



ADITYA DEGREE COLLEGE

(Affiliated to Andhra University)

Visakhapatnam, Andhra Pradesh 530027.

Phone: 0891-2769469, Cell: 7997686662

Website: www.aditya.ac.in/degree Email: adcgpt@aditya.ac.in

Meeting: 1

Academic year: 2020-21

Date: 13.08.2020

CIRCULAR

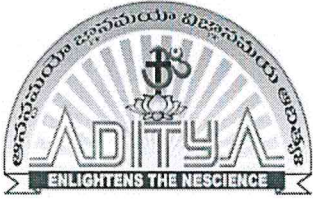
All the members of the IQAC are hereby requested to attend a meeting with the principal at 10:00 am on 13-08-2020 to discuss the following agenda. All IQAC members are requested to attend the meeting without fail in online mode

Agenda:

1. Review of the previous meeting
2. Admissions for the year 2020-21.
3. Faculty Induction Programme Student Induction Programme Hands on Training
4. Orientation for teachers to conduct Online classes
5. Conduct of Online classes through Google meet
6. Support for Final year students for Online End Semester Examinations ¹ Guest Lectures / Seminars / Events / Competitions through Online
7. Conduct of National Importance Days through **Online**




Principal
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The undersigned is pleased to constitute the Internal Quality Assurance Cell (IQAC) with the following members.

MEMBERS OF IQAC

S.NO	Details of the Members	Designation
1.	B. Silpa , Principal	Chairperson
2.	P. Rama Krishna Reddy, Director	Management member
3.	Sri N. Hari Satish Kumar	Co-ordinator
4.	Y.Kusuma	External member
5.	S.C haitanya	External member
6.	Jaya Lakshmi	Member
7.	M. Radha	Member
8.	M.Swapnalatha	Member
9.	S. Naveen	Student representative
10	I. Udai Kiran	Student representative
11.	B.Gayathri (Deloitte), Alumni	Member
12.	K.Rohan, Alumni	Member
13.	CH. Sanyasi Naidu, local society people	Member




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IQAC MEETING MINUTES

Meeting: 1

Academic year: 2020-21

Date: 13.08.2020

AGENDA:

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3. Student Induction Programme
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INTERNAL QUALITY ASSURANCE CELL MINUTES OF MEETING

Meeting No: 1

Date: 13.08.2020

Academic Year: 2020-21

Venue: online

Members present for the Meeting:

S.NO	Details of the Members	Designation	Signature
1.	B. Silpa , Principal	Chairman	
2.	P. Rama Krishna Reddy, Director	Management member	
3.	Sri N. Hari Satish Kumar	Co-ordinator	
4.	Y.Kusuma	External member	
5.	S.C haitanya	External member	
6.	Jaya Lakshmi	Member	
7.	M. Radha	Member	
8.	M.Swapnalatha	Member	
9.	S. Naveen	Student representative	
10.	I. Udai Kiran	Student representative	
11.	B.Gayathri (Deloitte), Alumni	Member	
12.	K.Rohan, Alumni	Member	
13.	CH. Sanyasi Naidu, local society people	Member	

The Principal welcomed the gathering. She briefed the dignitaries about the activities and achievement of the College during the year 2020-21 and also reviewed the previous meeting minutes.

The principal informed that the new courses introduced and had a good response and admissions are good. The committee appreciated the efforts of the Management and their service to the 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. B. Shilpa explained the Covid rules and requested the teachers to communicate the same to their students.



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Academic year: 2020-21



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Item 1 : Orientation for teachers to conduct Online classes : The Andhra University has instructed the affiliated colleges to conduct online classes from August 2020. The Chairman instructed the Department of Computer Science to conduct an orientation class for all teachers on the usage of Microsoft teams.

Item 2 Conduction of Online classes through Microsoft teams : IQAC Coordinator explained the committee 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 class whatsapp group. Assignments and seminars will be given online.

Item 3 : Guest Lectures I 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.

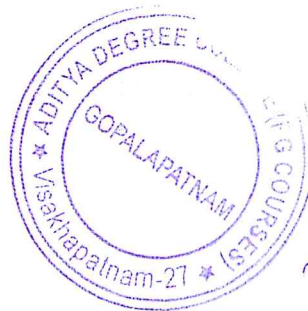
Item 4 : Conduct of National Importance Days through Online : The committee asked the concerned Co-ordinators to organize the celebration National importance days and festivals through online mode.

Item 5: Discussion about Students Feedback on Teachers: A Report about Students Feedback on Teachers for the Even Semester 2020—21 along with Action taken Report was submitted to the Committee. They provided suggestions to improve the performance of the teachers.

Item 6: IQAC Coordinator requested all the Departments to submit the year planner on the events to be organized for this academic year.

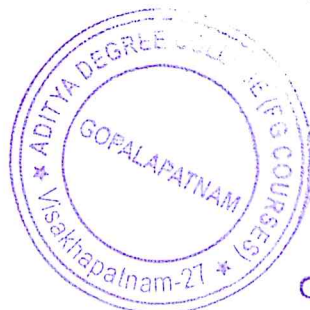
Item 7: It is resolved to take necessary training program for the final years to improve the employment opportunities.

Mr. N.Hari Satish Kumar IQAC Coordinator proposed Vote of Thanks.



Satish Kumar
Chairperson

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Satish Kumar

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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT

Action plan report on the decisions taken during the IQAC meeting held on 13.08.2020 is as follows:

Points 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	First week of september
Conduction of faculty Induction Programme	To conduct faculty induction programme	IQAC	27.10.20
hands on training session on practicals	practicals	Concerned HODs	Academic year 2020-21
Skill Development programmes	Conducting skill development programmes for final years	Heads of various Departments	By the end of november
Guest Lectures / Seminars / Events / Competitions through Online	To conduct Seminars and Guest lectures online	All Heads of the Departments	Within 3 months
Conduct of National Importance Days through Online	To organise celebration of National importance days	Concerned co.ordinators	During the National days.



[Signature]
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Action taken report on the decisions taken during the IQAC meeting held on 13.08.2020 is as follows:

Points discussed	Decision taken	Action taken
Orientation for teachers to conduct Online Classes	Decided to conduct orientation for taking online classes for teachers	Orientation program for teachers was conducted by Department of Computer Science
Conduction of faculty Development Programme	To conduct faculty induction programme	FDP on "Machine Learning & its Applications", FDP on Recent Advancement of Science and Technology were conducted to all the faculty
hands on training session on practicals	practicals	Hands on experience session was conducted for the practicals
Skill Development programmes	Conducting skill development programmes for final years	HackerRank Problem Solving , Enrich Your Linguistic Competence Physics In Daily Life Art Of Public Speaking Advance Matlab Marketing In Digital Era Are the Skill Development, Add on courses introduced in this academic year
Guest Lectures / Seminars / Events / Competitions through Online	To conduct Seminars and Guest lectures online	All Heads of the Departments has organized various programmes in which students were actively participated in it
Conduct of National Importance Days through Online, orientation programme for the first years.	To organise celebration of National importance days	Orientation programme to the first year students by the Concerned co-ordinators


IQAC Coordinator




Principal

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IQAC

Academic year: 2020-21