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Near Y-Junction, Pakeerpalli Road, Kadapa - 516002, YSR Dist., A.P.

QUALITY ASSURANCE INITIATIVES

Website: www.svkdcw.ac.in

F-mail: srivivekanandadegreecollege@gmail.com





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Near Y-Junction, Pakeerpalli Road, Kadapa - 516002, YSR Dist., A.P.

Proceedings of IQAC Meetings AY 2023 - 2024

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INTERNAL QUALITY ASSURANCE CELL

INTRODUCTION

Date:-03-07-2023

The Internal Quality Assurance cell (IQAC) was established at Sri Vivekananda Degree College for Women, Kadapa, on 15.06.2019. The Principal of SVDCW Dr.N.P.Madhusudana Reddy was chair person of IQAC and K.Renuka, Senior Faculty from the Department of Commerce was the Co-ordinator of the IQAC. The IQAC Composition includes all stakeholders of the Institute, i.e., students' alumni and senior faculty members, the Management and Administrative, members of local.

COMPOSITION OF IQAC:

The Internal Quality Assurance Cell (IQAC) has been constituted with the following members to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

SL. No. Name of the Member		Designation	Position	
1	Dr.N.P.Madhusudhana Reddy	Principal	Chairperson	
2	Smt. K. Renuka	Lecturer in Commerce	IQAC Co-ordinator	
3	Smt. S. Nagamani	Lecturer in English	Senior Administrative	
			Officer	
4	Dr.A.Hariharanath Reddy	HOD of Commerce	Faculty member	
5	Smt.S.Aruna	Lecturer in Humanities	Faculty member	
6	Smt. P.Masthan Bee	Lecturer in English	Faculty member	
7	Smt. R.K.Amrutha Valli	Lecturer in Computer Science	Faculty member	
8	Smt. N.P. Uma Devi	Treasurer, Linga Reddy Educational	Management Member	
		Society		
9	Sri. L. Tarun	Correspondent, Rani Tirumala Devi	Employer	
		college of sciences, Proddatur.	of the state of th	
40	C: D Cl. CII D II			
10	Sri. D. Chandra Sekhar Reddy	Managing Director, Shriya Polymers,	Industrialist	
		Hyderabad.		
11	Sri.P.Nagarjuna Reddy	Advisor to Govt., Panchayat Raj and	Local Leader	
		Rural Development Department,		
		Andhra Pradesh		
12	Sri.G.Vasudeva Reddy	Administrative Officer	Administrative Officer	
EREE	Mas.C.Bujji	Alumni Member	Alumni Member	
014	Miss S.Khamrun, Student	Student	Student Member	
15 v/ AO	Miss. S. Bameera, Student	Student	Student Member	

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ORIFCTIVE

The main objective of IQAC is

- > To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- > To adapt measures for institutional functioning towards quality enhancement. **STRATEGIES**

Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

- > The relevance and quality of academic and research programmes.
- Equitable access and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The Credibility of internal evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Knowledge sharing and networking with others institutions.

FUNCTIONS OF IQAC

- Maintaining the complete documentation and records as per the UGC and NAAC requirements.
- Collecting the Academic Audit to each department and preparing the reports.
- > Conducting the Academic Audit to each department and preparing the reports.
- > For organizing inter and intra institutional workshops, seminars on quality related themes and promotion of quality initiatives.
- > Documentation of the various programmes/activities of the college, related activities including adoption and dissemination of good practices.
- > IQAC will act as a nodal agency for coordinating quality related activities including adoption and dissemination of good practices.

IQAC Coordinator

Co-Ordinator

Internal Quality Assummed Cell (IQAC) arl Vivekananda Degree College for Women KADAPA - 516002. (A.P).

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PRINCIPAL SRI VIVEKANANDA DEGREE COLLEGE FOR WOMEN KADAPA.





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Ref.NO.:SVDCW/IQAC/Cir/2023-24/26

Date: 02-03-2024

IQAC MEETING

CIRCULAR

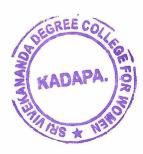
This is to inform, to all the IQAC members that there will be a meeting scheduled on 04-03-2024 at 3:00 pm in the seminar hall. All the IQAC members are required to attend the meeting at Seminar Hall.

