

**KAKARAPARTI BHAVANARAYANA COLLEGE**  
**(AUTONOMOUS)**



**IQAC**

**MINUTES OF MEETING**

**2017-18**

Minutes of First Meeting of IQAC  
held on 15.6.2017

Minutes of first meeting of IQAC  
for the academic year 2017-18, held on  
15.6.2017 in Principals chamber at 10.00AM  
with Principal in chair, IQAC co-ordinator  
and other members to discuss the following  
agenda.

Agenda:

Item NO 1: To constitute IQAC committee  
for the academic year 2017-18.

Item NO 2: Discuss about the plan of  
action of IQAC for 2017-18.

Item NO 3: Preparation of Academic Calendar

Item NO 4: Distribution of Teaching diaries  
and Teaching notes to staff.

Item NO 5: To conduct National Seminar on  
Human Values.

Resolutions:

1. It is unanimously resolved to  
constitute the following IQAC committee  
for the academic year 2017-18.

2. It is unanimously resolved to prepare the plan of action of IQAC in 2 days
3. It is also resolved to assist the senior members in correction of Academic calendar
4. It is unanimously resolved to distribute Teaching diaries and Teaching notes to all the departments.
5. It is also resolved to conduct National Seminar on Human Values.

D. Seebhagini  
IQAC - Coordinator

Dr. V. Narayana Rao ✓  
Principal & Chairman

Sri. J. Pandu Ranga Rao JPR  
Director, Academics & Planning

Dr. V. Subhashini ↓  
IQAC coordinator

Sri. T.D. Johnson B  
Asst. Co-ordinator

Dr. P.B. Sandhya Sni B  
Member

Sri. S. Venkatesh " S. Venkatesh

Dr. J.V. Chalapati Rao " J.V. Chalapati Rao

Sri. T. Bhagya Kumar " T. Bhagya Kumar

Dr. B. Ramiah " B. Ramiah

Sri. S. Srinivas - office suptd. S. Srinivas

Sri. P.L. Ramesh - controller of exams PL

Sri. D. Subbarao Industrialist D. Subbarao

Sri. N. Samba Siva Rao N. Samba Siva Rao

## Minutes of Second Meeting of IQAC held on 24.7.17.

Minutes of Second Meeting of IQAC held in Principals chamber with Principal in chair, IQAC-coordinator and other members at 11.00 Am to discuss the following agenda.

### Agenda:

1. Action Taken Report on Minutes of First Meeting of IQAC held on 15.6.2017.
2. To conduct one week orientation Program in the month of August.
3. To conduct a National Level Workshop by computer department.
4. To prepare the budget proposals for the orientation program.
5. To collect data on Remedial Coaching classes details from 2012-13 to 2016-17.

### Resolution:

Action Taken Report of First Meeting of IQAC.

- Plan of Action of IQAC is prepared

- Academic Calender is framed and submitted to Principal.
- Teaching diaries and Teaching notes are distributed to the staff.
- A National Seminar on Human Values is conducted on 30<sup>th</sup> June 2017.

Item 2:

It is unanimously resolved to conduct one week orientation Program in the month of August.

Item 3:

To conduct a National Level Workshop by Computer Department.

Item 4:

It is unanimously resolved to prepare budget proposals for one week orientation program.

Item NO 5:

It is unanimously resolved to collect data on Remedial coaching classes from 2012-13 to 2016-17.

Dr. Subhashini  
IQAC Coordinator

Dr. V. Narayana Rao  
Principal & Chairman

Sri. J. Pandu Ranga Rao  
Director, Academics & Planning

Dr. V. Subhashini  
IQAC coordinator

Sri. T.D. Johnson  
Asst. Co-ordinator

Dr. P.B. Sandhya Sri  
Member

Sri. S. Venkatesh

Dr. J.V. Chalapati Rao

Sri. T. Bhagya Kumar

Dr. B. Ramiah

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exams

Sri. D. Subbarao  
Industrialist

Sri. N. Samba Siva Rao

## Minutes of Third meeting of IQAC held on 20.09.2017.

Minutes of Third meeting of IQAC held in IQAC room on 20.09.2017 at 11.00 Am with IQAC-coordinator and other members to discuss the following agenda.

### Agenda

1. Action Taken Report on Minutes of Second meeting of IQAC held on 25.7.17.
2. Awareness Programs on NAAC Accreditation and Formulation of Steering Committee.
3. Preparation and submission of AQAR
4. Conduct of Internal Academic Audit

### Resolutions:

1. Action Taken Report on minutes of Second meeting.
  - One week orientation Program on 'Future Trends in Quality Enhancement' is conducted by IQAC from 5<sup>th</sup> - 11<sup>th</sup> Aug.



## Minutes of Fourth Meeting of IQAC held on 2.11.17.

Minutes of fourth meeting of IQAC is held on 2.11.17 at 11.00 A.M in IQAC room with Principal in chair, IQAC coordinator and other members to discuss the following agenda.

### Agenda:

1. Confirmation of minutes of Third meeting of IQAC held on ~~20.9.2017~~ 20.9.2017.
2. Preparation of SSR to NAAC.
3. Discussion of doubts in the Manual of NAAC with Prof. K. Vinnaya Rao, former vice-chancellor, Acharya Nagarjuna University.
4. Conduction of Workshop on Intellectual property rights.

### Resolutions:

Action Taken report of minutes of Third meeting of IQAC.

- Awareness about New NAAC format is given to all lecturers through a Power point presentation by Dr. V. Subhashini and Sri. T. D. Johnson, co-ordinator and Asst. co-ordinator of NAAC.

