



**PROCEEDINGS OF THE PRINCIPAL, SPACES Degree College,
PAYAKARAOPETA**

Re.No: IQAC- L-1/2023

Dated: 06-07-2023

Sub: SPACES DEGREE COLLEGE, PAYAKARAOPETA – Constitution of Internal Quality Assurance Cell Committee for the academic year 2023-2024 to achieve the goal of quality enhancement and sustenance in academic and administrative activities of the institution – Reg.

ORDER:

The Principal, SPACES DEGREE COLLEGE, PAYAKARAOPETA is pleased to reconstitute Internal Quality Assurance Cell Committee for the academic year 2023- 2024. The committee shall work with a goal to transform the institution into a premier institute in terms of quality in its academic and administrative endeavours. The committee also ensures timely submission of documents to NAAC.




**Principal
SPACES DEGREE COLLEGE,
PAYAKARAOPETA**



IQAC COMMITTEE MEMBERS (2023-24)

Sl.No.	Name	Position	Designation in IQAC
1	Dr. Kosireddy Veeraju	Principal	Chair Person
2	Sri Ch Vijay Prakash,	Joint Secretary, Sri Prakash Educational Society	Member from Management <i>C. V. Prakash</i>
3	Dr. V V S B Bangarraju	Dean (Academics), SPACES	Member <i>V. Bangarraju</i>
4	Dr. A K Tripathy	HOD, Botany, SPACES	Co-Ordinator <i>M. K. Tripathy</i>
5	Dr. A R K Reddy	HOD, Biotechnology, SPACES	Member <i>A. R. K. Reddy</i>
6	Sri P Ch. V Subbarao,	Vice Principal & HOD, Mathematics, SPACES	Member <i>P. Ch. V. Subbarao</i>
7	Sri S M V S Kumar	HOD, Computer Science, SPACES	Member <i>S. M. V. S. Kumar</i>
8	Sri U N V Satyanarayana	HOD, English, SPACES	Member <i>U. N. V. Satyanarayana</i>
9	Miss S Aswini	HOD, Electronics, SPACES	Member <i>S. Aswini</i>
10	Miss Md Hoor Parvez,	Lecturer, Management	Member <i>Md. Hoor Parvez</i>
11	Sri K Ramana Babu,	Office in charge	Member <i>K. Ramana Babu</i>
12	Sri Challa Mangaraju	President, Rotary Club, Tuni	Member <i>Sri Challa Mangaraju</i>
13	Smt G Madhavi	Ex M.P., Araku Constituency, Alumna	Member <i>G. Madhavi</i>
14	Sri Yalla Rajasekhar	Centre In charge, DATAPRO, TUNI	Member <i>Y. Rajasekhar</i>
15	Smt. G Bhanumathi	Parent	Member <i>G. Bhanumathi</i>
16	Miss Gunuru Ramya	III MPCS, Student	Member <i>G. Ramya</i>
17	Miss Pilla Prasanna	III MPCS, Student	Member <i>P. Prasanna</i>



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Principal
SPACES DEGREE COLLEGE,
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meetings (2023-24)

SI No	Meeting No.	Date
1	1	19-07-2023
2	2	09-10-2023
3	3	19-12-2023
4	4	19-01-2024

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting-1 (2023-24)

Re.No: IQAC- L-2/2023

Dated: 15-07-2023

Circular

All the IQAC members are hereby informed that a meeting will be held on 19-07-2023 at 4 p.m. in IQAC room to discuss and resolve the following agenda.

Agenda:

- Constitution of different statutory & non statutory committees for smooth functioning of college activities.
- To conduct meeting with academic committee to prepare academic calendar, time table for the academic year 2023-24.
- To conduct meeting with admission committee to plan for smooth admission process for 1st semester for the academic year 2023-24 as per rules & norms of Andhra Pradesh State Council of Higher Education and Andhra University.
- To organize FDP/workshops on entrepreneurship, IPR and research methodology.
- To discuss about Selection of Elective courses for 5th Semester and allotment of short-term & Long-term internships.
- To plan for project work for students as a part of experiential learning by departments.
- To plan for renovation work.


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Minutes of IQAC meeting held on 19-07-2023

Meeting was started with warm welcome by IQAC Coordinator in IQAC Chamber.

Members Present

Name of Member	Designation	Signature
Dr. Kosi Reddy Veer Raju	Principal	
Sri Ch Vijay Prakash,	Joint Secretary, Sri Prakash Educational Society	
Dr. V V S B Bangarraju	Dean (Academics), SPACES	
Dr. A K Tripathy	HOD, Botany, SPACES	
Dr. A R K Reddy	HOD, Biotechnology, SPACES	
Sri P Ch. V Subbarao,	Vice Principal & HOD, Mathematics, SPACES	
Sri S M V S Kumar	HOD, Computer Science, SPACES	
Sri U N V Satyanarayana	HOD, English, SPACES	
Miss S Aswini	HOD, Electronics, SPACES	
Miss Md Hoor Parvez,	Lecturer, Management	
Sri K Ramana Babu,	Office in charge	
Sri Challa Mangaraju	President, Rotary Club, Tuni	
Smt G Madhavi	Ex M.P., Araku Constituency, Alumnus	
Sri Yalla Rajasekhar	Centre In charge, DATAPRO, TUNI	
Smt. G Bhanumathi	Parent	
Miss Gunuru Ramya	III MPCS, Student	
Miss Pilla Prasanna	III MPCS, Student	

All the points in the agenda were discussed in details by members in detail and resolved the followings unanimously.

