

**Constitution, Circulars and
Minutes of Meetings and
Action Taken Reports of
IQAC**

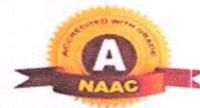
AY 2025-26

SRI RACHAPUDY NAGABHUSHANAM DEGREE & P.G COLLEGE

AUTONOMOUS

Accredited by NAAC with A Grade

Permanently Affiliated to Yogi Vemana University
Recognized Under 2(f) & 12(B) of UGC Act 1956
Nellore Road, Badvel-516227, Kadapa Dist. A.P.
Contact Details: +91 9440261908; +91 9989951908



INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTRODUCTION

The internal Quality Assurance Cell (IQAC) was established at Sri Rachapudy Nagabhushanam Degree & PG College, Badvel. The IQAC Composition includes all stakeholders of the Institute, i.e., students, alumni and senior faculty, members of the Management and Administration, and members of local community and industry experts.

COMPOSITION OF IQAC

The internal Quality Assurance Cell (IQAC) has been reconstituted for the **academic year 2025-26** with the following members to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

S. No	Name of the members	Designation	Role in the committee
1	Mr. R. V Sai Krishna	Principal	Chairperson
2	Mrs. M. Lakshmi Devi	Vice-Principal, Dept. of Computer Science	Senior Administrative Officer
3	Mr. T. Bala Obulesu	Lecturer in Commerce & Management	Faculty Member
4	Ms. A. Sandhya	Lecturer in Mathematics	Faculty Member
5	Mr. P. Khanshawali	Lecturer in English	Faculty Member
6	Mrs. R. Sujana	Management	Management Member
7	Mr. P. Venkata Subbaiah	Manager, Industry	Industrialist
8	Mr. Samudrala Sreenivasulu	Education	Educationalist
9	Mr. M. Padmanabhaiah	Society	Society Nominee
10	Mr. B. Raghuram	Alumni	Alumni Member
11	Mr. M. Praveen Kumar	II B. Com. (CA)	Student Member
12	Ms. A. Manasa	II B. Com. (CA)	Student Member
13	Dr. B. Ashok	Lecturer in Commerce & Management	Co-Ordinator

OBJECTIVE

The main objective of IQAC is

- To develop a system for conscious consistent and catalyst action to improve the academic and administration performance of the institution
- To adapt measures for institutional functioning toward quality

STRATEGIES

Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks

- The relevance and quality of academic and research programmes
- Equitable access and affordability of academic 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

- Maintaining the complete documentation and record as per the UGC and NAAC requirements
- Collecting Feedback from students, parents and other Stakeholders on Quality related institutional processes
- Conducting the Academic Audit for each department and preparing the reports
- For organizing inter and intra-institutional workshops, quality seminars related themes, and promotion of quality initiatives.
- Documentation of the various programmes /activities of the college, leading to quality improvement
- IQAC will act as a nodal agency for coordinating quality-related activities including the adoption and dissemination of good practices.




Principal
SRI RACHAPUDY NAGABHUSHAN
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BADVEL- 516 227, YSR DL.

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SRNBDFGC/IQAC/ 2025-26/04

Date: 07-06-2025

CIRCULAR

This is to inform all the IQAC members that there will be a meeting on 11-06-2025 in the Principal Office at 11:30 AM. All the members are requested to attend the meeting.

Agenda

1. Discussion on implementation of ICT Orientation classes.
2. Monitoring the progress of Mentoring system.
3. Discussion on placement for the coming academic year
4. Expanding networking with Alumni



K. S. S. S.
Principal
SRI RACHAPUDY NAGABHUSHANAM
DEGREE & PG COLLEGE,
BADVEL- 516 227, YSR DL.

Copy to:

1. All the Heads of Departments
2. Administrative office
3. All the Departments HODs
4. All the IQAC Member's
5. Concern File
6. Notice Board

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Minutes of Meeting of IQAC held on 11-06-2025
Time: 10.30 AM 12:30 PM
Venue: Principal's Office

