

RRDS GOVT DEGREE COLLEGE, BHIMAVARAM

INTERNAL QUALITY ASSURANCE CELL

(1) Meeting held on 07 December 2021

The IQAC meeting was held under the chairmanship of Dr V K J Prasuna, Principal and attended by the coordinator and members.

Agenda

- Preparation of Action Plan of IQAC for the year 2021-22
- Action plan for III-Phase Admissions
- Submission of AQAR for 2020-21
- Bridge Courses for newly joined students
- Any other matter with the permission of the chair

Minutes

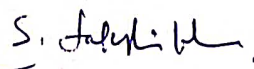
- The IQAC coordinator spoke on the outline of plan of action for 2021-22.
- Resolved to identify various academic activities which enriches the curriculum while preparing action plan of IQAC 2021-22
- Resolved to prepare action plan for III-phase admissions under the guidance of Dr. A. Nagaraju, lecturer in Commerce.
- Resolved to appoint Criteria wise in charges for submission of AQAR for 2020-21.
- Resolved to conduct Bridge Courses whenever necessary according to the time table in all programmes.
- Resolved to contact philanthropists for newly introduced science courses from the A.Y 2021-22.

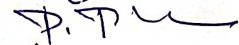
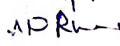
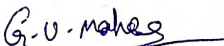

Coordinator
(Dr. P. Aravind Swamy)

Members Present:

1. Smt. S. Lakshmi Kantham, Lecturer in Commerce
2. Dr. K. Srinivasa Rao, Lecturer in Telugu
3. Dr. P. Rajasekhar, Lecturer in English
4. Dr. A. Nagaraju, Lecturer in Commerce
5. Smt. G. Uma Maheswari, Lecturer in Commerce.


Chairman
(Dr. V. K. J. Prasuna)
PRINCIPAL
R.R.D.S.Govt. Degree College
BHIMAVARAM-534 202



(2) Meeting held on 04 February 2022

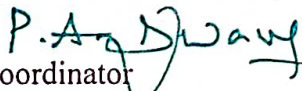
The IQAC meeting was held under the chairmanship of Dr V K J Prasuna, Principal and attended by the coordinator and members.

Agenda

- Review of departmental Action Plans
- Use of ICT in assessment
- Review of Co-curricular and extra-curricular activities
- Conduct of class work for newly introduced science courses i.e. B.Sc (BZC and MPCs)
- MOUs and Collaborations
- Any other matter with the permission of the chair.

Minutes

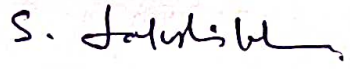
- It is resolved to include more student centric activities.
- Resolved to use Google forms, Kahoot.Com, Plickers etc. for formative assessment of students.
- Resolved to conduct co-curricular and extra curricular activities as mentioned in the University curriculum as well as initiated by IQAC.
- Resolved to assign MPCs class in-charge duties to Dr. K.Srinivasa Rao, Lec. In Telugu. I BZC class incharge duties to Dr.P.Rajasekhar, Lec.,in English.
- Resolved to approach Sri DNR GDC (W), Palakollu, BV Raju College, Browining College for MOUs on exchange of resources.
- Resolved to conduct alumni association meetings as early as possible for seeking financial help regarding Science Courses and also resolved to enroll all the students and faculty members in N-LIST.

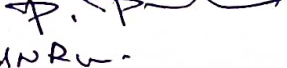
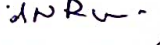
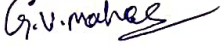

Coordinator
(Dr. P. Aravind Swamy)

Members Present:

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3. Dr. P. Rajasekhar, Lecturer in English
4. Dr. A. Nagaraju, Lecturer in Commerce
5. Smt. G. Uma Maheswari, Lecturer in Commerce.


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(3) Meeting held on 26 April 2022

The IQAC meeting was held under the chairmanship of Dr V K J Prasuna, Principal and attended by the coordinator and members.

Agenda

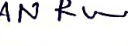
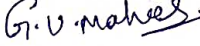
- Implementation of blended teaching mode during vacation period declared by AKNU.
- Conducting Certificate Courses by each Department.
- Involvement of Alumni in college development.
- Review on MOUS implementation.
- Review on Curriculum enrichment.

