



GOVERNMENT DEGREE COLLEGE RAVULAPALEM

NAAC Accredited with **B+ Grade(2.67 CGPA)**

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

BESIDE NH 216-A, MAIN RODE, RAVULAPALEM-533238

Dr.B.R.Ambedkar Konaseema District,AP-India.

ISO:50001:2011 - ISO:14001:2015 - ISO:9001:2015 Certified College

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Dr. V.Srinivasa Rao

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PRINCIPAL

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GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

IQAC MEETING

Dt: 05.08.2023

The IQAC meeting was held in the Principal's chamber at 3 PM on 05.08.2023 under the chairmanship of Dr. K. Jyothi, Principal to discuss the following agenda points.

Agenda:

1. Commencing of 1st semester class work
2. Maintaining of teaching diaries and notes
3. Preparation of curricular plans
4. Departmental annual action plan 2023-24
5. FRS & OTLP registrations for newly joined staff and students
6. Conducting of Deeksharambh 2023-24
7. CSP and 2-Months Internship status
8. Formation of new committees for the AY 2023-24
9. Progress of College building painting works
10. Time table preparation for I, III & IV Semesters.
11. ASAR(Annual Self Appraisal Report) submission by faculty members
12. Conduct of Bridge course.
13. Feedback collection and analysis.

Agenda:

1. Commencing of 1st Semester Class Work: The meeting commenced with discussions regarding the commencement of the 1st semester class work for the academic year 2023-24. It was noted that classes are scheduled to start on 07-08-2023. All faculty members are required to ensure a smooth transition into the new semester.

2. Maintaining of Teaching Diaries and Notes: The importance of maintaining accurate teaching diaries and notes was emphasized to enhance the teaching and learning process. Faculty members are urged to diligently maintain these records for the benefit of both themselves and students.

3. Preparation of Curricular Plans: The necessity of preparing detailed curricular plans was discussed. It was agreed that faculty members should develop comprehensive curricular plans for each subject they teach, integrating relevant updates and improvements.

4. Departmental Annual Action Plan 2023-24: The Departmental Annual Action Plan for the academic year 2023-24 was reviewed. It was approved unanimously, and all faculty members are requested to adhere to the plan while contributing to the department's goals.

5. FRS & OTLP Registrations for Newly Joined Staff and Students: The need for timely registration of newly joined staff and students in the Facial Registration System (FRS) and Online Teaching and Learning Platform (OTLP) was discussed. The responsibility for ensuring the completion of registrations was assigned to FRS and OTLP committees.

6. Conducting of Deeksharambh 2023-24: The initiation of the Deeksharambh program for the academic year 2023-24 was discussed. It was agreed to schedule the program as per APCCE. The Deeksharambh organizing committee will be responsible for the successful execution of the event.

7. CSP and 2-Months Internship Status: The current status of the Community Server Programme (CSP) and the 2-month internship for students was discussed. Updates were provided by CSP/Internship Committee. The progress was deemed satisfactory, and all necessary arrangements are being made for the smooth continuation of these programs.

8. Formation of New Committees for AY 2023-24: The formation of new committees for the academic year 2023-24 was addressed. Committee members were nominated and assigned based on their expertise and availability. A list of committee members is attached to these minutes.

9. Progress of College Building Painting Works: As a resolution for the painting of building was taken on 21-07-2023 but due to heavy rains painting work could not be taken up till 04-08-2023. But as the work has been initiated on as the paints has already been bought. Hence it is mandatory to carry on the work. As the total estimate for painting of building is 92,545 and 49,467 is incurred to buy paints. The remaining amounts of Rs. 43,078/- towards labour charges have to be paid after completion of the work.

10. Time Table Preparation for I, III & IV Semesters: The preparation of the time table for the upcoming I, III, and IV semesters was discussed. The timetable committee will ensure that the schedule is well-structured and convenient for both faculty members and students.

11. ASAR (Annual Self Appraisal Report) Submission by Faculty Members: All faculty members were reminded to submit their Annual Self Appraisal Reports (ASAR) by the specified deadline to the IQAC for evaluation.

12. Conduct of Bridge course: Members discussed about conducting of bridge course to science and commerce students.

Resolutions:

The meeting minutes were approved unanimously.

