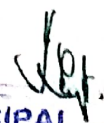



D. S. GOVERNMENT DEGREE COLLEGE, ONGOLE.
INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETINGS AND ACTION TAKEN REPORT
2021-22


Sl. No.	Date	Resolutions	Action Taken
1	02-06-2021	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. To conduct a parent meet through an online platform to discuss the academic progress of the students. 2. To conduct an online workshop on 'Testmoz' a formative assessment tool. 	<p>All the mentors are instructed to make arrangements for the meet.</p> <p>JKC FTM Sri. J. N. Suresh Kumar was instructed to organise the workshop on 'Testmoz'</p>
2.	03-06-2021	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. To conduct an online workshop on 'Testmoz' a formative assessment tool. 2. To conduct a parent meet on 13-06-2021. 	<p>D. Vijaya Kumari, Lecturer, GDCW Guntur, was invited to act as resource person for the workshop.</p> <p>All the mentors were instructed to inform the parents to attend the meet.</p>
3	14-06-2021	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. Submission of result analysis. 2. Usage of digital infrastructure. 3. Usage of N-List 	<p>All the faculty members were instructed to submit result analysis.</p> <p>All the faculty members were instructed to incorporate ICT tools in the teaching, learning and evaluation.</p> <p>Faculty were encouraged to make use of inflibnet.</p>


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4	14-06-2021	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. Syllabus coverage of IV & VI semester students. 2. Uploading of OTLP. 	<p>All the faculty members were instructed to submit syllabus coverage reports.</p> <p>Committee was appointed to look after OTLP uploading.</p>
5	03-07-2021	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. To conduct demo class on uploading online classes in OTLP app 2. To conduct pre final examination for the students of IV & VI semester. 	<p>JKC FTM Sri J. N. Suresh Kumar was instructed to organise a demo class.</p> <p>The examination committee was instructed to make arrangements to conduct pre final examination from 01-08-2021 to 07-08-2021 without intervening practical examination.</p>
6	02-08-2021	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. To conduct a workshop on "Google Sites" 2. To submit AQAR 2019-20. 	<p>Mrs. B. Sulochana, Lecturer in English and Sri. J. N. Suresh Kumar, JKC FTM are the resource persons for the one week workshop.</p> <p>All the committee members were instructed to collect and consolidate the data as soon as possible to submit AQAR 2019-20 within time.</p>
7	03-10-2021	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. To update OTLP App with The new version. 2. To reconstitute the IQAC 	<p>All the faculty members were instructed to update the New version of the OTLP App with the link provided by the CCE.</p> <p>The committee was reconstituted due</p>


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		Committee.	to the changes taken place in the cadre strength of the college due to the general transfers initiated by the Govt.
		3. To realloft mentors for the mentees.	New mentors were assigned to the mentees due to the changes taken place in the cadre strength of the college due to the general transfers initiated by the Govt.
8	23-12-2022	The IQAC Committee met at the Principal's chamber to discuss the following 1. Submission of AQAR 19-20. 2. Submission of ASAR 3. Updation of departmental registers.	All the committee members were instructed to consolidate the required data for submitting AQAR 19-20. All the staff members were instructed to submit ASARs by 27th Dec for uploading in the APSCHE portal. All the departmental incharges were instructed to supervise the updation of registers in the departments.
9	05-01-2022	The IQAC Committee met at the Principal's chamber to discuss the following 1. To update the records of certificate courses and submit. 2. Update the research publication information in to MIS	The departmental incharges are instructed to update the records and submit. All the staff members are instructed to update the research publication information in to MIS
10	17-01-2022	The IQAC Committee met at the Principal's chamber to discuss about the submission of AQAR 2020-21	The committee members were instructed to take active participation to submit AQAR 2020-21
11	21-01-2022	The IQAC Committee met at the Principal's chamber to discuss remedial coaching classes for slow learners.	All the staff members were instructed to prepare a schedule to conduct remedial coaching classes for slow learners.


