

# CHAITANYA DEGREE & PG COLLEGE FOR WOMEN

(Affiliated to Andhra University)

Chaitanya Nagar, Gajuwaka, Visakhapatnam-530026.

## INTERNAL QUALITY ASSURANCE CELL(IQAC)

Meeting-III/2021-22

**Date:** 02/11/2021

**Time:** 10:00 AM

**Venue:** Room no -1 (Block A)

Minutes of proceedings of the IQAC meeting held on 02/11/2021 chaired by the principal DR.S. Chandra Maha Lakshmi, Chaitanya Degree & PG college for women.

### Agenda

- Review the action plan of previous meeting.
- Interaction sessions with NAAC coordinator.
- Computerization of library.
- To conduct various departmental activities.
- Opening of new block
- Administrative training for office staff.
- Indulging students in community service activities.
- To arrange industrial tours and field trips for students.
- To organise blood donation camp, health check-up camps.
- To celebrate various important days.
- Republic Day celebrations.

### Resolutions:

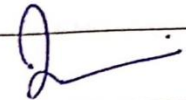
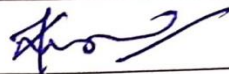

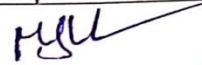
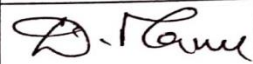


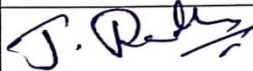
- ❖ Review the action plan of minutes of last IQAC meeting held on ~~2/11~~2/11/2021

S.NO	Proposed Plan	Action Status
1	Orientation session on NAAC	Conducted a orientation session on NAAC by DR. Srinivasa Rao, Professor, DR.V.S.Krishna Govt. Degree college on 4/10/2022.
2	Guest Lectures	Organized guest lectures department wise by experienced faculty and professors from Andhra University.
3	MOUs	Successfully signed MOU with The Placement park on 09/02/2022. Request letters sent to various institutes for MOUs to next Academic Year

4	Add on courses	Existing Add on courses are monitored, suggestions collected for new courses
5	Workshops/seminars/Webinars	1. Organized webinar on "How to control our mind" by Mr.P.Balaji Rao, M.Com,B.L,B.Ed on 29/08/2021. 2. Organized webinar on Iso merism in co-ordination compounds by Prof. G. Nageswara Rao, Andhra University on 22/09/2021.
6	FDP's	Organized a faculty development Programme by Brahma Kumari's.
7	Formation of new committees/cell	Innovation and Incubation Cell, Lab committee, ECO Club, were formed with experienced faculty.
8	Teacher's Day celebrations	Teachers Day is celebrated and staff were honored by our beloved correspondent mam.
9	Extensive activities	Organized Voter's awareness Programme by Deputy Tahsildar on 26/10/2021
10	Smart Campus	Requirement to purchase various ICT tools, LED bulbs, Smart TV's, free wi-fi to library are taken to the notice of Maintenance committee.

- ❖ To organize an interaction session with NAAC mentor DR.G. Srinivasa Rao for his valuable suggestions on NAAC preparation.
- ❖ To computerize the library under the supervision of Library committee. Decided to provide an assistant and a laptop with wi-fi connection to librarian.
- ❖ All the department HOD's are instructed to conduct various departmental activities.
- ❖ Resolved to open a new building as Block- C.
- ❖ To conduct a training session for office staff in M.S Office, Tally, net banking etc.
- ❖ Resolved to create an awareness programme on community service and its importance to students.
- ❖ To organize industrial tours, field trips for students to gain practical exposure.
- ❖ Resolved to organize activities like blood donation, Health check-up, covid vaccination under the supervision of Red Ribbon, NSS, NCC committees.
- ❖ Resolved to celebrate Mathematics Day and New Year eve.
- ❖ Resolved to conduct various activities on the occasion of Republic Day.

**Participants:**

S.NO	NAME	DESIGNATION & DEPARTMENT	POSITION	SIGNATURE
1	DR.S. Chandra Maha Lakshmi	Principal	Chairperson	
2	P. Krishna kumari	Lecturer in Computer Science	Co-ordinator	
3	NRLN Kameswari	Lecturer in Commerce	Member	
4	M. Sheela Deepak	Lecturer in Microbiology	Member	
5	D. Manu	Lecturer in Computer Science	Member	
6	B. Salomi	Lecturer in Commerce	Member	
7	Santhoshini Devi	Lecturer in Mathematics	Member	
8	J. Radha	Lecturer in Commerce	Member	
9	CH. Mallika	Lecturer in Chemistry	Member	