



ESTD: 1965

0866-2565679  
Email: info@kbncollege.ac.in  
**KAKARAPARTI BHAVANARAYANA COLLEGE (AUTONOMOUS)**  
**(KBN COLLEGE)**

(Sponsored by: S.K.P.V.V. Hindu High Schools' Committee)  
Kothapeta, Vijayawada - 520 001.

Affiliated to Krishna University, Machilipatnam  
Accredited with 'A' Grade in Cycle 3 by NAAC

**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES - 2023-24**

Minutes of the 1<sup>st</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 21<sup>st</sup> June, 2023 with the Principal, Vice-Principals, IQAC Coordinator and other members of the committee to discuss the following agenda:

**Agenda:**

1. Action taken report of the last meeting of the IQAC for the academic year 2022-23.
2. Composition of the IQAC for the year 2023-24
3. Proposed activities for the academic year 2023-24.
4. Any other matter with the permission of the chair.

**Resolutions:**

1. (i) The faculty published around 10 Research Articles in UGC CARE Listed Journals.  
(ii) Introduced 20 Single Major Honours during Academic Year the year 2023-24.
2. A committee was constituted with the following members (Enclosed) for the Academic Year the year 2023-24.
3. Resolved to give directions to all the HoDs and In-charges to prepare a tentative schedule to conduct the activities for the academic year 2023-24.
4. It is resolved to instruct the Department Heads and In-charges and Criteria In-charges to document the department activities to prepare SSR for IV Cycle.



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**MEMBERS PRESENT**

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
Dr. V. Narayana Rao	Principal	
Sri PL Ramesh	Vice-Principal	
Dr. M. Venkateswara Rao	Vice-Principal	
Dr. G. Krishnaveni	IQAC Coordinator	
Smt. Shamim	Asst. IQAC Coordinator	
Sri P. Ravindra	Head, Dept. of Computer Science & In-Charge-Criteria-1	
Dr. G. Nagaraju	Head, Dept. of Telugu	
Dr. H. Narendra Kumar	Head, Dept. of English	
Smt. J. Janaki	Head, Dept. of Hindi	
Sri N. Hemanth Kumar	Head, Dept. of Commerce & Management In-Charge-Criteria-6	
Ms. P. Kalma Begum	Head, Dept. of Mathematics	
Smt. Ch. Radhika	In-charge, Dept. of Statistics	
Sri R. Uday Kumar	In-Charge, Dept. of Physics & Electronics	
Sri Sk. Ismaiel Ali Basha	Head, Dept. of Botany	
Ms. M. Sahithi	Head, Dept. of Zoology	
Sri A. Ravi Kiran	Head, Dept. of MBA	
Sri VTR Pavan Kumar	Head, Dept. of MCA	
Smt. P. Gowthami Devi	In-Charge-Criteria-2	
Dr. K. Kiran Kumar	In-Charge-Criteria-3	
Sri V. Suresh	In-Charge-Criteria-4	
Captain KPTV Bhaskar	In-Charge-Criteria-5	
Smt. O. Sailaja	In-Charge-Criteria-7	





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**INTERNAL QUALITY ASSURANCE CELL**

**MEETING MINUTES - 2023-24**

Minutes of the II Meeting of Internal Quality Assurance Cell (IQAC) held on 4<sup>th</sup> September, 2023 with the Principal, Vice-Principals, IQAC Coordinator and other members of the committee to discuss the following agenda

**Agenda:**

1. Action taken report of the 1<sup>st</sup> meeting of IQAC
2. Preparation and data submission of IIQA & SSR
3. Conduct Collaborative Seminars by the Departments
4. Any other matter with the permission of the chair

**Resolutions:**

1. (i) The Principal approved the constituted Committee of IQAC for the Academic Year 2023-24.  
(ii) All the HoDs / In-Charges are prepared the tentative schedule for the Department Activities and the same was submitted to the IQAC.  
(iii) HoDs / Criteria In-Charges are doing the Documentation Process for SSR preparation.
2. IIQA was submitted to NAAC on 26<sup>th</sup> August, 2023 and documentation for SSR is in process.
3. Resolved to conduct National Seminars by the Departments of Commerce, Computer Science and Chemistry.



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Sri PL Ramesh	Vice-Principal	
Dr. M. Venkateswara Rao	Vice-Principal	
Dr. G. Krishnaveni	IQAC Coordinator	
Smt. Shamim	Asst. IQAC Coordinator	
Sri P. Ravindra	In-Charge-Criteria-1	
Smt. P. Gowthami Devi	In-Charge-Criteria-2	
Dr. K. Kiran Kumar	In-Charge-Criteria-3	
Sri V. Suresh	In-Charge-Criteria-4	
Captain KPTV Bhaskar	In-Charge-Criteria-5	
Sri N. Hemanth Kumar	In-Charge-Criteria-6	
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**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING MINUTES - 2023-24**

Minutes of the 3<sup>rd</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 20<sup>th</sup> December, 2023 with the Principal, IQAC Coordinator, NIRF Nodal Officer and other members of the committee to discuss the following agenda.

