

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

**Date: - 20-6-2021**

**Time: 2.30pm**

**Venue: Seminar Hall**

The first meeting of IQAC was held in the seminar hall with all the Departments heads of UG, MBA & MCA and Faculty members. The following are the core committee members who were present:

1	Sri. (CA) S.B.Kabra	Jt.Secretary
2	Dr D.V.G Krishna	Director
3	Mr.K.Sreehari	Principal
4	Mrs. V.Radhika	Coordinator
5	Dr.J.Madhavi	Faculty member
6	Dr.K.Kirankumar/ Dr.N.Srinivas kumar	Faculty members
7	Mr.Rushishwarudu	Faculty member
8	Mr.Venu gopal	Faculty member
9	Ms.Mounika	Faculty member
10	Mr.Anil Kumar	Faculty member
11	Mr.Jalaj Kumar	Faculty member
12	Mr.Surya prakash	Sr.Accountant.
13	Mr. Vijaya Lakshmi	Office.Asst
14	Mr.K.V.N.B. Ravi Kumar	System Admin
15	Mr. Daulath Biradar	Office Admini
16	Mr.Jaikaran	Alumni
17	Ms. Satish	Alumni

**Meeting Agenda:**

1. To initiate the process of NAAC for the academic year 2021-22.
2. Formulating the Action Plan for the year 2021-22.
3. To understand the changes to be incorporated.
3. Identifying the co-conveners and other Members for all the 7 criteria's.
4. To discussion the various Metrics under each criteria.

**Minutes:**

1. The Principal and NAAC coordinator welcome all the Members of NAAC.
2. Principal proposed the members of various criteria's.
3. IQAC coordinator mentioned the following:
  - a. The academic year to be considered for the preparation of AQAR i.e.2021-22.
  - b. The data collection process and sorting out issues.
  - c. The various committees and members of the committees.
4. The IQAC Coordinator proposed a formal vote of thanks.



**MARWADI SHIKSHA SAMITHI**  
**R.G. KEDIA COLLEGE OF COMMERCE**  
**Meet with Coordinators (IQAC & NAAC)**

**MEETING-2**

**Date: 4-10-21**

**Time: 2.30pm**

**Venue: seminar Hall**

The Second meeting was conducted in the Seminar hall with IQAC Conveners of various

1	<b>Dr D.V.G Krishna</b>	<b>Director</b>
2	<b>Mr.K.Sreehari</b>	<b>Principal</b>
3	<b>Mrs. V.Radhika</b>	<b>Coordinator</b>
4	<b>Dr.J.Madhavi</b>	<b>Faculty member</b>
4	<b>Dr.K.Kirankumar/ Dr.N.Srinivas kumar</b>	<b>Faculty members</b>
5	<b>Mr.Rushishwarudu</b>	<b>Faculty member</b>
6	<b>Mr.Venu gopal</b>	<b>Faculty member</b>
7	<b>Ms.Mounika</b>	<b>Faculty member</b>
8	<b>Mr.Anil Kumar</b>	<b>Faculty member</b>
9	<b>Mr.Jalaj Kumar</b>	<b>Faculty member</b>
10	<b>Mr.Surya prakash</b>	<b>Sr.Accountant.</b>
11	<b>Mr. Vijaya Lakshmi</b>	<b>Office.Asst</b>
12	<b>Mr.K.V.N.B. Ravi Kumar</b>	<b>System Admin</b>
13	<b>Mr. Daulath Biradar</b>	<b>Office Admini</b>

criteria's. The following core committee members were present:

**Meeting Agenda:**

1. To discuss on new MOUs and institutional tie-ups.
2. To discuss on the new guide lines on Metrics under each criteria.
3. Add on Duties and responsibility of each conveners and committees.

**Minutes:**

1. Mr K SreeHari, Principal presented the MoU's list of various organizations received.
2. The Coordinator specified various aspects to be followed by the Criterion Heads.  
She mentioned the following:
  - a. Guidelines have been given for the formation of various committees like Anti Ragging Committee, Redressal Committee, and Cultural Committee.etc
  - b. Social activities to be carried on for the year.
  - c. To identify the quality initiations of IQAC.
4. Meeting ended with vote of thanks.



**MARWADI SHIKSHA SAMITHI**  
**R.G. KEDIA COLLEGE OF COMMERCE**  
**Meet with Coordinators (IQAC & NAAC)**

**MEETING-3**

**Date: 3-02-2022**

**Time: 2.30P.M**

**Venue: seminar Hall**

The 3<sup>rd</sup> meeting was held with IQAC Conveners, members of various criteria's.

The following members were present:

S.No		
1	Dr D.V.G Krishna	Director
2.	Mr.K.Sreehari	Principal
3	Mrs.Radhika	Coordinator
4.	Dr.J.Madhavi	Faculty member
5.	Dr.K.Kirankumar/ Dr.N.Srinivas kumar	Faculty member
6.	Mr.Rushishwarudu	Faculty member
7.	Mr.Venu gopal	Faculty member
8.	Ms.Mounika	Faculty member
9.	Mr.Anil Kumar	Faculty member
10.	Mr.Jalaj Kumar	Faculty member
11.	Mr.Surya prakash	Sr.Accountant.
12.	Mr. Vijaya Lakshmi	Accountant
13.	Mr.K.V.N.B. Ravi Kumar	Sys.Admin
14.	Mr. Daulath Biradar	Office.Supdt

**Meeting Agenda:**

1. To understand the issues in work the phase of the work in progress.
2. To discuss the ways of Metrics under each criterion.
3. Any other matters with the permission of members.

**Minutes:**

1. All the conveners of various criteria have presented the work carried by them and members of those criteria expressed their views on the work.
2. The quantitative and qualitative metrics are discussed and process is delivered by Mrs.Radhika, IQAC coordinator.
3. The performance of various committees is reviewed and necessary guidelines are given for few committee members.



