



MATRUSRI ORIENTAL COLLEGE

Jillellamudi, Bapatla Mandal, Bapatla Dist., (A.P) - 522113
Phone No: 08643 -227377 e-mail: moc.jillellamudi@gmail.com
Cell : 7981686083, 9491755866

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Date: 13.09.2021

All the IQAC members are hereby informed that a meeting will be held on 15.09.2021 at 10.00 am in Principal's office to discuss and resolve the following agenda.

Members are requested to make it convenient to attend the meeting without fail.

Agenda:

1. To prepare the Institutional Academic Calendar for the Academic year 2021-22.
2. To prepare the Curricular Plans for I/II/III/IV/V/VI Semester and Co – Curricular & extra- curricular activities to be conducted for the academic year 2021-22.
3. Conduct of Add-on/Certificate Course.
4. To Create awareness Program to all criterion in charges on NAAC Assessment & Accreditation.
5. To Conduct Various awareness programs by Anti-Ragging Committee.
6. Formation of all Academic and Administrative Committees.

Pavani-K
IQAC Co-Ordinator

Principal
PRINCIPAL
MATRUSRI ORIENTAL COLLEGE
JILLELLAMUDI
Guntur (D.T) 522113



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MINUTES OF IQAC MEETING

MEETING:1

Date: 15.09.2021

IQAC meeting was started at 10.00 am with warm welcome by the IQAC Co-ordinator in Principal's office.

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

1. Resolved to prepare the Institutional Academic Calendar in line with Acharya Nagarjuna University Academic Calendar under the guidance of Dr. RVNSS Vara prasad and Dr AVNG Hanumath Prasad.
2. Resolved to direct all the faculty members to prepare respective curricular plans for the allotted subjects within a week under the supervision of HODs and submit the same to IQAC. Also directed to submit the list of proposed co-curricular & extra-curricular activities to be conducted for the year 2021-22.
3. Resolved to direct all the departments to submit the proposals for proposed Add-On/Certificate/Diploma courses to be conducted during the year 2021-22 within a week.
4. Resolved to create awareness to all the Criterion in charges on NAAC A&A under the guidance of Dr. M. Sivaiah as resource Person.
5. Resolved to conduct awareness programs on ill-effects of ragging in association with police authorities and Lawyers.
6. Resolved to request the principal to constitute various Academic and Administrative committees for the year 2021-22 & 2022-23


Paveni

M. S. SARATCHANDRA KUMAR

- V. PAVANI

L. Moudala

L. Moudala

M. Kavitha

M. Kavitha

A.V.N.C. Hanumath Prasad - A.V.N.C. Hanumath Prasad

R. Ranga

R. Ranga


Principal

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ACTION TAKEN REPORT FOR IQAC MEETING HELD ON 15.09.2021

1. Institutional Academic Calendar was prepared in line with the Acharya Nagarjuna University Academic Calendar.
2. Curricular plans for all the subjects, list of proposed Co-Curricular and Extra-Curricular Activities that are planned to conduct are submitted to IQAC through HODs.
3. Proposed list of Add-On/Certificate courses submitted by the departments for the year 2021-22. Submitted to Staff Council through IQAC for approval.
4. Criterion wise metrics allotted to in charges under the guidance of Dr. M. Sivaiah, Principal
5. Awareness programs covering Gender Equity, women empowerment and Anti - Ragging conducted to all the students.
6. Submitted the request to the principal for constitution of Academic and Administrative committees.

M.S. SARATCHANDRA KUMAR

Pavani

- V.PAVANI

L. Mrudula

- L. Mrudula

M. Kavitha

- M. Kavitha

A.N.C. Cult. presd. - A.V.N.C. Hanumatti presd.

R. Ranjya

- R. Ranjya

Principal

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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Date: 29.10.2021


All the IQAC members are hereby informed that a meeting will be held on 1.11.2021 at 4.00 pm in Principal's office to discuss and resolve the following agenda.

Members are requested to make it convenient to attend the meeting without fail.

Agenda:

1. To collect feedback forms from the stakeholders under the guidance of feedback committee.
2. To identify academically slow learners and to offer remedial coaching for betterment of the students.
3. To assign mentors for Personal Counselling.
4. To conduct Awareness Programme on NAAC A&A to the faculty members
5. To distribute templates to all the criterion in charges for preparation of year wise data.