**Agenda:**

1. Action taken report of the 2<sup>nd</sup> meeting of IQAC.
2. Submission of SSR
3. Registration & Preparation of Data for NIRF
4. Any other matter with the permission of the chair

**Resolution:**

1. (i) IQA was approved by the NAAC on 26<sup>th</sup> September, 2023.  
(ii) The Departments of Commerce, Computer Science and Chemistry organized the following list of National Seminars.
  - ❑ Two-Day National Seminar on "Artificial Intelligence in Chemistry: Current Trends & Future Directions (NSAIC-2023)" in collaboration with APSCHE & Krishna University, Machilipatnam was organized by Department of Chemistry (UG & PG) on 22<sup>nd</sup> & 23<sup>rd</sup> November, 2023.
  - ❑ Workshop on 'Cyber Security & Ethical Hacking' was organized by Department of Computer Science & Applications from 16<sup>th</sup> to 18<sup>th</sup> November, 2023. Resource Person: Mr. P.V.N Raghavendra, Senior Security Analyst, CTO, Head, Research and Development Center, Chennai.
  - ❑ ICSSR Sponsored Two-Day National Seminar on 'The Existing Opportunities Facilitating the Preservation, Promotion and Dissemination of Tribal in India' was organized by Department of Commerce & Management on 17<sup>th</sup> & 18<sup>th</sup> November, 2023.
2. SSR was submitted on 28<sup>th</sup> November, 2023.
3. Resolved to collect the Data for the submission of NIRF - 2024.



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Sri PL Ramesh	Vice-Principal	
Dr. M. Venkateswara Rao	Vice-Principal	
Dr. G. Krishnaveni	IQAC Coordinator & NIRF Nodal Officer	
Smt. Shamim	Asst. IQAC Coordinator	
Sri P. Ravindra	In-Charge-Criteria-1	
Smt. P. Gowthami Devi	In-Charge-Criteria-2	
Dr. K. Kiran Kumar	In-Charge-Criteria-3	
Sri V. Suresh	In-Charge-Criteria-4	
Captain KPTV Bhaskar	In-Charge-Criteria-5	
Sri N. Hemanth Kumar	In-Charge-Criteria-6	
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**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING MINUTES - 2023-24**

Minutes of the 4<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 12<sup>th</sup> January 2024 with the Principal, IQAC Coordinator, NIRF Nodal Officer and other members of the committee in the Principal's Chamber at 1: 00 PM to discuss the following agenda.

**Agenda:**

1. Action taken report of the 3<sup>rd</sup> meeting of IQAC.
2. DVV Clarifications received from NAAC
3. Department PPTs
4. Any other matter with the permission of the chair

**Resolution:**

1. With the regard of SSR submission, it is resolved to instruct all the departments to keep their documents ready for internal inspection.
2. DVV Clarifications were successfully submitted within the deadline
3. Resolved to instruct the HODs to prepare the Department PPTs for the presentation in the Principal's chamber



  
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Sri PL Ramesh	Vice-Principal	
Dr. M. Venkateswara Rao	Vice-Principal	
Dr. G. Krishnaveni	IQAC Coordinator & NIRF Nodal Officer	
Smt. Shamim	Asst. IQAC Coordinator	
Sri P. Ravindra	In-Charge-Criteria-1	
Smt. P. Gowthami Devi	In-Charge-Criteria-2	
Dr. K. Kiran Kumar	In-Charge-Criteria-3	
Sri V. Suresh	In-Charge-Criteria-4	
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**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING MINUTES - 2023-24**

Minutes of the 5<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 27<sup>th</sup> January 2024 with the Principal, IQAC Coordinator, NIRF Nodal Officer and other members of the committee in the Principal's Chamber at 1: 00 PM to discuss the following agenda.

**Agenda:**

1. Action taken report of the 4<sup>th</sup> meeting of IQAC.
2. Peer Team Visit
3. Internal Inspection
4. Any other matter with the permission of the chair

**Resolutions:**

- 1) (i) DVV is submitted and SSR report was generated in the NAAC Portal  
(ii) All the HODs prepared their Department PPTs and presented
- 2) A tentative schedule of the Peer team visit is discussed and the Conveners of the Clubs and Committees are instructed to inform the Parents, Scholars, Employers and OLD Student regarding the same



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Sri PL Ramesh	Vice-Principal	
Dr. M. Venkateswara Rao	Vice-Principal	
Dr. G. Krishnaveni	IQAC Coordinator & NIRF Nodal Officer	
Smt. Shamim	Asst. IQAC Coordinator	
Sri P. Ravindra	In-Charge-Criteria-1	
Smt. P. Gowthami Devi	In-Charge-Criteria-2	
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**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING MINUTES - 2023-24**

Minutes of the 6<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 19<sup>th</sup> February 2024, with the Principal, IQAC Coordinator, NIRF Nodal Officer and other members of the committee in the Principal's Chamber at 4: 00 PM to discuss the following agenda.

**Agenda:**

1. Action taken report of the 5<sup>th</sup> meeting of IQAC.
2. Peer Team Visit
3. Any other matter with the permission of the chair

**Resolutions:**

1. (i) A schedule is prepared for the interaction with the Parents, Alumni and students of Peer team visit  
(ii) All the HoDs are instructed to prepare the students for the display of projects in their respective labs.
2. Schedule of Peer team visit is prepared according to the guidelines of NAAC.

The Peer members are:

Dr. Yellappa Muni Raju	- Chairperson
Dr Shikar Kumar Sarma	-Member Co-ordinator
Dr. R. Kittappa Vaithyanathan	-Member



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**INTERNAL QUALITY ASSURANCE CELL**  
**MEETING MINUTES - 2023-24**

Minutes of the 7<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 20<sup>th</sup> April 2024 with the Principal, IQAC Coordinator, NIRF Nodal Officer and other members of the committee in the Principal's Chamber at 5: 00 PM to discuss the following agenda.

**Agenda:**

1. Action taken report of the 6<sup>th</sup> meeting of IQAC.
2. Declaration of NAAC result – A++ (CGPA as 3.53)
3. Any other matter with the permission of the chair.

**Resolutions:**

1. Peer team visit completed successfully on 22<sup>nd</sup> and 23<sup>rd</sup> February 2024.
2. College accredited with A++ with CGPA of 3.53
3. It is resolved to put up the same spirit and dedication in achieving the NIRF ranking.



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