



INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE-ELURU

*(Autonomous College in the Jurisdiction of Adikavi Nannaya University-Rajamahendravaram)
Accredited at 'A' Level by NAAC- Bangalore in 4th Cycle of
re-assessment and accreditation*



MINUTES OF MEETING Of INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 26th September 2022

Day: Monday

Time: 3 pm

Venue: Board Room

Vision of IQAC



“To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support”

Aim of IQAC



- ❖ *To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution*
- ❖ *To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices*



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**Reaccredited with 'A' Grade by NAAC-Bangalore with CGPA 3.16 in
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Ref.: IQAC/CRRC/II/2692022

Meeting Number-III

Dt: 26th September 2022

Minutes of Meeting (MoM) of IQAC

The minutes of meeting (MoM) of internal quality assurance cell (IQAC) is organized at 3 pm on 26th September 2022 in Board Room, Sir C.R.Reddy College, Eluru under the chairmanship of Dr.K. A. RAMARAJU, Principal, Sir C.R.Reddy College. The members present here to discuss on the agenda given below and other matters if any


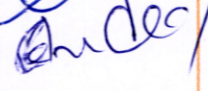
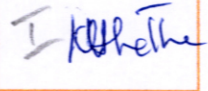
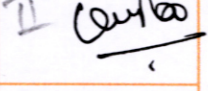
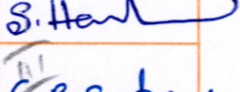
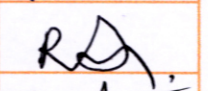
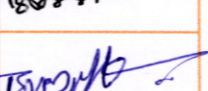

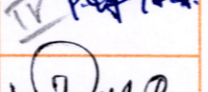
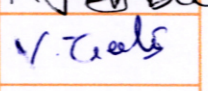

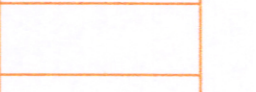

.Agenda

- ❖ To discuss on academic audit for 2021-22 academic year
- ❖ To discuss on Autonomous Extension review committee.
- ❖ To prepare or get ready the files/registers/documents to be verified by the academic audit committee/ autonomous extension committee
- ❖ To invite suggestions for smooth conducting of academic audit / Autonomous Extension committee visit.
- ❖ To make institutional plan or preparations for extension of autonomy.
- ❖ Any other with the permission of the chair.

Principal

(Dr.K.A.RAMARAJU)

List Members of IQAC attended for the meeting

S.No.	Name and Designation	Member type	Category	Signature
1	Dr.K.A.Rama Raju Principal, Sir C.R.Reddy College	Chairman of IQAC	Head of the Institution	
2	Dr. G. Ramu HOD, PG Dept. of Chemistry	Coordinator, IQAC	Teacher representative	
3	Sri M.Ratnakar HOD, Dept of Computer Science, <i>Academic Coordinator</i>	Member	Senior administrators	
4	Smt. K. Hemalatha HOD, PG Dept. of Mathematics <i>Additional Academic Coordinator</i>	Member	Senior administrators	
5	Sri K. Visweswara Rao Vice Principal & Controller of Examinations	Member	Senior administrators and COE	
6	Smt. S. Hemalatha Vice-Principal & Convener –WEC	Member	Senior administrators	
7	Dr. G R Satyanarayana Dean- Research Studies	Member	Teacher representative	
8	Dr. R. Srinivasa Rao Dean-Industry-Academic interface	Member	Teacher representative	
9	Dr. B. Emmanuel Dean Extension activities	Member	Teacher representative	
10	Sri B.V.R.D. Phani Kumar Coordinator-Placement cell & CBC	Member	Teacher representative	
11	Dr. T. Rajesh Coordinator – CIIE	Member	Teacher representative	
12	Sri P Vijay Kumar Dean Infrastructure.	Member	Teacher representative	
13	Sri M Rajesh Babu Dean Student Affairs	Member	Teacher representative	
14	Smt. V.Geetha Librarian, Central Library	Member	In charge of library	
15	Dr. K.S.Vishnu Mohan MS (Ortho), Correspondent	Member	Management representative	
16	Sri G. Venkateswara Rao Office Superintendent	Member	Senior administrative officer	
17	Sri A. V. Subrahmanyam Employer & Industrialist	Member	Nominee from Industrialists	
18	Sri M V Krishna Rao Local Society	Member	Nominee Local Society	
19	Sri Kanala Srinivasa Rao Member of Alumni	Member	Nominee from Alumni	
20	Mr. R. Sai Krishna Student, III B.Sc (MECs)	Member	Nominee from student	

