

Quality Assurance Initiatives

**Proceeding of IQAC
Meetings
AY 2021-2022**



SRI HARI DEGREE COLLEGE

(Permanently Affiliated to Yogi Vemana University, Kadapa.)

Recognised by UGC New Delhi under Section 2 (f) & 12(B) | An ISO 9001:2015 Certified Institution
45/290-10, Balaji Nagar, Kadapa, A.P., INDIA - 516 003

✉ sriharidc047@gmail.com 🌐 www.sriharidegreecollege.ac.in ☎ 9440074132

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTRODUCTION

The internal Quality Assurance Cell (IQAC) was established at Sri Hari Degree College, Principal of SHDC G. SUBBA REDDY was elected as the Chairman of IQAC and P. BHASKAR REDDY senior Faculty from the Department of Computer science, he was chosen as the Co-Ordinator of the IQAC. The IQAC Composition includes all 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	Position	Signature
1.	G. Subba Reddy	Chairman.	
2.	P. Bhaskar Reddy	Co-ordinator	
3.	K.Narasimha Reddy	Faculty Member	
4.	Dr . V. Subba Reddy	Faculty Member	
5.	S .Muthahar	Faculty Member	
6.	G. Ragavendra Reddy	Management Member	

OBJECTIVE

The main objective of IQAC is

- To develop a system for conscious consistent and catalytic action to improve the academic and administrative performance of the institution
- To adapt measures for institutional functioning toward 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


Principal

Sri Hari Degree College
Balaji Nagar, Kadapa.516003.





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CIRCULAR

SHDC/IQAC/2021-22/33

Date: 09-11-2021

This is to inform all the IQAC members that there will be a meeting scheduled on 10th November 2021. All IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Principal 'Office

Date: 10-11-2021

Time: 10:00 AM

Agenda of the meeting is:

1. Preparation of academic documents like Lesson Plans, Time -Tables for even semester for 2021-2022
2. Discussion on status of Mentor Dairy
3. Discussion on NAAC Related work with IQAC co-ordinators.
4. Improvement in academic and administrative process.

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



Principal


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Sri Hari Degree College
Balaji Nagar, Kadapa.516'



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Minutes of Meeting of IQAC held on 10-11-2021

Time: 11:30 AM to 12:30 PM

Venue: Principal's office

The following members attended the meeting of internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1.	G. Subba Reddy	Chairman.	
2.	P. Bhaskar Reddy	Co-ordinator	
3.	K. Narasimha Reddy	Faculty Member	
4.	Dr. V. Subba Reddy	Faculty Member	
5.	S. Muthahar	Faculty Member	
6.	G. Ragavendra Reddy	Management Member	

The resolutions made in the meeting are presented below.

1. Planning the requirements for the even semester of 2021-22 and preparation of academic documents like Lesson Plans and Time -tables.

The principal discussed the even semester planning. Instructed all the HODs 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's

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.

Action taken Report

Sl. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Plan for the even semester of 2021-22 and preparation of academic documents like lesson plans, Time Tables.	10-11-2021	Collected the Department wise, information like preparation of Lesson Plans, Time-Tables for Offline classes.	11-11-2021
2.	Discussion on Mentor Dairy status.	10-11-2021	Verified the status of mentor diary.	12-11-2021
3.	Discussion on NAAC related work with IQAC coordinators	10-11-2021	Conducted meeting with all IQAC Co-ordinations	12-11-2021
4.	Improvement in academic and administrative process	10-11-2021	Reviewed	12-11-2021

IQAC - Coordinator



Principal


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Balaji Nagar Kadapa-516003



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CIRCULAR

SHDC/IQAC/ 2021-22/49

Date: 01-12-2021

This is to inform all the IQAC members that there will be a meeting on 03-12- 2021 to review and discuss the development and issues related to the institution. All IQAC members need to assemble for the meeting in the Principal's Office at 10:00 A.M

Agenda

1. Orientation classes for UG first-year Students
2. Status of syllabus completion.
3. Discussion on NAAC work.
4. Enhancing laboratories & stock improved.
5. The students' skills like symposiums, inter- college competitions.

