



#### Academic Year 2018-19 Minutes &

#### Action Taken Report(ATR)

S.NO	MEETING	DATE	AGENDA	ATR
1	Meeting with Staff	18.06.2018	Preparation of annual institutional action plans and departmental action plans	Prepared by IQAC, Departments and college level committees
2	ICC committee	09.08.2018	Discussion about the constitution of ICC Committee	ICC committee was constituted at the college level to look into the issues of Women employees at work place
3	Mentor – Mentee system	04.09.2018	Discussion about the strengthening of the Mentor- mentee system	Conducted special sessions for the mentors in handling the academic and emotional issues of the mentees assigned to them
4	AKNU examinations	25.09.2018	Discussion on the training to the teachers about AKNU examinations	Training was given to the teachers about the pattern of AKNU examinations
5	Educational tour	03.12.2018	Conduct of Educational tour as a part of Experiential learning	Many departments conducted Educational tours to Polavaram Project
6	Admissions Committee	30.03.2019	Campaigning for admissions for the academic year 2019-20	Campaign was conducted for admissions



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PIN - 534 407



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NARAYANAPURAM, WEST GODAVARI DISTRICT-534406  
(AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)  
Phone: 08618 252189, E-mail: narayanapuram.jkc@gmail.com



#### Academic Year 2019-20 Minutes &

#### Action Taken Report(ATR)

S.NO	MEETING	DATE	AGENDA	ATR
1	Meeting with Staff	04.06.2019	Preparation of annual institutional action plans and departmental action plans	Prepared by IQAC, Departments and college level committees
2	Anti ragging awareness	10.07.2019	Conduct of anti ragging awareness program to the newly joined students	An awareness program was conducted to the students who are joined in the first year
3	Life skill classes	03.09.2019	Conduct of classes in Life skill courses (FOC)	Life skill courses(FOC) classes were conducted
4	NAAC meeting	27.11.2019	Discussion on Revised Accreditation Frame work (RAF)	Discussed about the Revised Accreditation Framework (RAF)of NAAC
5	Best practices by departments	02.01.2020	Review of Best practices adopted and internalised	Suggestions given to departments for improvement
6	Career guidance	03.03.2020	Awareness seminar on State Public service Commission Job notifications,syllabus scheme of the examinations	Seminar conducted by Career guidance and Placement Cell



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Phone: 08816 252189, E-mail: narayanapuram.ssc@gmail.com



**Academic Year 2020-21 Minutes &**

**Action Taken Report(ATR)**

S.NO	MEETING	DATE	AGENDA	ATR
1	Online classes and International e-conference	26.06.2020	Conduct of online classes for the students in the COVID-19 pandemic & conduct of International e-conference on Research methodology	Online classes were conducted to the students through Teach mint, Google meet in the wake of COVID-19 pandemic and an International e-conference on Research Methodology was conducted
2	Submission of Academic Audit Forms, International e-conference from dept of English, ZOOM meetings	30.06.2020	AAA to be submitted by the staff , an international e-conference is to be conducted and meetings to be held using ZOOM	All the faculty members submitted AAA forms International conference is conducted by dept of English Meetings are being conducted on ZOOM platform
3	Online FDP programmes	02.07.2020	Faculty of every department have to attend online FDPs	Subject wise faculty members started attending online FDPs based on the given dates
4	Online admissions for 20-21	06.07.2020	Discussion on online admissions of students for the academic year 20-21	All the faculty members responded positively to increase admissions after lockdown
5	Students data of 2019-20	08.07.2020	Staff members have to submit the required data	Staff members submitted the required data IQAC



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Phone: 08810 252189, E-mail: narayanapuram.sdc@gmail.com



**Academic Year 2021-22 Minutes &**

**Action Taken Report(ATR)**

S.NO	MEETING	DATE	AGENDA	ATR
1	Meeting with Staff	26.10.2021	Preparation of annual institutional action plans and departmental action plans	Prepared by IQAC, Departments and college level committees
2	Internal assessments	06.11.2021	Internal assessments to be conducted to the students of final year	Conducted internal assessments to the final year students
3	NAAC meeting and Deeksharambh	08.12.2021	Collection of data from the departments and committees as per revised SSR and Deeksharambh	Collected data pertaining to NAAC from all departments and committees as per the revised SSR and conducted Deeksharambh to the newly joined students
4	Orientation to staff	20.01.2022	Conduct of Orientation to the staff members on Certificate courses, Internships, Value Added courses, Field trips/projects	An orientation program was conducted to the staff regarding the said courses
5	Discussion on SOP for NAAC SSR	09.02.2022	The Standard Operating Procedure (SOP) in the preparation of NAAC SSR is to be discussed	Discussion on the SOP of NAAC SSR was conducted
6	Updating of website and review on best practices	05.03.2022	Discussion on updating of website and review about the outcomes of the existing best practices	Important issues regarding updating of website was discussed and reviewed the outcomes of existing best practices
7	NAAC working committees	28.04.2022	Modification of working committees for the preparation and submission of SSR	Working committees revamped



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8	Online seminars/webinars etc.,	22.06.2022	Participation of faculty in online seminars, webinars, conferences and FDPs	Many of the staff members could participate in number of online programmes
9	AAA preparation	23.07.2022	Preparation of Annual Academic Audit by CCE	As per the proceedings of the CCE all the faculty prepared Academic Audit Report
10	Workshop on NAAC	22.09.2022	A workshop to be conducted to the staff on revised	A workshop on Revised Accreditation Frame work (RAF) of NAAC by DR.K.Emmanuel was conducted

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 (AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)  
 Phone: 08916 252109, E-mail: narayannpuram.jm@gmail.com



**Academic Year 2022-2023 Minutes &**

**Action Taken Report(ATR)**

S.NO	MEETING	DATE	AGENDA	ATR
1	Meeting with Staff	12.10.2022	Preparation of annual institutional action plans and departmental action plans	Prepared by IQAC, Departments and college level committees
2	Deeksharambh meeting with staff	05.11.2022	Discussion about Deeksharambh to be conducted to the students who joined newly in the first year	Deeksharambh- An induction program held for the first year students
3	NAAC preparation and orientation on Internships	15.12.2022	Discussion on action plan and its implementation in view of NAAC and orientation on internship for final year students	Action plan prepared and implemented in view of NAAC and orientation program conducted
4	AQAR & IQA IQAC Committee	20.01.2023	Collection of data for preparation and submission of AQAR 2021-22 and IQA	Data collected, AQAR and IQA prepared and submitted
5	NIRF Committee meeting Lab to school and Open Day programmes	16.02.2023	Collection of data for NIRF and conduct of Lab to school and Open day programmes	Data collected and submitted for NIRF and said activities conducted
6	Admissions	06.03.2023	Constitution of Admissions committee and sub committees for the academic year 23-24	Committees constituted and admissions work undertaken
7	Review of AQARs	06.04.2023	AQARs of academic years 2018-19, 2019-20, 2020-21 and 2021-22 to be examined and reviewed	Examined and reviewed the AQARs of mentioned years
8	Admissions	01.05.2023	Campaigning for the admissions to the nearby villages and colleges is to be conducted	A route map was prepared and followed for the campaigning to the nearby colleges and villages for admissions



S.NO	MEETING	DATE	AGENDA	ATR
9	NAAC working committees	02.06.2023	Modification of working committees for the preparation and submission of SSR	Working committees revamped
10	Internships	11.07.2023	Review to be conduct to monitor the progress of the Internships	Progress in the Internships was reviewed from every mentor.



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