

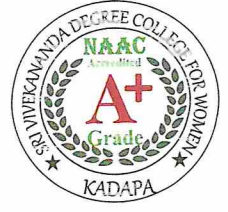


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QUALITY ASSURANCE INITIATIVES

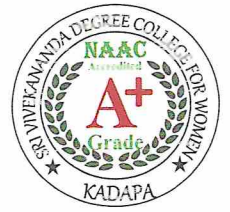


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Proceedings of IQAC

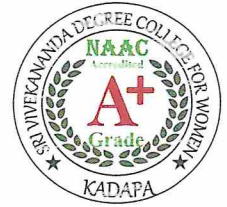
Meetings

AY 2023 – 2024



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INTERNAL QUALITY ASSURANCE CELL

INTRODUCTION

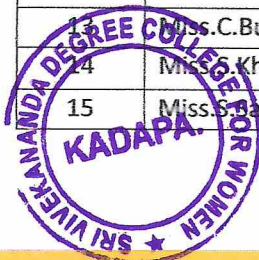
Date:-03-07-2023

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 Society	Management Member
9	Sri. L. Tarun	Correspondent, Rani Tirumala Devi college of sciences, Proddatur.	Employer
10	Sri. D. Chandra Sekhar Reddy	Managing Director, Shriya Polymers, Hyderabad.	Industrialist
11	Sri.P.Nagarjuna Reddy	Advisor to Govt., Panchayat Raj and Rural Development Department, Andhra Pradesh	Local Leader
12	Sri.G.Vasudeva Reddy	Administrative Officer	Administrative Officer
13	Miss.C.Bujji	Alumni Member	Alumni Member
14	Miss.S.Khamrun, Student	Student	Student Member
15	Miss.S.Pameera, Student	Student	Student Member



PRINCIPAL

SRI VIVEKANANDA

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PHONE: 08440875757, 08440721040

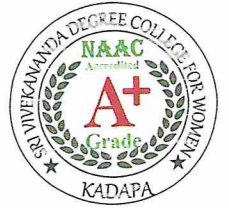


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OBJECTIVE

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 Assurance Cell (IQAC)
Sri Vivekananda Degree College for Women,
KADAPA - 516002. (A.P.)



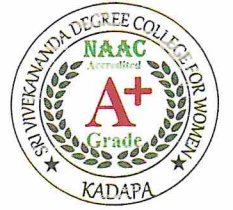

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Ref.NO.:SVDCW/IQAC/Cir/2023-24/26

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	
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 Society	Management Member	
9	Sri. L. Tarun, Correspondent, Rani Tirumala Devi college of sciences, Proddatur.	Employer	
10	Sri. D. Chandra Sekhar Reddy, Managing Director, Shriya Polymers, Hyderabad.	Industrialist	
11	Sri.P.Nagarjuna Reddy, Advisor to Govt., Panchayat Raj and Rural Development Department, Andhra Pradesh	Local Leader	
12	Sri.G.Vasudeva Reddy, Administrative Officer	Administrative Officer	
13	Miss.C.Bujji, Alumni Member	Alumni Member	
14	Miss.S.Khamrun, Student	Student Member	
15	Miss.S.Sameera, Student	Student Member	

IQAC Coordinator

Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Sri Vivekananda Degree College for Women

KADAPA - 516002, (A.P.)

Website : www.svkdcw.ac.in

E-mail : srivivekanandadegreecollege@gmail.com



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Cell : 9440675757, 9849721040

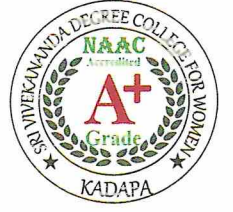


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The resolutions made in the meeting are presented below.

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 Degree College for Women
KADAPA - 516002, (A.P).



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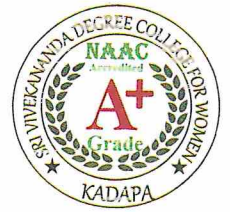


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Action Taken Report

Sl. No.	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1	Discussion on AQAR related work with IQAC Co-ordinators.	04-03-2024	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 31 st 2024.	31-03-2024
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



			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

K. Kalle

IQAC – Coordinator

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



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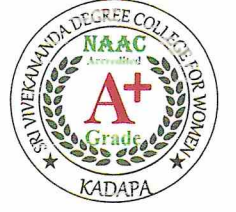


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Ref: SVDCW/IQAC-2023-24/20

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



(Handwritten Signature)
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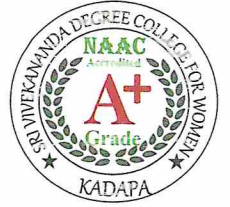


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Minutes of Meetings of IQAC held on 08.12.2023