PRINCIPAL

Copy to:

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




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Minutes of Meeting of IQAC held on 03-12-2021

Time: 10.30 AM 12:30 PM

Venue: Principal's office

The following members attended the meeting of internal Quality Assurance Cell

S.No.	Name of the Member and Designation	Position	Signature
1.	G. Subba Reddy	Chairman.	
2.	P. Bhaskar Reddy	Co-ordinator	
3.	K. Narasimha Reddy	Faculty Member	
4.	Dr. V. Subba Reddy	Faculty Member	
5.	S. Muthahar	Faculty Member	
6.	G. Ragavendra Reddy	Management Member	

The resolutions made in the meeting are presented below.

1. Discussion on issues to overcome problems of Orientation class

For orientation classes for UG first-year students, we alerted faculty to monitor the students when they get doubt clear immediately their doubts

2. Progress of Syllabus Completion

The status of syllabus completion should be monitored by the principal monitored and suggest to deliver of the right content to the students in virtual classes

3. Discussion on NAAC work

Discussion of the progress on NAAC worries and asking all the members to follow up on the progress of the works assigned to a different faculty in - charge.

Action was taken Report

SI No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion to overcome the issues related to conduct orientation classes	03-12-2021	For orientation classes for UG first year students we alerted faculty to monitoring the students when they get doubt clear immediately for their doubts	04-12-2021
2.	Progress of syllabus completion	03-12-2021	Principal and HODs organised a meeting and asking the faculties regarding syllabus completion and any problems at the time of virtual classes	04-12-2021
3.	Discussion on NAAC work progress.	03-12-2021	Discussed with all the in charges to check the progress of NAAC work, Doubts and queries are resolves.	04-12-2021

IQAC - Coordinator



Principal


Principal
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Balaji Nagar, Kadapa.5



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CIRCULAR

SHDC/IQAC/ 2021-22/58

Date: 18-12-2021

This is to inform all the IQAC members that there will be a meeting on 21-12-2021 in the Principal Office at 11-30 AM All the members are requested to attend the meeting

Agenda

1. Discussion on implementation of ICT Orientation classes as per the announcement of APSCHE.
2. Monitoring the progress of Mentoring system.
3. Discussion on Criteria wise templates of NAAC.
4. Discussion on status of Extended profile of the organisation.
5. Discussion on placement for the coming academic year

PRINCIPAL

Copy to:

1. All the Heads of Departments
2. Administrative office
3. All the Departments HODs
4. All the IQAC Member's
5. Concern File
6. Notice Bord




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Minutes of Meeting of IQAC held on 21-12-2021

Time: 10.30 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Points discussed and the resolutions made in the meeting are presented below

1. Discussion on the implementation of ICT Orientation classes as per the announcement of APSCHE

At this competitive world we need to know certain skills we plan to implement ICT orientated classes will be conducted to the students as per the state government's permission. It is advised to make suitable preparations to conduct ICT Orientation classes

2. Monitoring the progress of Mentoring system

Reviewed on implementation of mentoring system and suggested to update mentor diary as per the prescribed guidelines when faculty are reported physically to college.

3. Discussion on Criteria wise templates on NAAC

Discussion on the progress on NAAC works and asking all the members to follow up the progress of the works assigned to different faculty in – charges.

4. Discussion on status of Extended profile of the organisation

Also discussed the status of extended profile progress and inform the management for any support if needed

Action taken report

Sl No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on implementation of ICT Orientation class as per the announcement of APSCH	21-12-2021	Informed all the faculties about the discussion had on meeting and plan to arrange ICT Orientation class in an organised manner.	22-12-2021
2.	Monitoring the Progress of Mentoring system.	21-12-2022	Informed the decision of the meeting on mentor issue and advised to update the mentor record as per oral instructions.	22-12-2021

IQAC - Coordinator**Principal**


Principal
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Balaji Nagar Kadapa-516003



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CIRCULAR

SHDC/IQAC/2021-22/11

Date: 16-03-2022

This is to inform all the IQAC members that there will be a meeting on Academic plan for 2020-21. All are requested to attend the meeting in the Principal Office at 1:30 PM on 19-03-2022

Agenda


1. Discussion on Establishment of IQAC
2. Discussion on roles and responsibilities of IQAC
3. Identification of IQAC Department wise Co- Ordinator's.

