

CHAITANYA DEGREE & PG COLLEGE FOR WOMEN

(Affiliated to Andhra University)
Chaitanya Nagar, Gajuwaka, Visakhapatnam-530026.

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Meeting-I/2022-23

Date:27/04/2022

Time: 10:00 AM

Venue:Room no -1 (Block A)

Minutes of proceedings of the IQAC meeting held on 27/04/2022 chaired by the principal DR.S. Chandra Maha Lakshmi, Chaitanya Degree & PG college for women.

Agenda

- Review the action plan of last IQAC meeting held on 21/02/2022.
- Effective curriculum implementation.
- Recruitment of staff
- Orientation to teaching and non-teaching staff.
- Designing Academic Calendar
- Introduction of new Add-on certificate courses to students
- Awareness on Internship
- Introduction of MOOC's courses
- Organize Guest lectures.
- Lab requirements
- Formation of Internal Academic Audit Committee.
- Review of NAAC Criterion work
- To conduct regular committee meetings
- To organize workshop on mental health of students.
- To organize various awareness programmes
- Covid Vaccination Drive
- International Yoga Day
- Alumni registration
- N-list Registration

Resolutions:

- ❖ Review the minutes of last IQAC meeting held on 21/02/2022

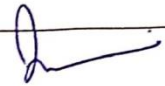

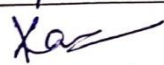
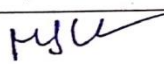
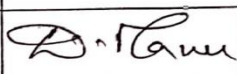
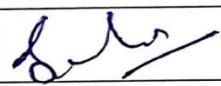

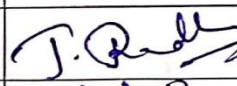
S.NO	Proposed Plan	Action Status
1	National Science Day	Successfully celebrated with the support of all departments.

2	International Women's Day	Celebrated with awareness on sanitation and menstrual hygiene by DR. Manjulatha, Professor, Andhra University and conducted various cultural programmes.
3	Seminars and Workshops on Current affairs	Organized seminars on "War on Ukraine, its impacts on INDIA" on 5/3/2022, "Crypto Currency" on 19/3/2022etc
4	Add on courses	Planned to introduce Vermi composting and Eco systems as add on courses to students.
5	Departmental Best practices	Initiated departmental best practices.
6	Infrastructure	Required infrastructure was purchased by maintenance committee.
7	E-Feedback	Feed backs are successfully collected.
8	ICT tools	New ICT tools are purchased and installed.
9	Training on ICT tools.	Organized an orientation session to staff on ICT tools.
10	Alumni cell	Well structured Alumni cell was formed with former students as representatives.
11	Maintenance of solar panels, Vermi compost etc.	Thoroughly monitored by Maintenance committee and ECO Club.

- ❖ To prepare effective curriculum for the present academic year.
- ❖ Instructed staff council committee to recruit staff for vacant positions.
- ❖ To organize orientation session to teaching and non- teaching staff with principal.
- ❖ Resolved to design Academic calendar.
- ❖ To introduce and create awareness on new add on courses
- ❖ To create awareness on Internship for students.
- ❖ To introduce MOOCs courses to students.
- ❖ To organize guest lectures department wise.
- ❖ Lab requirements should be collected by the Lab committee for the present academic year.
- ❖ Decided to form Internal Academic Audit Committee for internal audits In various departments.
- ❖ The chairperson reviewed the progress of NAAC work with criterion heads.
- ❖ Instructed the committees to conduct regular meetings and organize various activities.
- ❖ To organize work shop on mental health of students.

- ❖ To Conduct various awareness programmes on Women safety.
- ❖ To organize covid vaccination drive in the college.
- ❖ To celebrate International Yoga Day by organizing a Yoga session.
- ❖ Decided to register for Alumni.
- ❖ Resolved to purchase N-list for providing free access to online library for staff and students.

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	