- AQAR is prepared and submitted to NAAC on 1<sup>st</sup> October 2017.
- Internal Academic Audit is conducted to all departments.

Item 2: Resolution:

It is unanimously resolved that the steering committee that is formed for the seven criteria of NAAC should collect the information from different sources.

Item 3: Resolution

It is unanimously resolved to interact with Prof. K. Vinnaya Rao and clarify the doubts in NAAC manual.

Item 4: Resolution:

It is also unanimously resolved to conduct a workshop at Nation Level on IPR which is funded by ICSSR.

B. Subhashini

I.Q.A.C. coordinator

Dr. V. Narayana Rao  
Principal & Chairman

Sri. J. Pandu Ranga Rao  
Director, Academics & Planning

Dr. V. Subhashini  
IQAC Coordinator

Sri. T.D. Johnson  
Asst. Co-ordinator

Dr. P.B. Sandhya Sri  
Member

Sri. S. Venkatesh "

Dr. J.V. Chalapati Rao "

Sri. T. Bhagya Kumar "

Dr. B. Ramiah "

Sri. S. Srinivas - office subtd.

Sri. P.L. Ramesh - controller of exams

Sri. D. Subbarao  
Industrialist

Sri. N. Samba Siva Rao

Minutes of Fifth Meeting of IQAC  
held on 28.12.17.

Minutes of Fifth meeting of IQAC held in Principals chamber with Principal in chair, IQAC members, IQAC co-ordinator and criteria Incharges to discuss the following agenda.

Agenda:

1. confirmation of minutes of Fourth meeting of IQAC;
2. Preparation for Academic Audit
3. updation of documents by all departments
4. Progress in criteria work for submission of SSR.

Resolutions:

Action Taken Report:

- Steering committee of NAAC criteria are progressing in their work.
- Interaction with Prof. K. Vienna Rao is carried out for 2 days in the month of November 2017.
- It is resolved to conduct IPR Seminar in the month of January 2018

2. It is unanimously resolved to prepare for the Administrative Academic Audit.

3. It is also unanimously resolved to monitor the progress in criteria work every week.

4. It is also resolved to update the documents necessary for NAAC work.

V. Subhashini  
IQAC, Co-ordinator

Dr. V. Narayana Rao ✓  
Principal & Chairman

Sri. J. Pandu Ranga Rao JPM  
Director, Academics & Planning

Dr. V. Subhashini ✓  
IQAC Coordinator

Sri. T.D. Johnson ✓  
Asst. Co-ordinator

Dr. P.B. Sandhya Sri ✓  
Member

Sri. S. Venkatesh "

Dr. J.V. Chalapati Rao "

Sri. T. Bhagya Kumar "

Dr. B. Ramiah "

Sri. S. Srinivas - office suptd.

Sri. P.L. Ramesh - controller of  
exams

Sri. D. Subbarao  
Industrialist

Sri. N. Samba Siva Rao ✓

## Minutes of Sixth Meeting of IQAC held on 28.2.18

The minutes of sixth meeting of IQAC held on 28.2.18 in Principals chamber with Principal in chair, IQAC-coordinator, members and Criteria incharges at 11.00 Am to discuss the following agenda.

### Agenda:

1. confirmation of minutes of meeting of fifth meeting of IQAC.

2. Schedule for correction of Criteria Data Templates

3. Web site progression and uploading of data on website

4. To conduct mock inspection of the documents of departments for NAAC.

### Resolutions:

Action Taken Report of fifth meeting of IQAC.

- All the departments are assessed by the Academic Administrative Audit
- National Seminar on IPR is conducted on January 11<sup>th</sup>. 2018
- Criteria work is monitored regularly

2. It is unanimously resolved to prepare a schedule for correction of data templates of 7 Criteria. It is also resolved that each criteria must be given 3 days for correction.
3. It is also resolved that Website must be updated and all the events of the college must be uploaded in the website.
4. It is also resolved to conduct Mock inspection to all the departments in the month of March/April 2022 to keep ready all the documents necessary for NAAC inspection.

H. Subhashini

IQAe - Coordinator



Dr. V. Narayana Rao  
Principal & Chairman



Sri. J. Pandu Ranga Rao  
Director, Academics & Planning



Dr. V. Subhashini  
IQAC coordinator



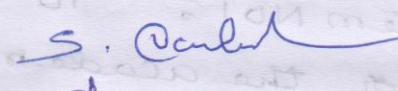
Sri. T.D. Johnson  
Asst. Co-ordinator



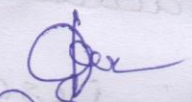
Dr. P. B. Sandhya Sri  
Member



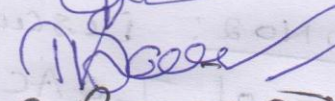
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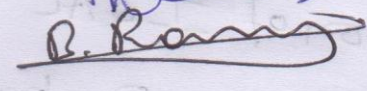
Sri. J.V. Chalapati Rao "



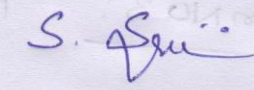
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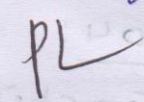
Dr. B. Ramiah "



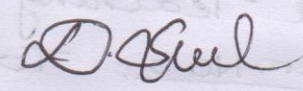
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Sri. P.L. Ramesh - controller of exams



Sri. D. Subbarao  
Industrialist



Sri. N. Samba Siva Rao

