



SMT.N.P.S GOVT. COLLEGE FOR WOMEN
(Affiliated to S.V.University)
Reaccredited by NAAC with 'A'
Greampet, Vellore Road, Chittoor-517002
ANDHRA PRADESH.

Date: 09-10-2023

1. Meeting of IQAC: 2023– 2024

The Meeting of the IQAC is scheduled to be held on **09-10-2023** at 3:00 PM in the Principal's Chamber. Hence, all the staff Members are hereby informed to come prepared on the following points without fail.

Agenda:

1. Constitution of IQAC Members
2. Review of IQAC Initiatives
3. Constitution of Academic Committees
4. Constitution of Head of the Departments
5. Release of Annual Academic Calendar & Syllabus
6. Finalisation of Master Timetable and Class Timetables
7. Allotment of the Class incharges and Class Representatives
8. Maintenance of Academic Records / Registers
9. Continuation of services of the Guest Faculty
10. Preparation of Dept. wise Action Plan for 2023-24
11. Preparation of Students Progression Register

Resolutions:

The Meeting was convened on 09-10-2023 under the Chairmanship of the Principal in which all the members are present. The Principal Appreciated the staff for extending their support for successful completion of previous academic year. After interactions with all the staff the following Resolutions were taken.

- It is resolved to continue the existing IQAC Committee members by nominating, Dr.T.Vinila, Lecturer in Commerce as the IQAC Coordinator for this academic year.
- The draft of the Academic Committees constituted for the academic year 2023-2024 has been approved by the Principal after interaction with all the staff.
- Dr.B.Thirukumaran, Asst. Prof. in English, shall continue as the Academic Co-ordinator.
- All the staff members are instructed to cooperate and coordinate with IQAC Committee and submit a report of all the activities conducted by their respective departments regularly.
- The admission Committee shall guide students in exercising web options and take initiative in enhancing the strength.
- The HOD's shall review and prepare the dept. wise quality initiatives for this academic year.
- All the staff are instructed to follow the University Almanac for Teaching and CCE Academic Calendar in conduct of Events and Activities in the College without fail. The draft of the Academic Committees constituted for the academic year 2023-2024 has been approved by the Principal after interaction with all the staff.
- The drafted copy of the time table has been approved and all the staff is instructed to take classes as per the time table. The discrepancies if any shall be sorted out by consultation with Academic Coordinator.
- The Constitution of Head of the Departments has been prepared and approved as per the seniority.
- Keeping in view of the work load of Commerce, Political Science, Economics, Microbiology is proposed to continue the services of the Guest Faculty who rendered services during the previous academic year.
- The Class in charges for each class have been nominated and approved which shall be circulated & displayed in the notice board.
- The Class Teachers in turn shall prepare the list of Student Class Representatives and submit the same to the coordinator.
- All the HOD's shall see that all the faculty members maintain all the Registers / Records like Teaching dairy, Attendance registers Annual Plan, Marks registers, etc.
- All the HOD's shall prepare the Dept. wise Action Plan for 2023-2024 in coordination with their faculty members and submit the same to the IQAC Co-ordinator.
- The subject Lecturers shall circulate the copy of the Syllabus paper wise to the respective students and shall complete the syllabus as per the University Almanac.

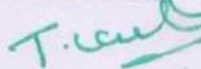
- The HOD's shall take initiatives in maintaining the Department Libraries in co-ordination with the Librarian.
- All the class teachers shall update and maintain the student's Progression Register circulated by CCE.

Action Taken Report

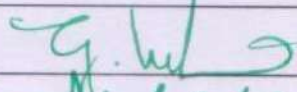
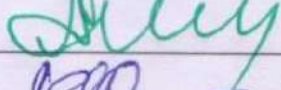
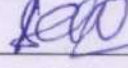
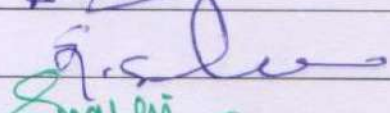
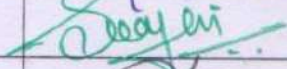
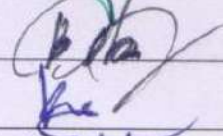
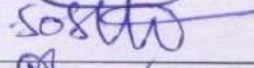
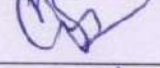
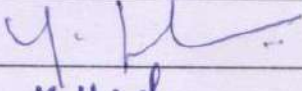
As per new guidelines the IQAC composition was constituted under the chairmanship of the Principal and all the staff members.

