

Internal Quality Assurance Cell (IQAC)
Government Degree College Gajwel, Siddipet District
Minutes of the Meetings

Date	Purpose of the Meeting
12.03.2013	<p>IQAC Meeting with Staff</p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Possible date of NAAC Peer Team Visit 2. Records to be prepared and maintained at individual, departmental, college level 3. Committees & Responsibility: CPDC, Staff Council, IQAC, UGC & Research Committee 4. Wings & Responsibilities <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
29.07.2013	Constitution of IQAC for 2013-14
01.08.2013	<p>IQAC Meeting with Staff</p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Meeting with Resource Person Dr. D. Narsaiah from CCE for NAAC related activities on 07.08.2013
01.08.2013	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Preparation of Principal's Report 2. IQC Reports 3. Criterion wise In-charges 4. College Magazine 5. College Brochure <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
31.08.2013	Agenda: NAAC Peer Team Visit & Preparations
23.06.2014	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Annual Examination, 2014 Results Analysis 2. Preparation of Annual Curricular Plans, Departmental Action Plan, Departmental Activities Register, etc. 3. Institutional Action Plan & College Activities Register 4. Preparation & submission of AQAR 2013-14 5. P.G. Entrance Records and other P.G.-related records 6. Research Activities to be taken up 7. Extension Activities to be taken up by NSS and other departments. 8. Extension Lectures to be conducted 9. Old Students Records 10. Teaching Tools : 5 PPTs each 11. Certificate Courses/ P.G. Courses <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
01.08.2015	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Preparation for the Autonomous Status Proposal 2. Internal Evaluation-Conducting Unit Test-I 3. Co-Curricular Activities: Student Seminars, Debates, and Quiz 4. Extra-Curricular Activities 5. Orientation to NSS Volunteers 6. Clean and Green/Swath Bharath <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>

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04.08.2015	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Preparation of Proposal for U.G.C., CCE and Affiliating University within 31 August 2015 2. Unit Test-I proposed to be conducted from 17.08.2015 3. Student Seminars, Debates, and Quiz taken up by each Department at regular interval 4. Orientation Programme for Freshers and NSS Volunteers before 15 August 2015 5. Teachers' Day proposed to be held on 5 September 2015 6. Clean and Green/Swath Bharath to be observed on every 3rd Saturday in each month by NSS volunteers 7. Individual Departments to submit proposals for conducting National Seminars 8. All the faculty members requested to submit MRP proposals on or before 17 August 2015 9. A Workshop on Research Methodology is to be conducted by IQAC on 11.09.2015 10. Online Test by ICTACT to the Entrepreneurial Skill Development Programme participants (40) to be held on 27.08.2015 from 2 pm to 4 pm. 11. Faculty members are requested to attend seminars at different locations and present papers and 'on duty' facility is to be given to such members. <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
01.09.2015	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Unit Test-I Results Analysis 2. Feedback from students on teachers' performance 3. One day Workshop on 10.09.2015 4. UGC Fund utilization 5. P.G. Admissions 6. Conduct of Unit Test- II <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
13.06.2016	<p><u>IQAC 1st Quarterly Meeting</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Results Analysis of the 2015-16 2. Submission of YPR 2015-16 3. Prospectus 2016-17 4. Preparation of Academic Calendar for 2016-17 5. Preparation and Submission of AQAR 2015-16 6. Distribution of Academic formats to the Teaching Staff 7. Teaching Staff to complete the Annual Curricular Plans, Maintain Teaching Diaries 8. Student-centric methods to be followed in teaching 9. Internal Evaluation shall be implemented 10. On-going MRP to be completed