Copy to:

1. All the heads of Departments
2. Administrative officers
3. All the Departments HODs
4. All the IQAC members
5. Concern file
6. Notice Board



PRINCIPAL


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Minutes of meeting of IQAC held on 19-03-2022

Time: 03:30 PM TO 04:30

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell:

Sl.No.	Name of the Member and Designation	Position	Signature
1.	G. Subba Reddy	Chairman.	
2.	P. Bhaskar Reddy	Co-ordinator	
3.	K.Narasimha Reddy	Faculty Member	
4.	Dr . V. Subba Reddy	Faculty Member	
5.	S .Muthahar	Faculty Member	
6.	G. Ragavendra Reddy	Management Member	

MINUTES OF MEETING

The principal welcomed all the HODs and Co – Ordinator's who attended the IQAC meeting and discussed the following points.

1. Discussion on establishment of IQAC

Principal and the Co Ordinator's IQAC discussed the importance and requirement of IQAC.

He also emphasized the need of improvement in quality due to high expectations of stakeholders.

2. Discussion on roles and Responsibilities of IQAC

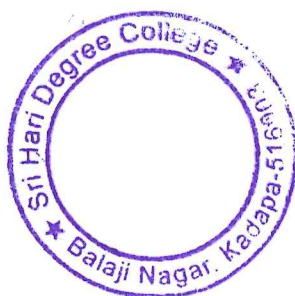
The Principal Continued the meeting by throwing light on the roles and responsibilities of IQAC for the improvement of teaching- learning and other administrative processes. He introduced Mr P.Bhaskar Reddy Lecturer in Computer Science, Department of Computer Science

3. Identification of IQAC Department wise Co – Ordinator's.

All the HODs were requested to nominate one senior faculty as IQAC co – Ordinator. The principal closed the meeting by announcing a follow- up meeting after 2 weeks in presence of the Heads, all the teaching staff and IQAC TEAM.

Action taken Report.

S. No	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on the Establishment of IQAC	19-03-2022	Formed IQAC as per the NAAC guidelines.	21-03-2022
2	Discussion on roles and responsibilities of IQAC	19-03-2022	Framed roles and responsibilities for IQAC members as per the regulations of NAAC. Given awareness to all the members.	21-03-2022
3	Identification of IQAC department wise Co-Ordinator's.	19-03-2022	Identified members from department wise and given awareness about NAAC works.	21-03-2022

IQAC - Coordinator**Principal**


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa-516003

Conferences, Seminars, Workshops
On quality conducted
AY 2021-22



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CIRCULAR

SHDC/FDP/2021-22/ 11

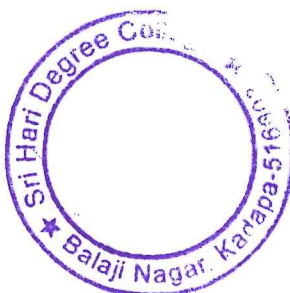
Date: 10-06-2022

The institution is organizing a development program that offers learning strategies and provide teacher with tools to deal with challenging behaviours. All the teaching and non – teaching staff are instructed to attend the program.

