



SIR C R REDDY COLLEGE FOR WOMEN (Estd : 1987)

Affiliated to ADIKAVI NANNAYA UNIVERSITY, Rajamahendravaram

Vatluru, Eluru - 534007

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Minutes of Meeting
of
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

2019-2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Vatluru(Post), Pedapadu Mandal, (A.P)

MEETING-1

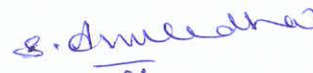
NOTICE

Date: 5th Jun 2019

This is to inform the members of IQAC, that there will be an IQAC meeting on 10th June 2019 at 1.30pm in the principal's chamber . We look forward to your presence and suggestions for our quality assurance and improvement measures.

Agenda:

1. To prepare Academic Annual plan for the year 2019-20.
2. To frame Mission, Vision, and Core Values for the Institution and each Department.
3. To focus on improving Teaching-Learning skills of the faculties.
4. To arrange a program on motivational skills.
5. To devise an Action plan for the academic year 2019-20.
6. To organize Yoga Day.
7. To prepare Annual Curricular Plans.
8. Review and Continuation of NAAC-related Initiatives from Previous Academic Year by Criteria and Cell Members.



Signature of IQAC coordinator

MEETING-1

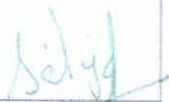
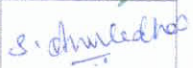
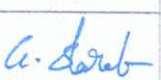
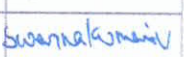
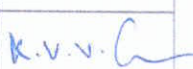
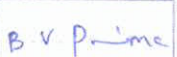
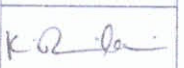
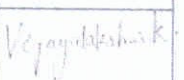
10th Jun 2019

The IQAC meeting was convened at principal's chamber on 10th Jun 2019 at 1.30pm under the chairmanship of the principal Smt. P. Sailaja.

Agenda:

1. To prepare Academic annual plan for the year 2019-20
2. To frame Mission, Vision, and Core Values for the Institution and each Department.
3. To focus on improving Teaching-Learning skills of the faculties.
4. To arrange a program on motivational skills.
5. To devise an Action plan for the academic year 2019-20.
6. To organize Yoga Day.
7. To prepare Annual Curricular Plans for the academic year 2019-20
8. Review and Continuation of NAAC-related Initiatives from Previous Academic Year by Criteria and Cell Members

Members of IQAC attended for the meeting 2019-20

S.No.	Name and Designation	Member type	Category	Signature
1	Smt. P.Sailaja Principal, Sir C.R.Reddy College for Women	Chairman of IQAC	Head of the Institution	
2	Smt. S Anuradha Vice Principal, Academic Coordinator	Coordinator, IQAC	Senior administrator	
3	Smt. G Sarala Vice Principal, Administrative Coordinator	Member	Senior administrator	
4	Mrs. B. Tulasi Koteswari Bai, Controller of Examinations	Member	Senior administrator	
5	Mrs. V.Swarna Kumari HOD Dept. of English	Member	Teacher representative	
6	Mr. K.V.V.Srinivas HOD Dept. of Computer Science	Member	Teacher representative	
7	Dr. B. Valli Poornima HOD P.G, Dept. of Chemistry	Member	Teacher representative	
8	Dr. Ch.Swapna Co-Ordinator, Research & Development	Member	Teacher representative	
9	Mrs. M.Durga HOD Dept. of Commerce	Member	Teacher representative	
10	Mrs. K.Sirisha HOD Dept. of Physics	Member	Teacher representative	
11	Mrs. V.D.Ratna Kumari HOD Dept. of Mathematics	Member	Teacher representative	
12	Mrs. R.L.Syamala HOD Dept. of Statistics	Member	Teacher representative	
13	Smt. K. Jhansi Lakshmi Lecturer, Dept of Computer Science	Member	Teacher representative	
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15	Mrs. K.Sirisha Librarian	Member	Incharge of library	
16	Sri P. Sri Rangam Correspondent	Member	Management representative	
17	Mrs. P.Ch.Kumari Office Superintendent	Member	Senior administrative officer	
18	Sri A. V. Subrahmanyam Employer & Industrialist	Member	Nominee from Industrialists	
19	Mrs. K.Vijaya Lakshmi Member of Alumni	Member	Nominee from Alumni	
20	Ms. K. Sahithi, III B.Com(CA)	Member	Nominee from student	