Some suggested/proposed activities to be done by the different Departments/Cells as per the tentative schedule

S.No.	Name of the activity	Organized by	Tentative Date	Remarks
1	Induction programme on “code of conduct for first year students, newly appointed teaching, non teaching & administrative staff”	Dept. of Political Science	Sept.2022	Release of “Hand book on code of Conduct”
2	“ICT enabled teaching and learning process for effective understanding and creative thinking”	Dept. of Computers	Sept.2022	Workshop
3	Faculty Development Programme	IQAC	Oct .2022	FDP
4	“Gender equality-Human Values and Professional Ethics”	WEC	11 th October	International Day of the Girl Child
5	“IT integration and reforms in the examination procedures and processes for improvement in Examination Management System (EMS) of the Institution”	COE & Dept. of Computers	Oct.2022	National Seminar
6	“Sensitization of students and employees to the constitutional obligations: Values, Rights, Duties and Responsibilities”	Dept. of History & Dept. of Political Science	26 th Nov. 2022	Constitution Day
7	Alternative Sources of Energy and Energy Conservation Measures	Dept. of Physics & Dept. of Electronics	14 th Dec.2022	energy conservation day
8	“Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and skills development”	CRL, CIIE & CBC	Dec.2022	International conference
9	“Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and skills development”	CRL, CIIE & CBC	Dec.2022	International conference

ACTION TAKEN REPORT

On Resolutions of previous IQAC Meeting held on 26th September 2022

S.No.	Resolution	Action Taken	Remarks
1	The members of IQAC unanimously resolved to conduct AAA by constituting both internal audit committee and external expert committee as early as possible for the academic year 2021-22	Implemented	
2	It is resolved to apply for an application for the grant of extension of autonomy status immediately after the completion of AAA as per the existing processor	Implemented	
3	It is resolved to update the existing files/registers/documents for the verification by the academic audit committee/ autonomous extension committee	Implemented	
4	The committee resolved to constitute a committee to monitor the progress of the work criteria wise	Implemented	
5	It is resolved to appoint criteria wise in-charges, to constitute a committee to monitor the progress of work criteria wise	Implemented	
6	It is also resolved to constitute an internal audit committee for AAA with following members and requested to complete the task from 30th September 2022 to 1st October 2022. 1.Sri. K VisweswaraRao, HoD, Department of Zoology, Vice-Principal &CoE 2.Sri. K B S Gopal, HoD, Department of Physics, UGC Coordinator 3.Smt. K Hemalatha, HoD, Department of Mathematics (PG), Academic Coordinator for PG	Implemented	
7	It is also resolved to constitute external expert committee to conduct AAA with following members and requested to conduct the audit on 11th and 12th October 2022. 1.Dr. Mentey Harinath Babu, Principal, KGRL College, Bhimavaram. 2.Dr.ChJyothirmayi, IQAC Coordinator, Ch.S.D.St.Theresa's College for Women, Eluru. 3.Prof. V. Suryanarayana, HoD, Department of Computer Science, Ramachandra College of Engineering, Eluru.	Implemented	
8	It is unanimously resolved to forward the application to the register AdikaviNannaya University and UGC in the month of October 2022.	Implemented	

Discussion and Resolutions of IQAC Meeting held on 27th Dec. 2022

1. *Submission of AQAR 2021-22 on or before 31st December 2022*

Discussion: Members of IQAC discussed on preparedness of AQAR for 2021-22 academic year and last date of submission. NAAC is extended the last date of submission up to 28th Feb.2023

Resolution: The members of IQAC unanimously resolved to submit AQAR 2021-22 on or before 28th Feb.2023. It is also resolved that AQAR 2021-22 should be submitted in academic council and GB for discussion and approval before submission to NAAC.

2. *To organize statutory body meetings such as BoS, AC, FC and GB in the month of January 2023*

Discussion: As per the UGC guidelines for autonomous colleges, statutory body meetings such as BoS, AC, FC and GB should be organized twice in an academic year in every six months. Therefore for the present academic year 2022-23 BoS for even semesters, AC, FC and GB for first half of the academic year should be organized. Dr.K A Ramaraju, Principal proposed to organize BoS and AC in the 25th Jan.2023, FC on 31st Jan 2023 and GB 21st Feb.2023, and the proposal is supported by Mr. K. Visveswara Rao, CoE.