1. It is resolved to request all the faculty members for maintaining accurate teaching diaries and notes.
2. It is resolved to request all the faculty members to develop comprehensive curricular plans for each subject.
3. It is resolved to request all the department HoD's to prepare the action plan curricular, co curricular and extracurricular activities and should be followed by all faculty members.
4. It is resolved to request the FRS & OTLP Committee for completing FRS & OTLP registrations for new staff and students.
5. It is resolved to request the IQAC Coordinator to conduct Deeksharambh program for 1st year students 2023-24.
6. It is resolved to request all the faculty members to monitor the CSP and 2-Months Internship allotted students.

7. It is resolved and new committee members for the AY 2023-24 were nominated and assigned.
8. It is resolved to request the principal to make necessary arrangements to utilize the amount from restructured funds.
9. It is resolved to request all the Faculty members to submit pending bills for reimbursement.
10. The timetable committee will prepare a well-structured schedule for I, III, and IV semesters.
11. It is resolved to request the Faculty members to submit their ASAR by the specified deadline.
12. It is resolved to request the science and commerce departments to conduct the bridge courses to the newly joined students.
13. It is resolved to collect the feedback from various stakeholders.

Members

1. Smt.V.Sailaja
2. Sri B.Srinivasa Rao
3. Dr.G.Hari Babu
4. Smt.K.Rajani
5. Sri S.Chinababu
6. Ms.G.Soni
7. Sri K.S.N Prasad

Signature

Sailaja V
B.Srinivasa Rao
Dr. G. Hari Babu
Smt. K. Rajani
Sri S. Chinababu
Ms. G. Soni
Sri K.S.N Prasad

Dr. V. Anitha
IQAC Coordinator

Jitaks
Principal
PRINCIPAL
GOVERNMENT DEGREE COLLEGE
RAVULAPALEM

GOVERNMENT DEGREE COLLEGE, RAVULAPALEM
IQAC MEETING

Dt: 07-08-23

The IQAC meeting was held in the principal's chamber at 12PM on 07-08-2023 under the chairmanship of Dr. K. Jyothi, Principal to discuss the following Agenda:

1. Review of Feedback from Various Stakeholders
2. Any Other

Discussions were held on the above agenda points and the following resolutions were made

Review of Feedback from Various Stakeholders:

a. Students Feedback:

Some students suggested the need for a dining hall.

b. Faculty Feedback:

Faculty members emphasized the need to increase the number of computer labs and digital classrooms.

c. Alumni Feedback:

Alumni recommended increasing the number of English medium textbooks in the library.

d. Parent Feedback:

Parents suggested the provision of classroom furniture.

Resolutions:

a. Dining Hall for Students:

It is resolved to request principal to allocate a committee for the establishment of a dining hall on campus. The administration will allocate resources for this study.

b. Increase in Computer Labs and Digital Classrooms:





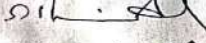


It is resolved to request the computer department to prepare no. of computers are required for the next academic year as new major courses were introduced in this academic year and it is also resolved to request the principal and CCE to allocate funds for the expansion of computer labs and the creation of more digital classrooms. The Academic Affairs Committee will coordinate with relevant departments to implement this resolution.

c. Enhancing Library Collection of English Medium Textbooks:

It is resolved to request the Library Committee to assess the current collection and identify areas for improvement in English medium textbooks. Adequate budgetary provisions will be made to enhance the library's collection.

d. Provision of Classroom Furniture:

It is resolved to request the purchasing Committee to collaborate with vendors to procure suitable classroom furniture and it is also resolved to request the principal to allocate the budget for this purpose.

1. Dr. G. Hari Babu - 
2. K. Rajani - 
3.  - 
4.  - 
5. B. SRINIVASARAO 


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Dr. V. Subbaram

GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

IQAC MEETING

Dt: 28.08.2023

The IQAC meeting was held in the Principal's chamber at 3 PM on 28.08.2023 under the chairmanship of Dr. K. Jyothi, Principal to discuss the following agenda points.

Agenda:

1. NAAC Peer Team Visit on 20th & 21st Sep 2023
2. Preparation of programme schedule and allotment of various committees to staff in the view of NAAC peer team visit in the college
3. Review of criteria's data, departmental data and their PPT's
4. Departmental PPT online presentations as per the schedule given by CCE-NAAC
5. College Ground cleaning using JCB
6. Solar power synchronization and net metering connectivity

Discussions and resolutions:

1. NAAC Peer Team Visit on 20th & 21st Sep 2023:

The Chairperson opened the discussion by highlighting the importance of the upcoming NAAC Peer Team Visit on 20th & 21st Sep 2023.