The program details are given below:

Copy to:

1. The Correspondent
2. All the Heads of Departments.
3. Administrative Officers
4. Concern File
5. Notice Board



PRINCIPAL


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Balaji Nagar, Kadapa-516003

Name of the program: Faculty Development Program on Teaching

Title	A Faculty Development Program on Teaching Methodologies And Techniques (Mentoring And Counselling)
Resource Person	Dr.V.SUBBA REDDY, MSc., Ph.D.,
Date	11-06-2022
Timings	9:30 AM To 5:00 PM
Venue	Seminar Hall- 1

METHODOLOGIES AND TECHNIQUES (MENTORING AND COUNSELLING)

Date 11-06-2022
Timings 9:30 AM To 5:00 PM
Venue Seminar Hall -1

Forenoon session

09.30 – 10.00 Inauguration
10:00 - 11:00 introduction of mentoring
11.00 – 11.30 Tea Break
11.30 – 1:00 Implementation of Mentoring System
01.00 – 02.00 Lunch break

Afternoon Session

02.00 -03.00 Mentoring Framework
02.30 – 04.30 Hands on Practice of Mentor Diary
04.30 – 05.00 Felicitation to Resource Person and Vote of Thanks.

Objectives

- ✚ To make faculty aware of various Teaching methodologies and strategies to enhance deep learning.

Program Report



Fig.A Faculty Development Program on Teaching Methodologies and Techniques by Dr.V. SUBBA REDDY,

A faculty orientation programme on the topic "Teaching Methodologies and Techniques (Mentoring and Counselling)" was organized on 11th June 2022 from 9.300 Pm to 5.00 Pm in the Seminar Hall, the resource person was Dr.V.Subba Reddy, He stressed the need for conducting the Mentoring and Counselling session for the students which help them to overcome their psychological problems and also in achieving their goals successfully.

Outcome

Faculty were enriched with innovative strategies of teaching that can help make class more interesting collaborative and purposeful and promote deep learning.


Coordinator



Principal


Principal
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Balaji Nagar, Kadapa.516007

Collaborative on Quality Issues
AY 2021-22



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CIRCULAR

SHDC /OBE/2021-22/14

Date:17-07-2022

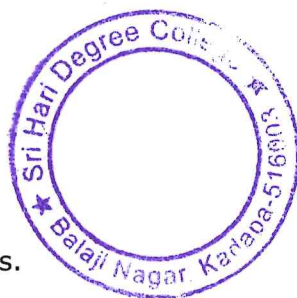
The institution is organizing a two – day workshop that offers learning strategies and provide teachers with tools to deal with challenging behaviours. All the teaching and non – teaching staff are instructed to attend the program.

The program details are given below.

Title	A Two – Day Work Shop on – Outcome Based Education (Obe)
Resource Person	Dr PCH PRAVEEN KUMAR MBA,PhD
DATE	19&20 July 2022.
Timings	9:00 AM to 5:00 PM
Venue	Seminar Hall - 1

Copy to:

1. The Correspondent
2. All the Heads of Departments.
3. Administrative Officers
4. Concern File
5. Notice Board



Principal


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Balaji Nagar, Kadapa.516003.

PROGRAMME SCHEDULE – DAY -1

Name of the program : A TWO -DAYS WORK SHOP ON – OUTCOME BASED EDUCATION (OBE)
DATE : 19-07-2022
Timings : 9:30 AM to 5:00 PM
Venue : Seminar Hall – 1

Forenoon Session

09.30 – 10:00 inauguration.
10.00 – 11.00 introduction of OBE
11.00 – 11,30 Tea Break
11.30 – 01.00 Implementation of OBE
01.00 – 02.00 Lunch break

Afternoon Session:

02.00 – 03.00 OBE Framework
02.30 – 04.30 Program Educational Objectives (PEOs), Program Outcomes (PO)
04.30 – 05.00 Felicitation to Resource Person and Vote of Thanks.

PROGRAMME SCHEDULE – DAY -2

Name of the Program : A TWO – DAY WORK SHOP ON – OUTCOME BASED EDUCATION (OBE)
Date : 20-07-2022
Timings : 9:30 AM to 5:00 PM
Venue : Seminar Hall – 1

Forenoon Session:

09.30 – 10:00 Inauguration.
10.00 – 11.00 OBE Framework Mappings
11.00 – 11,30 Tea Break
11.30 – 01.00 OBE Assessment
01.00 – 02.00 Lunch break

Afternoon Session:

02.00 – 03.00 OBE Assessment
02.30 – 04.30 Hands on Training on OBE
04.30 – 05.00 Felicitation to Resource Person and Vote of Thanks.

