

# IQAC M.V.R. DEGREE COLLEGE

(UG & PG Courses)

(Affiliated to Andhra University)

Shramika Nagar, Gajuwaka, Visakhapatnam-530026



MVR Degree College

CIRCULAR

Circular no. MVRDC/IQAC meeting /2022-23 /I

The IQAC members under the chairmanship of Dr.V.RamaRao, Education Officer and Dr.A.BalaKrishna, Principal, are requested to attend a meeting to discuss the following agenda at 3:30 P.M on 10-10-2022 in principal's Chamber.

Meeting Agenda:

1. Curriculum planning.
2. Curriculum implementation.
3. Commencement of V and III semester classes.
4. NAAC Peer team visit preparations.
5. Online Admissions for 2022-2023 academic year.
6. Induction meeting for 2022-2023 batch first year first sem.
7. Celebrating important days.
8. Conducting Examinations.
9. Campus drives.
10. Conduction of Competitions
11. Visits.
12. Seminars.
13. Internships.

Sl.No	Name	Signature
1	Dr.V.RamaRao	Education officer
2	Dr. A. Balakrishna	Principal
3	Sri. N.V.Chandra Sekhar	Office Superintendent
4	Dr. S.V. Krishna	Vice Principal /Coordinator
5	Sri. Y. Eswara Raju	Faculty Member
6	Sri.V.A.Kameswara Rao	Faculty Member
7	Smt.Sk. Kaiser	Faculty Member
8	Smt. R.Narayanamma	Faculty Member
9	Prof. Jai Kishan	Management Member
10	Dr.C.V.Raju	Management Member
11	Dr.PV.D.S. Kumari	Faculty Member
12	Sri. B.Ratna Kumar	Faculty Member
13	Dr.Ch.Rama Sanyasi Rao	Faculty Member
14	Dr.A.Sujatha	Faculty Member
15	Dr.V. Tejeswara Rao	Faculty Member
16	Prof.J.M.Naidu	External Expert
17	Dr.K.Balaji	Faculty Member

Your's Sincerely  
*S.V.Krishna*  
(Dr.S.V.Krishna)  
IQAC Coordinator

*S.V.Krishna*  
PRINCIPAL  
M.V.R. DEGREE COLLEGE  
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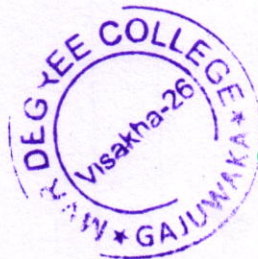


## Minutes of Meeting

The IQAC members under the chairmanship of Dr.V.RamaRao, Education Officer and Dr.A.Balakrishna, Principal, are attended the meeting to discuss the agenda at 3:30P.M on 10 -10-2022 in principal's chamber. They thoroughly discussed and taken the following resolutions.

## RESOLUTIONS

- 1) Resolved to prepare time tables, asking the faculty to collect the syllabus copies from library, prepare calendar and hand book, conduct departmental meetings, distribute work load, asking the faculty to prepare lesson plans, introduction Of add on courses, prepare various tools to deliver the curriculum efficiently etc., as per university calendar.
- 2) Resolved to conduct induction meeting & Bridge course and explain new pattern of syllabus, conduct special classes to register for Internships, regarding CBCS pattern etc., V and III semester students.
- 3) Resolved to conduct Class work for V and III semester from 10-10-22 and 20-10-22 respectively.
- 4) Resolved to Prepare all the Criteria in-charges and staff for the forth coming NAAC pear team visit during 17<sup>th</sup> and 18<sup>th</sup> October 2022 also resolved to constitute various committees and decorate all three campuses, departments ,Gym ,play grounds ,etc., and present before the NAAC pear team.
- 5) Resolved to constitute a committee under the chairmanship of Principal with the following members 1)Dr.S.V.Krishna 2)Sri.Y.EswaraRaju 3)Sri.V.A.K.Rao 4)Sri.M.sandeep 5)Sri.M.Rameshkumar . The committee will look after the admission process.
- 6) Resolved to conduct induction meeting for 2022-2023 batch first year first semester by inviting Dr. V.RamaRao, Secretary and Correspondent.
- 7) Resolved to celebrate all important days occur during October to March 2023.
- 8) Resolved to conduct I mid examination for V semester students from 14-12-2022 and for III semester 03-12-2022 tentatively.
- 9) Resolved to conduct Campus drives by inviting various companies.
- 10) Resolved to conduct various competitions on different occasions.
- 11) Resolved to encourage the departments to visit nearby industries/parks /and important places of Academic importance.
- 12) Resolved to conduct Seminars by inviting eminent people.
- 13) Resolved to register all the V semester students for community service internship and virtual internships as directed by APSCHE, for III semester students community service project internship should be registered by nominating mentors.