Resolutions:

1. It has been resolved to establish a committee comprising representatives from different departments responsible for formulating the Academic Annual Plan for the year 2019-20. This committee will be tasked with drafting the plan, encompassing academic activities, events, and administrative schedules in alignment with the institution's objectives and academic calendar. The committee is expected to present a detailed draft for review and approval in the subsequent IQAC meeting scheduled within the next month.
2. It has been resolved to form a committee comprising representatives from various departments to collaboratively frame the Mission, Vision, and Core Values for the Institution and individual departments. The committee will present their proposals for finalization in the subsequent meeting.
3. It has been resolved to initiate comprehensive faculty development programs aimed at enhancing Teaching-Learning skills, encompassing workshops, seminars, and peer-to-peer mentoring sessions, to be conducted within the ongoing academic semester.
4. It has been resolved to organize a motivational skills program by inviting specialized speakers or trainers within the next month, catering to both faculty and students, to enhance motivation and productivity.
5. It has been resolved to create a detailed action plan for the academic year 2019-20, encompassing academic, administrative, and extracurricular activities. This plan will be presented for review and approval in the upcoming meeting scheduled next month.
6. It has been decided to coordinate and celebrate Yoga Day, involving faculty, staff, and students to promote holistic well-being within the institution.
7. It has been resolved to establish a committee responsible for drafting and finalizing the Annual Curricular Plans for all departments within the next week, ensuring alignment with institutional objectives and academic standards.
8. It has been decided to pursue the work done by the criteria members and cell members in the previous academic year.

Signature of IQAC coordinator

Signature of the Principal

Principal
Sir C.R.Reddy College for Women
ELURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)
Vatluru(Post), Pedapadu Mandal, (A.P)

MEETING-2

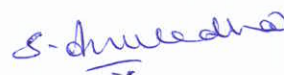
NOTICE

Date: 19th Jul 2019

This is to inform the members of IQAC, that there will be an IQAC meeting on 25th Jul 2019 at 2.30pm in the IQAC/NAAC hall. We eagerly anticipate your attendance and valuable input towards enhancing our quality assurance and improvement initiatives.

Agenda:

1. To Encourage Staff and Students to Engage with MOOCs for Knowledge Enrichment.
2. To Prepare Feedback Forms on Curriculum for the Academic Year.
3. To Review and Enhance Teaching Diaries and Departmental Registers in Accordance with NAAC Proforma.
4. To Arrange a Programme on Motivational Skills.
5. To Conduct a Programme on "First Aid" Training.
6. To Conduct Various Departmental Activities.



Signature of IQAC coordinator

MEETING-2

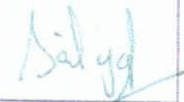
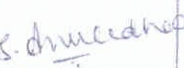
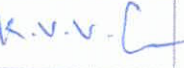
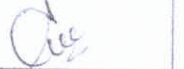
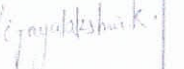
25th Jul 2019

The IQAC meeting was convened at IQAC/NAAC hall on 25th Jul 2019 at 2.30pm under the chairmanship of Principal Smt P.Sailaja.

Agenda:

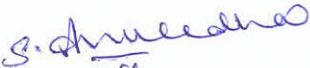
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5. To Conduct a Programme on "First Aid" Training.
6. To Conduct Various Departmental Activities.

