



# KUPPAM DEGREE COLLEGE

(Affiliated to S.V. University & Permitted by APSICHE, Govt. of A.P)

45/2A, Pedda Bangarunatham, KUPPAM-517425.Chittoor Dt. A.P

08570-255872

96184 22470

[www.kdc.ac.in](http://www.kdc.ac.in)

[mail@kdc.ac.in](mailto:mail@kdc.ac.in)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### INTRODUCTION

The Internal Quality Assurance Cell (IQAC) was established at Kuppam Degree College, Principal of KDC Ms D. Sudharani was elected as the Chairperson of IQAC and Ms. Sumaiya senior Faculty from the Department of Management, she was chosen as the Co- Ordinator of the IQAC. The IQAC Composition includes all the 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 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 Member and Designation	Designation	Role in the Committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Mr M Parthiban	Lecturer in Management	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
5	Mr Balaji Kumar	Lecturer in English	Faculty Member
6	Mr N Sagar Raj	Management	Management Member
7	Sri C Nararayanacharyulu	Industry	Industrialist
8	Dr S Bhaskaran	Education	Educationalist
9	Dr S Manjunath	Society	Society Nominee

10	Mr V Saravana	Alumni	Alumni Member
11	Mr	Student	Student Member
12	Mr L Venu(II B.Sc)	Student	Student Member
13	Ms S Sumaiya	Lecturer in Management	Co-Ordinator

## **OBJECTIVES OF IQAC**

The main objective of IQAC is

- To develop a system for conscious consistent and to improve the academic, administration performance of the institution
- To adopt measures for institutional functioning towards 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**



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## CIRCULAR

**KDC/IQAC/2023-24/**

**Date: 02-06-2022**

This is to inform all the IQAC members that there will be a meeting scheduled on 04<sup>th</sup> June 2022. All the IQAC members are requested to attend the meeting.

### **Details of the meeting are as follows:**

Venue: IQAC Meeting Hall.

Date: 04-06-2022

Time: 10:00 AM

### **Agenda of the meeting is:**

1. Preparation of academic documents like Lesson Plans, Time -Tables for even semester for 2022-2023.
2. Discussion on status of Mentor Diary.
3. Discussion on NAAC Related work with IQAC co-ordinator.
4. Improvement in academic and administrative process.

**Principal**

Copy to:

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



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## Minutes of Meeting of IQAC held on 04-06-2022

**Time:11.30 AM 12:30 PM**

**Venue: IQAC Meeting Hall**

The following members attended the meeting of Internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Designation	Role in the Committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Mr M Parthiban	Lecturer in Management	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
5	Mr Balaji Kumar	Lecturer in English	Faculty Member
6	Mr N Sagar Raj	Management	Management Member
7	Sri C Nararayanacharyulu	Industry	Industrialist
8	Dr S Bhaskaran	Education	Educationalist
9	Dr S Manjunath	Society	Society Nominee
10	Mr S M Giridhar	Alumni	Alumni Member
11	Mr P M Niranjan(III B.Com)	Student	Student Member
12	Mr L Venu(II B.Sc)	Student	Student Member
13	Ms S Sumaiya	Lecturer in Management	Co-Ordinator

The resolutions made in the meeting are presented below.

**1. Planning the requirements for the even semester of 2022-23 and preparation of academic documents like Lesson Plans and Time -tables.**

The principal discussed the even semester planning. Vice- principal along with respective Departmental heads were instructed to allocate subjects to the faculty, lesson plan and time table preparation in advance. Safety precautions to follow during physical classes.

**2. Discussion on Mentor Dairy.**

Principal and IQAC Co – Ordinator discussed on mentor diary status and suggested to collect the details of respective students to fill the mentor dairy.

**3. Discussion on NAAC related work with IQAC Co- Ordinator**

Discussed with NAAC coordinators regarding the preparation of finalized formats for supporting documents.

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

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



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## Action taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Plan for the even semester of 2022-23 and preparation of academic documents like lesson plans, Time Tables.	04-06-2022	Collected the Department wise, information like preparation of Lesson Plans, Time-Tables for Offline classes.	06-06-2022
2.	Discussion on Mentor Diary status.	04-06-2022	Verified the status of mentor diary.	06-06-2022
3.	Discussion on NAAC related work with IQAC coordinators	04-06-2022	Conducted meeting with all IQAC Co-ordinators	06-06-2022
4.	Improvement in academic and administrative process	04-06-2022	Reviewed	08-06-2022

**IQAC – Co-ordinator**

**Principal**



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## CIRCULAR

**KDC/IQAC/2022-23/**

**Date: 03-12-2022**

This is to inform all the IQAC members that there will be a meeting scheduled on 5<sup>th</sup> December 2022. All the IQAC members are requested to attend the meeting.

### **Details of the meeting are as follows:**

Venue: IQAC Meeting Hall.

Date: 05-12-2022

Time: 10:30 AM

### **Agenda of the meeting is:**

- Discussing about conducting Annual Sports Meet 2022-2023.
- Enhancing ICT classroom.
- Discussion on NAAC Related work like Submission of SSR and DVV with IQAC co-ordinator.
- Planning for industrial Visits and Mapping internship for the students as the part of their curriculum.
- Discussion to conduct Annual Fest JYGNASA-2K23.

