



# SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution

SECTOR 10, MVP COLONY, VISAKHAPATNAM – 530 017. (A.P.)

  
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## MINUTES OF MEETING - IQAC



DIRECTOR  
SAMATA DEGREE COLLEGE  
M.V.P. Colony, VISAKHAPATNAM-17



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Date: 4<sup>th</sup> April, 2023

## CIRCULAR

This is to inform all the staff members that an IQAC meeting is scheduled on 6<sup>th</sup> April, 2023 by 1:00 pm at the Director's chamber. The IQAC Members are requested to make it convenient to attend the meeting as per the schedule.

### AGENDA:

1. To review and confirm previous minutes of meeting.
2. Discuss on Subject Allocation and preparation of related schedules.
3. To discuss about Co-Curricular & Extra-Curricular Activities.
4. Allotment of criterion wise coordinators and other members to work on NAAC metrics.
5. Workshops, FDP's, Seminars and Conferences to be conducted and attended by faculty.
6. To discuss about MOUs.
7. To conduct International Yoga Day Celebrations in the month of June.
8. To conduct an Orientation session to the students and their parents on Four Years UG Honours with Single Major Program (FYUP) for the upcoming academic year.
9. To discuss about the remedial actions for the slow learners.

All the members of IQAC are requested to attend the meeting.


To

All Members of IQAC.

Copy to:

The Dean & Correspondent

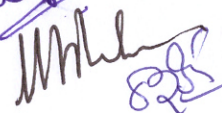
The Director & I/c Principal.

  
Co-Ordinator

B.K. - Kemari







B.M.C.

Pavan







R.K.



K. Devika

P. Charitha

M. Suresh





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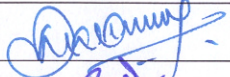

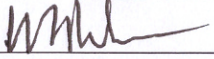
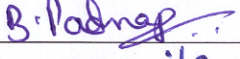
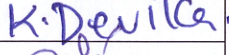
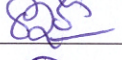

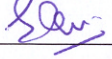
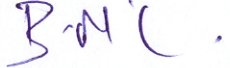

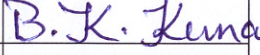
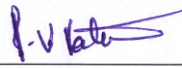
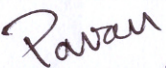

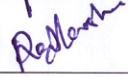
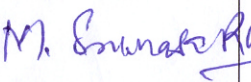
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Date: 10<sup>th</sup> April, 2023

## Minutes of IQAC Meeting

The IQAC Meeting was held on 6<sup>th</sup> April, 2023 at 1:00 pm in the Director & I/c Principal's Chamber. Following members were present during the meeting:

S.No	Members	Designation in the College	Designation in IQAC	Signature
1	Prof. G. Srinivasa Rao	Director & I/c Principal	Chairperson	
2	Mr. A.V. Koteswara Rao	Assistant Professor	Coordinator	
3	Prof. S. Madhavi Latha	Professor	Member	
4	Dr. M.F. Rahiman	Assistant Professor	Member	
5	Mrs. B. Padmaja	Assistant Professor	Member	
6	Mrs.K.Devika	Assistant Professor	Member	
7	Dr. B. Rajesh Kumar	Assistant Professor	Member	
8	Mrs. Mubeen Begum	Assistant Professor	Member	
9	Mrs. U. Sridevi	Assistant Professor	Member	
10	Prof. B. Murali Krishna	Visiting Professor, Indian Maritime University & Pondicherry University, Registrar In-charge, IPE	Member - Academician	
11	Mr. R. Vijay	Managing Director of Sri Rajeswari Paints Manufacturing Industry	Member from Industry	
12	Dr. B. Krishna Kumari	Assistant Professor, GITAM School of Business & GITAM University	Member - Alumni	
13	Mrs. P.V. Ratnam	Office Superintendent	Member - Administration	
14	A. Pavan Ram Kumar	B.Com 6 <sup>th</sup> Semester	Member - Student	
15	P. Krishna Charita	BBA Student 6 <sup>th</sup> Semester	Member - Student	
16	R. Radha Krishna	MBA Student 3 <sup>rd</sup> Semester	Member - Student	
17	M.Srinivasa Rao - (M.Gowthami, MBA 3 <sup>rd</sup> Semester)	Parent	Member Stakeholder	





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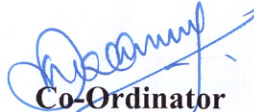
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## RESOLUTIONS:

