

IDEAL COLLEGE OF ARTS AND SCIENCES, KAKINADA

Minutes of the meeting and Action Taken Report

2018-2019

Meeting – I

Meeting of IQAC dated 04.07.2018 and Action Taken

Minutes	Action Taken
1. Action Plan	<ol style="list-style-type: none">1. Action plan was thoroughly discussed and guidelines were given to the staff.2. Action taken report was discussed on 04-07-2018
2. Proposals for Student projects, field visits, guest lectures, seminars & other activities (Co-curricular & Extracurricular) are confirmed with approximate dates	<ol style="list-style-type: none">1. All Departments organized Guest Lectures, Quiz, Group discussion, Students seminars, students projects, field visits.2. Conducted green environmental promotion, Vanam Manam, Swatch Bharat programmes.3. Conducted ward counseling by the faculty members under the Guidance of Principal. Organized student council meeting.4. On 11th July celebrated World Population Day.5. 16th July organized birthday of Durgabhai Deshmukh – many competitions were conducted among students.6. Independence day celebrations were conducted by the College. In this event many competitions like essay writing, elocution, painting were conducted to the students from various schools and prizes were given7. Vinayaka clay idols and pamphlets on Ecology and green Vinayaka were distributed by the students on Vinayaka

	Chavithi on 25.08.2018 at various places to avoid chemical pollution in water
3.Certificate Course	Certificate course was introduced by Department of Zoology, Botany, History, Computer Science, Commerce and English.
4. Faculty encouraged to participate in Refresher courses, and for Publishing papers and Research work Moocs	<p>Smt B. Saraswathi, Department Telugu undergoing Orientation Course at HRDC, Visakhapatnam.</p> <p>Smt M.Vijaya Santhi, department of Zoology, Dr.S.Priskilla, department of Telugu attended 6 days workshop on OER, E-content, Moocs and Moodle at NIT, Warangal, in collaboration with APCCE and APSHE from Nov, 9th to 14th 2018.</p> <p>Staff member published papers in journals.</p>
5.Student Attendance	<ol style="list-style-type: none"> 1. Regular attendance of the Students was reviewed. 2. Introduced Biometric attendance to staff and students
6.Result Analysis	<ol style="list-style-type: none"> 1.Result analysis of the previous examinations was done by respective departments. 2.Remedial coaching classes were conducted for the slow learners.
7.Preparation of files for NAAC visit	Preparing files

IDEAL COLLEGE OF ARTS & SCIENCES, KAKINADA
Meeting – II (2018-2019)

Meeting of IQAC dated 28.8.2019 and Action Taken

Minutes	Action Taken
1. Action Plan	Action plan was discussed and approved by Academic Council and Board of Management
2. Proposals for Student projects, field visits, guest lectures, seminars & other activities (Co-curricular & Extracurricular) are confirmed with approximate dates & Proposals of State and National Seminars / Workshops	<ol style="list-style-type: none"> 1. On August 3rd Inaugurated Green Belt. 2. 11 August Department of English organized One Day Workshop on Indian English focus on translation. 3. On 14th August department of Politics organized One Day Workshop on Democracy and its four pillars role of young voters. 4. On 18th August Dept. of Biosciences organized one day Seminar on Recent Trends in Biosciences 5. On 20th August Dept. of Physics organized one day workshop on Renewable Energy source. 6. On 29 August Department of Telugu organized one day Seminar. 7. 15th September, State Level Seminar on “Quality improvement and learning outcomes” organized by IQAC 8. 24th & 25th January, National Seminar on “study on Interaction between Human Society and Natural Environment & Natural Resource Management” organized by Physics, Chemistry, Bio-Science Depts. 9. 21st February, 2019 one day workshop on orientation and re-training of faculty on 21.012.2019 organized by IQAC. 10. Regular attendance of the students was reviewed. 11. Introduced Biometric attendance to staff & students. 12. Feedback was taken analyzed on curriculum from students, Feedback of the Faculty from students, feedback from parents, feedback from Alumni, feedback from faculty