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	<p>11. Efforts to conduct a National Seminar/Workshop/Conference</p> <p>12. IAQC to conduct a workshop on CBCS in July, 2016</p> <p>13. Academic Awards to be given to the top scorers in all the subjects and top-rankers in P.G. Entrance tests of various universities</p> <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
22.06.2016	<p><u>IQAC 2ndQuarterly Meeting</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Discussion on Online Admission process 2. Progress of II & III year Students Attendance and syllabus 3. Review on the proposed workshop to be conducted by IQAC on CBCS on 23.07.2016 4. Discussion on Internal Evaluation 5. Discussion on Semester System 6. Students Seminars, Debates and Quiz activities by each department on regular basis 7. Orientation programme for Freshers and NSS Volunteers before 15.08.2015 8. Awards to Merit students on 15th August, 2015 9. Teachers' Day to be celebrated on 5th September 2015 10. Clean and Green/Swath Bharath to be observed on every 3rd Saturday in each month by NSS volunteers 11. Individual Departments to submit proposals for conducting National Seminars 12. Proposals for MRPs from Departments <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
13.12.2016	<p><u>IQAC 3rdQuarterly Meeting</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Feedback Evaluation 2. Proposed to convene an Alumni Meeting on first Sunday every year 3. New Courses to be introduced (5 U.G. & 3 P.G. course) 4. Following CBCS as introduced by Osmania University 5. Faculty to be nominated for OC, RC and other FDPs 6. Departments to try for Collaboration/MoUs with other institutions 7. Organization of Health initiative -Bhagya as per schedule 8. Career Guidance & Counselling <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
01.07.2017	Constitution of IQAC & Approval of Action Plan for 2017-18
05.01.2018	<p><u>IQAC 1st Quarterly Meeting</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Results Analysis of the 2016-17 2. Preparation of Academic Calendar 2017-18 3. Preparation and Submission of AQAR 2016-17 4. Distribution of Academic Formats to the Teaching Staff 5. Teaching Diaries to be maintained 6. Student-centric methods to be followed in teaching

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	<p>7. Internal Evaluation to be implemented</p> <p>8. On-going MRPs to be completed</p> <p>9. Efforts to conduct National Seminars/Workshop/National Conference</p> <p>10. Academic Awards for top scorers in all subjects & Top rankers in P.G. Entrance tests of various universities</p> <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
15.02.2018	<p><u>IQAC Meeting with Staff</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. IQAC for 3rd Cycle to be submitted in the next window, i.e. May/June, 2018 2. Formation of Committees to prepare SSR 3. Criterion wise Committees to be formed to prepare Criterion wise SSR by 20th April, 2018 4. A Technical Committee to be constituted to assist the Seven committees 5. Review of the Final year syllabus coverage 6. Semesters II & IV classes to be conducted as per the University almanac <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions, especially 7 Criterion wise committees constituted</p>
16.03.2018	<p><u>IQAC Meeting with Convenors of Criterion wise Committees</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Criterion wise reports to be prepared and soft copy of it to be submitted to the IQAC by 31.03.2018 2. Supportive evidence to be provided along with soft copy to be uploaded
10.07.2018	Constitution of IQAC Committee for 2018-20
31.07.2018	<p><u>IQAC 1st Quarterly Meeting</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Brief on NAAC & IQAC initiatives 2. Verify & update department level IQAC - related documents 3. Any other matter with the permission of the chair
28.08.2018	<p><u>IQAC Meeting with Staff</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. to introduce IQAC Committee 2. to brief on IQAC college level activities 3. to discuss on the constitution of Criterion wise committees
10.09.2018	Constitution of Criterion wise Committees
24.09.2018	<p><u>IQAC Meeting with Criterion wise Committees</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Action plan of the criterion wise committees to prepare the SSR for 3rd Cycle NAAC A & A
28.01.2019	<p><u>IQAC Meeting with Staff</u></p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Preparation & Submission of AQAR for 2017-18 2. Keeping Record ready for SSR 3. Internal Assessment to be conducted timely 4. Student-centric methods to be followed in teaching 5. Approved workshops to be conducted <p>Resolutions: The IQAC discussed the various items in the agenda and passed</p>