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## IQAC MEETING MINUTES & RESOLUTIONS

Date:6/07/2022

Time: 3.30pm.

### CIRCULAR

Circular No. MVRDC/IQAC meeting/2022-2023/II

The IQAC MEMBERS under the chairmanship of Dr.A.BalaKrishna, principal, are requested to discuss the following agenda at 3:30 P.M on 06.07.2022 at Principal's chamber.

### Agenda for the meeting:

1. Curriculum Planning and implementation.
2. Stock Verification.
3. Admission Strategies.
4. Celebrating National and international days.
5. Conduct Awareness program's and workshops.
6. Any other matter.

S.No	Name	Designation	Members
1	Dr.A.Bala Krishna	Principal	Chairman <i>A.B.K.</i>
2	Dr.S.V.Krishna	Vice Principal	Coordinator <i>S.V.K.</i>
3	Dr.C.V.Raju	Management Member	Members <i>C.V.R.</i>
4	Prof.J.M.Naidu	External Expert	Members <i>J.M.N.</i>
5	Sri. Y. Eswara Raju	Faculty	Members <i>Y.E.R.</i>
6	Sri.V.A.Kameswara Rao	Faculty	Members <i>V.A.K.R.</i>
7	Smt.Sk. Kaiser	Faculty	Members <i>S.K.K.</i>
8	Dr.Ch.Rama Sanyasi Rao	Faculty	Members <i>Ch.R.S.R.</i>
9	Dr.A.Sujatha	Faculty	Members <i>A.S.</i>
10	B.RatnaKumar	Faculty	Members <i>B.R.K.</i>
11	Dr.k.Balaji	Faculty	Members <i>V.B.</i>
12	S.Sharon	Student	Members <i>S.Sharon</i>
13	Viswanath	Alumni	Members <i>V.</i>
14	Sri.N.V.Chandra Sekhar	Office Superintendent	Members <i>N.V. Chandrasekhar</i>

Yours Sincerely

*S.V.K.*  
(Dr.S.V.Krishna)

IQAC Coordinator

*A.B.K.*  
Principal

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## Minutes of the meeting:

1. Resolved to collect self Appraisal from staff.
2. Resolved to verify Stock registers in all departments by appointing a committee.
3. Resolved to appoint a committee to look after Admission strategies for Academic year 2022-23.
4. Resolved to conduct all the national and international days in the forth coming months.
5. Resolved to conduct awareness program's and workshops.
6. Resolved to appreciate the Dr Rama Sanyasi Rao for paper publication.



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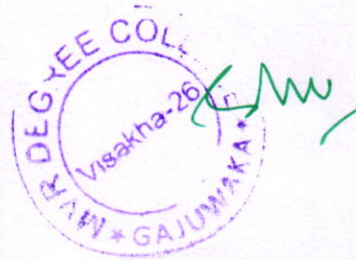
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## Action taken Report:

1. All the staff members have filled the self Appraisal forms and submitted it to IQAC coordination Dr.S.V. Krishna.
2. A Committee with Sri V.A.Kameswar Rao as head has conducted stock verification of all the Department and submitted the report to the Principal.
3. A Committee consist of Dr.S.V.Krishna V.A.Kameswar Rao, G.Ravi Kumar, M.Sandeep has made a list of action to be implemented for admissions for the year 2022-23.
4. Dr.Ch.Rama Sanyasi Rao was appreciated for the Papers published and he shared his experience with aspiring faculty members to publish their work in future.
5. National and international days like Yoga day, Statistics day, Independence day, Teachers day etc are celebrated.