Emphasized the need for thorough preparation to showcase the college's achievements and improvements.

Resolved to establish a coordination committee responsible for overseeing the preparations and ensuring all necessary documents and data are in order.

2. Preparation of Programme Schedule and Allotment of Various Committees:

Discussed the importance of a well-organized schedule and committee allotment.

Resolved to request the NAAC coordinator Ms.G.Soni, Lecturer in English to create a detailed program schedule and allocate specific responsibilities to various committees and staff members.

It is resolved to request the IQAC coordinator to oversee the entire process and report progress regularly.

3. Review of Criteria's Data, Departmental Data, and PPT's:

Discussed the importance of thoroughly reviewing all criteria data, departmental data, and presentation materials.

It is resolved to request the IQAC coordinator to conduct a comprehensive review of all relevant documents and presentations to ensure accuracy and completeness.

4. Departmental PPT Online Presentations:

Emphasized the need for adherence to the schedule provided by CCE-NAAC for departmental online presentations.

Resolved to ensure that all departments are adequately prepared and equipped for their online presentations.

5. College Ground Cleaning Using JCB:

Discussed the necessity of thorough cleaning of the college grounds.

Resolved to hire a JCB for ground cleaning purpose.

6. Solar Power Synchronization and Net Metering Connectivity:



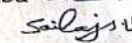



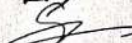
Highlighted the significance of sustainable practices and energy efficiency.

Resolved to expedite the process of solar power synchronization and net metering connectivity and assigned the responsibility to Dr.B.P. Narasa Reddy, Lecturer in Commerce. For that request the concerned committee to take the necessary action for synchronization process and also required expenditure may meet from restructured funds.

Closing Remarks:

The Chairperson thanked the attendees for their active participation and emphasized the importance of collaborative efforts in ensuring the success of the NAAC Peer Team Visit.

Members Signature :

1. Dr..U.Subhashini 
2. Sri S.Chinababu 
3. Smt.V.Sailaja 
4. Sri.B.Srinivasa Rao 
5. Dr.G.Hari Babu 
6. Smt.K.Rajani 
7. Ms.G.Soni 
8. Smt.S.Swarnalatha


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GOVERNMENT DEGREE COLLEGE, RAVULAPALEM
IQAC MEETING

Dt: 28.10.2023

The IQAC Council meeting was held in the Principal's chamber at 3 PM on 28.10.2023 under the chairmanship of Dr. K. Jyothi, Principal to discuss the following agenda points.

Agenda:

Agenda Points:

- Academic Audit Preparation
- Departmental wise Internal Academic Audit by IQAC

Meeting Minutes:

1. Academic Audit Preparation:

The IQAC discussed the upcoming academic audit and the necessary preparations to ensure compliance and readiness. It was agreed upon that each department would review their respective academic records, syllabi, teaching methodologies, assessment practices, and student feedback mechanisms to ensure alignment with quality standards. Action items were assigned to each department head to address any identified gaps and ensure thorough preparation for the audit.

Resolutions:

- Each department head will compile a comprehensive report detailing the department's readiness for the academic audit, including any corrective actions taken.
- The IQAC will convene a follow-up meeting to review the progress of academic audit preparations and address any outstanding issues.

2. Departmental wise Internal Academic Audit by IQAC:

The Internal Quality Assurance Cell (IQAC) informed about the upcoming department-wise internal academic audit. The purpose of this audit is to assess the effectiveness of teaching-learning processes, curriculum delivery, assessment methods, and overall academic quality within each department. It was emphasized that the audit would be conducted in accordance with the guidelines set forth by the university and would serve as a valuable tool for continuous improvement.

Resolutions:

- Each department will collaborate with the IQAC to schedule and facilitate the internal academic audit.
- Department heads will ensure full cooperation and participation of faculty members during the audit process.
- The IQAC will provide detailed feedback and recommendations to each department based on the audit findings, with a focus on enhancing academic quality and effectiveness.

Members Signature :

1. Dr.U.Subhashini
2. Sri S.Chinababu
3. Smt.V.Sailaja
4. Sri.B.Srinivasa Rao
5. Dr.G.Hari Babu
6. Smt.K.Rajani
7. Ms.G.Soni


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GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

IQAC MEETING

Dt: 27.11.2023

The IQAC meeting was held in the Principal's chamber at 3 PM on 27.11.2023 under the chairmanship of Dr. C.Krishna, Principal to discuss the following agenda points.

