



# ADITYA DEGREE COLLEGE

(Affiliated to Andhra University)

#30-6-2, Opp. Bsnl Office, Prema Samajam Road,  
Dabagardens, Visakhapatnam, Andhra Pradesh 530020

Phone:0891-2747356,2734666 ,Cell:9866076660; Email:adcasl@Aditya.Ac.In

## COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL - 04

2020-2021

01.03.2021

S.No.	NAME	CATEGORY	DESIGNATION
1.	Dr. Shahid Ali Principal, Aditya Degree College	Head of the Institution	Chairperson
2.	Srinivas Reddy	Senior Administrative Officers	Members
3.	Mr. G. A. V. S. Sastry Department of Computer Science Mr. S. V. Babji Department of Computer Science Ms. N. Gayatri Department of Computer Science Mr. V. Nuka Raju Department of Commerce Ms. N. Vasvi Devi Department of Commerce Mr. B. Pydi Raju Department of Commerce Mr. K. Aditya Rao Department of Mathematics Mr. S. Bhaskar Rao Department of Second Language Mr. M. Ganesh Department of English	Senior Faculty Members	Member
4.	P. Rama Krishna Reddy Director, Aditya Degree College	Management Representative	Member
5.	Mr. Bipin Singh Cooperator, Dabagardens, Visakhapatnam	Nominees from Local Society	Member
6.	Brahma Jahnvi (BMC) (2021-2023) M. Kameswari Mythri (BBC)(2021)	Alumni Representatives	Member
7.	B. Suri Apparao (MCCS) K.Narasinga Rao (stat)	Parent Representatives	Member
8.	Vivek Gedda(BCA) Lahari Mudhunooru(MPC)	Student Representatives	Member



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9.	K. Kumar Department of Statistics	Coordinator	Member
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*K. Kumar*  
IQAC COORDINATOR



*[Signature]*  
PRINCIPAL

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## CIRCULAR-4

A meeting with all the members of IQAC is on 01.03.2021 at 10.30 am in the Conference Hall, IQAC, Aditya Degree College. We request the Following Teacher Representatives and Student Representatives to be present for the Meeting.

**2020-2021**

## AGENDA-4

Date: Time: Mode: Online

- ✓ Orientation for teachers to conduct Online Classes
- ✓ Conduct of Online Classes through Google meet
- ✓ Support for Final year students for Online End Semester Examinations
- ✓ Guest Lectures/Seminars/Events/Competitions through Online
- ✓ Discussion on Fee Payment
- ✓ Conduct of National Importance Days through Online

*K. Kumar*  
IQAC COORDINATOR



*Principals*  
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## INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING-4

Date: 01.03.2021

Time: 10.30 am

Venue: Room No.1

S.No.	NAME	CATEGORY
1.	Dr. Shahid Ali Principal, Aditya degree college	Head of the institution
2.	Mr. Srinivas Reddy	Senior Administrative Officers
3.	Mr. G. A. V. S. Sastry Department of Computer Science Mr. S. V. Babji Department of Computer Science Ms. N. Gayatri Department of Computer Science Mr. V. Nuka Raju Department of Commerce Ms. N. Vasvi Devi Department of Commerce Mr. B. Pydi Raju Department of Commerce Mr. K. Aditya Rao Department of Mathematics Mr. S. Bhaskar Rao Department of Second Language Mr. M. Ganesh Department of English	Senior Faculty Members
4.	P. Rama Krishna Reddy Director, Aditya Degree College	Management Representative
5.	Mr. Bipin Singh Cooperator, Dabagardens, Visakhapatnam	Nominees from Local Society
6.	Brahma jahnvi (BMC) (2021-2023) M. Kameswari Mythri (BBC) (2021)	Alumni Representatives



*Shahid Ali*  
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7.	B.Suri Apparao(MCCS) K.Narasinga Rao(stat)	B.S.A.Rao. Parent Representatives
8.	Vivek Gedda(BCA) Lahari Mudhunooru(MPC)	Vivek Student Representatives
9.	K. Kumar Department of Statistics	K. Kumar Coordinator

The principal welcomed the gathering in the digital forum. Mr. G. A. V. S. Sastry Department of Computer Science Mr. S. V. Babji, Department of Computer Science Ms. N. Gayatri Department of Computer Science Mr. V. Nuka Raju Department of Commerce

Ms. N. Vasvi Devi Department of Commerce Mr. B. Pydi Raju Department of Commerce, Mr. K. Aditya Rao Department of Mathematics Mr. S. Bhaskar Rao Department of Second Language, Department of English

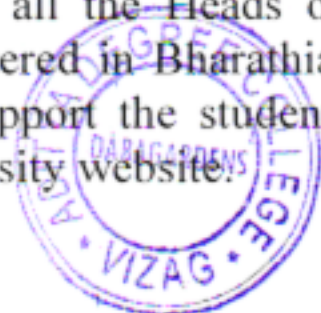
Ms. M. Muthu Meena of III B. Com. and Ms. M. Nandhini of II M. A. English Literature has been inducted as new student representatives of IQAC. The Committee approved the new composition of IQAC.

