

# RRDS GOVT DEGREE COLLEGE, BHIMAVARAM

## INTERNAL QUALITY ASSURANCE CELL

(1) Meeting held on 16 Sep 2020

The IQAC meeting was held under the chairmanship of Sri C. Ravisanker, Principal (FAC) and attended by the coordinator and members.

### Agenda

- Charting out the plan of action by the IQAC for the year
- Enhancement of enrollment & continuation of Best Practices
- Submission of AQAR for 19-20
- Annual curricular plans in sync with the university academic calendar
- Joining online courses & conducting Bridge courses
- Launching certificate courses & printed material to students
- NDL – benefits & usage
- Any other matter with the permission of the chair


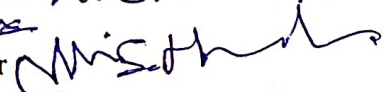

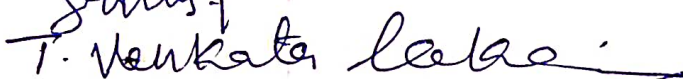
### Minutes


- The IQAC coordinator spoke on the outline of plan of action for 2020-21.
- The Principal emphasized the need for enhancing enrollment in the college.
- The team discussed on the university academic calendar and its implementation.
- It is resolved to submit AQAR for 19-20 in due time.
- The IQAC reviewed the prevailing best practices and stressed the need to continue them.
- The team motivated the faculty and students to join online courses.
- The IQAC laid emphasis on bridge courses and supply of printed material to students.
- The Coordinator explained the benefits of NDL for students and faculty and urged them to take NDL membership.

  
Coordinator  
(Dr. T. Akkiraju)

### Members Present:

1. Dr. K. Swaruparani, Lec. In Economics
2. Sri KVR Subbaraju, Sr. Assistant
3. Sri NVVSN Murthy, Retired Lecturer
4. Sri T. Srinivas, Parent
5. Kum. T. Venkata Lakshmi, III BA

  
PRINCIPAL,  
R.R.D.S. Govt. College  
(Sri C. Ravisanker)

(2) Meeting held on 15 March 2021


The IQAC meeting was held under the chairmanship of Sri C. Ravisanker, Principal (FAC) and attended by the coordinator and members.

**Agenda**

- Review of departmental activities and monitoring the committees work.
- Literary competitions for students on relevant occasion.
- Students to use LMS facility.
- Students to use 'whatsapp' and 'e-mail' facilities for raising doubts and submitting assignments.
- Any other matter with the permission of the chair.

**Minutes**



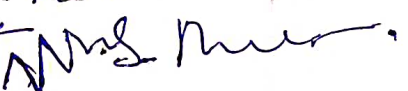
- It is resolved to review the departmental activities and committees work by IQAC.
- It is also resolved to conduct literary competitions for students on relevant occasion.
- It is decided that students need to make use of LMS facility for refreshing themselves on the topics already completed; and 'whatsapp' and 'email' for raising doubts and submitting assignments.

  
Coordinator  
(Dr. T. Akkiraju)

  
Chairman  
PRINCIPAL  
(Sri C. Ravisanker)  
BHIMAVARAM - 534 202.

**Members Present:**

1. Dr. K. Swaruparani, Lec. In Economics
2. Sri KVR Subbaraju, Sr. Assistant
3. Sri NVVSN Murthy, Retired Lecturer

### (3) Meeting held 16 August 2021

The IQAC meeting was held under the chairmanship of Sri C. Ravisanker, Principal (FAC) and attended by the coordinator and members.

#### Agenda

- ICT policy – revision and implementation
- Feedback on teacher performance, institution and curriculum
- Strengthening strategies for enhancing enrollment

#### Minutes

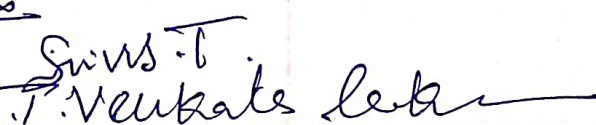
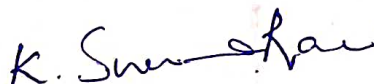
- It is resolved to revise the ICT policy of the college; according to which, each faculty has to take at least one ICT-based teaching hour per week and per class.
- It is resolved to take feedback on institution and teacher performance from students and feedback on curriculum from students, faculty, alumni and parents.
- The principal stressed the need for enhancing enrollment by visiting feeder colleges, addressing the students, explaining the benefits of joining RRDS, taking their addresses, paying follow-up visits to their houses and motivating the students to seek admission in RRDS GDC.