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	appropriate resolutions
18.03.2019	<u>IQAC Meeting with Convenors of Criterion wise Committees</u> Agenda: 1. Review of Progress in the Preparation of Criterion wise SSR for the 3 rd Cycle NAAC Assessment and Accreditation 2. Any other matter with the permission of the chair Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions
08.07.2019	<u>IQAC Meeting with Convenors of Criterion wise Committees</u> Agenda: 1. Preparation & Submission of Criterion wise reports to IQAC by 31 July 2019 2. Any matter with the prior permission of the Chair
05.08.2019	<u>IQAC Meeting with Convenors of Criterion wise Committees</u> Agenda: 1. Analysis reasons for the delay in preparation and submission of Criterion wise reports 2. Review of the present status of data collection with supporting evidence to prepare and submit the report to IQAC by 30.09.2019 Resolutions: The IQAC found that the delay in collecting the data was due to misplacing or loss of some reports during the shifting of college from the old building to the new premises. Another reason for the delay was transfer of almost all the staff members. It was resolved to make use of the help and services of the transferred staff in collecting and preparing the criterion wise reports by 30 September 2019.
13.09.2019	IQAC Orientation Programme for the General Staff
11.10.2019	<u>IQAC Meeting with General Staff</u> Agenda: 1. To review NAAC Status of the College 2. To Discuss the progress of the SSR for NAAC 3 rd Cycle of A&A 3. To distribute and explain certain formats of IQAC for NAAC purpose 4. Any other matter with the permission of the Chair
24.10.2019	<u>IQAC Meeting with Department In-charges</u> Agenda: 1. To review the preparation of NAAC Work 2. To review the preparation of department wise data and records to be submitted to Criterion wise coordinators for SSR
04.11.2019	<u>IQAC Meeting with Teaching and Non-teaching Staff</u> Agenda: 1. Collection data with evidence 2. Criterion wise Coordinators to compile and submit the part of SSR under their in-charge. 3. All the teaching and non-teaching staff instructed to take up the NAAC A & A on mission mode by 30 November 2019
18.11.2019	IQAC Meeting with Staff Agenda: Review of Progress on the preparation of SSR
03.12.2019	IQAC Meeting with General Staff Agenda: Review of Progress on the preparation of SSR
07.12.2019	IQAC Meeting with Criterion-wise Coordinators

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	Agenda: Preparation & Submission of SSR to NAAC
16.12.2019	IQAC Meeting with Criterion-wise Coordinators Agenda: to finalise the Opt-out Metrics
02.01.2020	IQAC Meeting with Criterion-wise Coordinators Agenda: to review the progress in preparation & submission of SSR to NAAC
17.01.2020	IQAC Meeting with Staff Agenda: Submission of SSR, Preparation for DVV & SSS
24.01.2020	IQAC Meeting with Criterion-wise Coordinators Agenda: to prepare for the DVV & SSS
04.03.2020	IQAC Meeting with Staff Agenda: Preparation for the NAAC Peer Team Visit
19.03.2020	IQAC Meeting with Staff Agenda: Postponement of NAAC PTV due to Lockdown
28.08.2020	IQAC Meeting Agenda: to ratify the three time slots for the NAAC PTV; to approve the IQAC Action Plan for 2020-21
02.01.2021	IQAC Meeting with Staff Agenda: Reconstitution of IQAC Committee for 2021-23; reconstitution of Criterion-wise Committees; reconstitution of Preparation Committees for NAAC PTV; to propose revised time slots for the rescheduled NAAC PTV
29.01.2021	IQAC Meeting with Staff Agenda: to review of Department wise & Lecturer wise Preparedness for the NAAC PTV
22.02.2021	IQAC Meeting with Staff Agenda: to review of Department wise & Lecturer wise Preparedness for the NAAC PTV
18.03.2021	IQAC Meeting with Staff Agenda: to review of Preparedness for the NAAC PTV scheduled for May 5-6. 2021