Minutes

- Resolved to follow blended teaching mode using G-Suite during vacation period. Declared by AKNU from 09-05-2022 to 11.06.2022.
- Resolved to conduct certificate courses for 30 days by each department especially one course on Human Values and professional Ethics.
- Resolved to involve Alumni in CPDC and also conduct regular meetings with Alumni.
- Resolved to take more MOUs to facilitate Science Students
- Resolved to introduce valuable additional inputs to enrich the curriculum.
- Resolved to take feedback on institution and teacher performance from students and feedback on curriculum from students, faculty, alumni and parents.
- The principal stressed the need for enhancing enrollment by visiting feeder colleges, addressing the students, explaining the benefits of joining RRDS, taking their addresses, paying follow-up visits to their houses and motivating the students to seek admission in RRDS GDC.


Coordinator
(Dr. P. Aravind Swamy)

Members Present:

1. Smt. S. Lakshmi Kantham, Lecturer in Commerce
2. Dr. K. Srinivasa Rao, Lecturer in Telugu 
3. Dr. P. Rajasekhar, Lecturer in English 
4. Dr. A. Nagaraju, Lecturer in Commerce 
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(4) Meeting held on 11 July 2022

The IQAC meeting was held under the chairmanship of Dr V K J Prasuna, Principal and attended by the coordinator and members.

Agenda

- Review on Community Service Project
- Review on Admission campaign programme for A.Y 2022-23.
- Conduct of a national webinar.
- Strengthening of CPDC.
- Review on Website maintenance
- Review on Programme Outcomes

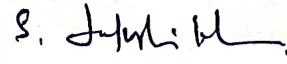
Minutes

- Resolved to monitor and guide the students to compute CSP effectively and evaluate the CSPs as per the instructions of CCE.
- Resolved to reach the campaign to the BPL Community to strengthen admissions and also achieve vision of the college.
- Resolved to conduct a national webinar on a topic of social relevance in the month of August 2022.
- Resolved to find out philanthropists to involve in college CPDC.
- Instructed all the staff members to give accurate inputs for good maintenance of college website.
- Reviewed results, student progression and also discussed the action plan to reach 100 per cent programme outcomes.


Coordinator
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Members Present:

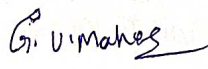
1. Smt. S. Lakshmi Kantham, Lecturer in Commerce
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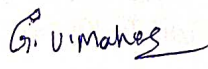

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ACTION TAKEN REPORTS

(1) Meeting held on 07 December 2021

ATR

1. **Charting out plan of action:** The IQAC had a discussion among the team members and charted out the plan of action for 2021-22 as follows and submitted to the principal.

Plan of action for 2021-22
To update website and increase % of ICT-enabled teaching
To exhort the faculty for organizing seminars and workshops in collaboration with other institutions
To encourage faculty and students to join online certificate courses
To request the departments to increase field-based activities for the students
To pursue philanthropists and donors for financial contribution towards newly sanctioned B.Sc. courses as the posts are not sanctioned.

2. **Action Plan for III-phase admissions:** Admissions committee was constituted with the following members to monitor and enhance admissions.

Dr. P. Nagaraju, Lecturer in Commerce, Chairman
Sri P. Aravind Swamy, Lecturer in Economics, Member
Sri K. Srinivas, Lecturer in Telugu, Member
Sri P. Rajasekhar, Lecturer in English, Member
Sri. S. Satyanarayana, Lecturer in History, Member
Sri M. Venkatesh, Lecturer in Computer Science

The committee chalked out a plan of action to visit the neighboring Junior colleges and motivate the students to join in the college. After completion of II-phase admissions, the committee members visited the neighboring villages to motivate the left over students to join in the college.

3. **Submission of AQAR:** Taking inputs from the departments, committees, library, office and the principal, the IQAC team prepared AQAR for 2020-21 and after approval by the principal, submitted it to NAAC in online mode.
4. **Bridge Courses:** All the departments conducted bridge courses for the new students for a period ranging from one week to ten days on the topics selected for the purpose.
5. **Meeting Philanthropists:** The Principal and the staff members met philanthropists in Bhimavaram and sought financial help for smooth conduct of newly introduced science courses from the A.Y 2021-22.

