



# VAGDEVI DEGREE COLLEGE

Affiliated to Acharya Nagarjuna University, C. Code: 116  
Approved by AICTE New Delhi



Ravipadu Road, Narasaraopet, Palnadu Dt, A.P., Mobile No: 9247025166

## CONSTITUTION OF IQAC

### COMPOSITION OF IQAC:

The Internal Quality Assurance Cell (IQAC) has been reconstituted with the following members to develop a system for mindful reliable and catalytic action to improve the academic and administrative performance of the institution.

| S.No | Name of the Faculty                | Designation            | Position                      |
|------|------------------------------------|------------------------|-------------------------------|
| 1    | Sri K Rajendra Prasad              | Principal              | Chairman                      |
| 2    | Smt N Gayathri Devi                | HOD - Humanities       | Co – Ordinator                |
| 3    | Sri Y. Parameswara Reddy           | Lecturer/Member        | Faculty Member                |
| 4    | Sri D. Chandrasekhar               | Lecturer/Member        | Faculty Member                |
| 5    | Sri K. Sailesh Reddy               | Lecturer/Member        | Faculty Member                |
| 6    | Sri B Subbarao                     | Lecturer/Member        | Faculty Member                |
| 7    | Sri P Krishna Rao                  | Treasurer              | Management Member             |
| 8    | Sri Prem Kumar                     | Management             | Member                        |
| 9    | Sri Kothuri Rajashekar             | Outsider               | Member                        |
| 10   | Sri K Rama Koteswara Rao           | Alumni                 | Alumni Member                 |
| 11   | Sri N Joseph                       | Administrative Officer | Senior Administrative Officer |
| 12   | Sri K Srikanth                     | Member                 | Senior Administrative Officer |
| 13   | Shaik Momeena (Y233199031)         | Student                | Student Member                |
| 14   | Golla Venkata Revathi (Y233116021) | Student                | Student Member                |

### Objective

#### The main objective of IQAC is

- The academic and administrative performance of the institution is improved by the development of a system with cognizant, reliable and catalytic action.
- To endorse procedures for institutional functioning towards quality augmentation through internalisation of quality culture and institutionalization of best practises.

### Strategies

- Ensuring timely efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of economic and research programmes.

- Impartial access and affordability of economic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of internal evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Knowledge sharing and networking with other institutions.

## Functions of IQAC

- Various academic and administrative activities of the institution are developed by administrating the quality benchmarks/ parameters.
- Assisting the conception of a learner centric environment favourable to quality education and faculty mellowing to adopt the required knowledge and technology for hands on teaching and learning process.
- Responses for quality related institutional processes from students, parents and other stakeholders are recorded in the form of feedback.
- Broadcasting of information on various quality constraints of higher education.
- To promote quality circles by organising inter and intra institutional workshops, seminars on quality related themes.
- Documentation of several programmes/ accomplishments/ events leading to quality enhancement.
- Coordinating quality related activities, including adoption of dissemination of best practises hence acts as a nodal agency of the institution.
- Improvement and conservation of institutional database through management information system for the persistence of maintaining or enhancing the institutional quality.
- Expansion of quality culture in the institution.

*N. R. Rajeshwari Devi*  
IQAC CO-ORDINATOR



*Ratnakaram*  
PRINCIPAL  
PRINCIPAL  
VAGDEVI DEGREE COLLEGE  
NARASARAOPET, Palnadu Dist.



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Ravipadu Road, Narasaraopet, Palnadu Dt, A.P., Mobile No: 9247025166

Ref.No: VDC/IQAC/2024-2025/56

Date: 08-08-2024

## CIRCULAR

This is to inform all IQAC members that a meeting has been scheduled as per the following details. All members are kindly requested to attend.

### **Details of the Meeting:**

- **Venue:** IQAC Room
- **Date:** 12-09-2024
- **Time:** 2:00 PM

### **Agenda:**

- Discussion with IQAC coordinators and other criteria in charges regarding the status of work.
- Improvement in academic and administrative process

All members are kindly requested to attend the meeting without fail.