The following members attended the meeting of internal Quality Assurance Cell

S. No.	Name of the members	Designation	Role in the committee	Signature
1	Mr. R. V Sai Krishna	Principal	Chairperson	
2	Mrs. M. Lakshmi Devi	Vice-Principal	Senior Administrative Officer	
3	Mr. T. Bala Obulesu	Lecturer in Commerce & Management	Faculty Member	
4	Ms. A. Sandhya	Lecturer in Mathematics	Faculty Member	
5	Mr. P. Khanshawali	Lecturer in English	Faculty Member	
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11	Mr. M. Praveen Kumar	II B. Com (CA)	Student Member	
12	Ms. A. Manasa	III B. Com (CA)	Student Member	
13	Dr. B. Ashok	Lecturer in Commerce & Management	Co-Ordinator	

Points discussed and the resolutions made in the meeting are presented below

1. Discussion on the implementation of ICT Orientation classes

At this competitive world we need to know certain skills we plan to implement ICT orientated classes will be conducted to the students as per the state government 's permission. It is advised to make suitable preparations to conduct ICT Orientation classes.

2. Monitoring the progress of Mentoring system

Reviewed on implementation of mentoring system and suggested to update mentor diary as per the prescribed guidelines when faculty are reported physically to college.

3. Discussion on placement for the coming academic year

Present status of student's placement is discussed, and the training and placement officer was suggested to invite more companies and improve the placement status.

4. Expanding networking with Alumni

The principal shared that there is a need to improve the present association the institution has with the alumni network. Various steps for improving the bon with alumni are discussed in detail.



IQAC - Coordinator



Principal

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Action Taken Report

S. No.	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on implementation of ICT Orientation class	11-06-2025	Informed all the faculties about the discussion had on meeting and plan to arrange ICT Orientation class in an organised manner.	14-06-2025
2.	Monitoring the Progress of Mentoring system.	11-06-2025	Informed the decision of the meeting on mentor issue and advised to update the mentor record as per oral instructions.	13-06-2025
3.	Discussion on placement for the coming academic year	11-06-2025	TPO initiated the activities to invite more companies to improve the students placements	16-06-2025
4.	Expanding networking with Alumni	11-06-2025	Alumni association cell is advised to submit an action plan and execute all activities in line with it	13-06-2025

IQAC - Coordinator

Principal



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SRNBDPGC/IQAC/2025-26/12

Date: 08-08-2025

CIRCULAR

This is to inform all the IQAC members that there will be a meeting scheduled on 12-08-2025. All IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Principal 'Office

Date: 12-08-2025

Time: 10:00 AM

Agenda of the meeting is:

1. Use of ICT enabled tools in teaching-learning
2. Discussion on status of Mentor Dairy
3. Discussion on NAAC Related work with IQAC co-ordinators.
4. Improvement in academic and administrative process.

Principal

Copy to:

1. All the Heads of Departments
2. Administrative Officer
3. All the Departments HODs
4. All the IQAC Members
5. Concern File
6. Notice Board

Principal
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Minutes of Meeting of IQAC held on 12-08-2025

Time: 11.30 AM 12:30 PM

Venue: Principal's office

The following members attended the meeting of internal Quality Assurance Cell

S. No.	Name of the members	Designation	Role in the committee	Signature
1	Mr. R. V Sai Krishna	Principal	Chairperson	
2	Mrs. M. Lakshmi Devi	Vice-Principal	Senior Administrative Officer	
3	Mr. T. Bala Obulesu	Lecturer in Commerce & Management	Faculty Member	
4	Ms. A. Sandhya	Lecturer in Mathematics	Faculty Member	
5	Mr. P. Khanshavali	Lecturer in English	Faculty Member	
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10	Mr. B. Raghuram	Alumni	Alumni Member	
11	Mr. M. Praveen Kumar	II B. Com (CA) H	Student Member	
12	Ms. A. Manasa	III B. Com (CA) H	Student Member	
13	Dr. B. Ashok	Lecturer in Commerce & Management	Co-Ordinator	

The resolutions made in the meeting are presented below.

1. Use of ICT enabled tools in teaching-learning

All the members unanimously agreed to train the faculty on use of ICT enabled facilities for teaching-learning. It was decided to impart training to the faculty on using ICT-enabled facilities for effective teaching.