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

Venue: Seminar Hall

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

SL. No.	Name of the Member	Designation	Signature
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.Amruha Valli, Lecturer in Computer Science	Faculty member	
8	Smt. N.P. Uma Devi, Treasurer, Linga Reddy Educational Society	Management Member	
9	Sri. L. Tarun, Correspondent, Rani Tirumala Devi college of sciences, Proddatur.	Employer	
10	Sri. D. Chandra Sekhar Reddy, Managing Director, Shriya Polymers, Hyderabad.	Industrialist	
11	Sri.P.Nagarjuna Reddy, Advisor to Govt., Panchayat Raj and Rural Development Department, Andhra Pradesh	Local Leader	
12	Sri.G.Vasudeva Reddy, Administrative Officer	Administrative Officer	
13	Miss.C.Bujji, Alumni Member	Alumni Member	
14	Miss.S.Khamrun, Student	Student Member	
15	Miss.S.Sameera, Student	Student Member	

IQAC Coordinator

Co-Ordinator

Internal Quality Assurance Cell.
Sri Vivekananda Degree College for Women
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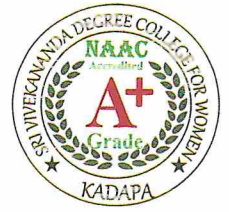


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Points discussed and the resolutions made in the meeting are presented below.

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 (IQAAC)
Sri Vivekananda Degree College for Women
KADAPA - 516002. (A.P).



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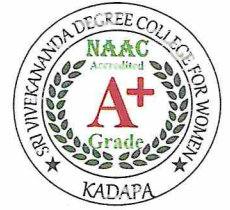
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Action taken Report

SL. No.	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Submit AQAR on in time	08.12.2023	Principal conducted a meeting with IQAC Coordinators and instructed them to prepare AQAR and submit in time.	15-12-2023
2.	Monitoring the progress of Mentoring system and action required if any	08.12.2023	Successfully mentoring by the faculties, when it was found those verifying mentors' documents. Further advised to do in accurate manner.	18-12-2023
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.	08.12.2023	Had meeting and taken decision to conduct exams as per the schedule of end examinations. IQAC activities are also monitored.	19-12-2023
4.	Improvement in academic and administrative process.	08.12.2023	The Principal stressed upon maintaining quality in all the academic and administrative processes and cross checked all the activities.	16-12-2023
5.	Discussion on Placement Activities	08.12.2023	As per the discussion in the GB meeting the Principal conducted a meeting with all co-ordinators of placements and planned to increase this year placements when compared to last year.	20-12-2023

K. P. R. S. S. S.
IQAC – Coordinator

Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Sri Vivekananda Degree College for Women
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Website : www.svkdcw.ac.in

E-mail : srivivekanandadegreecollege@gmail.com

Cell : 9440675757, 9849721040

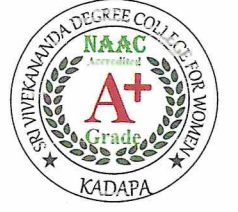


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Ref.No.:SVDCW/IQAC/Cir/2023-24/12

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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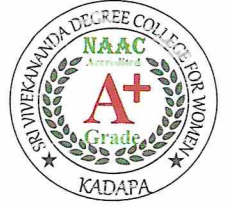


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Minutes of Members of IQAC held on 08.07.2023

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	
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 Society	Management Member	
9	Sri. L. Tarun, Correspondent, Rani Tirumala Devi college of sciences, Proddatur	Employer	
10	Sri. D. Chandra Sekhar Reddy, Managing Director, Shriya Polymers, Hyderabad.	Industrialist	
11	Sri.P.Nagarjuna Reddy, Advisor to Govt., Panchayat Raj and Rural Development Department, Andhra Pradesh	Local Leader	
12	Sri.G.Vasudev Reddy, Administrative Officer	Administrative Officer	
13	Miss.C.Bujji, Alumni	Alumni Member	
14	Miss.S.Khamrun, Student	Student Member	
15	Miss.S.Sameera, Student	Student Member	

IQAC Coordinator

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



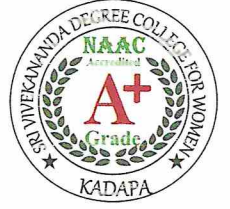
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The resolutions made in the meeting are presented below.

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

Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Sri Vivekananda Degree College for Women
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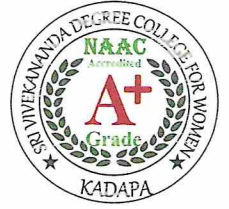
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Action Taken Report

S. No.	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1	Preparation of Academic documents like Time tables, Lesson Plans for even semester for 2022-23.	08-07-2023	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

K. J. R. K.

IQAC-Coordinator

Co-Ordinator.

Internal Quality Assurance Cell (IQAC)
Sri Vivekananda Degree College for Women



N. M. S. K.

**PRINCIPAL
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