

**MARWADI SHIKSHA SAMITHI**  
**R.G. KEDIA COLLEGE OF COMMERCE**  
**Meeting with Coordinators of NAAC**  
**IQAC**  
**Meeting -1**

**Date: 24-07-2020**

**Time: 2.30pm**

**Venue: Zoom meeting**

The first meeting of the newly formed IQAC was held on online with all the criteria members of UG, MBA &MCA. The following members were present:

1	Sri. Sureder Luniya	Hon.Sec
2	Sri. (CA) S.B.Kabra	Jt.Sec
3.	Dr D.V.G Krishna	Director
4	Sri.K.Ramachandra murthy	Jt.Director
5.	Mr.K.Sreehari	Principal
6.	Mrs. Radika	IQAC Coordinator
7.	Dr.Vijaya kumari	Faculty member
8.	Mr.K.Kiran kumar	Faculty member
9.	Mr.Rushishwarudu	Faculty member
10.	Mrs. Madhavi	Faculty member
11.	Mrs. Radhika	Faculty member
12.	Mrs. Syedabaseerunnisa	Faculty member
13.	Mr.Siva ranjan Das	Faculty member
14.	Mrs.C.M.Jyothi	Member
15.	Mrs. Sudha Rani	Faculty member

The meeting is presided by the Principal. The meeting of the newly formed IQAC begins with the Basic NAAC guidelines for preparing the AQAR.

**Meeting Agenda:**

1. To initiate the process of NAAC for the year 2020-21
2. Formulating the Action Plan for the academic year and related issues in teaching.
3. To organize various refresher courses for faculty.
4. Identifying the Conveners and Members for all the 7 criteria's.
5. To discuss on the ways of Metrics under each criterion.
6. To organize online training program for the students to improve employability skills

**Minutes:**

1. The Principal and NAAC coordinator welcome all the Members of NAAC.
2. Principal proposed the above members for criteria wise convener.
3. IQAC coordinator discussed on the key issues of each criterion and changes that have taken place in the new format.
4. The university guidelines and covid-19 related issues.
5. Proposed to conduct awareness session among the stake holders covid related issues.
6. MOU was approved with FUEL organization to train the students to improve employability skills

Meeting ended with formal vote of thanks.



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**Meeting with Coordinators of NAAC**  
**IQAC**  
**MEETING – 2**

**Date: 24-10-2020**                      **Time: 11.30am**                      **Venue: Zoom meeting**

The second meeting of IQAC was held on 24<sup>th</sup> October 2020. Meeting was conducted on ZOOM with all the members of UG, MBA & MCA. The following members were present:

S.No		
1	Dr D.V.G Krishna	Director
2.	Mr.K.Sreehari	Principal
3	Mrs. Radika	IQAC Coordinator
4.	Dr.Vijaya kumari	Faculty member
5.	Mr.K.Kiran kumar	Faculty member
6.	Mr.Rushishwarudu	Faculty member
7.	Mrs. Madhavi	Faculty member
8.	Mrs. Radhika	Faculty member
9.	Mrs. Syedabaseerunnisa	Faculty member
10.	Mr.Siva ranjan Das	Faculty member
11.	Mrs.C.M.Jyothi	Memeber
12.	Mrs. Sudha Rani	Faculty member
13.	Mr.Madhu	Faculty member
14.	Mr. Ravi kumar	System Admin
15.	Mr.Daulath	Office.Asst

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**Meeting Agenda:**

1. To understand progress of AQR work for the year 2020-21
2. To understand the students online evaluation system. University guide lines.
3. Identifying the Technical related issues in teaching and evaluation.
4. To discuss on the ways of Metrics under each criterion.

**Minutes:**

1. The Principal and NAAC coordinator welcome all the Members of NAAC.
2. The coordinators expressed the difficulties in new system of evaluation and remedies.
3. IQAC members discussed on Students survey systems process and procedure.
4. The university guidelines on covid-19 related issues and new examination pattern, reflection in NAAC reports.

Meeting ended with formal vote of thanks



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**IQAC**  
**MEETING – 3**

**Date: 22-01-2021**                      **Time: 2.30pm**                      **Venue: Seminar hall**

The Third meeting of IQAC was held on 22<sup>nd</sup> January 2021. Meeting was conducted in seminar hall with all the members of UG, MBA & MCA. The following members were present:

S.No		
1	Dr D.V.G Krishna	Director
2.	Mr.K.Sreehari	Principal
3	Mrs. Radika	IQAC Coordinator
4.	Dr.Vijaya kumari	Faculty member
5.	Mr.K.Kiran kumar	Faculty member
6.	Mr.Rushishwarudu	Faculty member
7.	Mrs. Madhavi	Faculty member
8.	Mrs. Radhika	Faculty member
9.	Mrs. Syedabaseerunnisa	Faculty member
10.	Mr.Siva ranjan Das	Faculty member
11.	Dr.Satya parmashwar	Member
12.	Mrs. Sudha Rani	Faculty member
13.	Mr.Madhu	Faculty member
14.	Mr. Ravi kumar	System Admin
15.	Mr.Daulath	Office.Asst.

**Meeting Agenda:**

1. To understand progress of AQR work for the year 2020-21
2. To understand the online teaching, learning and evaluation and examination pattern.
3. To understand the performance of various committees.

**Minutes:**

1. The Principal and NAAC coordinator welcome all the Members of NAAC.
2. The convers are informed to conduct the online meeting with members and selected students for data collection and related academic issues.
3. IQAC members discussed on webinars and research related issues to be updated in the college website.
4. The various committees in- charges are instructed to take up the works and requested to submit the reports.