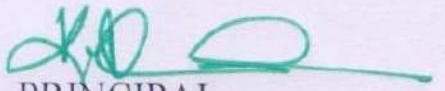
- All the initiatives and activities for the Academic year 2023-24 should be started thoroughly for the conduct of all kinds of activities in the college.
- Finalized the college timetable for the conduct of classes for all groups of all years without any clash in the better aspect of imparting education.
- Constitute the Academic committees for the Academic year 2023-24 after the approval done by the Principal.
- Keeping in view of the workload, the Guest faculty services in Commerce, Political Science, Microbiology, Library and Sports Subjects were continued.
- Annual Academic Calendar and syllabus for the academic year 2023-24 was released.
- Maintained the Academic records registers was done by all the departmental in charges timely.
- Departmental wise Action plan for 2023-24 was prepared properly.
- Students Progression Registers along with the students contact details were prepared.
- Reviewed the completion of the syllabus as per the Action plan and academic plan.

COMMITTEE MEMBERS

Principal	: Dr. K.Manohar	
Vice-Principal	: Mr. A.M. Narendra Kumar	
IQAC Coordinator	: Dr. T.Vinila	

COMMITTEE MEMBERS

S.NO	MEMBERS	SIGNATURE
1	Dr.G.Usha Rani	
2	Sri.A.M.Narendra kumar	
3	Sri.B.Purushotham Naidu	
4	Dr.S.Shamsakthar	
5	Dr.M.Sandhya Rani	
6	Dr.B.Thirukumaran	
7	Dr.S.Kousar Jaha Begam	
8	Smt.P.Shoba Latha	
9	Dr.J.Rama Devi	
10	Smt.Y.Jnapika	
11	Kum.K.Vyshnavi	


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Date: 14-11-2024.

2. Meeting of IQAC: 2023 – 2024

The Meeting of the IQAC is scheduled to be held on **14-11-2023** at 3:00 PM in the Principal's Chamber. Hence, all the staff Members are hereby informed to come prepared on the following points without fail.

Agenda:

1. To conduct induction programme to the first year students and bridge course.
2. Review of even semester results of 2023-2024 class wise, subject wise and Lecturer wise.
3. Identification of slow learners and conduct of Remedial Classes.
4. To conduct department wise activities.
5. Review of the NSS, Departmental and other activities taken up till date.
6. Action Plan Proposals from NSS for Conduct of NSS Golden Jubilee Celebrations.
7. Proposals for conduct of Awareness Programmes, Celebration of Relevant International & National Days of Importance.
8. Constitution of Students Union Council.
9. Nomination of Special Fee Committee & Restructured Courses Fee Committee.
10. Circulation of Nominal Rolls of I year students.
11. Construction of Rain Water Harvesting Tank near the main building
12. Representation of the Staff Members if any for discussion.

Resolutions :

The Meeting was convened on 14-11-2023 under the Chairmanship of the Principal in which all the members are present. The Principal after interactions with all the staff has approved the following Resolutions.

- The results of the students, therefore, it is suggested that each group maintain its target for the upcoming academic year.
- Every faculty member has been directed to determine the causes of their subjects subpar performance and devise a plan to attain a perfect score. It is suggested that slow learners be identified and that steps be taken to improve their performance.
- Students are also encouraged to take part in NSS social outreach programs. The NSS program officers are directed to carry out regular NSS activities both inside and outside the institution and submit the action plan for this academic year.
- All department heads have been notified to create an action plan for conducting awareness programs and celebrating national and international holidays that are pertinent to or of interest to them.
- The names of the student class representatives must be submitted as soon as possible by all class teachers.
- The teaching faculty has been notified to submit student name recommendations for the Students Union Council Constitution (based on the current draft nomenclature that was accepted during the previous academic year).
- A copy of the nominal rolls will be posted on the notice board, and the first-year class Teachers are instructed to distribute them among the students.
- It is suggested that internal exams be administered in accordance with the university calendar and that results be posted promptly in the CIA format provided by CCE.