### **Copy to:**

1. All HODs
2. All IQAC Members
3. Admin Office



*Pratima*

**Principal**

PRINCIPAL  
VAGDEVI DEGREE COLLEGE  
NARASARAOPET, Palnadu Dist.





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## Minutes of Meetings of IQAC

Held on 12-09-2024

Time: 2:00 pm

Venue: IQAC Room

The following members attended the meeting of IQAC:

| S.No | Name of the Faculty                | Designation /Role      | Signature |
|------|------------------------------------|------------------------|-----------|
| 1    | Sri K Rajendra Prasad              | Principal              |           |
| 2    | Smt N Gayathri Devi                | HOD - Humanities       |           |
| 3    | Sri Y. Parameswara Reddy           | Lecturer/Member        |           |
| 4    | Sri D. Chandrasekhar               | Lecturer/Member        |           |
| 5    | Sri K. Sailesh Reddy               | Lecturer/Member        |           |
| 6    | Sri B Subbarao                     | Lecturer/Member        |           |
| 7    | Sri P Krishna Rao                  | Treasurer              |           |
| 8    | Sri Prem Kumar                     | Management             |           |
| 9    | Sri Kothuri Rajashekar             | Outsider               |           |
| 10   | Sri K Rama Koteswara Rao           | Alumni                 |           |
| 11   | Sri N Joseph                       | Administrative Officer |           |
| 12   | Sri K Srikanth                     | Member                 |           |
| 13   | Shaik Momeena (Y233199031)         | Student                |           |
| 14   | Golla Venkata Revathi (Y233116021) | Student                |           |

The following resolutions were made during the IQAC meeting held on 12-09-2024:

### Discussion with IQAC Coordinators and Criterion In-charges Regarding the Status of Work:

- ✓ Updates were presented by the IQAC coordinators and criterion in-charges on their respective tasks.
- ✓ Members identified areas where progress was lagging and assigned specific deadlines to ensure the completion of pending work.
- ✓ It was resolved to conduct periodic reviews to monitor the status of tasks and maintain alignment with the NAAC requirements.

## Improvement in Academic and Administrative Processes:

- ✓ The importance of improving academic and administrative efficiency was discussed.

### Resolutions were made to:

- ✓ Introduce capacity-building workshops for faculty to enhance teaching effectiveness.
- ✓ Simplify administrative procedures by digitizing records and processes.
- ✓ Strengthen feedback systems to identify and address gaps in teaching, learning, and infrastructure.

*N. Gayashri Devi*  
IQAC CO-ORDINATOR



*Potendraprasad*

PRINCIPAL

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Ravipadu Road, Narasaraopet, Palnadu Dt, A.P., Mobile No: 9247025166

Ref.No/VDC/IQAC/2024-2025/82

Date: 10-12-2024

## CIRCULAR

This is to inform all IQAC members that a meeting has been scheduled as per the following details. All members are kindly requested to attend without fail.

### **Details of the Meeting:**

- **Venue:** IQAC Room
- **Date:** 13-12-2024
- **Time:** 2:00 PM

### **Agenda:**

- Discussion with IQAC coordinators and criterion in-charges regarding the status of work.
- Verification of each qualitative metric.
- Improvement in academic and administrative processes.
- Discussion regarding the implementation of a Facial Recognition System for attendance.

### **Copy to:**

1. All HODs
2. All IQAC Members
3. Admin Office



  
**Principal**  
PRINCIPAL  
VAGDEVI DEGREE COLLEGE  
NARASARAOPET, Palnadu Dist.





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## Minutes of Meetings of IQAC