6. **Academic calendar & Annual curricular plans:** As the college is an affiliated college, the IQAC has recommended that the university academic calendar be implemented as it is, and directed all the departments to prepare curricular plans for the two semesters in accordance with this. The curricular plans were approved after careful examination and sent to the head of the institution.

(2) Meeting held on 15 March 2021

ATR

1. **Review of departmental Action Plans:** Action Plans prepared by various departments were reviewed by IQAC and necessary suggestions were made regarding inclusion of more student centric activities like student seminars, community service projects, project works etc.
2. **Use of ICT in assessment:** Google forms were used by all the Departments to conduct online quizzes as a part of formative assessment and Continuous Internal Evaluation as insisted by Commissioner of Collegiate Education. Kahoot.Com, Plickers etc. were used by Commerce Department along with Google form for formative assessment.
3. **Review of co-curricular and extra-curricular activities:** All the Departments conducted various co-curricular and extra-curricular activities as mentioned in the University curriculum and as initiated by the IQAC.
4. **Class work for newly introduced science courses:** Class in-charge for newly introduced Science courses were appointed. Guest faculty on the basis of minimal honorarium were engaged for Maths, Physics, Computer Science, Botany, Zoology and Chemistry subjects. Practices in these subjects were conducted with the help of B V Raju College and Browning College, Bhimavaram. MOUs regarding exchange of science faculty were executed with B V Raju College, Bhimavaram, Browning College, Bhimavaram, and Sri DNR GDC (W), Palakollu.
5. **Alumni association meeting:** Alumni association meeting was conducted in the college and the Alumni members came forward to extend financial cooperation for newly sanctioned science courses.
6. **Enrollment in N-LIST:** All most all the staff and students were enrolled in N-LIST.

(3) Meeting held on 26th April 2022

ATR

1. **Blended teaching mode:** Online classes along with off line classes were conducted as per the directions of AKNU during summers vacation i.e. from 09-05-2022 to 11.06.2022 using G-Suite.

2. **Certificate courses:** Certificate courses for 30 days were conducted by various departments. Department of English conducted certificate course on **Human Values**. Department of Telugu conducted certificate course on **Journalism**. Department of Commerce conducted certificate courses on **Tally with GST and Stock Market Operations**.
3. **Involvement of Alumni in CPDC:** Alumni meetings were conducted on 26-02-2022 and 03-05-2022 and discussed various issues regarding College planning and Development. Alumni members came forward to extend financial cooperation for the development of the college and they donated About Rs.1,90,000 towards college development.
4. **Feedback (SSS):** Feedback on curriculum, institution and teacher performance was collected from students, faculty, alumni and parents. The feedback was analysed and uploaded in college website.
5. **MOUS:** The college has obtained MOUs from Sri DNR Government Degree College, Palkol, Browning College, Bhimavaram, BV Raju College, Bhimavaram, Dronacharya Sports Club, Bhimavaram, District Sports Authority, West Godavari District, Bhimavaram, 7 Arts Interior Private Limited, Bhimavaram, MVV and Associates, Bhimavaram, District Economic and Statistical officer, Bhimavaram, W.G. Dt.
6. **Admissions Campaign:** The admission committee members frequently visited neighbouring feeder colleges and motivated the students to join RRDS Govt Degree college. They collected the addresses of the students and visited their houses and explained the parents about the facilities available and benefits of joining this college.

(4) Meeting held on 11 July 2022

ATR

Minutes

1. **Community Service project (CSP):** As per the instructions of the CCE, all the I year and II year students involved in Community Service project and successfully completed it. The class mentors evaluated the projects as per the norms given by CCE awarded grades to the projects
2. **Admissions Campaign:** Admission campaign programme was intensified by frequently meeting the students and their parents at their houses and motivating them to join the college.
3. **Website Updation:** Website was updated as per the SoP of CCE.

4. **Review on Programme Outcomes:** Programme outcomes were reviewed in the academic council meeting. The principal advised all the faculty members to implement various curricular and cocurricular activities to achieve the programme outcomes as mentioned in the curriculum.

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