- The previous minutes of meeting were unanimously approved and filed.
- The Chairperson appreciated the conduct of various important days during the months of February and March.
- The Chairperson also conveyed that the plastering works for the new building are going to commence in the coming days.
- The committee members advised the HoDs to finalize the subject allocation and prepare the timetables.
- During the meeting co-curricular and extra-curricular activities were reviewed and suggested to increase the number of student participants.
- During the meeting all the committee members discussed about different criteria and nominated faculty as coordinators and the NAAC co-ordinator announced the names of Criteria wise coordinators along with their responsibilities.
- During the meeting all the committee members discussed and finalized 2 Faculty Development Programs per faculty.
- During the meeting the committee members and Chairperson suggested to collect Exit Feedback from the outgoing students.
- The Chairperson stated that it is very important to continue the relationship between Industry and the Institute so that the students can get benefitted. Therefore, it was decided that the institute should tie up with some industries through MoUs for the skill development of the students.
- IQAC members directed the Heads of Departments to identify slow and advanced learners and to take remedial measures for slow learners for enhancing their performance. Same way, they were requested to plan additional activities for advanced learners and asked to submit the reports to the IQAC.

The meeting ended with the vote of thanks proposed by Mr. A.V. Koteswara Rao, the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.

  
Co-Ordinator





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Date: 7<sup>th</sup> January 2023

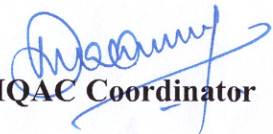
## CIRCULAR

This is to inform all the staff members that an IQAC meeting is scheduled on 9<sup>th</sup> January, 2023 by 12:30 pm at the Director's chamber. The IQAC Members are requested to make it convenient to attend the meeting as per the schedule.

### AGENDA:

1. To discuss on the aim and functions of IQAC.
2. To take decision on add-on Certification Courses.
3. To identify the electives to be offered for the respective programmes and courses.
4. To discuss on mentor allotment.
5. To conduct Sankranti Sambaralu in the College during the second week of January on the occasion of Pongal.
6. To organize the following important Days in the coming months:
  - o International Mother Language Day in the month of February.
  - o International Women's Day in the month of March.
7. To fix Co-Circular & Extra-Curricular Activities.
8. To decide on Workshops, FDP's Seminars and Conferences to be conducted.
9. To take student feedback on curriculum.
10. To introduce systematic documentation of events and activities for accreditation purposes.
11. To plan extension activities under NSS.
12. To discuss about the progress of construction of new building.

All members of IQAC are requested to attend the meeting.

  
IQAC Coordinator

To  
All Members of IQAC.

### Copy to:

- The Dean & Correspondent
- The Director & I/c Principal







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Date: 10<sup>th</sup> January, 2023

## Minutes of IQAC Meeting

The IQAC Meeting was held on 9<sup>th</sup> January, 2023 at 12:30 pm in the Director & I/c Principal's Chamber. Following members were present during the meeting:

S.No	Members	Designation in the College	Designation in IQAC	Signature
1	Prof. G. Srinivasa Rao	Director & I/c Principal	Chairperson	
2	Mr. A.V. Koteswara Rao	Assistant Professor	Coordinator	
3	Prof. S. Madhavi Latha	Professor	Member	
4	Dr. M.F. Rahiman	Assistant Professor	Member	
5	Mrs. B. Padmaja	Assistant Professor	Member	
6	Mrs.K.Devika	Assistant Professor	Member	
7	Dr. B. Rajesh Kumar	Assistant Professor	Member	
8	Mrs. Mubeen Begum	Assistant Professor	Member	
9	Mrs. U. Sridevi	Assistant Professor	Member	
10	Prof. B. Murali Krishna	Visiting Professor, Indian Maritime University & Pondicherry University, Registrar In-charge, IPE	Member - Academician	
11	Mr. R. Vijay	Managing Director of Sri Rajeswari Paints Manufacturing Industry	Member from Industry	
12	Dr. B. Krishna Kumari	Assistant Professor, GITAM School of Business & GITAM University	Member - Alumni	
13	Mrs. P.V. Ratnam	Office Superintendent	Member - Administration	
14	A. Pavan Ram Kumar	B.Com 6 <sup>th</sup> Semester	Member - Student	
15	P. Krishna Charita	BBA Student 6 <sup>th</sup> Semester	Member - Student	
16	R. Radha Krishna	MBA Student 3 <sup>rd</sup> Semester	Member - Student	
17	M.Srinivasa Rao - (M.Gowthami, MBA 3 <sup>rd</sup> Semester)	Parent	Member Stakeholder	





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At the outset, the Chairman welcomed all the present and commenced the meeting. The Chairperson informed that the IQAC has been constituted with a larger objective to make the institute as one of the best institutes by providing quality education and continuously building the capabilities among the faculty. Thereafter, the Co-ordinator called the agenda for the meeting.