Agenda of the Meeting is:

- 1. Monitoring the process of NAAC related works.
- 2. To discuss to finalise the date for AQAR.
- 3. To discuss on syllabus completion, plan of action to conduct internal exams.
- 4. Improvement in academic and administrative process.
- 5. Discussion on placement activities

Copy to:

- 1. All the Heads of Departments.
- 2. Administrative Officer.
- 3. All the IQAC Members.
- 4. Concern File.



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Minutes of Meetings of IQAC held on 04-03-2024

Time: 03:00 PM to 04:30:PM

Venue: Seminar Hall

The following members attended the meetings of Internal Quality Assurance Cell.

SL. No.	Name of the Member	Designation	Signature
1	Dr.N.P.Madhusudhana Reddy, Principal	Chairperson	Nonely
2	Smt. K. Renuka, Lecturer in Commerce	IQAC Co-ordinator	Kite lev
3	Smt. S. Nagamani, Lecturer in English	Senior Administrative	2
		Officer	Source :
4	Dr.A.Hariharanath Reddy, HOD of Commerce	Faculty member	S. Harinanas
5	Smt.S.Aruna, Lecturer in Humanities	Faculty member	S. Anua
6	Smt. P.Masthan Bee, Lecturer in English	Faculty member	P. Masses
7	Smt. R.K.Amrutha Valli, Lecturer in Computer	Faculty member	1011119
	Science	1	K.K. Arall
8	Smt. N.P. Uma Devi, Treasurer, Linga Reddy	Management Member	101011
	Educational Society		10.1. Omos
9	Sri. L. Tarun, Correspondent, Rani Tirumala Devi	Employer	
	college of sciences, Proddatur.		Lily
10	Sri. D. Chandra Sekhar Reddy, Managing Director,	Industrialist	D. 10 /m
	Shriya Polymers, Hyderabad.		A A STATE OF THE PARTY OF THE P
11	Sri.P.Nagarjuna Reddy,	Local Leader	
	Advisor to Govt., Panchayat Raj and Rural		
	Development Department, Andhra Pradesh		
12	Sri.G.Vasudeva Reddy, Administrative Officer	Administrative Officer	G. Klealosog
13	Miss.C.Bujji, Alumni Member	Alumni Member	C-Billi
14	Miss.S.Khamrun, Student	Student Member	S. Dennet
15	Miss.S.Sameera, Student	Student Member	8. Sameera

IQAC Coordinator

Co-Ordinator
Internal Quality Appurence Cell (IQAC)
ati Vivekananda Bagraa Callege for Womna

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E-mail: srivivekanandadegreecollege@gmail.com

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The resolutions made in the meeting are presented below.

1.Discuss on AQAR related works with IQAC Co-Ordinator

Principal had a meeting with IQAC Co-Ordinator along with members on status of AQAR related works. Principal instructed the members to complete all metrics related to AQAR by the end of March 31st 2024.

- **2.Discuss on finalise the dates for AQAR with IQAC Co-ordinator and the HOD'S**Principal conducted the IQAC Co-Ordinator and various HOD's of the departments. Principal proposed the dates for AQAR.
- **3.Discussion on syllabus completion, plan of action to conduct internal exams.**Principal had a meeting with all HODs and reviewed the completion of syllabus and instructed them to conduct the internal examinations as per academic calendar

4. Improvement in academic and administrative process.

The Principal stressed upon maintaining quality in all the academic & administrative processes.

5. Discussion on Placement Activities.

The Principal conducted a meeting with Training and Placement officer along with HODs and IQAC coordinators. Principal reviewed the placement activities and instructed them to place the number of students should be increased than the previous year.

