/2024.
13. BioTech Dept visit on 4/3/24 by M. Anil Kumar, A.V.V. Malleswaramma
14. <sup>Eng.</sup> Languages Dept. visit by G. Kannasri & Dr. Anand on 4/3/24.
15. Telugu Dept visit on 4/3/24 by M. Sundar Rao.
16. All the Depts Banners & Displays should be prepared by 1/3/2024.

- 17 All the faculty are requested to update all the NAAC records.
- 18 All the faculty are requested to take the help of their respective mentees and get their Depts & Class-rooms cleaned.
19. All the <sup>expenditure</sup> (Budget) related to NAAC is met from the available college funds. This is for the information of all the staff. Complete Transparency is maintained with regards to expenditure related to NAAC works.
- 20 - for System repairs → money to be met from Accumulated Special Fee (2.87 lacs).
- 21 All the criterion-incharges should prepare the documents of their respective Criterion with the help of Rajesh JKC mentor. (SSR documents) & submit to the IQAC coordinator.
22. All the faculty are requested to conduct OPEN-DAY Campaign for IV admissions - 2024-25 in the near by Junior Colleges on 20-2-2024.

Prin

Principal

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26/4/24

A staff meeting is convened on 26/4/24 in Room No. 104 at 12:30 under the chairmanship of the Principal Dr. S. Madhavi and discussed about the following.

- Agenda:
1. Submission of AQAR 2022-23
  2. Admission campaign to enhance the enrollment ratio.
  3. Allotment of Topics to the students for CS.P - starting from May-1-2024 to June-30-2024.
  4. Monitoring of 2-Months Internship for the IV Sem Completed students beginning from May-1-2024 to
  5. Monitoring of 4-months Internship for VI Sem. & Part of both Internal & External marks.
  6. Collection of feedback on curriculum, teacher feedback, Parents feedback from all the students & stakeholders. Criterion-2 incharge and members have to collect the data and submit to the IQAC.
  7. Presentation of NAAC Peer Team Report & Grade sheet.

After Discussion it has been resolved  
To

1. Informed all the staff about the submission of AQAR - 2022-23 on 25-04-2024.
2. To do Admission Campaign in the neighbouring colleges (Junior College).
3. To allot topics to the II sem &
4. To Register the students in the 2-months internships
5. To monitor the VI<sup>sem</sup> internships & post the marks.
6. To collect the feedback from the students & submit the data to the IQAC.
7. NAAC Peer Team visit Report Grade sheet, Peer Team Metric Wise Score Report & Graphical Representation of Qm & Qm was shared in the VSRGDC Group.
8. Resolved to improve the Grade in the future.

Done  
26/4/2024  
Principal

1. K.R.M.
- 2.
- 3.
4. R. S. Murthy

PRINCIPAL  
V.S.R. GOVT. ENGINEERING COLLEGE  
MOVVA-531 135, KRISHNAPETA, A.P.

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1/7/2024

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A meeting of the IQAC team along with the coordinator is conducted in the IQAC room for the verification of ASAR 2022-23 and 2023-24 to discuss the following as per the instructions of the Principal.

Agenda: 1. IQAC team to verify the ASAR- 2022-23 and 2023-24 submitted by the staff members and submit the evaluated score to the Principal.

2. As per the proceedings of CCE dated <sup>01/APCCE/OED Quality Initiative/ASAR and AADPI/AC-06/2022-2023-24</sup> 4/6/2024, the IQAC after verifying the data submitted by the staff member will submit the evaluated score to the principal of the college. The principal of the college should upload the evaluated score on the CCE website through college login.

3. Certain Anomalies observed in the ASAR scores of some lectures for the A.Y. 2022-23 after the IQAC verification.

After resolution it has been resolved

After discussions it has been unanimously resolved

1) That the IQAC committee will verify the ASAR 2022-23 and 2023-24, but the evaluated score by the

IAAC is to be considered as final score to avoid inaccurate grading <sup>complaints by</sup> the staff in the future for the smooth functioning of the institution.

As the AAR scores are useful for the CAS the IAAC committee wants to be transparent in the grading.

K.R.M. <sup>1/24</sup>  
IAAC Coordinator.

<sup>1/24</sup>  
Principal

1. ~~1/24~~
2. N. Uma Maheswari
3. ~~M. Anand~~ 01/07/24
4. G. Harun 01/07/24
5. P. Maheshwari 01/07/24

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