## THE OBJECTIVES OF IQAC:

1. To develop a system for consistent work and take necessary actions to improve the academic and administrative performance of the institution.
2. To promote measures for quality enhancement in the institution by implementing the best practices.

## FUNCTIONS OF THE IQAC:

1. Development and application of quality parameters for various academic and administrative works of the institution.
2. To focus on the overall professional growth of the student.
3. Arrangement of receiving feedback response from students, parents and other stakeholders on Quality related institutional process.
4. Documentation of various inter and intra institutional programs leading to quality improvement.
5. Development of Quality Culture in the institution.
6. Preparation of necessary documentation as per the guidelines and parameters of NAAC.

## RESOLUTIONS:

- The following scope was fixed for the IQAC:
  - To develop and execute quality parameters in academic activities.
  - To promote research and entrepreneurial activities.
  - To conduct workshops / seminars / conferences on quality parameters in the available courses.
- The committee suggested all the departments to conduct training programs, workshops, seminars and certificate programs.



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- The committee discusses about the electives. The Chairperson requested all the heads of departments to take the acceptance for the electives from students for next semester. all the heads of departments shared the opted list of electives for the next semester (Odd). All the heads of departments shared the opted list of electives for the upcoming semester.
- It was decided to allot a mentor for each 15 students to monitor their holistic performance.
- The committee reviewed the subject allotment of each faculty and advised faculty to use innovative methods for teaching and learning.
- All the heads of departments are instructed to take initiation for conduction of FDPs. All the committee members discussed and finalized 5 Faculty Development Programs to be conducted every year to enhance the teaching methodologies of the faculty.
- The Chairperson to take the feedback survey of the students as per guidelines and parameters of NAAC.
- The Chairperson asked the IQAC Coordinator to prepare an action plan for NAAC SSR as per individual criteria wise and to identify coordinators so that the IQAC shall, henceforth would review in its each meeting, the progress of NAAC work.
- The NSS Coordinator submitted the details about the Regular Activities conducted in the Campus during the last quarter of 2022.
- The Chairperson directed all the HoDs to conduct the important days that occur in every month involving the students to the maximum extent by conducting various activities.
- Construction of floors (laying of slabs) is completed for the new building and the fixtures for the rooms are to be done.

The meeting ended with vote of thanks proposed by Mr. A.V. Koteswara Rao, IQAC Coordinator.

The Minutes are issued with the approval of Chairperson.

  
Coordinator





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Date: 2<sup>nd</sup> January, 2023

## CIRCULAR

In order to increase the quality of teaching by adopting innovative methods and also capacity building for students and faculty to participate in various research related works, it has been decided to constitute an Internal Quality Assurance Cell (IQAC) that would act as change agent to ensure quality of the institution under the leadership of Mr. A. V. Koteswara Rao, Assistant Professor, Department of Commerce & Management Studies.

The IQAC shall comprise the following faculty as its members:

S.No	Members	Designation in the College	Designation in IQAC	Mobile No.
1	Prof. G. Srinivasa Rao	Director & I/c Principal	Chairperson	9440747004
2	Mr. A.V. Koteswara Rao	Assistant Professor	Coordinator	7674886246
3	Prof. S. Madhavi Latha	Professor	Member	9246619078
4	Dr. M.F. Rahiman	Assistant Professor	Member	9949150136
5	Mrs. B. Padmaja	Assistant Professor	Member	8885033445
6	Mrs.K.Devika	Assistant Professor	Member	8179802560
7	Dr. B. Rajesh Kumar	Assistant Professor	Member	9908034008
8	Mrs. Mubeen Begum	Assistant Professor	Member	9121520590
9	Mrs. U. Sridevi	Assistant Professor	Member	8328540111
10	Prof. B. Murali Krishna	Visiting Professor, Indian Maritime University & Pondicherry University, Registrar In-charge, IPE	Member - Academician	9885389906
11	Mr. R. Vijay	Managing Director of Sri Rajeswari Paints Manufacturing Industry	Member from Industry	7981977256
12	Dr. B. Krishna Kumari	Assistant Professor, GITAM School of Business & GITAM University	Member - Alumni	9490263234
13	Mrs. P.V. Ratnam	Office Superintendent	Member - Administration	8897204908
14	A. Pavan Ram Kumar	B.Com 6 <sup>th</sup> Semester	Member - Student	7993079779
15	P. Krishna Charita	BBA Student 6 <sup>th</sup> Semester	Member - Student	9493862337
16	R. Radha Krishna	MBA Student 3 <sup>rd</sup> Semester	Member - Student	9390129567
17	M.Srinivasa Rao - (M.Gowthami, MBA 3 <sup>rd</sup> Semester)	Parent	Member Stakeholder	9951862426