Held on 13-12-2024

Time: 2:00 pm

Venue: IQAC Room

The following members attended the meeting of IQAC:

| S.No | Name of the Faculty                | Designation /Role      | Signature |
|------|------------------------------------|------------------------|-----------|
| 1    | Sri K Rajendra Prasad              | Principal              |           |
| 2    | Smt N Gayathri Devi                | HOD - Humanities       |           |
| 3    | Sri Y. Parameswara Reddy           | Lecturer/Member        |           |
| 4    | Sri D. Chandrasekhar               | Lecturer/Member        |           |
| 5    | Sri K. Sailesh Reddy               | Lecturer/Member        |           |
| 6    | Sri B Subbarao                     | Lecturer/Member        |           |
| 7    | Sri P Krishna Rao                  | Treasurer              |           |
| 8    | Sri Prem Kumar                     | Management             |           |
| 9    | Sri Kothuri Rajashekar             | Outsider               |           |
| 10   | Sri K Rama Koteswara Rao           | Alumni                 |           |
| 11   | Sri N Joseph                       | Administrative Officer |           |
| 12   | Sri K Srikanth                     | Member                 |           |
| 13   | Shaik Momeena (Y213199031)         | Student                |           |
| 14   | Golla Venkata Revathi (Y223116021) | Student                |           |

The following resolutions were made during the IQAC meeting held on 13-12-2024:

### Status of Work:

- ✓ IQAC coordinators and criterion in-charges presented updates on ongoing activities.
- ✓ It was resolved to focus on timely completion of pending tasks and ensure alignment with AQAR requirements.

### Verification of Qualitative Metrics:

- ✓ Each qualitative metric was reviewed for accuracy and completeness.
- ✓ Members were instructed to rectify gaps and inconsistencies in the data within a stipulated time.

### Workshops and Seminars:

- ✓ The importance of conducting workshops and seminars for skill enhancement was emphasized.
- ✓ The committee resolved to schedule at least three faculty development programs and two student seminars during the academic year.

#### **Academic and Administrative Improvements:**

- ✓ Suggestions were made to streamline administrative processes and enhance academic quality.
- ✓ It was decided to implement innovative practices for teaching-learning and introduce periodic faculty training sessions.

#### **Facial Recognition System for Attendance:**

- ✓ The proposal to introduce a Facial Recognition System for recording attendance was discussed.
- ✓ Members agreed to conduct a feasibility study and draft a proposal for approval.

*N. Gayatri Devi*  
IQAC CO-ORDINATOR



*Ratendra Prasad*  
PRINCIPAL

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Ravipadu Road, Narasaraopet, Palnadu Dt, A.P., Mobile No: 9247025166

Ref.No/VDC/IQAC/2024-2025/103

Date: 28-01-2025

## CIRCULAR

This is to inform all IQAC members that a meeting has been scheduled as per the following details. All members are kindly requested to attend.

### **Details of the Meeting:**

- **Venue:** IQAC Room
- **Date:** 06-02-2025
- **Time:** 2:00 PM

### **Agenda:**

- Curriculum Review
- Promotion of Research Culture
- Planning workshops and seminars for faculty and students
- Enhancing the use of ICT tools in teaching and learning
- Strengthening collaboration with industry and other institutions

**All members are kindly requested to attend the meeting without fail.**

### **Copy to:**

1. All HODs
2. All IQAC Members
3. Admin Office



*Rosendrabasa*

**Principal**

PRINCIPAL  
VAGDEVI DEGREE COLLEGE  
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## Minutes of Meetings of IQAC

Held on 06-02-2025

Time: 2:00 pm

Venue: IQAC Room

The following members attended the meeting of IQAC:

| S.No | Name of the Faculty                   | Designation /Role      | Signature |
|------|---------------------------------------|------------------------|-----------|
| 1    | Sri K Rajendra Prasad                 | Principal              |           |
| 2    | Smt N Gayathri Devi                   | HOD - Humanities       |           |
| 3    | Sri Y. Parameswara Reddy              | Lecturer/Member        |           |
| 4    | Sri D. Chandrasekhar                  | Lecturer/Member        |           |
| 5    | Sri K. Sailesh Reddy                  | Lecturer/Member        |           |
| 6    | Sri B Subbarao                        | Lecturer/Member        |           |
| 7    | Sri P Krishna Rao                     | Treasurer              |           |
| 8    | Sri Prem Kumar                        | Management             |           |
| 9    | Sri Kothuri Rajashekar                | Outsider               |           |
| 10   | Sri K Rama Koteswara Rao              | Alumni                 |           |
| 11   | Sri N Joseph                          | Administrative Officer |           |
| 12   | Sri K Srikanth                        | Member                 |           |
| 13   | Shaik Momeena (Y213199031)            | Student                |           |
| 14   | Golla Venkata Revathi<br>(Y223116021) | Student                |           |

The following resolutions were made during the IQAC meeting held on 06-02-2025:

### Curriculum Review:

- ✓ The curriculum was reviewed in line with recent advancements and industry requirements.
- ✓ It was resolved to incorporate skill-based courses and update content in alignment with the NEP (National Education Policy).

