



## **P.B. SIDDHARTHA COLLEGE OF ARTS & SCIENCE**

Siddhartha Nagar, Vijayawada – 520 010

*Autonomous - Re-accredited at 'A+' by the NAAC - ISO 9001 - 2015 Certified  
College with Potential for Excellence-Phase-II (Awarded by the UGC)*

### **Minutes of the meeting of the IQAC held on 21<sup>st</sup> August, 2021 at 10.30 a.m.**

Dr.K. Bhargavi, Principal welcomed the members of IQAC who participated through hybrid mode. Dr. Rajesh C Jampala, Dean (Academics & Administration) briefed the profile of new members. Sri V. Babu Rao, Director briefed the college profile. Dr. S.B. Rajendra Prasad, IQAC Coordinator presented the Agenda.

### **Suggestions Given by Experts and members in IQAC meeting**

#### **Prof B Raja Sekhar , HCU, Hyderabad (participated online)**

1. Impact factor provided in AQAR of 2019-2020 has to be corrected.
2. Present the AQAR data in Power point.
3. Publications are to be increased (At least two publications from each faculty per year).
4. Quality of publications has to be improved (Indexed in Scopus, web of science, SCI etc.,)
5. To introduce the procedure of plagiarism check in publications, student assignments etc.,
6. A manual for do's and don'ts has to be prepared by IQAC with regard to publication ethics.
7. Constitute DAIP (Departmental Academic Integrity Panel) for verifying plagiarism.
8. Constitute IAIP (Institutional Academic Integrity Panel) consisting of External expert, Principal, Senior- professor, Vice-Principal etc.
9. Invite industry person or a retired scientist or retired professor and appoint as Professor of Practice to improve consultancy.
10. R & D wing has to be constituted to monitor research projects, improving research culture, proposals for research funding, IPR activities etc.
11. Performance Based Appraisal System has to be modified and strengthened.
12. Student feedback analysis has to be strengthened further for improving the quality culture of the institution.

13. Well established rubrics procedure has to adopted and a policy has to be drafted for strengthening OBE.
14. Curriculum has to be designed with due importance to Academic flexibility as per NEP.
15. E-content has to be developed for online teaching and to initiate blended teaching in all the courses.
16. IQAC has to interact with faculty to understand their problems and suggestions given by them for improving quality culture regularly (once in for every three months) and the same has to be intimated to the Principal for institutionalisation.
17. Student survey has to be conducted to understand the pros and cons of online teaching.
18. Online teaching content may be verified by experts for their suggestions.

**Prof V Uma Maheswara Rao , AU, Visakhapatnam (participated online)**

1. Research culture has to be strengthened through quality publications.
2. Faculty should get qualified in SLET or NET.
3. Encourage faculty members to organize seminars, workshops and FDP's.
4. Annual Academic Audit has to be made mandatory and a committee may be constituted for this.
5. Regular collection of feedback from stake holders and thorough analysis of the same has to be done meticulously.
6. Community services are to be strengthened further.
7. NAAC Committee may be constituted along with existing IQAC.

**Sri P V V S Murthy, Local Body Member (participated online)**

1. Faculty must be educated thoroughly to understand the institutional requirements.
2. Special training may be provided to the faculty to achieve the set goals of the institution.
3. Hands on experience to students are much required to hone up their skills.
4. Separate paper on consumer affairs may be offered as an Add-on course.
5. Add-on courses must be specific to improve the knowledge and skill among to students to make them job ready.
6. Action taken report has to be prepared meticulously to impress the accreditation bodies.

**Dr Lakshmi Prasad, Sujay Biotech, Industrialist (participated online)**

1. Include courses in the curriculum which improve the employability skills of the students.
2. Industrial visits are to be made compulsory.
3. Allot proper free time to faculty to focus on research.
4. Prepare appropriate guide lines to encourage research culture.
5. Conduct research in the areas of palm oil, extractions, ethanol extraction and conduct activities with the support of CEPET, Vijayawada.

**Sri P Anil Babu, President , PBSCAS Alumni Association**

1. Complaint cell has to be constituted without including faculty members.
2. Engagement of Alumni Association has to be enhanced in institutional activities.

**Sri A Vithal Rao, COE.**

1. Integrated PG programmes can be started in the institution.
2. Students may be suggested to choose add-on courses from MOOCS.

**Sri V Babu Rao , Director, PBSCAS.**

1. Every department has to organise at least 10 to 20 seminars or workshops or FDP's or any such activities.
2. Online payment for collection of tuition fee and examination fee is going to initiated from next academic year.

**The members of the IQAC meeting unanimously resolved the following for the quality education in the college:**

**Resolved and recommended**

**Agenda Point 1**

Approval of AQAR – 2019-2020.