- Resolved to form different statutory & non statutory committees for smooth functioning of college activities.
- Resolved to conduct meeting with academic committee to prepare academic calendar, time table for the academic year 2023-24 in line with academic calendar prescribed by Andhra University
- Resolved to form admission committee for smooth admission process for 1st semester for the academic year 2023-24.
- Resolved to plan for FDP/workshops on entrepreneurship, IPR and research methodology.
- Resolved to approach management for renovation work.

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Action Taken Report for IQAC meeting held on 19-07-2023

- Different statutory & non statutory committees were formed and duties assigned to staff members for smooth functioning of college activities.
- Academic calendar, time table for the academic year 2023-24 in line with academic calendar prescribed by Andhra University was prepared and uploaded in college website.
- Staff members were instructed to participate in online/offline FDPs/ Workshops/seminars/conferences.
- Experts were invited from KL University and other reputed organizations and they guided the staff members how to respond the NAAC peer team.
- Few class rooms were constructed, ceramic tile flooring was done for all the laboratories', painting work was done for the entire building.


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INTERNAL QUALITY ASSURANCE CELL

Meeting-2 (2023-24)

Re.No: IQAC- L-3/2023

Dated: 5-10-2023

Circular

All the IQAC members are hereby informed that a meeting will be held on 09-10-2023 at 4 p.m. in IQAC room to discuss and resolve the following agenda.

Agenda:

- Review of renovation, painting and beautification work before the visit of upcoming NAAC team visit.
- Preparation of departments for upcoming NAAC team visit.
- Preparation of neat, colorful documents by different committees before the visit of upcoming NAAC team.
- Organizing various programs at department/college level for students as a part of participative learning.
- To encourage students to participate in various events at university level, State level & National level.
- To prepare and submit data at NIRF, AISHE portal.


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Minutes of IQAC meeting held on 9-10-2023

Meeting was started with warm welcome by IQAC Coordinator in IQAC Chamber.

Members Present

<u>Name of Member</u>	<u>Designation</u>	<u>Signature</u>
Sri Ch. Vijay Prakash	Joint Secretary, SPES.	<i>[Signature]</i>
Dr. V.V.S. Baramanjanu	Dean (Academics) SPES.	<i>[Signature]</i>
Sri P. Ch. V. Subbarao	Vice-Principal.	<i>[Signature]</i>
Sri S.M.V.S. Kumari	H.O.D. Computer Science	<i>[Signature]</i>
Dr. A.R.K. Reddy	H.O.D. Biotechnology	<i>[Signature]</i>
MIM S. Aswini	H.O.D. Electronics	<i>[Signature]</i>
MIM Md. Hood Parvez	Leet. in BBA	<i>[Signature]</i>
Sri U.N.V. Satyanarayana	H.O.D. English	<i>[Signature]</i>
Smt. G. Madhavi	Accountant	<i>[Signature]</i>
Sri K. Rammanna Babu	office in charge.	<i>[Signature]</i>
Y. Rajalakshmi	centre Head, Datanu, TUNI	<i>[Signature]</i>
Ch. Madhanjanu	President, Rotary club, TUNI	<i>[Signature]</i>
MIM G. Ramya	Student	<i>[Signature]</i>
G. Bhanumathi	Parent.	<i>[Signature]</i>
P. Prasanna	Student.	<i>[Signature]</i>

All the points in the agenda were discussed in details by members in detail and resolved the followings unanimously.

- Resolved to prepare all kinds of documents by departments before visit of NAAC team.
- Resolved to organize different events at department level.
- Resolved to encourage students to participate in different events at University/State/National level.
- Resolved to submit college affiliation data and other data to Andhra University/NIRF/AISHE as per the schedule.

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Action Taken Report for IQAC meeting held on 09-10-2023

- Departments prepared all the NAAC related documents and arranged the labs neatly.
- Different events like cultural, scientific (Celebration of Science Day) were conducted at department level as well as at college level.
- Students were permitted to participate in sports, literary and other events at University/State/National level.
- Data to Andhra University/ NIRF/AISHE was submitted in time.

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INTERNAL QUALITY ASSURANCE CELL

Meeting-3 (2023-24)

Re.No: IQAC- L-4/2023

Dated: 17-12-2023

Circular

All the IQAC members are hereby informed that a meeting will be held on 19-12-2023 at 4 p.m. in IQAC room to discuss and resolve the following agenda.