Agenda:

1. Arrangements of guest lecturers at all departments in college.
2. AQAR data submission

Meeting Minutes:

1. Arrangements of guest lecturers at all departments in college: The need for arranging guest lecturers at all departments in the college was discussed to enrich the academic experience and provide diverse perspectives to students. It was recognized that guest lectures contribute significantly to knowledge enhancement and skill development among students.

Resolutions:

Each department head will identify relevant topics and suitable guest lecturers to be invited for lectures.






The academic affairs department will coordinate with guest lecturers to schedule their visits, ensuring alignment with departmental schedules and academic priorities.

The administrative department will provide necessary logistical support for guest lecturers, including venue arrangements and hospitality.

2) AQAR data submission

The chair person has asked all the criterion coordinators about the data submission of AQAR 2022-23 to the IQAC coordinator and it is resolved to submit the data to the IQAC coordinator as early as possible.

Members Signature :

1. Dr.U.Subhashini
2. Sri S.Chinababu - 
3. Smt.V.Sailaja
4. Sri.B.Srinivasa Rao 
5. Dr.G.Hari Babu 
6. Smt.K.Rajani 
7. Ms.G.Soni 
8. Smt.S.Swarnalatha


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GOVERNMENT DEGREE COLLEGE, RAVULAPALEM

IQAC MEETING

Dt: 07.02.2024

The IQAC meeting was held in the Principal's chamber at 3 PM on 07.02.2024 under the chairmanship of Dr. C. Krishna, Principal to discuss the following agenda points.

Agenda:

1. Amount sent by NAAC after grade declaration
2. Updating of activity reports in college website
3. Admissions 2024-25 action plan
4. APSCH-edx students and staff registration

Discussions and resolutions:

1. Amount Sent by NAAC after Grade Declaration:

The meeting commenced with the discussion regarding the amount received from NAAC subsequent to the declaration of grades. Several members expressed concerns regarding the utilization of these funds and emphasized the need for transparency in financial matters.

After thorough deliberation, it was agreed that the amount deposited in restructured account and a detailed budget proposal outlining the allocation of funds for various academic and infrastructural initiatives would be prepared and presented at the next meeting for approval.

It was also resolved to request the restructured committee to oversee the implementation of projects funded by NAAC and to ensure accountability in expenditure.

2. Updating of Activity Reports in College Website:

The council deliberated on the importance of maintaining up-to-date activity reports on the college website to provide stakeholders with accurate information about the institution's activities and achievements.

Concerns were raised regarding the current process of updating activity reports and the need for a more streamlined approach to ensure consistency and timeliness.

It was resolved to request the website committee for regularly updating the activity reports on the college website. This team will liaise with the respective departments and committees to gather relevant information and ensure its timely publication online.

A timeline for the submission of activity reports was proposed, with quarterly updates to be provided to the council for review and approval.

3. Admissions 2024-25 action plan

Review of Previous Year's Admissions: The council reviewed the admissions process for the previous academic year, highlighting both successful strategies and areas for improvement.

Identification of Target Enrollment: The council discussed the target enrollment for the upcoming academic year based on factors such as available resources, infrastructure, and faculty capacity.

Advertisement and Promotion: It was emphasized that effective advertisement and promotion are crucial for attracting prospective students. The council discussed various channels for promoting the college, including social media, local newspapers, and educational fairs.

Orientation and Counseling Sessions: The importance of orientation and counseling sessions for prospective students was highlighted. The council discussed organizing orientation sessions to familiarize students with the college's programs, facilities, and support services.

Scholarship and Financial Aid: The council discussed the availability of scholarships and financial aid for deserving students. It was resolved to ensure that information about available scholarships and financial aid options is clearly communicated to prospective students.

Resolution: After thorough discussion, the following action plan was devised and approved by the council:

Formation of Admissions Committee: A dedicated admissions committee will be formed to oversee the admissions process. The committee will be responsible for coordinating all aspects of the admissions process, including advertisement, application review, and enrollment.

Advertisement and Promotion Campaign: The college will launch a comprehensive advertisement and promotion campaign to attract prospective students. This will include advertisements in local newspapers, social media promotions, and participation in educational fairs.

Orientation and Counseling Sessions: The college will organize orientation and counseling sessions for prospective students to provide them with information about the college's programs, facilities, and support services.