Outcome – Based Education (OBE) – DEFINITAON

Outcome based education. (OBE) is a student – centric teaching and learning methodology in which the course delivery, assessment is planned to achieve stated objectives and outcomes. It focuses on measuring student performance. i.e., outcomes at different levels.

OBJECTIVES.

- ❖ Outcome Based Education Philosophy
- ❖ OBE and NAAC Accreditation
- ❖ Blooms Taxonomy
- ❖ Program Outcome (PO), Course Outcome (CO), Co – Po Mapping
- ❖ Attainment of Co, PSO
- ❖ Documentation and Preparation of Course file.

Program Report

Outcome based education (OBE) is student centered instruction model that focuses on measuring student performance through outcome include knowledge, skills and attitudes. Its focus remains on evaluation of outcomes of the program by stating the knowledge, skill and behaviour a graduate is expected to attain upon completion of a program and after 4-5 years of graduation.



A Two – Day Work Shop on – Outcome Based Education by Dr.PCH.PRAVEEN KUMAR

Students' faculty members and non- teaching staff attended programme

Out Comes

The faculties were familiarized with the concept of outcomes- based education, Blooms Taxonomy, analyse the literature and review the outcome- based approach for the quality assessment and curriculum improvement


Coordinator



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CIRCULAR

SHDC/WS/2021-22/14

Date: 05-08-2022

All the faculty members are informed that the **Department of Computer Science** is organizing a workshop. So, all the faculty members are requested to attend the program.

The programme details are given below:

Title	One Day Workshop on Ethical Hacking
Resource Person	S MUTHAHAR MSc
Date	06-08-2022
Time	9.00 AM to 4.00 PM
Venue	Seminar Hall-1

PRINCIPAL

Copy to:

1. The Correspondent
2. All the Heads of Department
3. Administrative Officer
4. Concern File
5. Notice Board



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ProgrammeSchedule

Titleoftheprogram: ONEDAYWORKSHOPONETHICALHACKING

DATE: 06-08-2022

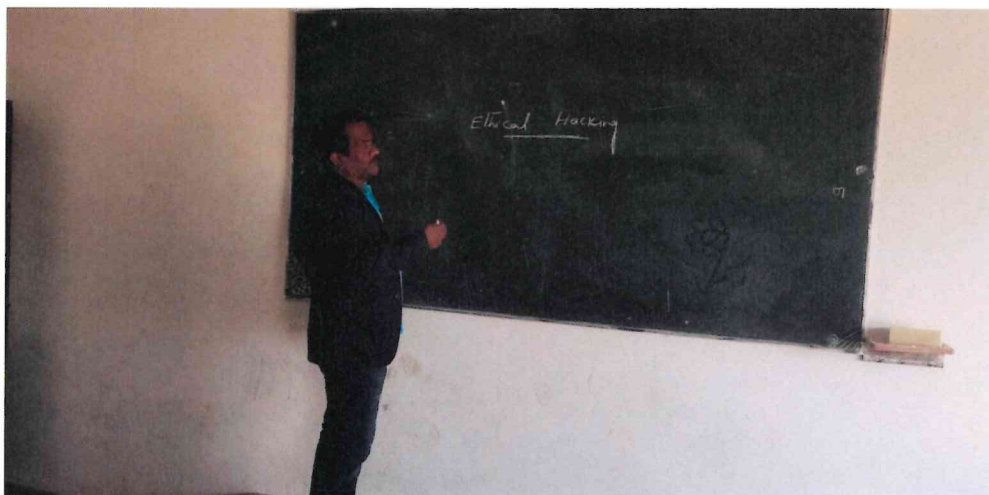
TIME: 9.00AM TO 4.00PM

VENUE SEMINAR HALL-1

09.00-09.30	Lighting the lamp and Inauguration.
09.30-10.30	Introduction to Ethical Hacking
10.30-11.30	About Ethical Hacking and its Importance
11.30-01.00	Discussion on Ethical Hacking and its key Concepts
01.00-02.00	Lunch Break
02.00-02.30	Discussion on Phases of Ethical Hacking
02.30-03.00	Brief Discussion on Injection Attacks and Broken Authentication
03.00-03.20	Tea Break
03.20-03.40	Brief Discussion on Malicious Attacker sandpits Difficulties
03.40-04.00	Distribution of Certificates and Vote of Thanks.

