

# AVANTHI DEGREE AND PG COLLEGE

## MINUTES OF MEETING

Minutes of meeting for Internal Quality Assurance Cell held in the conference room on 10<sup>th</sup> August 2018 at 10.00 Am. Meeting was held under the coordination of Mr. Sanjeev Kumar Singh, Coordinator IQAC, Avanthi Degree and PG College, Barkatpura.

Members present were :

| S.NO | NAME OF THE MEMBER                | ACTUAL DESIGNATION   | DESIGNATION IN COMMITTEE  |
|------|-----------------------------------|----------------------|---|
| 1    | Prof. K Pochanna                  | Principal            | Chairperson          |
| 2    | Dr. Y Jaya Pradha                 | HR Director          | Member               |
| 3    | I. Shravan Kumar                  | MD                   | Management Nominee  |
| 4    | Dr. D. Venkat Rao                 | Director - Academics | Member             |
| 5    | N. Sairam                         | Secretary            | Member             |
| 6    | P. Ramanjaney Prasad              | HOD - Electronics    | Member             |
| 7    | Sanjeev Kumar Singh               | HOD - Physics        | Coordinator        |
| 8    | G. Venugopal                      | HOD - Statistics     | Member             |
| 9    | K. Vimala                         | HOD - Mathematics    | Member             |
| 10   | K. Kranthi Kumar                  | HOD - CS             | Member             |
| 11.  | Dr. K.Shailaja                    | HOD - Chemistry      | Member             |
| 12.  | N.Jyothi                          | HOD - Microbiology   | Member             |
| 13.  | D.L. Suguna                       | HOD - Commerce       | Member             |
| 14.  | N.Venugopal                       | HOD - Economics      | Member             |
| 15.  | Md. Aleemuddin                    | TPO                  | Member             |
| 16.  | Nilaang Trivedi, Industry Nominee | Scientist E-(RCI)    | Member             |
| 17.  | T. Santosh                        | Alumni               | Member             |

The coordinator welcomed the members of IQAC and encouraged them to support and strengthen IQAC.

#### **AGENDA :**

- To approve the minutes of the previous meeting and review it.
- Academic audit
- To grant sanction to the faculty members for their paper publication
- Extracurricular activities.
- Follow up action in Accreditation Process
- Documentation frame work for Accreditation
- Workshops on NAAC Accreditation, Documentation, Filing of SSR
- Enhancement in Placement Assistance
- Strengthening Students Support mechanisms

#### **RESOLUTION :** The following points were discussed :

- The minutes of the previous meeting was unanimously approved by the committee.
- Mr. Sanjeev Kumar Singh , Coordinator, suggested to conduct training programs for all faculty members during the academic year. It was proposed to conduct skill development programs for the supporting staff.
- Based on the feedback from industries, it was decided to conduct training programs to improve the problem solving, strengthen basic and fundamental concepts and build interpersonal skills.
- To promote students participation in extracurricular activities, it has been proposed to increase extra-curricular activities through sports- intra and inter tournaments, NSS and other such activities.
- It was decided to propose Financial Assistance for the faculty members to attend Conferences, Workshops etc.
- To encourage staff members to publish Papers, Journals
- To conduct more skill enhancement programs for students to make them more industry ready.
- Identify need based students and extend financial support

As there was no other matter to be discussed, the meeting ended up with a vote of thanks by the coordinator.

  
**PROF. K. POCHANNA**  
Chair Person

  
**MR. SANJEEV KUMAR SINGH**  
Co-Ordinator



**Avanthi Degree & PG College**  
**Barkatpura, Hyderabad**  
**Letter of Communication**

From:  
Sanjeev Kumar Singh  
Co-Ordinator – IQAC,  
Associate Professor, Dept of Physics

Date: 11<sup>th</sup> August 2018

To,  
All Heads of Departments – BSc, BCom, MSc,  
TPO, Librarian, Administrative Officer, Heads of Various Units

Ref: Copy of Minutes of IQAC Meeting held on 10<sup>th</sup> Aug 2018.

Sub: Recommendations from IQAC for the implementation of Academic/ Curricular & Co-Curricular activities for Quality Enhancement – Reg

Dear Sir/ Madam,

In Continuation to IQAC meeting which was held on 10<sup>th</sup> Aug along with Institution IQAC members, we are hereby attaching a copy of Minutes of meeting. In this regard, we are recommending following activities to be implemented in your Academic calendar for the benefit of staff & Students. These recommendations were made based on the resolutions proposed in the meeting. Hence, we humbly request you to direct your respective units of the department/Institution to chart out a structural plan to implement these activities.

Following are the proposed resolutions made based on the recommendations of all stake holders and committee members.

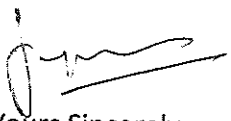
1. Training programs to be initiated to provide based on Industry requirements
2. Additional facilities to be provided for Co-Curricular activities
3. Special training for the students appearing for Competitive Exams
4. Financial Assistance for the faculty attending Seminars, Conferences etc.

5. To encourage staff members for Paper Publications
6. To implement skill development Programs for students.
7. Strengthening Students Support mechanisms
8. Enhancement in Placement Assistance
9. Documentation frame work for Accreditation
10. Workshops on NAAC Accreditation, Documentation, Filing of SSR
11. Follow up action in Accreditation Process

We humbly request you to emphasis on the related activities and put efforts for their implementation.

You are requested to submit action taken reports to IQAC from time to time.

Thanking You,



Yours Sincerely

Mr Sanjeev Kumar Singh – Co-Ordinator – IQAC  
Associate Professor, Dept of Physics

Copy to:

Management for their Information

Principal

HR Director