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19	Mrs. K.Vijaya Lakshmi Member of Alumni	Member	Nominee from Alumni	
20	Ms. K. Sahithi, III B.Com(CA)	Member	Nominee from student	

Resolutions:

1. It has been resolved to create awareness among both staff and students regarding the benefits and opportunities offered by MOOCs (Massive Open Online Courses) to enrich their knowledge. This initiative aims to organize workshops, seminars, and informational sessions on utilizing MOOCs effectively for learning and professional development.
2. It has been decided to develop comprehensive feedback forms to gather input on the curriculum for the current academic year from both faculty members and students. These forms will encompass various aspects of the curriculum such as content relevance, teaching methodologies, assessment techniques, and suggestions for improvement.
3. It has been resolved to form a committee comprising department heads and faculty members responsible for reviewing and aligning teaching diaries and departmental registers with the NAAC proforma. This committee will assess the current formats, make necessary modifications to meet NAAC standards, conduct training sessions for faculty on effective usage, and ensure regular maintenance and documentation.
4. It has been resolved to organize a series of workshops and seminars dedicated to enhancing motivational skills among both staff and students.
5. It has been resolved to conduct comprehensive First Aid Training sessions for faculty, staff, and students.
6. It has been resolved to initiate and execute a range of departmental activities encompassing academic, extracurricular, and administrative domains. These activities aim to promote departmental engagement, collaborative initiatives, and skill development among faculty and students, contributing to the overall enhancement of departmental effectiveness and synergy.


Signature of IQAC coordinator


Signature of the Principal
Principal
Sir C.R.Reddy College for Women
ELURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Vatluru(Post), Pedapadu Mandal, (A.P)

MEETING-3

NOTICE

Date: 17th Oct 2019

This is to inform the members of IQAC, that there will be an IQAC meeting on 22nd Oct 2019 at 2.30pm in the principal's chamber. Your attendance and valuable insights pertaining to our quality assurance and enhancement strategies are greatly anticipated.

Agenda:

1. To Identify Underperforming Students and Conduct Remedial Classes.
2. To Organize a Faculty Development Program (FDP) by the Computer Science Department.
3. To Conduct a Legal Awareness Programme.
4. To Host an Animal Rights Programme.
5. To Arrange CRT Classes & Soft Skills Training Program by APSSDC for III Year Students.
6. To Hold a Seminar on "Space Research."
7. To Organize a Programme on Safety Measures for Women.
8. To Host a Programme on "Suradesi Jagaran Manch."
9. To Conduct a Programme on Intellectual Property Rights.
10. To Organize an Awareness Programme on Cyber Crimes.
11. To Arrange an Interactive Session with an Entrepreneur.



Signature of IQAC coordinator

MEETING-3

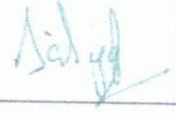
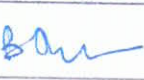
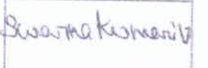
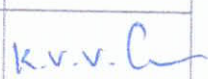
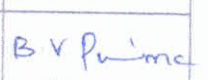
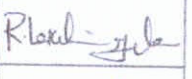
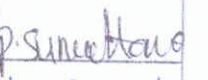
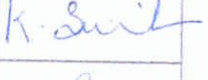
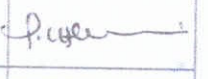
22nd Oct 2019

The IQAC meeting was convened at principal chamber on 22nd Oct 2019 at 2:30pm under the chairmanship of Principal Smt. P.Sailaja.

Agenda:

1. To Identify Underperforming Students and Conduct Remedial Classes.
2. To Organize a Faculty Development Program (FDP) by the Computer Science Department.
3. To Conduct a Legal Awareness Programme.
4. To Host an Animal Rights Programme.
5. To Arrange CRT Classes & Soft Skills Training Program by APSSDC for III Year Students.
6. To Hold a Seminar on "Space Research."
7. To Organize a Programme on Safety Measures for Women.
8. To Host a Programme on "Suradesi Jagaran Manch."
9. To Conduct a Programme on Intellectual Property Rights.
10. To Organize an Awareness Programme on Cyber Crimes.
11. To Arrange an Interactive Session with an Entrepreneur.