IQAC Co-Ordinator


Principal
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MINUTES OF IQAC MEETING

Meeting:2

Date: 1.11.2021

IQAC meeting was started at 4.00 pm with the warm welcome by the IQAC Co-Ordinator in IQAC chamber.

Resolution:

1. Resolved to circulate the feedback form to all the stakeholders for collection of Feed Back within 10 days.
2. Academically slow learners identified, and 10 days remedial coaching program scheduled from 8.30. to 10.00 a.m.
3. Resolved to assign mentors to the individual Classes.
4. Resolved to conduct Awareness Programme to the faculty members under the guidance of Dr.M.Sivaiahon 02-11-2021
5. Resolved to circulate the templates of all criterions with a request to submit the filled data within ten days.

 M.P.S. SARATCHANDRA KUMAR

 - V. PAVANI

 - L. Mrudula

 - M. Kavitha

 - AV.N.C. Hanumanth prasad.

 - R. Ranja


Principal
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ACTION TAKEN REPORT FOR IQAC MEETING HELD ON 1.11.2021

1. Feedback forms circulated to all the faculty members, students, alumni, and parents.
2. All the departments prepared the schedule of the respective remedial coaching programs.
3. Class wise mentors are assigned by the principal and circulated to all the students.
4. Awareness Programme on NAAC A&A conducted by Dr.M.Sivaiah to all the faculty members on 02-11-2021
5. Criterion wise Templates circulated to the respective Criterion in charges.

 M. S. SARAF CHANDRA KUMAR


~~A.V.N.C.H. president - A.V.N.C. Honorary president.~~

Pavani-V - V. PAVANI

L. Moudub - L. Mrudula

 - M. Kavitha

 - R. Ranjya


Principal
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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Date: 28.04.2022


All the IQAC members are hereby informed that a meeting will be held on 29.04.2022 at 10.00 am in Principal's office to discuss and resolve the following agenda.

Members are requested to make it convenient to attend the meeting without fail.

Agenda:

1. Departmental schedules for conducting Coaching programme for LPCET / PG CET and other competitive exams.
2. Conduct of Career Guidance sessions to final year students.
3. Collection of feedback from stake holders.
4. To enter into MOU'S/ Collabarations.
5. To review on NAAC A&A progress
6. To conduct guest lectures.


Pavan
IQAC Co-Ordinator


Principal
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MINUTES OF IQAC MEETING

MEETING:3

Date: 29.04.2022

IQAC meeting was started at 10.00 am with the warm welcome by the IQAC Co-Ordinator in Principals office.


1. Resolved to direct all HODs to prepare a 10 days PG CET coaching schedules for the final year students.
2. Resolved to conduct awareness programs on Career Guidance to all the final year students through Career Guidance and placement Cell.
3. Resolved to collect feedback from the students, Teachers and alumni under the guidance of Feedback Committee. Feedback analysis report is to be submitted to IQAC for further action.
4. Resolved to identify of MOUs/Collaborations with nearby HEIs and industries.
5. Progress of NAAC A&A reviewed by the Principal and Co-ordinator and issued appropriate guidelines to all the faculty members.
6. Resolved to arrange guest lectures by inviting senior academicians from nearby HEIs as resource persons.

 M. S. SARAF CHANDRA KUMAR

 - V. PANANI

 - L. Hrudula

 - M. Kavitha

 - A.V.N.L.H. Prasad.

 - R. Ranjan


Principal

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ACTION TAKEN REPORT FOR MEETING HELD ON 29.04.2022.

1. A 10 days PG CET coaching program schedule prepared by the concerned HODs in the interested subjects of the students for the benefit of the outgoing students.
2. Conducted Programs on information about further studies/Programmes and Academic planning guidance under the career guidance and placement cell for all the final year students.
3. Feedback from students, teachers and alumni collected by Feedback committee, analyzed and the final report submitted to IQAC.
4. Entered into good number of MOUs and Collaborations during the year 2019-20 with nearby HEIs and Financial Institutions to enhance employment and internship opportunities to the students.
5. Guest lectures arranged by inviting senior academicians from nearby HEIs as resource persons.

M. S. SARATCHANDRA KUMAR

Pavani V -

V. PAVANI

A.V.N.C.H. president - A.V.N.C.H. Honorary member

C. Hrudula -

L. Hrudula

M. Kavitha -

M. Kavitha

R. Remya -

R. Remya

Principal

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