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## IQAC MEETING MINUTES & RESOLUTIONS

Date:3/11/2022

Time: 4.30pm.

### CIRCULAR

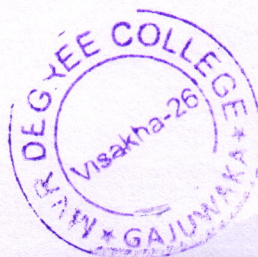
Circular No. MVRDC/IQAC meeting/2022-2023/III

The IQAC MEMBERS under the chairmanship of Dr.A.BalaKrishna, principal, are requested to discuss the following agenda at 3:30 P.M on 03.11.2022 at Principal's chamber.

### Agenda for the meeting:

#### Discussion on NAAC PEER TEAM visit during 17 & 18th of October 2022

1. Congratulating the management, staff & students for active participation in NAAC PEER TEAM visit during 17 & 18th October 2022.
2. Appreciating all the stake holders for active participation in the NAAC Process.
3. College accredited with a CGPA of 2.82 on seven point scale with B+ + Grade w.e.t.2611012022 for a period of 5 years.
4. Proposed to observe all the National days.
5. Maintenance of all ICT classrooms –suggestion.
6. Discussion on recommendations made by NAAC PEER TEAM.
7. Discussion on standard operating procedures to be followed in the college.
8. Discussion on policy documents required for quality improvement.
9. Discussion on drawbacks identified by the NAAC PEER TEAM.
10. Discussion on add on courses.



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11. Departments to organize fests , competitions ,field visits etc..

12. Constitution of various committees for the academic year 2022- 2023.

13.Any other matter.

S.No	Name	Designation	Members
1	Dr.A.Bala Krishna	Principal	Chairman <i>AKM</i>
2	Dr.S.V.Krishna	Vice Principal	Coordinator <i>S.V.Krishna</i>
3	Dr.C.V.Raju	Management Member	Members <i>AKM</i>
4	Sri. Y. Eswara Raju	Faculty	Members <i>AKM</i>
5	Prof.J.M.Naidu	External Expert	Members <i>J.M.Naidu</i>
6	Sri.V.A.Kameswara Rao	Faculty	Members <i>AKM</i>
7	Smt.Sk. Kaiser	Faculty	Members <i>SK.Kaiser</i>
8	Dr.P.V.D.Sowjanya Kumari	Faculty	Members
9	Dr.Ch.Rama Sanyasi Rao	Faculty	Members <i>Ch. R.S.Rao</i>
10	Dr.A.Sujatha	Faculty	Members
11	D.Madhavi Latha	Faculty	Members <i>Madhavi</i>
12	R.Aruna Durga Laxmi	Faculty	Members <i>B.Laxmi</i>
13	S.Sharon	Student	Members
14	Viswanath	Alumni	Members <i>AKM</i>
15	Sri.N.V.Chandra Sekhar	Office Superintendent	Members <i>N.V.Chandra</i>

Your's Sincerely

*S.V.Krishna*

(Dr.S.V.Krishna)

IQAC Coordinator

*AKM*  
Principal



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## Minutes of the meeting:

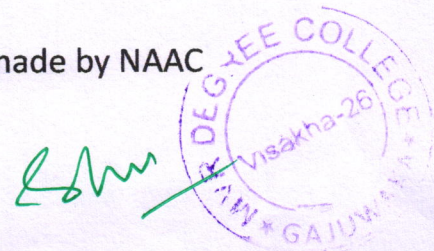
The IQAC Members under the chairmanship Of Dr.A.Balakrishna, principal have attended the meeting and discussed the agenda on 03/11/2023.

All the members present discussed thoroughly the NAAC PEER TEAM visit on 17 & 18th October 2022.The Chairperson of IQAC Dr. A.BalaKrishna congratulated everyone for the accreditation with a CGPA of 2.82 on 7 point scale ,B+ + grade with effect from 26/10/2022 for a period of 5 years.

