

RRDS GOVT. DEGREE COLLEGE, BHIMAVARAM, W.G.Dt, A.P

(Affiliated to Adkavi Nannayya University, Rajamahendravaram)

Estd:1972

08816-223458

www.rrdsgdc.ac.in



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AISHE:C-24023

gdcbbhimavaram.jkc@gmail.com

RRDS GOVT DEGREE COLLEGE, BHIMAVARAM

INTERNAL QUALITY ASSURANCE CELL

(1) Meeting held on 12 September 2022

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 2022-23
- Action plan for II-Phase Admissions
- Submission of AQAR for 2021-22
- Criterion wise in charges for NAAC SSR data preparation
- 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 2022-23.
- Resolved to identify various academic activities which enriches the curriculum while preparing action plan of IQAC 2022-23
- Resolved to prepare action plan for II-phase admissions under the guidance of S. Lakshmi Kantham, Lecturer in Commerce.
- Resolved to appoint Criteria wise in charges for submission of AQAR for 2022-23 and preparation of data for SSR.
- Resolved to conduct Bridge Courses whenever necessary according to the time table in all programmes.


Coordinator
(Dr. P. Aravind Swamy)

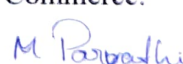
Members Present:

1. Smt. S. Lakshmi Kantham, Lecturer in Commerce
2. Dr. K. Srinivasa Rao, Lecturer in Telugu
3. Dr. P. Rajasekhar, Lecturer in English
4. Smt. G. Uma Maheswari, Lecturer in Commerce.
5. M.M.L.N. Parvathi, Sr. Assistant


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







(2) Meeting held on 22 November 2022

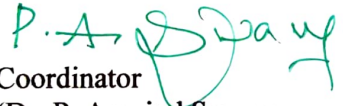
The IQAC meeting was held under the chairmanship of Dr V K J Prasuna, Principal and attended by the coordinator and members.

Agenda

- Review of departmental Action Plans
- Use of ICT in assessment
- Review of Co-curricular and extra-curricular activities
- 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 approach Sri DNR GDC (W), Palakollu, BV Raju College, Browining College for MOUs on exchange of faculty and Lab 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.


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(Dr. P. Aravind Swamy)

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 S. Jyothi/Kantham.


 M. Paravathi

(3) Meeting held on 15 February 2023

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

Agenda

- Conducting Certificate Courses by each Department.
- Involvement of Alumni in college development.
- Review on MOUS implementation.
- Review on Curriculum enrichment.

Minutes

- 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.


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4. Smt. G. Uma Maheswari, Lecturer in Commerce.
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S. Lakshmi Kantham

Dr. K. Srinivasa Rao

Dr. P. Rajasekhar

Smt. G. Uma Maheswari

M.M.L.N. Parvathi

(4) Meeting held on 10 April 2023

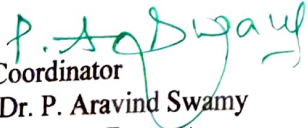
The IQAC meeting was held under the chairmanship of Dr V K J Prasuna, Principal and attended by the coordinator and members.

Agenda

- Review on Community Service Project
- Review on six months internships
- Review on Admission campaign programme for A.Y 2023-24.
- Conduct of a national webinar.
- Strengthening of CPDC.
- Review on Website maintenance
- Review on Programme Outcomes

Minutes

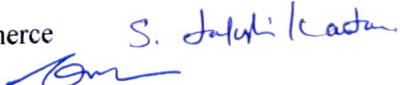
- Resolved to monitor and guide the students to compute CSP effectively and evaluate the CSPs as per the instructions of CCE.
- Resolved to monitor six months internship for final year students
- Resolved to reach the campaign to the BPL Community to strengthen admissions and also achieve vision of the college.
- Resolved to conduct a national webinar on a topic of social relevance in the month of April 2023.
- 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
(Dr. P. Aravind Swamy)
Members Present:

1. Smt. S. Lakshmi Kantham, Lecturer in Commerce
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Chairman
(Dr. V. K. J. Prasuna)

PRINCIPAL
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S. Jyoti Kadam

P. T. R. V. S.

M. Paravathi

ACTION TAKEN REPORTS

(1) Meeting held on 12 September 2022

ATR

1. **Charting out plan of action:** The IQAC had a discussion among the team members and charted out the plan of action for 2022-23 as follows and submitted to the principal.

Plan of action for 2022-23
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 prepare data for SSR preparation in view of NAAC Cycle-2
To pursue philanthropists and donors for financial contribution towards newly sanctioned B.Sc. courses as the posts are not sanctioned.

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

Smt. S. Lakshmi Kantham, 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 and preparation of data for SSR:** Taking inputs from the departments, committees, library, office and the principal, the IQAC team prepared AQAR for 2022-23 and after approval by the principal, submitted it to NAAC in online mode. At the same time criterion wise in charges are working on preparation of data for the last five academic years for SSR.
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. 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 22 November 2022

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 forma 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. Practicles for newly introduced science courses:** Practicles for Science subjects were conducted with the help of B V Raju College and Browining College, Bhimavaram. MOUs regarding exchange of science faculty were executed with B V Raju College, Bhimavaram, Browining 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 15 February 2023

ATR

1. **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 **Life Skills in Mahabharatha**. Department of Commerce conducted certificate courses on **Retail Marketing**. Economics Department conducted Certificate Course in **Public Finance**. and **Stock Market Operations**.
2. **Involvement of Alumni in CPDC:** Alumni meetings were conducted on 18.02.2023 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.3,46,231 towards college development.
3. **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.
4. **MOUS:** The college has obtained MOUs from Mavullamma Temple, Bhimavaram and Municipal Administration, Bhimavaram, Dronacharya Sports Club, Bhimavaram, District Sports Authority, West Godavari District, Bhimavaram.
5. **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 10 April 2023

ATR

Minutes

1. **Community Service project (CSP):** As per the instructions of the CCE, all the I year students involved in Community Service project and successfully completed it. All the final year students completed Six Months Internship. 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. National Webinar on Problems in Translation was conducted on 26.4.2023 by Department of Telugu and English with the collaboration of IQAC
5. **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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