Members of IQAC attended for the meeting 2019-20

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19	Mrs. K.Vijaya Lakshmi Member of Alumni	Member	Nominee from Alumni	
20	Ms. K. Sahithi, III B.Com(CA)	Member	Nominee from student	

Resolutions:

1. The committee resolved to identify students requiring additional academic support and implement remedial classes to assist in their academic progress.
2. The committee resolved to conduct a Faculty Development Program (FDP) within the Computer Science Department for both teaching and non-teaching staff. This program aims to improve their skills related to filing NAAC work.
3. The committee decided to conduct a Legal Awareness Programme to educate both students and faculty on legal rights and obligations.
4. It was resolved to organize an Animal Rights Programme aimed at promoting awareness and advocacy for animal welfare within the campus community.
5. The decision was made to arrange CRT Classes & Soft Skills Training Program by APSSDC for third-year students to enhance their employability skills.
6. It was decided to host a Seminar on "Space Research" to provide insights into current advancements and opportunities in the field.
7. The committee resolved to organize a Programme focusing on Safety Measures for Women to promote awareness and ensure a secure environment.
8. The decision was made to host a Programme on "Suradesi Jagaran Manch" aiming to promote cultural understanding and inclusivity.
9. It was resolved to conduct a Programme on Intellectual Property Rights to educate students and faculty on its importance and application.
10. The committee decided to organize an Awareness Programme on Cyber Crimes to raise awareness and promote safe online practices.
11. It was resolved to arrange an Interactive Session with an Entrepreneur to inspire and educate students about entrepreneurship and innovation.


Signature of IQAC coordinator


Signature of the Principal
Principal
Sr C.R.Reddy College for Women
ELURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)
Vatluru(Post), Pedapadu Mandal, (A.P)

MEETING-4

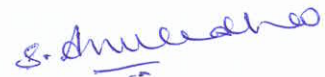
NOTICE

Date: 26th Dec 2019

This is to inform the members of IQAC, that there will be an IQAC meeting on 1st Jan 2020 at 2.30pm in the IQAC/NAAC hall. Your attendance and valuable insights pertaining to our quality assurance and enhancement strategies are greatly anticipated.

Agenda:

1. To Arrange a Guest Lecture on "UV-VS Spectroscopy."
2. To Organize a Workshop on "MEAN STACK Technologies."
3. To Collaborate with IGNOU to Facilitate a Certificate Course in the College.
4. To Plan a Visit to IIOPR.
5. To Organize a Botanical Tour.
6. To Conduct a Field Trip to Pedavegi.
7. To Arrange a Visit to Vijjeswaram Power Plant.
8. To Organize a Visit to Doordashan Kendra.
9. To Plan a Visit to DEEPAK NEXGEN Company.
10. To Conduct a Workshop on Cloud Computing.
11. To Arrange the College Annual Day Programme.
12. To Celebrate Women's Day.



Signature of IQAC coordinator

MEETING-4

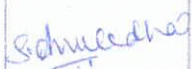
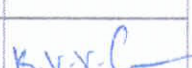
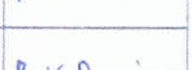
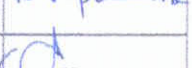
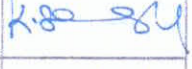
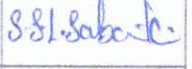
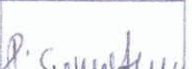
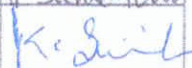
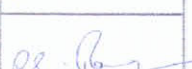
1st Jan 2020

The IQAC meeting was convened at principal chamber on 1st Jan 2020 at 2:30pm under the chairmanship of Principal Smt. P.Sailaja.