## Resolutions Taken:

1. It is resolved to congratulate the management, staff and students of the college for their hardwork and active participation during the NAAC PEER TEAM, constituted of Prof .Bala Ananda Chopade, Prof. SureshRamana Mayya and Dr.Sukantha Bhattacharyas visit on 17<sup>th</sup> & 18<sup>th</sup> October 2022.
2. It is resolved to thank & also congratulate the stakeholder parents, students, alumni, employees for their support & contribution in getting the NAAC accreditation. It is also resolved to maintain the trust and confidence of the stake holders in the coming years.
3. Resolved to observe all National and International days in the coming months of November, December & January.
4. A resolution is taken by the members to request the management to appoint a professional for the maintenance of ICT tools in the college.
5. It is resolved to frame standard operating procedures for all the departments. A committee is to be constituted under the head ship of Y.EswarRaju for the work to be done.
6. It is resolved to discuss & talk regarding the recommendations made by NAAC PEER TEAM for quality enhancement of the institution by

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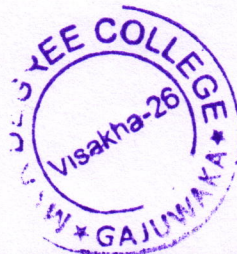
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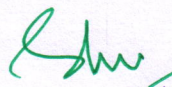
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1. (a). Encouraging the faculty to apply for research projects to funding Agencies such as CSIR , UGC,DST etc.  
(b). It is also resolved to recommended the management to provide Incentives to faculty to publish papers in National & International Journals.
2. It is resolved to instruct all the departments to frame need based, & job oriented value added courses for the academic year 2022-2023.
3. It is resolved to request the management to appoint experienced Ph. D holders as faculty members in each & every department.
4. Resolved to instruct all the departments to identify slow learners and conduct remedial classes regularly & also maintains supporting documents and records of the classes conducted.
5. It is resolved to invite industry people to interface with the students & also to get MoU's.
6. It is resolved to request the management to get the office automate and provide facilities in the process as and when required.
7. It is resolved to instruct the computer department to conduct an orientation class for all the students regarding Google workspace education fundamentals, also to be uploaded in the college website.
8. It is resolved to instruct Y. Eswara Raju & Dr.S.V.Krishna to go through the rules & regulations of UGC to attain autonomous status & submit the report as early as possible.
9. A resolution is taken to instruct all the staff members (teachers) to enroll into Ph.D program.
10. It is resolved to request the management to introduce Telugu as elective subject to facilitate Mother tongue.
11. It is resolved to recommend the management to hire an internal agency for conducting green audit, energy audit & environment audits.
12. It is resolved to instruct all the departments of U'G & P.G courses to Conduct competitions, fest, arrange field trips & tours for hands on Experience to the students for the academic year 2022-2023.
13. It is resolved to constitute statutory & non statutory committees for the Academic year 2022-2023.
14. It is resolved to nominate the NAAC criteria wise incharges and inform them to go through the AQR Performa inform the quality measures to be taken in each Criteria and submit it with by 20th of November.



  
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## Action Taken Report:

1. Personal phone calls were made to the management members, to congratulate them for the hard work and support to given by them during the PEER Team visit. The staff and students were complements for their efforts, also parent's alumni & employees were send congratulation messages.
2. The Following National & International days were celebrated:
  - a) World AIDS Day.
  - b) Mathematics Day.
  - c) National Girl Child Day.
  - d) International Women's Day.
3. On the request by the IQAC Sri.Kesav from Aruna IT Solutions was appointed for the annual maintenance.
4. With the Support from the management Dept.of.Applied Sciences has made a project and sent it to DSC(Department of science and technology, New Delhi).
5. The Management has Decided to Consider and provide incentives to faculty to publish papers in various Journals.
6. All the departments have designed value added courses for the Academic year 2022- 2023.
7. All the departments started updating the records according to the SOP.
8. In the process of appointing experienced Ph.D holders as faculty member Dr.B.Archana is appointed in the Department of Bio-Chemistry.
9. All the departments have identified the slow learners and have conducted remedial classes and also maintaining records for it.
10. The Department of Applied Sciences, Life Sciences, Physics and Chemistry , Commerce & Management have taken their students for field trips & workshops.



