

**IDEAL COLLEGE OF ARTS AND SCIENCES, KAKINADA**

**Minutes of the meeting and Action Taken Report**

**2017-2018**

**Meeting – I**

**Meeting of IQAC dated 22.07.2017 and Action Taken**

<b>Minutes</b>	<b>Action Taken</b>
1. Action Plan	<ol style="list-style-type: none"><li>1. Action plan was thoroughly discussed and guidelines were given to the staff.</li><li>2. Action taken report was discussed and approved on 22-07-2017</li></ol>
2. Proposals for Student projects, field visits, guest lectures, seminars & other activities are confirmed with approximate dates	<ol style="list-style-type: none"><li>1. All Department organized Guest 4 Lectures.</li><li>2. Conducted a programme on green environmental protection and Vanam Manam programme on 10-07-2017.</li><li>3. Swatchh Bharat was conducted on 27-07-2017.</li><li>4. Conducted ward counseling by the faculty members under the guidance of Principal.</li><li>5. A memorial seminar on “The Scientific Achievement of Dr. P. M. Bhargava on 8-8-2017 in collaboration with Jana Vignana Vedika, E.G.District.</li><li>6. Independence day celebrations were conducted by the college in association with Venugopala Sanskruthi Prachara sabha from the 9<sup>th</sup> to 13<sup>th</sup> August 2017. Competitions like essay writing,</li></ol>

	<p>elocution, painting were conducted to the students from various schools and prizes were given.</p> <p>7. Vinayaka clay idols and pamphlets on Ecology and gree Vinayaka were distributed by the students on Vinayaka Chavithi on 24.08.2017 at various places to avoid chemical pollution in water</p> <p>8. In collaboration with Adikavi Nannayya University District level competitions were conducted in connection with World Tourism Day on 28-8-2017.</p> <p>9. Women Empowerment Cell has organized panel discussion on Good Governance of Kakinada Municipal corporation and felicitated 27 Newly elected women Corporators in presence of Sri. Thota Narasimham, M.P. Kakinada, Smt. Pilli Anantha Lakshmi, Kakinada (Rural) MLA, Smt Sunkara Pavani, Mayor, Kakinada Municipal Corporation, Kakinada</p> <p>10. Department of Physical Education conducted Inter Collegiate Hand Ball Tournament on 07.10.2017 and Sri Y. Srinivasa Rao, Additional Commissioner, Municipal Corporation, Kakinada acted as Chief Guest.</p>
3.Add-on courses	Add-on courses were implemented by five Departments, i.e., Botany, History, Computer Science, Commerce and

	English.
4. Faculty encouraged to participate in Refresher courses, and for Publishing papers and Research work	Four faculty members attended Orientation course from 28-8-2017 to 23-9-2017. 1.Smt M.Vijaya Santhi, Lec.in Zoology 2.Smt M.Sulakshana, Lec.in.Botany 3.Dr.M.Naga Prasanna, Lec.in Zoology 4.Dr.Ch.Praveen, Lec.in Chemistry
5.Student Attendance	1. Regular attendance of the Students was reviewed. 2. Introduced Biometric attendance to staff and students
6.Result Analysis	1.Result analysis of the previous examinations was done by respective departments. 2.Remedial coaching classes were conducted for the slow learners. 3. M.Revathi, III BZC student received Pratibha award.
7.Feedback	Feedback was taken on curriculum from students on 14.09.2017, feedback of the faculty was taken from students on 20.09.2017, feedback from parents was taken on 20.09.2017, from Faculty was taken on 28.10.2017 and feedback from alumni was taken on 20.09.2017 and analyzed.
8.Preparation of AQAR Report – 2016-2017	Prepared and submitted to NAAC

## **Meeting – II**

### **Meeting of IQAC dated 02.12.2017 and Action Taken**

<b>Minutes</b>	<b>Action Taken</b>
1. Action Plan	Action plan was discussed and approved by Academic Council and Board of Management
2. Report of IQAC Co-ordinator Proposals for Student projects, field visits, guest lectures, seminars & other activities are confirmed with approximate dates	The IQAC Coordinator Smt K. Nirmala Rani presented a report for the year 2017-2018 to be stated that the activities of the Department were done following the Action Plan formulated by the College in the beginning of the year. Almost all the Departments conducted Guest Lectures, Assignments, Mid Examinations, Semester End Examinations, Seminars, Student Centered Activities by Competitions and other Programmes.
Report of Head Of the Departments	It is resolved to accept the reports of Head of the Departments
Interaction by the external experts	Resolved to take into consideration the suggestion of Sri P.Chandra Mohan, General Manager, NFCL the field trips for Science students and conduct of workshop on GST. The suggestions of Dr.P.Chiranjeevini Kumari that percentage of attendance, participation of students in academic programme and performance of examinations are to be worked out and that the quality indicators are to be followed very strictly by the faculty.
NAAC – SSR preparation	Resolved to upload online IIQA, Executive Summery and Criteria in SSR along with the descriptive explanation.
Action taken on previous resolution of 22.07.2016	Approved