Agenda:

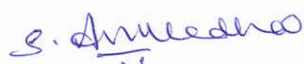
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9. To Plan a Visit to DEEPAK NEXGEN Company.
10. To Conduct a Workshop on Cloud Computing.
11. To Arrange the College Annual Day Programme.
12. To Celebrate Women's Day.

Members of IQAC attended for the meeting 2019-20

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6	Mr. K.V.V.Srinivas HOD Dept. of Computer Science	Member	Teacher representative	
7	Dr. B. Valli Poornima HOD P.G, Dept. of Chemistry	Member	Teacher representative	
8	Dr. Ch.Swapna Co-Ordinator, Research & Development	Member	Teacher representative	
9	Mrs. M.Durga HOD Dept. of Commerce	Member	Teacher representative	
10	Mrs. K.Sirisha HOD Dept. of Physics	Member	Teacher representative	
11	Mrs. S.S.L.Sabari Kumari HOD Dept. of Mathematics	Member	Teacher representative	
12	Mrs. R.L.Syamala HOD Dept. of Statistics	Member	Teacher representative	
13	Smt. K. Jhansi Lakshmi Lecturer, Dept of Computer Science	Member	Teacher representative	
14	Mrs. P. Suneethamma Physical Education	Member	Teacher representative	
15	Mrs. K.Sirisha Librarian	Member	Incharge of library	
16	Sri P. Sri Rangam Correspondent	Member	Management representative	
17	Mrs. P.Ch.Kumari Office Superintendent	Member	Senior administrative officer	
18	Sri A. V. Subrahmanyam Employer & Industrialist	Member	Nominee from Industrialists	
19	Mrs. K.Vijaya Lakshmi Member of Alumni	Member	Nominee from Alumni	
20	Ms. K. Sahithi, III B.Com(CA)	Member	Nominee from student	

Resolutions:

1. It was agreed to invite an expert for a Guest Lecture on "UV-VS Spectroscopy" to enhance students' understanding in the field.
2. The decision was made to conduct a Workshop on "MEAN STACK Technologies" to upgrade the technical knowledge of students and faculty.
3. The committee will collaborate with IGNOU to introduce a Certificate Course in the College to diversify educational opportunities.
4. Plans were finalized to arrange a visit to IIOPR to facilitate learning and practical exposure for students.
5. An Organized Botanical Tour was agreed upon to broaden students' knowledge in botanical studies.
6. A Field Trip to Pedavegi was approved to provide practical insights and exposure for students.
7. An arranged Visit to Vijjeswaram Power Plant was agreed upon to offer students a practical understanding of power generation.
8. Plans were made to organize a Visit to Doordashan Kendra to familiarize students with media operations.
9. A visit to DEEPAK NEXGEN Company was scheduled to provide students with industry insights and practical knowledge.
10. The decision was made to conduct a Workshop on Cloud Computing to enhance students' technical skills.
11. The committee agreed to Arrange the College Annual Day Programme to celebrate and showcase students' talents and achievements.
12. It was agreed to Celebrate Women's Day to honor and appreciate the contributions of women in the institution and society.



Signature of IQAC coordinator


Signature of the Principal

Principal
Sir C.R.Reddy College for Women
ELURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Vatluru(Post), Pedapadu Mandal, (A.P)

MEETING-5

NOTICE

Date: 27th May 2020

This is to inform the members of IQAC, that there will be an IQAC meeting on 1st June 2020 at 10:30 pm through ZOOM APP. Your attendance and valuable insights pertaining to our quality assurance and enhancement strategies are greatly anticipated.