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11. The IQAC has instructed the 7<sup>th</sup> criteria to constitute committees for green audit, energy audit & Environment Audit.

12. Constitution of statutory & non statutory committees are same as the previous year.

13. NAAC Criteria wise unchanged are appointed along with other faculty members who would be taking charge of AQR filing etc.

## Criteria wise Incharges :

I. criteria - Dr.P.V.D.sowjanya, Dr. V.Tejeswararao.

II. Criteria - Dr. A.Sujatha, Ch.Suguna, B.Gayatri.

III. Criteria -Dr.Ch.RamasanyasiRao, S.Srinivas.

IV. Criteria -SK.Kaiser, R.Narayanamma, P. Jayalaxrni.

V. Criteria - V.A.Kameswar Rao, K.V.Raju.

VI. Criteria - B. Ratna Kumar, D.Madhavilata , G.Sujatha.

VII. Criteria - Dr.K.Balaji, K.Haindavi, B.ArunaDurgalalrmi.



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## IQAC MEETING MINUTES & RESOLUTIONS

Date:6/03/2023

Time:4:30pm

### CIRCULAR

Circular no. MVRDC/IQAC meeting/2022-2023 /IV

The IQAC MEMBERS under the chairmanship of Dr.A.Balakrishna, principal, are requested to discuss the following agenda at 4:30 PM on 06.03.2023 at Principal's chamber.

### Agenda for the meeting:

1. Curriculum Planning.
2. Curriculum implementation.
3. Celebrating important Days.
4. Conducting Student & Faculty seminars .
5. Conducting Theory end semester exams.
6. Conducting Awareness class on internships.
7. Encourage the faculty members for Research publication.



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Sl.No	Name	Designation	Members	Signature
1	Dr.A.Bala Krishna	Principal	Chairman	
2	Dr.S.V.Krishna	Vice Principal	Coordinator	
3	Dr.C.V.Raju	Management Member	Members	
4	Sri. Y. Eswara Raju	Faculty	Members	
5	Prof.J.M.Naidu	External Expert	Members	
6	Sri.V.A.Kameswara Rao	Faculty	Members	
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8	Dr.P.V.D.Sowjanya Kumari	Faculty	Members	
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11	D.Madhavi Latha	Faculty	Members	
12	R.Aruna Durga Laxmi	Faculty	Members	
13	S.Sharon	Student	Members	
14	Viswanath	Alumni	Members	
15	Sri.N.V.Chandra Sekhar	Office Superintendent	Members	

Yours Sincerely

(Dr.S.V.Krishna)

IQAC Coordinator

Principal



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## Minutes of the Meeting :

1. It is resolved to conduct Academic curriculum with proper regularity.
2. A resolution is taken to identify the weak students through the Mid Term exams and start remedial class for them.
3. It is resolved to instruct all the departments, cultural committee as well as the NSS to conduct all the important days from February to May.
4. It is resolved to instruct all the departments to conduct student seminars as well as faculty seminars on subject topics and on latest innovations taking place in their departments to make the students and the faculty members aware.
5. A resolution is taken for the smooth conduction of University end semester exams. Examination committee members are instructed to take care of all the need full for conducting the exams.
6. It is to resolved to conduct an induction meeting for VI semester students regarding the long term internship which is part of their degree program.
7. The IQAC has recommended all the faculty members to write research papers to be published in National & international Journals.
8. It is to resolved to encourage staff members to conduct as well as attend Workshops, Webinars, Faculty Development Programs etc.



*[Handwritten signature in green ink]*

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Shramika Nagar, Gajuwaka





## Action Taken Report:

1. All the activities planned in the curriculum right from conducting mid exams, practical exams & end semester university exams were accomplished successfully.
2. Remedial classes were conducted by all the department after identifying the slow learners based on mid exams.
3. The following important days were celebrated by NSS & Cultural Committee of the college.
4. Regular Student Seminar are conducted by all the departments apart from that faculty members also conducted Seminars for fellow Lecturers on various topics which happen to be latest in their concern subjects.
5. University end semester exams were conducted smoothly. The examination Committee members followed all the guidelines which are required for conducting the university exams.

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