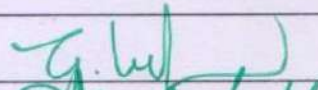
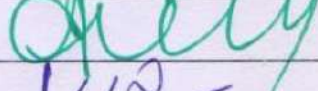
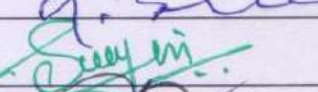
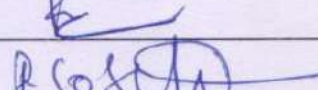
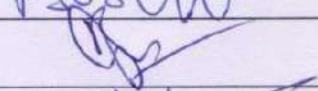
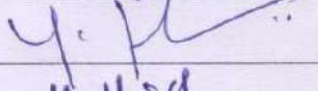
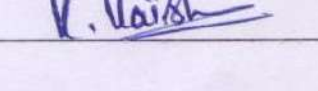
Action Taken Report

- Even semester results of 2023-24 were reviewed clearly class wise, subject wise and Lecturer wise and identified the slow learners in each class and in each subject conducted the remedial classes for the slow learners.
- Reviewed all the NSS, Departmental and other co-curricular activities taken up till date.
- Action plan proposals were prepared by the NSS for the conduct of NSS activities regular and special camps. Conducted NSS Golden jubilee celebrations.

- Proposals were prepared for the conduct of Awareness programmes celebrations of relevant International and National Days of importance.
- Special fees committee and Restructured course fees committee were nominated.

Committee Members :

Principal : Dr. K.Manohar
 Vice-Principal : Mr. A.M. Narendra Kumar
 IQAC Coordinator : Dr.T.Vinila

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Date:12-02-2024

3. Meeting of IQAC: 2023 – 2024

The Meeting of the IQAC is scheduled to be held on **11-02-2023** at 3:00 PM in the Principal's Chamber. Hence, all the staff Members are hereby informed to come prepared on the following points without fail.

Agenda:

1. Review of student's attendance & syllabus Coverage.
2. Posting of Internal examination marks in the College.
3. Conduct of Practical along with theory classes.
4. Proposals for Students Study Project under Community Service Project
5. Proposals for utilization of Special Fee Fund.
6. It is proposed that staff members visit various Junior Colleges for admission campaign.
7. Conduct of Extension / Guest Lectures by eminent persons.
8. Enhancement of wages for Class IV Contingent employees.
9. Preparations of students for Competitions in Literary, Cultural, Fine Arts, Games & Sports.

Resolutions:

The Meeting was convened on 12-02-2024 under the Chairmanship of the Principal in which all the members are present. The Principal after interactions with all the staff has approved the following Resolutions.

- The staff are instructed to take all initiatives to enhance the student's attendance to the classes.
- All the Lecturers must Post I Internal Examination Marks.

- All the Lecturers must Conduct Practical along with theory classes and complete Practical syllabus also as per almanac.
- The staff are instructed to circulate the Syllabus of the Papers and Model Question Paper and display the same in the department Notice Boards.
- All the HOD's are instructed to encourage students for participation in Student Study Project.
- It is proposed to enhance the wages of the class IV contingent employees.
- All the HOD's are informed to update all the Records /Registers / documents and get signed by Principal.
- It is proposed to conduct Clean and Green Programme in all the Laboratories & Department Rooms.
- All the HOD's are informed to take Initiatives in conduct of at least one Extension Lecture per semester.
- The Lecturers in charge of Cultural, Literary, Fine Arts & Sports Activities are instructed to prepare the students for Participation in District Level / State Level Competitions.

Action taken Report

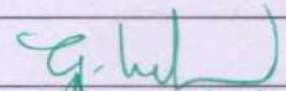
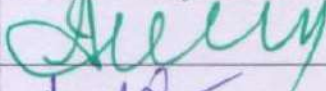
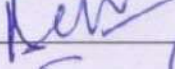
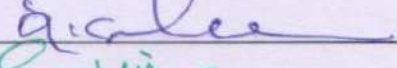
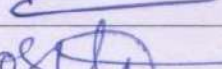
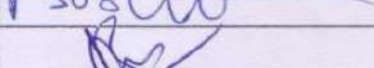
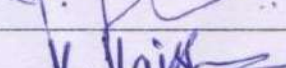
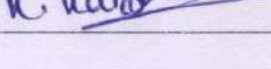
- ❖ Reviewed the student's attendance to the classes.
- ❖ Reviewed the coverage of syllabus.
- ❖ First Internal examinations marks were posted in the University site.
- ❖ Conducted the Practical classes along with the theory classes.
- ❖ Prepared and submitted the proposals for students study projects
- ❖ Sought proposals for utilization of special fees funds.
- ❖ Conducted the extension and Guest lectures by the eminent and prominent persons in the various subjects.
- ❖ Enhanced the wages for class IV contingent employees.
- ❖ Prepared the students for competitions in literary, cultural, Fine Arts, Games and Sports.
- ❖ Clean and Green Programme in all the Laboratories and Departments was conducted.