Scholarship and Financial Aid Information: Information about available scholarships and financial aid options will be clearly communicated to prospective students through various channels, including the college website and informational materials.

4. APSCHE-edX Students and staff Registration:

The council further discussed the specific details of the registration process for APSCHE-edX students, including timelines, documentation requirements, and communication strategies.





It was resolved to create a comprehensive registration guide for APSCHE-edX students outlining the steps they need to follow to complete the registration process successfully.

Furthermore, it was decided to utilize multiple communication channels, including email, social media, and the college website, to disseminate information and updates regarding APSCHE-edX student registration.

Closing Remarks:

The Chairperson thanked the attendees for their active participation and emphasized the importance of conducting external examinations in a smooth-way.

Members Signature :

1. Dr.U.Subhashini 
2. Sri S.Chinababu 
3. Smt.V.Sailaja 
4. Sri.B.Srinivasa Rao 
5. Dr.G.Hari Babu 
6. Smt.K.Rajani 
7. Ms.G.Soni 
8. Smt.S.Swarnalatha 


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GOVERNMENT DEGREE COLLEGE, RAVULAPALEM
IQAC MEETING

Dt: 06.04.2024

The IQAC meeting was held in the Principal's chamber at 3 PM on 06.04.2024 under the chairmanship of Dr. V. Srinivasa Rao, Principal to discuss the following agenda points.

Agenda:

1. Conducting of Remedial classes
2. SSAR Preparation
3. Identification of slow/average/advanced students and activities planned to them
4. NAAC new 10 criteria's
5. Result analysis sem-3 & 5
6. Purchasing of Examination section infrastructure

Discussions

Minutes:

Conducting of Remedial classes:

The council discussed the importance of organizing remedial classes for students who require additional academic support.

It was decided that each department will identify subjects or topics where students need assistance and designate faculty members to conduct remedial classes.

A schedule for remedial classes will be created and communicated to students promptly.

Semester-Wise Faculty Self-Appraisal Data Preparation:

The council emphasized the need for accurate and comprehensive preparation of self-appraisal data by faculty members.

It was decided that faculty members will compile their self-appraisal data for each semester, including teaching evaluations, research activities, professional development, and contributions to the institution.

A deadline will be set for the submission of self-appraisal data to the appropriate administrative office.

Identification of slow/average/advanced students and activities planned for them:

The council recognized the importance of identifying students' academic levels and providing tailored support and enrichment activities.

Faculty members will collaborate to assess students' performance and categorize them as slow, average, or advanced.

Activities such as tutorials, mentoring sessions, and enrichment programs will be planned based on the identified needs of students in each category.

NAAC new 10 criteria's:

The council reviewed the new 10 criteria introduced by the National Assessment and Accreditation Council (NAAC) for accreditation.

It was agreed to establish sub-committees comprising faculty members to assess the institution's compliance with each criterion and prepare necessary documentation.

Deadlines will be set for completing the documentation and fulfilling the criteria to ensure timely submission to NAAC.

Result analysis sem-3 & 5:

The analysis of results for semesters 3 and 5 was presented and discussed.

Faculty members were encouraged to analyze the results further and identify areas for improvement in teaching methodologies, assessment practices, and student support mechanisms.







Purchasing of examination section infrastructure:

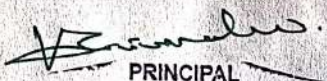
Examination section committee coordinator submitted a proposal for purchasing of the dire need of some infrastructure for the smooth running of the examination section.

Resolutions:

- Faculty members will initiate remedial classes for identified subjects/topics according to the schedule provided.
- Faculty members will compile their self-appraisal data for each semester and submit it by the specified deadline.
- Faculty members will collaborate to identify slow/average/advanced students and plan appropriate activities for their academic development.
- Sub-committees will be formed to assess the institution's compliance with NAAC's new 10 criteria and prepare necessary documentation.
- Faculty members will continue to analyze results for semesters 3 and 5, identifying areas for improvement and implementing necessary measures.
- It is resolved to request the principal for the purchasing of the needed examination section infrastructure.

Staff:

1. Dr. U.Subhashini 
2. Sri S. Chinababu 
3. Dr.G.Hari Babu 
4. Sri B.Srinivasa Rao 
5. Smt K.Rajani 
6. Ms G.Soni 
7. Smt.S.Swarnalatha


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