

**N.B.K.R. Science & Arts College**  
**Vidyanagar, SPSR.Nellore District**  
***Internal Quality Assurance Cell (IQAC)***

**MEMBERS OF IQAC FOR THE YEAR 2017-18**

<b>S.No.</b>	<b>Name of the member</b>	<b>Designation</b>
1	Sri A.Krishnamohan Rao, Principal	Chairman
2	Sri K.Ramakrishna Reddy	Management nominee
3	Dr. V. Raja, Associate Professor in Physics	Co-ordinator
4	Dr. M. Sivaiah, Associate Professor in Mathematics	Member
5	Smt.Ch.Ramadevi, Associate Professor in Zoology	Member
6	Dr. N. Babu, Associate Professor in English	Member
7	Dr.T.Raveendranath Babu, Associate Professor in Chemistry	Member
8	Dr.M.Ramakrishna Reddy, Associate Professor in Economics	Member
9	Sri B. Sreenivasulu, Lecturer in Commerce	Member
10	Sri B.Danial Chandra Babu, Lecturer in Library Science	Member
11	Sri A.Munisreenivasulu, Superintendent	Member
12	Sri M.B.Kishore Kumar, Senior Assistant	Member
13	Sri R.Sudhakar, Computer Programmer	Member
14	Dr.C.Raveendra Reddy, External Expert	Member
15	Sri P.Kishore, Alumni & Employer	Member
16	Miss. G.Subhashini, III.MPC, Student	Member
17	Mr. K.Jagadeesh, III.MSCs, Student	Member

**N.B.K.R. Science & Arts College**  
**Vidyanagar, SPSR.Nellore District**  
***Internal Quality Assurance Cell (IQAC)***

**MINUTES OF THE MEETING-I**  
**(2017-18)**

IQAC meeting was held on 05-06-2017 at 10.00 A.M. under the Chairmanship of Sri A.Krishnamohan Rao, Principal in the Conference Hall.


**Agenda:**


1. Status of the position of the College under NIRF.
2. To strengthen certain teaching departments affected with the retirement of senior faculty members by taking Adjunct and Emeritus Professors.
3. To discuss the conduct of awareness programmes to all the faculty members on the newly introduced elective papers and cluster combinations under CBCS by inviting external resource persons.
4. To discuss the feasibility of the faculty members with doctorate degrees to obtain research supervision position from the affiliating university.
5. To discuss the requirement of text books and reference books by each department in view of the new subjects coming under V & VI semesters in CBCS.
6. To conduct Green Audit of the campus for the year 2017-18.
7. To observe International Yoga Day on 21-06-2017 and study the opportunities of entering into MOUs with the renowned Trusts and Ashramas offering Yoga and Meditation programmes.
8. Any other item with the permission of the chair.

**Resolutions:**

1. Resolved to appreciate the nodal officer and all the members involved in placing the institution with in 151 to 200 rank band under NIRF for the year 2016-17 and also wish to continue to achieve better rank in future.
2. Resolved to submit a proposal to the Management to appoint 4 Adjunct Professors and 2 Emeritus Professors in the Departments affected with the retirement of senior faculty members for the year 2017-18.
3. Resolved to submit a proposal to the Principal to make arrangements for conduct of separate awareness programmes to the faculty members in Arts, Commerce and Science groups on the newly introduced elective papers and cluster combinations under CBCS by inviting external resource persons before the commencement of VI semester.

4. Resolved to forward the proposals of Dr.N.Babu, Lecturer in English, Dr.T.Malakondaiah, Reader in Telugu and Dr.T.Raveendranath Babu, Reader in Chemistry for grant of research supervision status to the affiliated university for the academic year 2017-18.
5. Resolved to submit a proposal to the management for grant of Rs. 2.5 lakhs towards the purchase of required text/reference books, journals etc., in view of the newly introduced elective and cluster optional subjects under CBCS.
6. Resolved to conduct the Green Audit of the campus during November 2017 by inviting the external experts enrolled on the Green Committee of the College.
7. Resolved to organize Yoga and Mental Peace programmes for all the students and staff in the College on 21-06-2017 by inviting NCC officials and Yoga Gurus in connection to International Yoga Day. It is also resolved to enter into MOU with International SIVANANDA Yoga Vedanta Ashram & Center, Kadivedu, SPSR.Nellore District for regular and periodical conduct of Yoga related programmes.

  
CO-ORDINATOR  
IQAC

  
PRINCIPAL  
Principal  
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**MINUTES OF THE MEETING-II**  
**(2017-18)**

IQAC meeting was held on 14-08-2017 at 4.00 P.M. under the Chairmanship of Sri A.Krishnamohan Rao, Principal in the Conference Hall.

**Agenda:**


1. To discuss the faculty development and non-teaching training programmes to be conducted for the year 2017-18.
2. To discuss the workshops/seminars/ conferences to be organized by individual departments during the year 2017-18.
3. To discuss the special coaching/training programmes to be conducted for the benefit of the students.
4. To discuss the new courses to be introduced under add-on/value addition/ certificate programmes.
5. To discuss the procurement of equipment and apparatus required by the Science laboratories in view of newly introduced elective and cluster subjects under CBCS.
6. To review the university results of II & IV semesters and final year students.
7. Any other item with the permission of the chair.