**Principal**

### **Copy to:**

- All the Heads of Department
- Administrative Officer.
- All the Departments HODs
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## Minutes of Meeting of IQAC held on 05-12-2022

**Time:10.30 AM to12:30 PM**

**Venue: IQAC Meeting Hall**

The following members attended the meeting of Internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Designation	Role in the Committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Mr M Parthiban	Lecturer in Management	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
5	Mr Balaji Kumar	Lecturer in English	Faculty Member
6	Mr N Sagar Raj	Management	Management Member
7	Sri C Nararayanacharyulu	Industry	Industrialist
8	Dr S Bhaskaran	Education	Educationalist
9	Dr S Manjunath	Society	Society Nominee
10	Mr S M Giridhar	Alumni	Alumni Member
11	Mr P M Niranjan(III B.Com)	Student	Student Member
12	Mr L Venu(II B.Sc)	Student	Student Member
13	Ms S Sumaiya	Lecturer in Management	Co-Ordinator



The resolutions made in the meeting are presented below.

**1. Discussing about conducting Annual Sports Meet 2022-2023.**

The committee members discussed about the annual sports meet 2022-23. It has various events like Track and field, Indoor and Outdoor Games.

**2. Enhancing ICT classroom.**

For the students better understanding of their subject's ICT enabled classrooms are enhanced and instructed the faculties to the maximum usage of ICT Class rooms.

**3. Discussion on NAAC Related work like Submission of SSR and DVV with IQAC co-ordinator.**

The committee members planned to submit the SSR process and preparing the necessary plans for handling DVV Process. The committee members are instructed to complete the work on time.

**4. Planning for industrial Visits and Mapping internship for the students as the part of their curriculum.**

As a part of curriculum the committee members discussed mapping the students to the reputed corporate sectors and planning for industrial visits as a part of learning on hand experience.

**5. Discussion to conduct Annual Fest JYGNASA-2K23.**

Various creative competitions to be conducted during the annual fest were discussed and decided.



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## Action taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about conducting Annual Sports Meet 2022-2023.	05-12-2022	The committee members are planned to conduct the Annual Sports Meet 2022-23. It has various events like Track and field, Indoor and Outdoor Games.	08-12-2022
2.	Enhancing ICT classroom.	05-12-2022	For the students Better understanding of subject's ICT enabled classrooms are enhanced and instructed the faculties to use the ICT Class Rooms Regularly.	05-12-2022
3.	Discussion on NAAC Related work like Submission of SSR and DVV with IQAC Co-ordinator.	05-12-2022	Conducted Meeting with all the H.OD'S, Criterion Heads for the submission of SSR and DVV .	05-12-2022
4.	Planning for industrial Visits and Mapping internship for the students as the part of their curriculum.	05-12-2022	Mapped the students data and assign the concern companies to perform their internship and Industrial Visit.	08-12-2022



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## **CIRCULAR**

**KDC/IQAC/2022-23/**

**Date: 15-03-2023**

This is to inform all the IQAC members that there will be a meeting scheduled on 16<sup>th</sup> March 2023. All the IQAC members are requested to attend the meeting.

### **Details of the meeting are as follows:**

Venue: IQAC Meeting Hall.

Date: 16-03-2023

Time: 11:30 AM

### **Agenda of the meeting is:**

- Discussion about the training and placement activities for the final year students.
- Encouraging the students to involve in Organic Farming.
- Conducting of Placement Drive in the campus.
- Planning and making arrangements for Peer Team Visit (PVT) with IQAC Co-ordinator.

**Principal**

### **Copy to:**

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- Administrative Officer.
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## Minutes of Meeting of IQAC held on 16-03-2023

**Time:11.30 AM to1:30 PM**

**Venue: IQAC Meeting Hall**

The following members attended the meeting of Internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Designation	Role in the Committee
1	Mrs D Sudharani	Principal	Chairperson
2	Mr C Shanmugam	Vice-Principal	Senior Administrative Officer
3	Mr M Parthiban	Lecturer in Management	Faculty Member
4	Mr R Balakrishna	Lecturer in Mathematics	Faculty Member
5	Mr Balaji Kumar	Lecturer in English	Faculty Member
6	Mr N Sagar Raj	Management	Management Member
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11	Mr P M Niranjan(III B.Com)	Student	Student Member
12	Mr L Venu(II B.Sc)	Student	Student Member
13	Ms S Sumaiya	Lecturer in Management	Co-Ordinator

The resolutions made in the meeting are presented below.

**1. Discussion about the training and placement activities for the final year students.**

For final year students conducting the various training programmes like life skills, communication and soft skills, Aptitude and Verbal Ability.

**2. Encouraging the students to involve in Organic Farming.**

As a part of the on hand experience it was decided to start organic farming in the college premises.

**3. Conducting of Placement Drive in the campus.**

The placement and recruitment drive will be conducted in college campus. The various corporate companies will be approached by the placement officer to conduct the drive in the college so that maximum number of students are placed in reputed companies.

**4. Planning and making arrangements for Peer Team Visit(PTV) with IQAC Co-ordinator.**

Discussion with IQAC Co-Ordinator regarding the arrangements for Peer Team Visit. The committee members discussed with all the criterion heads to complete the work on time.



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## Action taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about the training and placement activities for the final year students.	16-03-2023	For final year students conducting the various training programs like life skills, communication and soft skills, Aptitude and Verbal Ability.	18-03-2023
2.	Encouraging the students to involve in Organic Farming.	16-03-2023	As a part of the curriculum students want to aware about the organic forming, so that the Cultivation and farming was planned to organized in college premises.	17-03-2023
3.	Conducting of Placement Drive in the campus.	16-03-2023	The placement and recruitment drive was decided to be conducted in college campus. The various corporate companies are scheduled to visit the college so that many students will be placed in reputed companies.	18-03-2023

4.	Planning and making arrangements for Peer Team Visit(PVT) with IQAC Co-ordinator.	16-03-2023	Discussion with IQAC Co-ordinator regarding the arrangements for Peer Team Visit. The committee members are discussed with all the criterion heads to complete the work on time.	18-03-2023
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**IQAC – Co-ordinator**

**Principal**