Programme Report

Organized the one-day workshop on Ethical Hacking for Second- and Third-year Students and teachers. The session was conducted by Mr S.MUTHAHAR In this workshop students acknowledged a complete knowledge of basic networking and ethical hacking. Hacking is not about the illegal things it's all about how to secure your system. In the one-day workshop Google Hacking, Computer Ethical Hacking, Email Process & Phases of hacking, Live Facebook & Gmail Hacking, Windows Hacking, Mobile Hacking etc. topics was intended to be covered.




One Day Workshop on Ethical Hackingby S MUTHAHAR

This workshop aimed at giving Technocrats a basic knowledge of hacking and how they could protect one's system against hazardous effects. Hacking has been a part of computing for almost five decades and it is a very broad discipline, which covers a wide range of topics. While an ethical hacker is a computer and networking expert who systematically attempts to penetrate a computer system or network on behalf of its owners for the purpose of finding security vulnerabilities that a malicious hacker could potentially exploit.


Coordinator



Principal

Principal
Sri Hari Degree Collene
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**Orientation Programme
on Quality Issues
AY 2020-21**



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CIRCULAR

SHDC /OP/2021-22/17

Date: 07-08-2022

This is to bring your notice on Orientation program for students admitted into the academic year 2021-22 planned to organize on 10th August 2022 from 11.00AM at Seminar Hall -1. It is directed that to take necessary actions to arrange programme on that day.

PRINCIPAL

Copy to

1. All the heads of departments
2. Administrative offices
3. Concern File
4. Notice Board




Principal
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.

STUDENT ORIENTATION PROGRAM

Objectives

To formally welcome the newly arrived students of 2021-2022 academic year and assist them in starting their academic journey in SHDC.

Report

It is an essential programme at the beginning of the college every year, it allows the students to get an induction about the new environment, an Orientation programme for the students of the fresh batch of various courses conducted on 10th August.2022

The Principal Mr. G.SUBBA REDDY welcomed the fresher to the Sri Hari Degree College, Kadapa family and explains the importance of student orientation programme plays an important role in student's transition to a university life. Orientation programmes are aimed at familiarizing the students to an unknown campus environment its faculties and infrastructure. It enables them to make essential connection with studies and develop network among other peers. Where will be my classroom? That will be my majors what is the course structure, Umpteen numbers of questions loom in the minds of students, when they start their college life.

Aim:

The first year, students need to be made acquainted to their surroundings in the campus. The introductory sessions, giving them an overview of the university life, the rules and regulation mandated for each student in a particular college faculty.



Students are participated in Orientation Programme


Coordinator



Principal


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

ISO CERTIFICATION
AY 2021-22



Certificate of Registration

This is to certify that
Quality Management System
 of

SRI HARI DEGREE COLLEGE

45/290-10, Balaji Nagar,
 Kadapa – 516 003, Andhra Pradesh, India.

complies with the requirements of

ISO 9001:2015

This certificate is valid concerning all activities related to:

To Provide Educational Services for Degree Namely BSc
 (MPCs, MSCs, BZC), BCom (Computer Applications),
 BCom (General), BBA & BA.

ANZSIC Code: 8102

17192
 Certificate No.

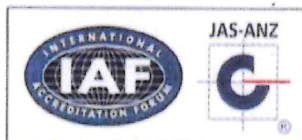
Nov. 02, 2022
 Date of this Certificate

Nov. 01, 2023
 *Next Audit Due Date

Nov. 02, 2022
 Date of Initial Registration

Nov. 01, 2025
 Certification Expiry Date


 Managing Director/Director



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