***Resolution 1***

The AQAR of 2019-20 is approved with out any modification

**Agenda Point 2**

Review of activities of the academic year 2020-2021.

***Resolution 2***

Activities by each department in the academic year 2020-21 are reviewed. Only two departments- Commerce and Management, and Computer science- conducted 20 or above activities in the pandemic year 2020-21. The following is resolved

- ✓ To organize at least 10 activities like seminars, workshops, FDPs in an academic year by each department.

### **Agenda Point 3**

Proposed new programmes *to be introduced in the year 2021-2022:*

- M.Sc. Data Science
- B.Com. (BFSI) Banking Financial Services and Insurance
- B.Sc. (AI & ML) Artificial Intelligence & Machine Learning

*Programmes to be discontinued from the academic year 2021-2022:*

- B.Sc. (Mathematics, Physics, Chemistry) Telugu Medium
- B.Com. (General) Telugu Medium
- M.Com.
- M.A. (English)

#### ***Resolution 3***

- ✓ M.Sc. Data Science, B.Com. (BFSI) Banking Financial Services and Insurance and B.Sc. (AI & ML) Artificial Intelligence & Machine Learning programmes are resolved to be introduced in the academic year 2021-22.
- ✓ B.Sc. (Mathematics, Physics, Chemistry) Telugu Medium, B.Com. (General) Telugu Medium, M.Com. and M.A. (English) programmes are resolved to be discontinued from the academic year 2021-22.

### **Agenda Point 4**

Proposed to introduce two Add-on courses from each department.

#### ***Resolution 4***

Resolved to introduce at least two Add-on courses by each department in the academic year 2021-22.

### **Agenda Point 5**

Proposed to introduce three Skill Development Courses by each department.

#### ***Resolution 5***

Resolved to introduce at least three skill development courses by each department in the academic year 2021-22.

### **Agenda Point 6**

Attendance monitory app-web based is to be developed as a part of e-Governance in the college

#### ***Resolution 6***

Resolved to introduce Attendance App web based from the academic year 2021-22 as a part of e-governance.

**Agenda Point 7**

E-Mentoring System (Tracking of student progress in academics and monitoring of Cognitive, Physical and physiological status of students)

***Resolution 7***

Resolved to introduce e-mentoring system to academic progress of each student and mentor the student for his/her cognitive, physical and physiological status from the academic year 2021-22.

**Agenda Point 8**

At least two you tube lessons using new recording room facility for each course are to be insisted by each faculty member from the academic year 2021-22, as a part of e-content of the course.

***Resolution 8***

Resolved to develop at least two you tube lessons using new recording room facility for each course by each faculty member from the academic year 2021-22, as a part of e-content of the course.

**Agenda Point 9**

Data shall be collected using Google forms.

***Resolution 9***

Resolved to collect any data required in the college using Google forms

**Agenda Point 10**

Maintenance of alumni diary.

***Resolution 10***

Resolved to maintain alumni diary from the academic year 2021-22 using software.

**Agenda Point 11**

Strengthening of Internal academic audit system (to develop policy, to constitute a committee).

***Resolution 11***

Resolved to constitute internal audit committees for academic, administrative, infra and financial audits to meet the requirement of NAAC as a quality measure.

## **Agenda Point 12**

Other items with the permission of the chair

### ***Resolution 12***

Resolved

- ✓ To purchase Plagiarism software. Research committee is entrusted with identification of software for purchase.
- ✓ To insist the Faculty to publish at least one research publication in Scopus indexed journals in a year.
- ✓ To adopt online payment procedure for fee collection.
- ✓ To acquire higher qualifications like Ph.D and other qualifications like clearing SLET or NET in the next two years.
- ✓ To engage Alumni in institutional activities.
- ✓ To make Industrial trips and field visits compulsory in all the programmes.
- ✓ To constitute an Academic Audit cell, Infra audit cell, administrative audit cell and Green audit cell with faculty members.
- ✓ To draft OBE policy.
- ✓ To direct each faculty member to develop two video lectures for each course.
- ✓ To increase quantity and quality of extension activities.
- ✓ To conduct Internal IQAC committee meetings at least four times in a calendar year.
- ✓ To adopt efficient feedback mechanism preferably using Google forms. A process to analyse the feedback information is to be implemented. Action taken report is to be submitted in the statutory bodies
- ✓ Meticulous action report has to be drafted basing on feedback analysis.
- ✓ To motivate the faculty to apply for research funding.
- ✓ To introduce Performance Appraisal System with respect to staff members.
- ✓ Incorporate more academic flexibility in the curriculum as per New Education Policy.

(Dr.S.B. RAJENDRA PRASAD)  
IQAC COORDINATOR

(Dr.K. BHARGAVI)  
PRINCIPAL I/C