Meeting ended with formal vote of thanks



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**MEETING – 4**

**Date: 22-05-2021**                      **Time: 2.30pm**                      **Venue: Seminar hall**

The fourth meeting of IQAC was held on 22<sup>nd</sup> May 2021. Meeting was conducted in seminar hall with all the members of UG, MBA & MCA. The following members were present:

S.No		
1	Dr D.V.G Krishna	Director
2.	Mr.K.Sreehari	Principal
3	Mrs. Radika	IQAC Coordinator
4.	Dr. Vijaya kumari	Faculty member
5.	Mr.K.Kiran kumar	Faculty member
6.	Mr.Rushishwarudu	Faculty member
7.	Mrs. Madhavi	Faculty member
8.	Mrs. Radhika	Faculty member
9.	Mrs. Syedabaseerunnisa	Faculty member
10.	Mr.Siva ranjan Das	Faculty member
11.	Dr.Satya parmashwar	Member
12.	Mrs. Sudha Rani	Faculty member
13.	Mr.Madhu	Faculty member
14.	Mr. Ravi kumar	System Admin
15.	Mr.Daulath	Office.Asst
16.	Mr.Sunil	Office.Asst

**Meeting Agenda:**

1. To understand progress of AQR work for the year 2020-21
2. To finalize the AQAR for the year 2020-21
3. To upload the relevant documents in college website.

**Minutes:**

1. The convers are informed to submit the reports and close the pending works if any.
2. The convers are informed to conduct student's survey and feedback and prepare relevant documents.
3. IQAC members discussed on Annual report preparation, result analysis and its presentation.
4. The various committees in- charges are instructed to take up the works and requested to submit the reports.

Meeting ended with formal vote of thanks



**MARWADI SHIKSHA SAMITHI  
R.G. KEDIA COLLEGE OF COMMERCE**

**MEETING – 1**

**Date: 22-01-2021**

**Time: 2.30pm**

**Venue: Seminar hall**

**The first meeting of code of conduct committee was held on 22<sup>nd</sup> January 2021.**

The Following are the members of Code of Conduct Implementation Committee

S.No	Name	Designation	Position in Committee	Contact No	Email ID
1.	Mr.D. Shiva Ranjan Das	Asst.Prof	Convenor	9177150795	<a href="mailto:sivaranjandas@rgkediacollege.com">sivaranjandas@rgkediacollege.com</a>
2.	Mr.N.Gopal Reddy	Lecturer	Co-Convenor	8801376408	<a href="mailto:nagolegopalreddy123@gmail.com">nagolegopalreddy123@gmail.com</a>
3.	Ms.Dhana Laxmi	Lecturer	Member	8801376408	<a href="mailto:dhanalaxmi24@gmail.com">dhanalaxmi24@gmail.com</a>
4.	Ms.M.Vijaya Kumari	Lecturer	Member	9849700849	<a href="mailto:kurmavijayakumari@gmail.com">kurmavijayakumari@gmail.com</a>
5.	Mr. Manmeet Singh	Student	Student Coordinator	9052140477	<a href="mailto:manmeetramansingh@gmail.com">manmeetramansingh@gmail.com</a>
6.	Mr.Mohd Abdul Sami	Student	Student Coordinator	9966663716	<a href="mailto:safiaseema90@gmail.com">safiaseema90@gmail.com</a>

**Meeting Agenda:**

1. To frame the code of conduct rules and regulations.
2. To discuss on implementation issues.
3. To upload the relevant documents in college website.

**Minutes:**

1. The members are informed about the role of committee in NAAC.
2. The necessary documents are to be prepared and informed to all students.
3. Students role and responsibilities code of conduct and implementation issues.

Meeting ended with formal vote of thanks



**MARWADI SHIKSHA SAMITHI  
R.G. KEDIA COLLEGE OF COMMERCE**

**MEETING – 2**

**Date: 21-05-2021**

**Time: 2.30pm**

**Venue: Seminar hall**

**The Second meeting of code of conduct committee was held on 21<sup>st</sup> May 2021.**

The Following are the members of Code of Conduct Implementation Committee

S.No	Name	Designation	Position in Committee	Contact No	Email ID
1.	Mr. Shiva Ranjan Das	Asst.Prof	Convenor	9177150795	<a href="mailto:sivaranjandas@rgkediacollege.com">sivaranjandas@rgkediacollege.com</a>
2.	Mr. Gopal Reddy	Lecturer	Co-Convenor	8801376408	<a href="mailto:nagolegopalreddy123@gmail.com">nagolegopalreddy123@gmail.com</a>
3.	Ms. M Mounika.	Lecturer	Member	9154139359	<a href="mailto:mounikamattam8@gmail.com">mounikamattam8@gmail.com</a>
4.	Dr. Vijaya Kumari	Lecturer	Member	9849700849	<a href="mailto:kurmavijayakumari@gmail.com">kurmavijayakumari@gmail.com</a>
5.	Mr. Manmeet singh	Student	Student Coordinator	9052140477	<a href="mailto:manmeetramansingh@gmail.com">manmeetramansingh@gmail.com</a>
6.	Mr. Mohd Abdul Sami	Student	Student Coordinator	9966663716	<a href="mailto:safiaseema90@gmail.com">safiaseema90@gmail.com</a>

**Meeting Agenda:**

1. To frame the code of conduct rules and regulations.
2. To discuss on implementation issues.
3. To upload the relevant documents in college website.

**Minutes:**

1. The members are informed about the role of committee in NAAC.
2. The necessary documents are to be prepared and informed to all students.
3. Students role and responsibilities code of conduct and implementation issues.

Meeting ended with formal vote of thanks