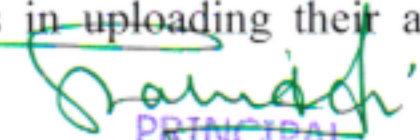
The committee appreciated the efforts of the Management and their service to society during the pandemic. The Chairman expressed his concern to the stakeholders of the Institution and requested all to take Covid-19 precautionary steps and get vaccinated properly. Dr. R. Eswara Murthi explained the Covid rules and requested the teachers to communicate the same to their students.

**Item 1: Orientation for teachers to conduct Online classes:** The Bharathiar University has instructed the affiliated colleges to conduct online classes from September 2020. The Chairman instructed the Department of Computer Science to conduct an orientation class for all teachers on the usage of Google meet.

**Item 2: Conduct of Online classes through Google meet:** IQAC Coordinator explained to the committee that every day students will attend 3 hours of online classes with an interval of 15 minutes between each class. The students will be given instructions and study materials through the class WhatsApp group. Assignments and seminars will be given online.

**Item 3: Support for Final year students for Online End Semester Examinations:** The Principal requested all the Heads of the Departments to ensure that their final year students have registered in Bharathiar University for the Online examination. Teachers are requested to support the students who face difficulties in uploading their answer scripts on the University website.



  
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**Item 4: Guest Lectures / Seminars / Events / Competitions through Online:** The Committee requested to conduct events and Competitions other than academic classes also.

They suggested conducting Expert talks & Guest Lectures through Webinars.

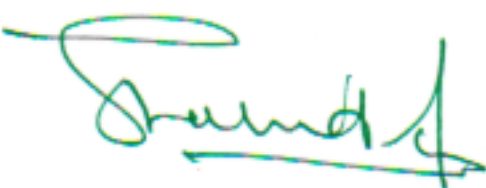
**Item 5: Discussion on Fee Payment:** The Management magnanimously accepted the request of students and extended time for payment of fee. The Management waived fees for economically downtrodden students.

**Item 6: Conduct of National Importance Days through Online:** The committee asked the concerned Coordinators to organize the celebration National importance days and festivals through online mode.

Mr. K. Kumar, IQAC Coordinator proposed the Vote of Thanks.

**CHAIRPERSON**



  
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## INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT-4

01.03.2021

Action taken report on the decisions taken during the IAQC meeting held on (date) as follows:

Point Discussed	Decision taken	Responsibility	Target Date
Orientation for teachers to conduct Online classes	Decided to conduct orientation for taking online classes for teachers	Department of computer science	Within 1 week
Conduct of Online classes through Google meet	IAQC requested the heads to start teaching through online mode using Google meet platform	All heads of the Departments	From August 2021
Support for Final year students for Online End Semester Examinations	Principal asked the HOD's to help the final year students to register for online End semester examination	All Heads of the Departments	As per the Communication from Andhra University
Guest Lectures/Seminars/Events/Competitions through Online	To conduct seminars and Guest lectures online	All Heads of the Departments	Within 2 months
Conduct of National Importance Days through Online	To organize celebration of National importance days	Concerned coordinators	During the National Days

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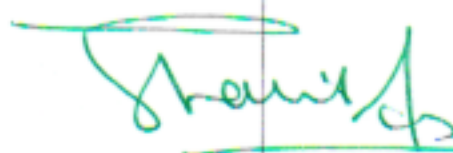
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## COMPOSITION OF THE INTERNAL QUALITY ASSURANCE CELL-5

2020-2021 : 05.08.2021

S.NO.	NAME	CATEGORY	DESIGNATION
I.	Dr. Shahid Ali Principal, Aditya Degree College	Head of the Institution	Chairperson
II.	Mr. Srinivas Reddy	Senior Administrative Officer	Members
III.	1. Mr. S. Hima Shekhar Department of Mathematics 2. Mr. Ch. Kishore Babu Department of Management 3. Ms. Bhagya Lakshmi Department of Physics 4. Ms. D. Madhulatha Department of Management 5. Ms. N. Vasvi Devi Department of Commerce 6. Mr. S. V. Babji Department of Computer Science 7. Mr. G. A. V. S. Sastry Department of Mathematics 8. Ms. Sujatha Department of Second Language 9. Mr. M. Ganesh Department of English	Senior Faculty Members	Member
IV.	P. Rama Krishna Reddy Director Aditya Degree College	Management Representative	Member
V.	Mr. Bipin Singh Corporator, Dabagardens, Visakhapatnam	Nominees from Local Society	Member
VI.	1. MD. Hussain (F/O MD. Shareef, MECS, 2020-2023) 2. P. Srinivasu (F/O P. Dersy Adarsa, BMC, 2020- 2023)	Nominees from Stakeholders	Member