IQAC Coordinator

Co-Ordinator
Internal Quality Assurance Cell (IQAC)
Sri Vivekananda Degrae College for W.
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Action Taken Report

SI.	Torio Discusso d	5		1
	Topic Discussed	Date of	Action Taken	Date of
No.		Discussion		Closure
1	Discussion on AQAR related work with IQAC Co-ordinators.		Conducted a meeting with IQAC Coordinator along with members on status of AQAR related works, further they are also instructed to complete all metrics related to NAAC by the end of march 31st 2024.	
2	Discuss on finalise the dates for AQAR with IQAC Co-ordinator and the HOD'S	04-03-2024	Conducted a meeting with the IQAC Co-Ordinator and various HOD's of the departments. Principal proposed the dates for AQAR.	14-03-2024
3	Discussion on syllabus completion, plan of action to conduct internal exams and other quality initiative to be fulfilled and other matters related to IQAC.	04-03-2024	Principal had a meeting with all HODs and reviewed the completion of syllabus and instructed them to conduct the internal examinations as per academic calendar	18-03-2024
4	Improvement in academic and administrative process.	04-03-2024	The Principal stressed upon maintaining quality in all the	15-03-2024

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			academic and administrative processes.	
5	Discussion on Placement Activities.	04-03-2024	The Principal conducted a meeting with Training and Placement officer along with HODs and IQAC coordinators. Principal reviewed the placement activities and instructed them to place the number of students should be increased than the previous year.	20-03-2024

IQAC - Coordinator

K. Calle

Co-Ordinator
Internal Quality Assurance Cell (1QAC)
Sri Vivekananda Degree Collega for Worner
KADAPA - 516002. (A.P),



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Ref: SVDCW/IQAC-2023-24/20

Date: 06.12.2023

IQAC MEETING

CIRCULAR

This is to inform, to all the IQAC members that there will be a meeting scheduled on 08/12/2023 at 3:00 pm in the seminar hall. All the IQAC members are required to attend the meeting at Seminar Hall

Agenda of the Meeting is:

- 1. Review on AQAR
- 2. Monitoring the progress of Mentoring system and action required if any.
- 3.Discussion on syllabus completion, plan of action to conduct internal exams and other quality initiative to be fulfilled and other matters related to IQAC.
- 4. Improvement in academic and administrative process.
- 5. Discussion on Placement Activities.

Copy to:

1. All the Heads of Departments

2. Administrative Officer

3. All the IQAC Members.

4. Concern File



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Minutes of Meetings of IQAC held on 08.12.2023

Time: 03:00 PM to 04:30:PM

Venue: Seminar Hall

The following members attended the meetings of Internal Quality Assurance

SL. No.	Name of the Member	Designation	Signature
1	Dr.N.P.Madhusudhana Reddy, Principal	Chairperson	none fol.
2	Smt. K. Renuka, Lecturer in Commerce	IQAC Co-ordinator	Kill a Mis
3	Smt. S. Nagamani, Lecturer in English	Senior Administrative Officer	\$600000m
4	Dr.A.Hariharanath Reddy, HOD of Commerce	Faculty member	A Horihama
5	Smt.S.Aruna, Lecturer in Humanities	Faculty member	S.Anulo_
6	Smt. P.Masthan Bee, Lecturer in English	Faculty member	D.M. Stag
7	Smt. R.K.Amrutha Valli, Lecturer in Computer Science	Faculty member	R. KAecalli
8	Smt. N.P. Uma Devi, Treasurer, Linga Reddy Educational Society	Management Member	N.P. UmoDe
9	Sri. L. Tarun, Correspondent, Rani Tirumala Devi college of sciences, Proddatur.	Employer	My
10	Sri. D. Chandra Sekhar Reddy, Managing Director, Shriya Polymers, Hyderabad.	Industrialist	Deny
11	Sri.P.Nagarjuna Reddy,	Local Leader	
en mark disease	Advisor to Govt., Panchayat Raj and Rural	3 ·	
	Development Department, Andhra Pradesh	The Control of the Co	
12	Sri.G.Vasudeva Reddy, Administrative Officer	Administrative Officer	G. V. Levelson
13	Miss.C.Bujji, Alumni Member	Alumni Member	C Ruisi
14	Miss.S.Khamrun, Student	Student Member	KS Kennel
15	Miss.S.Sameera, Student	Student Member	S. Sameera

IQAC Coordinator

Co-Ordinater

Internal Quality Assurance Cel. Sri Vivekananda Degrae Collège le

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Points discussed and the resolutions made in the meeting are presented below.

1. Submit AQAR on in time:

Principal conducted a meeting with IQAC Coordinators and instructed them to prepare AQAR and submit in time.