Coordinator  
(Dr. T. Akkiraju)

#### Members Present:

1. Dr. K. Swaruparani, Lec. in Economics
2. Sri KVR Subbaraju, Sr. Assistant
3. Sri T. Srinivas, Parent
4. Kum. T. Venkata Lakshmi, III BA



PRINCIPAL  
Chairman  
S.R.D.S. Govt. College  
(Sri C. Ravisanker)  
SHIMAYAN - 557 202



## ACTION TAKEN REPORTS

(1) Meeting held on 16 Sep 2020

ATR

1. **Charting out plan of action:** The IQAC had a discussion among the team members and charted out the plan of action for 2020-21 as follows and submitted to the principal.

Plan of action for 2020-21
To update website and increase % of ICT-enabled teaching
To exhort the faculty for organizing seminars and workshops in collaboration with other institutions
To encourage faculty and students to join online courses
To request the departments to increase field-based activities for the students
To encourage the students for external scholarships
To pursue philanthropists for paying fee for poor students

2. **Enhancing enrollment:** Wide publicity was given about the facilities in the college and benefits of taking admission in RRDS College, using pamphlets, banners, FM radio ads. Besides, the faculty visited the feeder colleges like Govt. junior college, Yandagandi and KB Govt. junior college, Bhimavaram and interacted with the principal, staff and students on various facilities and Govt. schemes available in the institution. As usual, an admissions committee was formed with Dr. T. Akkiraju, as admissions coordinator and an admissions desk was created to take care of the visiting parents and students. Besides, the faculty visited the houses of the intermediate students and interacted with students and parents.
3. **Academic calendar & Annual curricular plans:** As the college is an affiliated college, the IQAC has recommended that the university academic calendar be implemented as it is, and directed all the departments to prepare curricular plans for the two semesters in accordance with this. The curricular plans were approved after careful examination and sent to the head of the institution.
4. **Submission of AQAR:** Taking inputs from the departments, committees, library, office and the principal, the IQAC team prepared AQAR for 19-20 and after approval by the principal, submitted it to NAAC in online mode.
5. **Review of best practices:** The IQAC reviewed the prevailing best practices namely Pareto Analysis, and Daily Objective-Type Subject Evaluation and asked the faculty to continue them with proper documentation and analysis.
6. **Joining online courses:** Five faculty and four students had registration in online courses offered by SWAYAM; out of which, two faculty completed their courses and others are pursuing.
7. **Bridge Courses:** All the departments conducted bridge courses for the new students for a period ranging from one week to ten days on the topics selected for the purpose.

8. **NDL registration:** Majority of the students got registered in National Digital Library and began making use of the required data.

## **(2) Meeting held on 15 March 2021**

ATR

1. **Monitoring of cells/committees:** All the lecturers were given instructions to promote quality, accountability and transparency. The Discipline Committee and the Anti Ragging Cell jointly took initiatives to acquaint the students with the pros and cons of ragging. Grievance Redressal Cell encouraged the students to share the issues they faced in the campus. Women Empowerment Cell organized counselling sessions to mould girls to meet the challenges of the society and conducted gender sensitization programs.
2. **Literary competitions:** Several literary competitions including elocution and quiz were conducted on the occasion of Independence Day.
3. **LMS Usage:** Majority of the students are watching video tutorials on CCE LMS (Learning Management System by Commissionerate of College Education) for the enrichment and reinforcement of their knowledge under the guidance of the faculty and the supervision of college LMS coordinator Dr. K. Swaruparani, Lecturer in Economics.
4. **Using e-platforms by students:** The students began using whatsapp and e-mail facilities for raising their queries and subject-related doubts, and also for submitting assignments.

## **(3) Meeting held 16 August 2021**

ATR

1. **ICT policy – revision and implementation:** The ICT policy of the college was revised and circulated to all the staff and students. The faculty began ensuring minimum one ICT-based teaching hour per week and per class.

## **(4) Meeting held on 2 March 2020**

ATR

1. **Academic Audit:** The faculty prepared registers and relevant documents for the Academic and Administrative Audit by the representatives of the commissionerate of college education, Govt. of AP. However, due to covid-19, it was not conducted for this academic year.
2. **Feedback analysis & review:** The IQAC collected feedback on the institution and teacher performance from the students and on the curriculum from various stakeholders including students, alumni, faculty, and parents. It had discussions on the feedback analysis report and directed the faculty to take into account the suggestions received in the feedback. Further, the team had discussion with the head of the institution on the measures necessary at college level.
3. **Strategies for enhancing enrollment:** As per the proposals made by IQAC, the faculty collected students addresses from the feeder colleges and visited them door to door. They interacted with the students and parents on the facilities and benefits in the college.

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