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12	08-02-2022	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. To renovate Computer Lab with CSR funds for a qualitative teaching in computer science. 2. To organise deeksharambh as per the instructions of CCE for I year students 	<p>Dr. M. Srinivas Reddy, Lecturer in Chemistry was instructed to raise funds under CSR.</p> <p>Mrs. Sharon Vidyullatha, Lecturer in Zoology was instructed to organise the programme.</p>
13	11-02-2022	<p>All the staff members met at Room No. 3 to discuss the following</p> <ol style="list-style-type: none"> 1. To draft SOP on implementation of instructions from CCE on Continuous Internal Assessment. 2. To draft SOP for recouping of deviated classes in TLP 	<p>Suggestions were invited from the staff members to draft SOP</p> <p>Mrs. Y. Sushma, TLP coordinator was instructed to take the problems in recouping to the notice of the concerned authorities.</p>
14	16-02-2022	<p>The IQAC Committee met at the Principal's chamber to discuss about the submission of AQAR 20-21</p>	<p>All the criteria incharges were asked to update the status and instructed to complete within time.</p>
15	04-03-2022	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. To celebrate International Women's Day. 2. To invite chief guests for the programme. 	<p>The Women Empowerment Cell was instructed to organise the programme.</p> <p>Mrs. P. Indira, WEC Coordinator was instructed to invite Mrs. Sachi Devi, CPDC member as chief guest and Mrs. K. Krishnaveni, Joint Collector as guest of honor for the programme.</p>
16	26-04-2022	<p>The IQAC Committee met at the Principal's chamber to discuss</p>	


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		<p>the following</p> <ol style="list-style-type: none"> 1. Submission of teaching diaries by 5th of every month 2. Usage of inflibnet for the purpose of strengthening the teaching and research activities. 	<p>All the faculty members were instructed to update and submit the teaching diaries before 5th of every month.</p> <p>Faculty were encouraged to make use of inflibnet.</p>
17	11-03-2022	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. Criteria wise status for submission of AQAR 2020-21. 2. Submission of departmental activities to academic coordinator by 5th of every month. 	<p>All the criteria incharges were asked to accelerate the work for submission of AQAR 20-21</p> <p>Departmental incharges were instructed to submit departmental activities to academic coordinator by 5th of every month.</p>
18	25-05-2022	<p>Criteria wise incharges meeting was organised to review the progress of AQAR 20-21 submission.</p>	<p>Criteria wise progress was reviewed and chalked out further plan.</p>
19	22-05-2022	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. To observe plastic free day and No vehicle day to promote eco friendly environment and reduce vehicular pollution. 2. To constitute a green army in the college. 3. To review the progress of AQAR 20-21. 	<p>Eco club convener Dr. Sharon Vidyullatha was instructed to initiate plastic free day and No vehicle day.</p> <p>And was also instructed to constitute green army to take up the responsibility of the same</p> <p>All the criteria incharges were asked to accelerate the work for submission of AQAR 20-21</p>


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20	19-07-2022	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. Filling of Format I, II & III for academic audit. 2. Updating and keeping the records ready for academic audit. 	<p>The IQAC coordinator was instructed to fill Format I and upload it on the website.</p> <p>All the staff members were asked to submit Format III for Academic Audit.</p>
21	26-07-2022	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. AQAR 2020-21 submission. 2. Conduct Mid examinations as per the guidelines given by CCE 	<p>All the committee members were asked to go through the final draft of AQAR 20-21 and approve for submission.</p> <p>All the faculty members were instructed to prepare a timetable for Mid examination and circulate. Faculty members were further instructed to prepare question papers as per the format given by CCE.</p>
22	06-08-2022	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p> <ol style="list-style-type: none"> 1. Data collection period for 2021-22 2. AQAR 2021-22 submission. 	<p>All the criteria incharges were informed to consider 01-06-2021 to 01-08-2022 as data collection period for submission of AQAR 21-22.</p> <p>As the IIQA is to be submitted for NAAC 3rd cycle, all the faculty members are instructed to submit the data at the earliest to IQAC for consolidation.</p>
23	17-08-2022	<p>The IQAC Committee met at the Principal's chamber to discuss the following</p>	


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		1. AQAR 2021-22 submission.	All the criteria incharges were instructed to collect data and consolidate for submission of AQAR 21-22
24	30-08-2022	The IQAC Committee met at the Principal's chamber to discuss the following 2. AQAR 2021-22 submission.	All the criteria incharges were instructed to collect data and consolidate for submission of AQAR

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