Agenda:

1. To Implement Online Mode of Teaching Methodologies Due to COVID-19.
2. To Conduct a Training Program on Creating Video Classes.
3. To Maintain a YouTube Channel for Uploading Videos.
4. To Review the Progress of Completion of NAAC Works.
5. To Enroll Staff in NPTEL/SWAYAM Courses.
6. To Participate in Webinars for Upgrading Lectures in Online Teaching.
7. To process 2f application



Signature of IQAC coordinator

MEETING-5

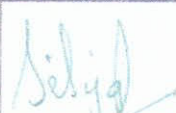
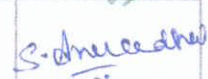
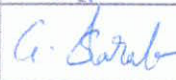
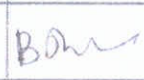
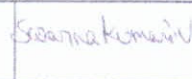
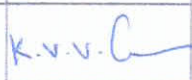
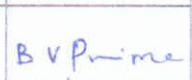
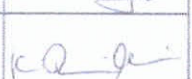
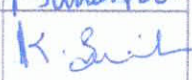
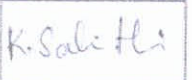
1st June 2020

The IQAC meeting was convened through ZOOM app on 1st June 2020 at 10:30Am under the chairmanship of Principal Smt. P.Sailaja.

Agenda:

1. To Implement Online Mode of Teaching Methodologies Due to COVID-19.
2. To Conduct a Training Program on Creating Video Classes.
3. To Maintain a YouTube Channel for Uploading Videos.
4. To Review the Progress of Completion of NAAC Works.
5. To Enroll Staff in NPTEL/SWAYAM Courses.
6. To Participate in Webinars for Upgrading Lectures in Online Teaching.
7. To process 2f application

Members of IQAC attended for the meeting 2019-20

S.No.	Name and Designation	Member type	Category	Signature
1	Smt. P.Sailaja Principal, Sir C.R.Reddy College for Women	Chairman of IQAC	Head of the Institution	
2	Smt. S Anuradha Vice Principal, Academic Coordinator	Coordinator, IQAC	Senior administrator	
3	Smt. G Sarala Vice Principal, Administrative Coordinator	Member	Senior administrator	
4	Mrs. B. Tulasi Koteswari Bai, Controller of Examinations	Member	Senior administrator	
5	Mrs. V.Swarna Kumari HOD Dept. of English	Member	Teacher representative	
6	Mr. K.V.V.Srinivas HOD Dept. of Computer Science	Member	Teacher representative	
7	Dr. B. Valli Poornima HOD P.G, Dept. of Chemistry	Member	Teacher representative	
8	Dr. Ch.Swapna Co-Ordinator, Research & Development	Member	Teacher representative	
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19	Mrs. K.Vijaya Lakshmi Member of Alumni	Member	Nominee from Alumni	
20	Ms. K. Sahithi, III B.Com(CA)	Member	Nominee from student	

Resolutions:

1. As per the instruction from AKNU The committee agreed to swiftly implement online teaching methodologies due to COVID-19, ensuring continuity in education and the safety of students and faculty.
2. It was decided to conduct a comprehensive training program focusing on creating video classes by Mr.K.V.V.Srinivas HOD Computer science to equip faculty with the necessary skills for effective online instruction.
3. The decision was made to establish and maintain a dedicated YouTube channel for the purpose of uploading educational videos to facilitate learning resources.
4. It was agreed upon to regularly review and assess the progress of NAAC works, ensuring timely completion and adherence to quality standards.
5. The committee resolved to encourage and enroll staff members in NPTEL/SWAYAM Courses to enhance their skills and knowledge through online learning platforms.
6. It was unanimously agreed to encourage and facilitate participation in webinars aimed at upgrading lectures for online teaching. Faculty members will be encouraged to actively engage in relevant webinars and workshops to enhance their proficiency in online teaching methodologies. The administration will support and provide necessary resources to enable their participation in these educational programs.
7. The committee resolved to expedite and diligently process the 2F application for timely approval and compliance.



Signature of IQAC coordinator



Signature of the Principal

Principal

Sri C.R.Reddy College for Women
ELURU