2. **Discussion on Mentoring Process.**

Principal and IQAC Co – Ordinator discussed on mentoring status and suggested to collect the details of respective students to fill the mentor dairy and carry out regular mentoring process.

3. **Discussion on Functioning of Non-statutory committees / Cells**

Detailed discussion took place about functioning of all non-statutory committees and cells. The Principal urged the members to make sure that all the committees and cells meet at least once in a semester and address all the grievances with time bound schedule.

4. **Improvement in academic and administrative process**

The principal stressed upon maintaining quality in all the academic and administrative process.

IQAC Coordinator



Principal

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Action Taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Use of ICT enabled tools in teaching-learning	12-08-2025	Planned to conduct a training session for faculty on ICT enabled facilities.	15-08-2025
2.	Discussion on Mentoring Process.	12-08-2025	Verified the status of mentor diary.	14-08-2025
3.	Discussion on Functioning of Non-statutory committees / Cells	12-08-2025	Conducted meeting with members of all statutory and non-statutory committees and Cells	17-08-2025
4.	Improvement in academic and administrative process	12-08-2025	Initiated to perform Academic and Administrative Audits	18-08-2025

IQAC - Coordinator



Principal

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SRNBDPGC/IQAC/ 2025-26/18

Date: 04-10-2025

CIRCULAR

This is to inform all the IQAC members that there will be a meeting on 08-10-2025 to review and discuss the development and issues related to the institution. All IQAC members need to assemble for the meeting in the Principal's Office at 10:00 A.M

Agenda

1. Orientation classes for UG first-year Students
2. Status of syllabus completion.
3. Enhancing laboratories.
4. Conduct of Co-curricular and Extra-curricular activities like symposiums, inter-college competitions.



Principal

Principal

**Sri Rachapudy Nagabhushanam
Degree & P.G. College (Autonomous)
Badvel, 516227, YSR (Dist), A.P.**

Copy to:

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2. Administrative Officer
3. All the IQAC Members
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Minutes of Meeting of IQAC held on 08-10-2025

Time: 10.30 AM 12:30 PM

Venue: Principal's office

The following members attended the meeting of internal Quality Assurance Cell

S. No.	Name of the members	Designation	Role in the committee	Signature
1	Mr. R. V Sai Krishna	Principal	Chairperson	
2	Mrs. M. Lakshmi Devi	Vice-Principal	Senior Administrative Officer	
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13	Dr. B. Ashok	Lecturer in Commerce & Management	Co-Ordinator	

The resolutions made in the meeting are presented below.

1. Discussion on issues to overcome problems of Orientation class

For orientation classes for UG first-year students, we alerted faculty to monitor the students when they get doubt clear immediately their doubts.

2. Progress of Syllabus Completion

The status of syllabus completion should be monitored by the principal monitored and suggest to deliver of the right content to the students in virtual classes.

3. Enhancing Laboratories

Detailed discussion took place about present condition of the laboratories and it was decided to renovate computer labs and chemistry lab.

4. Conduct of Co-curricular and Extra-curricular activities like symposiums, inter-college competitions.

It was decided to conduct co-curricular and extra-curricular activities in Jan/Feb 2025 in association with all the departments.

IQAC Coordinator



Principal

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**Action was taken Report**

S. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion to overcome the issues related to conduct orientation classes	08-10-2025	For orientation classes for UG first year students we alerted faculty to monitoring the students when they get doubt clear immediately for their doubts	11-10-2025
2.	Progress of syllabus completion	08-10-2025	Principal and HODs organised a meeting and asking the faculties regarding syllabus completion and any problems at the time of virtual classes	13-10-2025
3.	Enhancing Laboratories	08-10-2025	Renovation of computer labs and Chemistry lab are initiated	13-10-2025
4.	Conduct of Co-curricular and Extra-curricular activities like symposiums, inter-college competitions	08-10-2025	Initiated to conduct various Cocurricular and extra-curricular activities	15-10-2025

IQAC - Coordinator



Principal

Principal

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