2. Monitoring the progress of Mentoring system and action required if any.

Had a discussion on progress of Mentoring system newly initiated in the college in last semester. Any difficulty to conduct mentoring, any severe problem or deviations are identified, if so, what actions to be taken were discussed.

3. Discussion on syllabus completion, plan of action to conduct internal exams and other quality initiative to be fulfilled and other matters related to IQAC.

In addition to the above point a serious discussion had on the stage of syllabus completion by every faculty and if any additional hours are required. Action plan to conduct internal exam / pre final exam in this semester are discussed.

4. Improvement in academic and administrative process.

The Principal stressed upon maintaining quality in all the academic and administrative processes.

5. Discussion on Placement Activities

Discussion made on the way how placement activities are carried to create better opportunities for the students of Sri Vivekananda Degree College for Women. Mainly concentrated on how to boost up the placements in this year too.

IQAC - Coordinator

Co-Ordinator
Internal Quality Assurance Cell (1.
Sri Vivekananda Degree College for Women
KADAPA - 516002. (A.P.).

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Action taken Report

	T : D:					
SL.	Topic Discussed	Date of	Action Taken	Date of		
No.		Discussion		Closure		
1.	Submit AQAR on in	08.12.2023	Principal conducted a meeting	15-12-2023		
	time		with IQAC Coordinators and			
			instructed them to prepare AQAR			
	6		and submit in time.			
2.	Monitoring the	08.12.2023	Successfully mentoring by the	18-12-2023		
	progress of Mentoring	Territoria de la companya del companya de la companya del companya de la companya del la companya de la company	faculties, when it was found those			
	system and action	O TOTAL CONTRACTOR OF THE CONT	verifying mentors' documents.			
	required if any		Further advised to do in accurate			
			manner.			
3.	Discussion on syllabus	08.12.2023	Had meeting and taken decision	19-12-2023		
	completion, plan of		to conduct exams as per the			
	action to conduct		schedule of end examinations.			
	internal exams and		IQAC activities are also			
	other quality initiative		monitored.			
	to be fulfilled and					
	other matters related					
	to IQAC.					
4.	Improvement in	08.12.2023	The Principal stressed upon	16-12-2023		
	academic and	The Administration of	maintaining quality in all the			
	administrative process.		academic and administrative			
		nni-tario (constante de la constante de la con	processes and cross checked all			
		nativida de la constanta de la	the activities.			
5.	Discussion on	08.12.2023	As per the discussion in the GB	20-12-2023		
	Placement Activities	Additional	meeting the Principal conducted a			
	Professional	- Accounts	meeting with all co-ordinators of			
	Name of the second seco	To the state of th	placements and planned to			
		According	increase this year placements			
			when compared to last year.			

IQAC - Coordinator

Co-Ordinator

Internal Quality Assurance (Ser. 1990) Bri Vivekananda Degree College for Woman

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Ref.No.:SVDCW/IQAC/Cir/2023-24/12

Date:05/07/2023

IQAC MEETING CIRCULAR

This is to inform to all the IQAC members that there will be a meeting on 08/07/2023 at 03.30 PM in the Seminar Hall. All the members are requested to attend the meeting.

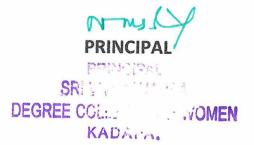
Agenda

- 1. Preparation of Academic documents like Time tables, Lesson Plans for odd semester for AY 2023-2024.
- 2. To conduct FDPs/Workshops.
- 3. To conduct Soft skill programs.
- 4. To maintain Mentor Diary.
- 5. NAAC related works with IQAC Co-ordinators.
- 6. Improvement in academic and administrative process.