Resolution: The members of IQAC unanimously resolved to conduct meeting BoS for all the Departments of UG and PG programmes on 25th Jan.2023 at 10 am in respective departments. It is also resolved to conduct meeting of AC on 25th Jan. at 2pm in Conference Hall, FC Meeting 2.30 PM on 31st Jan 2023 in Conference Hall and GB on 21st Feb.2023 10 am

3. *To approve the action taken report as per the resolutions taken in the IQAC meeting on 26th September 2022*

Discussion: An extensive discussion was carried out on the implementation of resolutions taken in the IQAC meeting on 26th September 2022.

Resolution: It is resolved to approve the action taken report (ATR) on resolutions taken in the IQAC meeting on 26th September 2022

4. To prepare plan of action by each and every Department and Cells as per the resolutions approved in the IQAC Meeting held on 26th September 2022

Discussion: An extensive discussion was carried out on preparation of plan of action and its implementation by every department and cell.

Resolution: It is resolved to submit the plan of action by each and every Department and Cells for the academic year 2022-23 to Office of IQAC and to implement the plan of action

5. To Discuss on Grant of Extension of Autonomy Status Preparation work.

Discussion: Application for extension of autonomy is submitted to UGC, expert committee may visit our institution for grant of extension of autonomy. In this context, all the HoDs and conveners of the different cells are directed to organize activities and prepare reports and submit them to office of IQAC. Dr. K A Ramaraju, Principal requested the members of IQAC to monitor the preparedness of departments and cells

Resolution: It is resolved to monitor the preparedness and progress in departments and cells by constituting a **internal expert committee** of IQAC members

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|--|-------------|
| 1. Dr.K A Ramaraju
Principal
Sir C R Reddy College | Chairman |
| 2. Sri. K VisweswaraRao
Vice-Principal &CoE
HoD, Department of Zoology | Convener |
| 3. Sri. K B S Gopal
HoD, Department of Physics
UGC Coordinator | Co-convener |
| 4. Dr.G.Ramu
HoD, Department of Chemistry (PG)
IQAC Convener | Member |
| 5. Sri P Trinadh
HoD, Department of Mathematics | Member |
| 6. Sri Phani Kumar
HoD, Department of Commerce | Member |
| 7. Sri VAN Satish | Member |

	HoD, Department of Chemistry (UG)	
8.	Sri P Vijay Kumar Lecturer, Department of Computer Science	Member
9.	Sri M Rajesh Babu Lecturer, Department of Economics	Member
10.	Sri M Raju HoD, Department of Physics (PG)	Member
11.	Sri D S Siva Sankar HoD, Department of Physical Science	Member
12.	Smt. V Geetha HoD, Department of Library	Member
13.	Sri G Venkateswara Rao Superintendent	Member
14.	Sri V Venu Gopala Krishna Senior Assistant	Member
15.	Sri V Swaroop Kumar Junior Assistant	Member

6. *To prepare or get ready the files/registers/documents to be verified by the autonomous extension committee at the time of visit*

Discussion: Application for extension of autonomy is submitted to UGC, expert committee may visit our institution for grant of extension of autonomy. In this context, all the HoDs and conveners of the different cells are directed to organize activities and prepare reports and submit them to office of IQAC. Dr.K A Ramaraju, Principal requested the members of IQAC to monitor the preparedness of departments and cells

Resolution: It is resolved to get ready the files/registers/documents to be verified by the autonomous extension committee at the time of visit. It is also resolved to monitor the preparedness of departments and cells by internal expert committee every week end, and submit a report to the head of the institution.

7. *To arrange National/International seminars/conferences/workshops/symposia by every Department and Cells in association with IQAC*

Discussion: A deep discussion was carried out on to arrange National/International seminars/conferences/workshops/symposia by every Department and Cells in association with IQAC.

Resolution: It is resolved to submit plan of action by departments and cells to organize National/International seminars/conferences/workshops/symposia on or before 14th Feb.2023 to principal and also resolved to prepare and submit required budget to organize the activity

8. Any other with the permission of the chair

A handwritten signature in blue ink, consisting of a large initial 'A' followed by a series of loops and a final flourish.

Signature of the Chairman, IQAC