**MARWADI SHIKSHA SAMITHI**  
**R.G. KEDIA COLLEGE OF COMMERCE**  
**Meet with Coordinators (IQAC & NAAC)**

**MEETING-4**

**Date: 20-05-2022**

**Time: 2.30p.m**

**Venue: Auditorium**

The 4<sup>th</sup> meeting was held with IQAC Conveners and members of various criteria's.

The following members were present:

S.No		
1	Dr D.V.G Krishna	Director
2.	Mr.K.Sreehari	Principal
3	Mrs.Radhika	Coordinator
4.	Dr.J.Madhavi	Faculty member
4.	Dr.K.Kirankumar/ Dr.N.Srinivas kumar	Faculty member
5.	Mr.Rushishwarudu	Faculty member
6.	Mr.Venu gopal	Faculty member
7.	Ms.Mounika	Faculty member
8.	Mr.Anil Kumar	Faculty member
9.	Mr.Jalaj Kumar	Faculty member
10.	Mr.Surya prakash	Sr.Accountant.
11.	Mr. Vijaya Lakshmi	Accountant
12	Mr.K.V.N.B. Ravi Kumar	Sys.Admin
13	Mr. Daulath Biradar	Office.Supdt

**Meeting Agenda:**

1. To finalize the short falls of each criteria and matrices.
2. Proceed for final review.
3. Proceed for preparation of hard copy of AQR for year 2021-22.

**Minutes:**

1. All the conveners of various criteria have presented the work carried by them and members of those criteria expressed their views on the work.
2. The quantitative and qualitative metrics are discusses and process is delivered by Mrs.Radhika
3. The performance of various committees is reviewed and necessary guidelines are gives for few committee members.
4. It is confirmed by all the members to submit the reports (AQR) at end of the month.



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

**MEETING – 1**

**Date: 22-01-2022**

**Time: 2.30pm**

**Venue: Seminar hall**

**The first meeting of code of conduct committee was held on 22<sup>nd</sup> January 2022.**

The Following are the members of Code of Conduct Implementation Committee

S.No	Name	Designation	Position in Committee	Contact No	Email ID
1.	Ms.M.Mounika	Lecturer	Convenor	9154139359	<a href="mailto:mounikamattam8@gmail.com">mounikamattam8@gmail.com</a>
2.	Mr.N.Gopal Reddy	Lecturer	Co-Convenor	8801376408	<a href="mailto:nagolegopalreddy123@gmail.com">nagolegopalreddy123@gmail.com</a>
3.	Mr.Madhu.E	Lecturer	Member	9989979632	madhuharkut@gmail.com
4.	Dr. M.Vijaya Kumari	Lecturer	Member	9849700849	<a href="mailto:kurmavijayakumari@gmail.com">kurmavijayakumari@gmail.com</a>
5.	Mr.G.Uday kiran	Student	Student Coordinator	9030885462	<a href="mailto:Udaykirangundra@gamil.com">Udaykirangundra@gamil.com</a>
6.	G.Sandhya	Student	Student Coordinator	9392362890	<a href="mailto:guraosandhya939@gmail.com">guraosandhya939@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 of meeting:**

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: 21-05-2022**

**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.	Ms.Mounika.M	Lecturer	Convenor	9154139359	<a href="mailto:Mounikamattam8@gmail.com">Mounikamattam8@gmail.com</a>
2.	Mr.N.Gopal Reddy	Lecturer	Co-Convenor	8801376408	<a href="mailto:nagolegopalreddy123@gmail.com">nagolegopalreddy123@gmail.com</a>
3.	Dr.J.Madhavi	Asst.Prof	Member		<a href="mailto:madhavireddy41280@gmail.com">madhavireddy41280@gmail.com</a>
4.	Dr.Vijaya Kumari	Lecturer	Member	9849700849	<a href="mailto:kurmavijayakumari@gmail.com">kurmavijayakumari@gmail.com</a>
5.	Mr. Mr.G.Uday kiran	Student	Student Coordinator	9030885462	<a href="mailto:Udaykirangundra@gamil.com">Udaykirangundra@gamil.com</a>
6.	Mr.G.Goutham	Student	Student Coordinator	9676097704	<a href="mailto:Gowthamsonu1970@gmail.com">Gowthamsonu1970@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 SIKSHA SAMITHI

## R.G. KEDIA COLLEGE

(Affiliated to Osmania University, Recognized by AICTE)

3-1-336, Esamia Bazar, Opp. New Chaderghat Bridge, Hyderabad- 500027.

### PLAN OF ACTION AND ACTION TAKEN REPORT

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"><li>To encourage the students to register for the value-added courses and internship programs through Intern Shala, Swayam</li></ul>	<ul style="list-style-type: none"><li>Students have completed 2 certificate Programs (Entrepreneurial Development and stock market)</li></ul>
<ul style="list-style-type: none"><li>To Organize the Refresher Courses and FDP'S for Faculty</li></ul>	<ul style="list-style-type: none"><li>Faculty have completed refresher courses through MOOCS.</li></ul>
<ul style="list-style-type: none"><li>To Organize Session on Health &amp; Hygiene</li></ul>	<ul style="list-style-type: none"><li>Organized camp for free vaccination drive for students, faculty and other outsider as a part of corporate social responsibility".</li></ul>
<ul style="list-style-type: none"><li>To organize Campus recruitment Training Programs for Students</li></ul>	<ul style="list-style-type: none"><li>Conducted the Training program on Communication Skills, Resume Writing and Interview Skills by Roto Maker Company</li></ul>



K. Sre  
Principal  
R.G. Kedia College of Commerce  
Esamia Bazar, Hyderabad