  
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	1. Ch. Keethana (BMC) 2. A. Rakesh (BCA)	Alumni Representatives	Member
	1. K. Jithin (MECS, Batch 2018- 2022) 2. N. Karthik (B. Com, Batch 2018- 2022)	Student Representatives	Member
<b>VII.</b>	Mr. Kadari. Kumar Head, Dept. of Statistics	Coordinator	Member

IQAC COORDINATOR

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## CIRCULAR-5

A meeting with all the members of IQAC is on : 05.08.2021 at 10.30 am in the Conference Hall, IQAC, Aditya Degree College. We request the Following Teacher Representatives and Student Representatives to be present for the Meeting.

## IQAC AGENDA-5

Date : 05.03.2022  
Hall, IQAC

Time : 10.30 am

Venue : Conference

### Agenda

- Starting of New Programmes
- 2f and 12 B Certification
- Conduct of Value Added Courses
- Submission of IIQA and SSR to NAAC
- Activities of the Previous year/ Any other Matters

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## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING-5

Meeting No : 5

Academic Year : 2021 – 22

Date 05.08.2021

Venue : IQAC Conference Room

S.NO.	NAME	CATEGORY	SIGNATURE
I.	Dr. Shahid Ali Principal, Aditya Degree College	Head of the Institution	
II.	Mr. Srinivas Reddy	Senior Administrative Officer	
III.	Mr. S. Hima Shekhar Department of Mathematics Mr. Ch. Kishore Babu Department of Management Ms. Bhagya Lakshmi Department of Physics Ms. D. Madhulatha Department of Management Ms. N. Vasvi Devi Department of Commerce Mr. S. V. Babji Department of Computer Science Mr. G. A. V. S. Sastry Department of Computer Science Ms. Sujatha Department of Second Language Mr. M. Ganesh Department of English	S.H Senior Faculty Members	        
IV.	P. Rama Krishna Reddy Director Aditya Degree College	Management Representative	
V.	Mr. Bipin Singh Cooperator, Dabagardens, Visakhapatnam	Nominees from Local Society	



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VI.	3. MD. Hussain (F/O MD. Shareef, MECS, 2020-2023) 4. P. Srinivasu (F/O P. Dersy Adarsa, BMC, 2020-2023)	Nominees from Stakeholders	M.D. Hussain  P. Srinivasu
	1. Ch. Keethana (BMC) 2. A. Rakesh (BCA)	Alumni Representatives	Ch. Keethana A. Rakesh
	1. K. Jithin (MECS, Batch 2018- 2022) 2. N. Karthik (B. Com, Batch 2018- 2022)	Student Representatives	K. Jithin N. Karthik
VII.	Mr. Kadari. Kumar Head, Dept. of Statistics	Coordinator	K. Kumar

## Members Present for the Meeting :

### The Principal welcomed all the Members in the Composition of IQAC :

**ITEM 1 : Conduct of External Audit :** Internal Quality Assurance cell coordinated for the conduct for External Audit and submitted the Report of External Audit to the Committee Members. The Committee appreciated all the Heads of the various Departments for having Increased the Number of Events organised during the year.

**ITEM 2 : Conduct of Internal Audit :** Internal Audit was done by IQAC Coordinator along with Principal. IQAC Coordinator informed the Committee that Department Profiling Presentation will be conducted by the end of June 2022 where in the Heads of the Departments shall present the Academic Achievements and Other Contributions during the year 2021- 2022.

**ITEM 3 : Discussion on Staff Appraisal :** Staff Appraisal for the Year 2021- 2022 was evaluated and submitted to the Committee. The Committee appreciated the increase in FDP Participation and Paper Presentations by the Members of the Facility. They motivated the Teachers to increase publications in Scopus, Web of Science and UGCCare List.

**ITEM 4 : Year Planner of 2022-2023 :** The Heads of the Department presented their Department Year Planner for 2022-2023. The Committee approved the Year Planner.



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## INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT-5

: 05.08.2021

Action taken report on the decisions taken during the IAQC meeting held on (date) as follows:

Point Discussed	Decision taken	Responsibility	Target Date
Orientation for teachers to conduct Online classes	Decided to conduct orientation for taking online classes for teachers	Department of Chemistry & Life Sciences	Within 1 week
Conduct of Online classes through Google meet	IAQC requested the heads to start teaching through online mode using Google meet platform	All heads of the Departments	From November 2021
Support for Final year students for Online Fifth Semester Examinations	Principal asked the HOD's to help the final year students to register for online Fifth Semester Examination	All Heads of the Departments	As per the Communication from Andhra University

IQAC COORDINATOR



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