### Promotion of Research Culture:

- ✓ Strategies to promote a research-driven culture among faculty and students were discussed.
- ✓ It was decided to encourage faculty to undertake more research projects and publish in reputed journals.

- ✓ A proposal to organize a Research Methodology Workshop was approved.

### **Workshops and Seminars:**

- ✓ The importance of conducting workshops and seminars for skill enhancement was emphasized.
- ✓ The committee resolved to schedule at least three faculty development programs and two student seminars during the academic year.

### **ICT Tools in Teaching and Learning:**

- ✓ The integration of ICT tools in the teaching-learning process was reviewed.
- ✓ It was resolved to train faculty in advanced ICT tools and ensure their usage in classrooms.
- ✓ student seminars during the academic year.

### **Strengthening Collaborations:**

- ✓ Opportunities to collaborate with industry and other institutions for internships, research, and training programs were explored.
- ✓ It was decided to identify potential partners and draft MoUs to formalize collaborations.

### **General Discussions:**

- ✓ A suggestion to introduce a student feedback mechanism for curriculum and teaching methodologies was accepted.
- ✓ Members were requested to ensure timely submission of AQAR data.

*N. Elayaperi Devi*  
IQAC CO-ORDINATOR



*Patendra Prasad*  
PRINCIPAL

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## Action Taken Report

| S.No | Topic Discussed                                                                              | Action Taken                                                                                                                                                                                                              |
|------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Faculty Development                                                                          | Implement a faculty development program, including workshops, seminars, and training sessions on the latest teaching methodologies and technological advancements                                                         |
| 2    | Student feedback Mechanism                                                                   | Enhance the student feedback mechanism by implementing an online survey system, ensuring anonymity and increasing the frequency of feedback collection.                                                                   |
| 3    | IQAC year plan                                                                               | Improved digital literacy among faculty and students, increased engagement online learning, and enhanced accessibility to educational resources                                                                           |
| 4    | Curriculum Review                                                                            | Establish a curriculum review committee to assess and update programs, incorporating industry trends and feedback from employers                                                                                          |
| 5    | Research Culture                                                                             | Implement measures to promote research culture, such as funding opportunities, recognition for research achievements, and mentorship programs for novice researchers.                                                     |
| 6    | Discussion with IQAC Co-Ordinators and other criteria in charges                             | The IQAC Coordinator discussed the matter related to the preparations for NAAC                                                                                                                                            |
| 7    | Verification of filing of each qualitative metrics                                           | The Principal and IQAC Coordinator informed all the criterion in charges and the members to be carefully while preparing the documents with proper conditions taking signatures required documents and finish the process |
| 8    | Improvement in academic and administrative process                                           | The principal stressed upon maintaining quality in all the academic and administrative processes                                                                                                                          |
| 9    | Discussion regarding the Recognition for attendance                                          | The Principal discussed with the staff regarding the FRS and resolved the issues faced by the staff in taking the attendance                                                                                              |
| 10   | Discussion with IQAC coordinators and other criteria in charges regarding the status of work | The IQAC Coordinator discussed the matter related to the preparations for NAAC                                                                                                                                            |
| 11   | Improvement in academic and administrative process                                           | The principal stressed upon maintaining quality in all the academic and administrative processes.                                                                                                                         |

N. Chayyeni Devi  
IQAC CO-ORDINATOR



Ratendra Sekh B

PRINCIPAL

PRINCIPAL  
VAGDEVI DEGREE COLLEGE  
NARASARAOPET, Palnadu Dist.