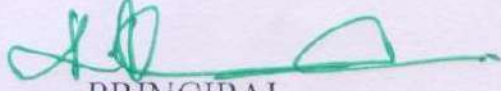
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Principal : Dr. K.Manohar

Vice-Principal : Mr. A.M. Narendra Kumar

IQAC Coordinator : Dr.T.Vinila

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Date:10-04-2024

4. Meeting of IQAC: 2023 – 2024

The Meeting of the IQAC is scheduled to be held on 10-04-2024 at 3:00 PM in the Principal's Chamber. Hence, all the staff Members are hereby informed to come prepared on the following points without fail.

Agenda:

1. Conduct & Updating of Internal Marks in Registers.
2. Review of activities conducted till date.
3. Status of Construction of New Class Room.
4. Status of Completion of Syllabus
5. Allocation of Special fee Funds for Utilization under different heads.
6. Updating of all Registers, Records & documents.
7. Conduct of career Guidance Classes
8. Representation of the Staff Members if any for discussion.

Resolutions :

The Meeting was convened on 10-04-2024 under the Chairmanship of the Principal in which all the members are present. The Principal after interactions with all the staff has approved the following Resolutions.

- The Principal appreciated the efforts of all the staff in conduct of all curricular & extracurricular activities.
- It is proposed to identify all the Slow Learners and failures subject wise and conduct remedial classes to improve the results.
- All the staff are advised to post the marks of I & II Internals in the Marks Register and Post the Same in College Site.

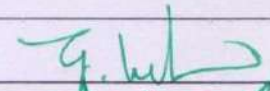
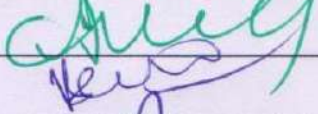
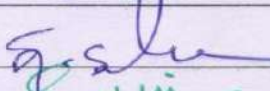
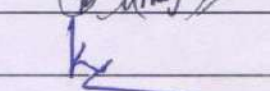
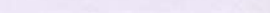
- All the HOD's are advised to monitor the completion of syllabus as per the academic schedule of their faculty members.
- All the HOD's are informed to submit proposals for utilization of Special Fee Fund.
- All the HOD's are informed to monitor the update off all the records and registers of their faculty members.
- It is Proposed to conduct Career Guidance Classes whenever possible.
- It is proposed to create Awareness among the students to utilize the water resources carefully as the ground water level is going down.

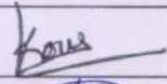
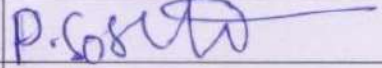
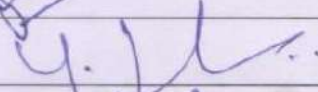
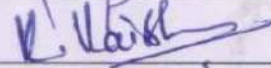
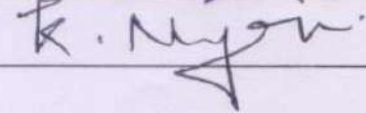
Action Taken Report :

- ❖ Updated the Internal marks registers.
- ❖ Reviewed of all activities conducted till date.
- ❖ Status of the construction of new class rooms was reviewed.
- ❖ Status of the completion of syllabus was reviewed.
- ❖ Allocated the special fee funds for utilization under different heads.
- ❖ Updated successfully all the Registers, Records and documents.
- ❖ Conducted successfully the career guidance classes to the students.
- ❖ Conducted Awareness among the students to utilize the water resources carefully.

Committee Members :

Principal : Dr. K.Manohar
 Vice-Principal : Sri. A.M. Narendra Kumar
 IQAC Coordinator : Dr.T.Vinila

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13	Sri.K.Nagaraju	


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