Copy to:

- 1. All the Heads of Departments
- 2. Administrative Officer
- 3. All the IQAC Members.
- 4. Concern File





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Minutes of Members of IQAC held on 08.07.2023

Time: 03:30 PM to 05: 00 PM

Venue: Seminar Hall

The following members attended the meetings of Internal Quality Assurance Cell:

S.No.	Name of the Member	Position	Signature
1	Dr.N.P.Madhusudana Reddy, Principal	Chairperson	D-24.6
2	Smt. K. Renuka, Lecturer in Commerce	IQAC Co-ordinator	V. Colle
3	Smt. S. Nagamani, Lecturer in English	Senior Administrative	Gamaca
		Officer	Addition
4	Dr.A.Hariharanath Reddy, HOD of Commerce	Faculty member	A. Harihanen
5	Smt.S.Aruna, Lecturer in Humanities	Faculty member	Sahuras
6	Smt. P.Masthan Bee, Lecturer in English	Faculty member	P-97 3
7	Smt. R.K.Amrutha Valli, Lecturer in Computer	Faculty member	1 racobes
	Science	TENENTAL	D1/A 1/18
8	Smt. N.P. Uma Devi, Treasurer, Linga Reddy	Management Member	n. K. Hell
	Educational Society		N.P. UmaJevi
9	Sri. L. Tarun, Correspondent, Rani Tirumala	Employer	
	Devi college of sciences, Proddatur		Willy
10	Sri. D. Chandra Sekhar Reddy, Managing	Industrialist	
	Director, Shriya Polymers, Hyderabad.		Juny.
11	Sri.P.Nagarjuna Reddy, Advisor to Govt.,	Local Leader	
	Panchayat Raj and Rural Development		100
	Department, Andhra Pradesh		
12	Sri.G.Vasudev Reddy, Administrative Officer	Administrative Officer	C 11 Dough 5000
			9. Vicelloud
13	Miss.C.Bujji, Alumni	Alumni Member	C. Buili
14	Miss.S.Khamrun, Student	Student Member	KS Daniel
15	Miss.S.Sameera, Student	Student Member	S. Samuera

IQAC Coordinator

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Internal Quality Application Cel Sri Vivekonanda Degree College for KADAPA - 516002. (A.P).

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The resolutions made in the meeting are presented below.

1. Preparation of Academic documents like Time tables, Lesson Plans for odd semester for AY 2023-24.

The Principal discussed on Academic documents for odd semester and Instructed all the HODs to prepare lesson plans and time tables for the AY 2023-24.

2. Discussion to conduct FDPs/Workshops.

Principal conducted a meeting with all HODs along with IQAC coordinator and instructed them to plan to conduct FDPs/Workshops for the Academic year 2023-24

3. Discussion to conduct Soft skill programs.

Principal conducted a meeting with all HODs along with IQAC Coordinator and instructed them to plan to conduct soft skill programs for the Academic year 2023-24

4. Discussion on Mentor Diary.

Principal conducted a meeting with all HODs along with IQAC Coordinator and instructed them to update mentor diary for the Academic year 2023-24

5. Discussion on NAAC related works with IQAC Co-ordinators.

Principal had a meeting with IQAC Coordinator along with members on status of AQAR related works.

IQAC Coordinator

To-Ordinator
Internal Quality Assurance Cell (IT To Gri Vivekananda Degree Caltage for V
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Action Taken Report

S.	Topic Discussed	Date of	Action Taken	Date of
No.		Discussion	THE PROPERTY OF THE PROPERTY O	Closure
1	Preparation of Academic documents like Time tables, Lesson Plans for even semester for 2022-23.		Collected department wise information on time tables and lesson plans for the AY 2022-23.	14-07-2023
2	Discussion to conduct FDPs/Workshops.	08-07-2023	Conducted a meeting with all HODs and IQAC coordinators to conduct the FDPs and Workshops	16-07-2023
3	Discussion to conduct Soft skill programs.	08-07-2023	Conducted a meeting with all HODs and IQAC coordinators to conduct the Soft skill programs to all the students.	19-07-2023
4	Discussion on Status of Mentor Diary.	08-07-2023	Verified on status of mentor diary	18-07-2023
5	Discussion on NAAC related work with IQAC Co-ordinators.	08-07-2023	Conducted a meeting with IQAC Coordinator along with members on status of NAAC related works, further they are also instructed to submit SSR in the month of December 2022	20-07-2023

IQAC-Coordinator

Website: www.svkdow.ac.in (A.P.)

Co-Ordinator.

Internal Quality Assurance Cell (1040)
Sri Vivekonanda Degree Celloge for Vivene

E-mail: srivivekanandadegreecollege@gmail.com

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DEGREE COLLEGE FOR WOMEN

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