

CHAITANYA DEGREE & PG COLLEGE FOR WOMEN

(Affiliated to Andhra University)

Chaitanya Nagar, Old Gajuwaka, Visakhapatnam-530026.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting- II/2023-24

Date: 6/10/2023

Time: 10:00AM

Venue: Room no -1 (Block A)

Minutes of proceedings of the IQAC meeting held on //2023 chaired by principal DR.S Chandra Maha Lakshmi, Chaitanya Degree & PG College for women.

Agenda:

- Successful submission of DVV verification.
- NAAC expected dates
- Preparations for NAAC peer team visit
- Departmental documents verification
- Powerpoint presentations
- Presence of Alumni
- Presence of parents
- Cultural programmes

Resolutions:

- ❖ The chairperson congratulated the staff on successful submission of DVV verifications.
- ❖ The chairperson informed the staff about expected dates of peer team visit i.e.,
16/10/2023 and 17/10/2023 (or)
30/10/2023 and 31/10/2023 (or)
15/11/2023 and 16/11/2023
- ❖ All the criterion heads are requested to maintain the copies of the data submitted in SSR and their relevant documents.
- ❖ The entire department HOD's are instructed to go through the thorough verification of all the departmental data and documents.
- ❖ All the HOD's are requested to prepare a powerpoint presentation on their respective departments which reflect the departmental profile, activities, best practices, achievements etc.
- ❖ It is resolved to inform the parents and Alumni of the college to present on the interaction of NAAC peer team with parents and Alumni on their two day visit.
- ❖ The IQAC coordinator appointed the following members as in charges of various activities
B.SALOMI - Cultural programmes
H.JOGA RAO - Parents Interaction
CH.MALLIKA - Alumni interaction

Participants:

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



[Signature]
Co-ordinator
Internal Quality Assurance Cell
Chaitanya Degree & P.G. College For Women
Chaitanya Nagar, Old Gajuwaka
Visakhapatnam

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Principal
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