**Resolutions:**

1. Resolved to conduct 4 faculty development programmes of 1 week duration on computer and internet technologies and English proficiency for all the faculty members. It is also resolved to conduct training programmes of 1 week duration on computer & internet technologies, English & Accountancy proficiency programme to get through the departmental tests conducted by AP Public Service Commission for all the non-teaching staff members.
2. Resolved to organize 12 National Level, 10 University Level and 10 College level workshops/seminars/ conferences on academic, research and quality initiatives by all the teaching departments. It is also resolved to submit a proposal to the management to sanction Rs.4 lakhs for conduct of the same.
3. Resolved to conduct one coaching programme per one month starting from August 2017 to February 2018 (6 programmes) to all the final year students by Career guidance and Placement Cell in association with APITA & APSSDC. It is also resolved to purchase good

number of latest competitive examinations books for the benefit of students trained by Career guidance and Placement Cell.

4. Resolved to conduct the certificate programmes on fundamentals of C/C++/Java/Web designing and GST/Tally/Insurance courses under value addition programmes in addition to the existing add-on courses.
5. Resolved to collect the proposals from the Science Departments for the required equipment and apparatus in view of newly introduced elective and cluster subjects under CBCS. It is also resolved to request the management to sanction appropriate funds to place the orders.
6. Semester II & IV and final year (year wise) results of April 2017 reviewed and resolved to conduct good number of Remedial Coaching classes to improve the pass percentage.

  
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**MINUTES OF THE MEETING-III**  
**(2017-18)**


IQAC meeting was held on 27-11-2017 at 10.00 A.M. under the Chairmanship of Sri A.Krishnamohan Rao, Principal in the Conference Hall.


**Agenda:**

1. To discuss the internal evaluation mechanism to be adopted in newly introduced study projects under various cluster subjects.
2. To discuss the preparations of activities and supporting documents required to submit before the academic advisors during academic audit.
3. To discuss the submission of AQAR for the year 2016-17 to NAAC office.
4. To discuss the updation of College website.
5. Any other item with the permission of the chair.

**Resolutions:**

1. Resolved to adopt the following methodology in the evaluation of newly introduced study projects under the cluster subjects.
  - To allot weekly two hours slot in the regular time table for project work.
  - To make arrangements for the field trip/visit to collect the required data.
  - To insist on power point presentation from each group of the project work before the submission.
  - To allot 30 marks for internal evaluation and 70 marks for external evaluation.
2. Resolved to conduct an awareness programme by Dr.V.Raja, IQAC Co-ordinator and Dr.M.Sivaiah, In-charge, Department of Mathematics to all the faculty members on the required formats to be filled in along with the list of supporting documents to present by each faculty member before the academic advisors.
3. Resolved to submit the AQAR for the year 2016-17 to the NAAC office by the end of December 2017. IQAC Co-ordinator and members take care of the data requirements for AQAR submission.
4. Resolved to update the College website with all the structural changes introduced in all the degree programmes under CBCS. Computer supporting staff is advised to take care of in incorporating all the information pertaining to the elective subjects and cluster combinations, evaluation scheme and procedure under each combination in the college website.

  
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**MINUTES OF THE MEETING-IV**  
**(2017-18)**


IQAC meeting was held on 29-01-2018 at 10.00 A.M. under the Chairmanship of Sri A.Krishnamohan Rao, Principal in the Conference Hall.


**Agenda:**

1. To collect the feedback from the students, parents, alumni and employees.
2. To discuss the preparations of 3<sup>rd</sup> cycle re-accreditation of the College by NAAC.
3. To upload the data requirements for NIRF.
4. To subscribe for DELNET & NLIST.
5. To provide latest ICT equipment and all the required modern amenities in the new Botany & Zoology laboratories under the construction.
6. Any other item with the permission of the chair.

**Resolutions:**

1. Resolved to collect the feedback from the students, parents, alumni and employers in the prescribed formats by 15<sup>th</sup> February 2018. IQAC Co-ordinator and members analyze the feedback collected and consolidated report to be submitted by 28<sup>th</sup> February 2018 to the Principal along with the suggestions and action to be taken.
2. Resolved to start the preparations of 3<sup>rd</sup> cycle re-accreditation of the College by NAAC under revised Assessment and Accreditation Frame work of NAAC. Keeping the expiry of the NAAC 2<sup>nd</sup> cycle re-accreditation 'B' grade of the college by 24-10-2018, IQAC co-ordinator and members will work out on the various committees to be formed along with action plan to be submitted to the Principal by 31<sup>st</sup> March 2018.
3. Resolved to direct the nodal officer Dr.V.Raja under the guidance of Principal to obtain the necessary inputs from all the respective departments and administrative wings to submit the same to achieve a better rank from NIRF.
4. Resolved to subscribe the necessary amounts for DELNET and NLIST to have access with unlimited e-resources like e-books, e-journals etc., for the benefit of research supervisors, scholars and students from the academic year 2018-19.
5. Resolved to equip the new Botany and Zoology laboratories under construction with latest ICT equipment and necessary equipment to be utilized from December 2018.

  
CO-ORDINATOR  
IQAC

  
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Principal  
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