



**S.V.L.N.S GOVERNMENT DEGREE COLLEGE,
BHEEMUNIPATNAM**



VISAKHAPATNAM DISTRICT

ACCREDITED BY NAAC WITH B GRADE

CIRCULAR

CONDUCTION OF IQAC MEETING

All the members of IQAC are here by requested to attend the meeting in the Principal's Chamber on 22/01/2018 at 11.30AM to discuss the following

Agenda

1. To review the progress on updating of all academic records by teachers in view of academic audit.
2. To review the progress biometric attendance to all staff members and students.
3. To review on Open Defecation Free (ODF) survey conducted by NSS units of the institution.
4. To discuss the conduction of coaching classes to students for admission into PG courses.
5. To discuss the online admissions process through APSAMS portal
6. Any other academic matters.

Signature of IQAC Co Ordinator

Signature of the Principal



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Minutes of the IQAC meeting

All the members of IQAC attended the meeting held at Principal's Chamber on 22/01/2018 at 11.30AM discussed the mentioned points in the agenda with Dr.T. Glory Daya Kumari, Principal in the Chair and unanimously resolved the following

1. In view of academic audit for year 2017-18, it is resolved to update and submit all the academic records of teachers within one week.
2. As per the instructions issued by CCE, AP, biometric attendance is mandatory for all teaching, nonteaching and students. Hence all the teachers are instructed to download the apk file of biometric attendance and install it in their mobile and to post the class wise attendance of the students as per time table.
3. Reviewed the ODF survey conducted by Sri. K. Vasudeva Rao PO NSS Unit - 1, Dr. B. Hari Prasad PO NSCC Unit – II at adopted villages Mulakuddu, Annavaram in order to submit the details to ID college, Visakhapatnam.
4. It is resolved to conduct coaching classes to students for admission into PG courses after completion of their sixth semester examinations.
5. Reviewed online admissions process through APSAMS.
6. Any other academic matters.

Signature of the IQAC Coordinator

Signature of the Principal



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Action taken report

1. All teachers are instructed to update all academic records and submit the same to IQAC for academic audit 2017-18.
2. All the teachers are instructed to download the apk file of biometric attendance and install it in their mobile and to post the class wise attendance of the students as per time table.
3. The reports of ODF survey conducted by Sri. K. Vasudeva Rao PO NSS Unit - 1, Dr. B. Hari Prasad PO NSCC Unit – II at adopted villages Mulakuddu, Annaram are collected and submitted to ID college, Visakhapatnam
4. All the in charge of departments are instructed to conduct coaching classes to final year students for admission into PG courses after completion of their sixth semester examinations.
5. It is instructed that the admission committee has to conduct campaigning for admissions and to create awareness on online admission procedure through APSAMS portal

Signature of the IQAC Coordinator

Signature of the Principal