Agenda:

- To conduct remedial classes for slow learners.
- To plan for Certificate/Add-on courses for students.
- To plan for Industrial tours/ field visits/study tours for students.
- To plan for extension activities by NCC/NSS/Retract club.
- To guide the students to register at APSICHE LMS portal for short term and long-term internships..

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Minutes of IQAC meeting held on 19-12-2023

Meeting was started with warm welcome by IQAC Coordinator in IQAC Chamber.

Members Present

Name of Member	Designation	Signature
Dr. K. Veeraju.	Principal.	
Sri Ch. Vijay Prakash	Joint Secretary, IQAC	
Dr. V.V.S. Bangaraju	Dean (Academic)	
Sri P.Ch.V. Subbarao	Vice-Principal.	
Sri S.M.V.S. Kumar	H.O.D. Computer Science	
Sri U.M.V. Salyanarayana	H.O.D. English.	
Dr. A.R.K. Reddy	H.O.D. Biotechnology	
Ch. Mangaraju.	President, Postgrad. Club, IQAC	
Y. Rajanikant.	Centre Head, Dalapeta, JNTU	
MIM S. Anuragi	Head. Electronics.	
MIM M.C. Hoor Parvez	Lect. in BBA.	
Smt. G. Madhavi	Alumni	
Sri K. Ramana Babu	Office incharge,	
G. Bhanumathi	parent	
P. Prasanna	Student	
G. Ramya	Student	

All the points in the agenda were discussed in details by members in detail and resolved the followings unanimously.

- Resolved to conduct remedial classes for slow learners and preparing them for upcoming University examinations.
- Resolved to plan for Certificate/Add-on courses for students during Jan-Feb'2024.
- Resolved to instruct different teaching departments to plan for Industrial tours/ field visits/study tours for students.
- Resolved to plan for extension activities by NCC/NSS/Retract club during holidays.
- Resolved to guide the students to register at APSCHE LMS portal for short term and long-term internships..

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Action Taken Report for IQAC meeting held on 19-12-2023

- Different teaching departments prepared plans to conduct remedial classes for slow learners and they were guided to get through the upcoming University examination.
- Certificate/Add-on courses were planned and students were trained to learn additional skills.
- Computer Science, Chemistry, Botany, Zoology & Commerce and Management departments conducted guided tours.
- Extension activities (like plantation, Clean & Green, No-plastic) & public awareness programs were conducted by NCC/NSS/Rotract in nearby villages.
- Students registered at LMS portal for internship allotment.

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INTERNAL QUALITY ASSURANCE CELL

Meeting-4 (2023-24)

Rc.No: IQAC- L-5/2023

Dated: 15-01-2024

Circular

All the IQAC members are hereby informed that a meeting will be held on 19-01-2024 at 4 p.m. in IQAC room to discuss and resolve the following agenda.

Agenda:

- Review meeting on post accreditation by NAAC and further actions like preparation of AQAR-1.
- Conducting coaching classes for students to guide for entrance examinations leading to higher studies.
- Any other matter with the permission of Chair.

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Minutes of IQAC meeting held on 19-01-2024

Meeting was started with warm welcome by IQAC Coordinator in IQAC Chamber and congratulating the management all the faculty members for NAAC "A" grade achieved by College.

Members Present

Name of Member	Designation	Signature
Sri Ch. Vijay Prakash	Joint Secretary, SPES.	[Signature]
Sri V.V.S. Bangan Raju.	Dean Academics.	[Signature]
Sri P. Ch. V. Subba Rao	VICE-Principal.	[Signature]
Sri S.M.V.S. Kurnan	H.O.D. Computer Sem	[Signature]
Dr. A.R.K. Reddy	H.O.D. Biotechnology.	[Signature]
Smt. G. Madhavi	H.O.D. English	[Signature]
Sri U.H.V. Salyanangana	H.O.D. Electronics.	[Signature]
Mrs S. Aswini	Leet. IT BBA.	[Signature]
Md. Hoor Parva.	Head, Databa, TUMI	[Signature]
Y. Raju Khari	Office In-charge	[Signature]
Sri K. Ramesh Babu	President Rotary Club.	[Signature]
Ch. Mangaraju.	Parent.	[Signature]
G. Bhanumathi	Student.	[Signature]
G. Ramya		[Signature]

All the points in the agenda were discussed in details by members in detail and resolved the followings unanimously.

- Resolved to show gratitude and thanks to Management for their support during NAAC accreditation.
- Resolved to Conduct coaching classes for students to guide for entrance examinations leading to higher studies.
- Resolved to conduct placement drives after consulting with various industries.

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Action Taken Report for IQAC meeting held on 19-01-2024

- A good-will meeting was arranged and all the faculty members expressed their gratitude to Management for supporting during NAAC accreditation process in achieving Grade "A".
- Contribution of all the stakeholders who were directly or indirectly involved in accreditation process was acknowledged by management.
- An action plan was prepared to go for further post accreditation formalities like quality improvement, AQAR submission etc

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