

158

The Anternal Body of the IBAC, GDC(w), Begumpet met ⁱⁿ the Principal's Chamber on 17.6.2021 at 1 P.m to discuss the following Agenda items:

Agenda.

1. SSR Preparation.
2. Re Constitution of NAAC Committee.
3. Work distribution
4. Regular Reviews on the Progress of SSR Preparation.

Minutes

1. Preparation of SSR to be initiated with an aim to complete by ^{30 June, 2021.}
2. There would be a Review meeting every Saturday to know the Progress of the work.
3. Basic details and writing of Reports to be allocated to Dr. Rafiya, Dr. Kamala, Dr. Eliat and Dr. Nancy Serena.
4. The Committees of each criterion have 4 members, each Committee shall divide the work accordingly.
5. The Convenor of the Committees shall consolidate the information gathered and prepare a report.
6. Information of all activities pertaining to last five academic years are required, the documents to be checked carefully.
7. The information prepared to be submitted in excel format.
8. The Convenor of all Committees shall provide information as per the metrics and templates provided.
9. A separate mail id would be created for SSR submission.
10. Format would be prepared and shared pertaining to activities of last 5 years.
11. All the activities of every department to be reflected in the IBAC minutes.

12. Alumni to be strengthened and Alumni meet to be conducted.

13. Review meetings to be conducted criteria-wise.

A. D. D. Pillay
Principal (FAO)

Members Present:

- 1. Dr. Sajida.
- 2. Dr. M. Nirmala
- 3. Dr. Ch. Kanchara Lakshmi
- 4. Dr. A. Madhavi
- 5. Dr. K. Kamala
- 6. Dr. D. Padmaji
- 7. Dr. R. Sreelatha
- 8. Dr. G. Lakshmi
- 9. Dr. M. J. Elina
- 10. M. Sendara Meethy
- 11. Dr. D. Radhika
- 12. Dr. T. Annie Sheena - coordinators.
- 13. Dr. Nancy Selena

- Sr. Secy
- M. N. Inil
- K. S.
- Madhavi
- K.
- K.
- K.
- K.
- K.
- M. Sendara Meethy
- K.
- coordinators.
- K.

The IQAC of GDC (W), Begumpet met on 6/07/2021 via Online Google Meet link at 12 pm to discuss the following Agenda Points, the Heads of the all the Depts were ^{also} present to coordinate the entire Process of SSR preparation.

- Agenda:
1. Time line for submission of the first draft of SSR.
 2. Criterion wise information to be submitted by the Heads of all departments to the Criterion Incharges in a specific format.
 3. Issues / Problems faced by Criterion incharges in collecting data.
 4. Review of the work done.

Resolutions:

1. The Principal and the IQAC Coordinator instructed the Criterion incharges to submit the first draft of the SSR by 9 July, 2021.
2. It was informed that the Criterion incharges should collect and submit the information of last 5 years in both hard and soft copy.
3. It was instructed that for Certificate courses, field trips & internships, Capability enhancement programs, extension activities, Universal values & ethics, value added courses etc, a write up with date, duration, syllabus, No. of students enrolled, one certificate for proof, colour photographs, Newspaper clippings, No. of teachers involved must be prepared and submitted.

4. The HODs were instructed to sign MoUs/linkages with other institutions for faculty exchange program. The information pertaining to the MoUs signed for faculty exchange program from 2016 onwards should be submitted by all depts.

5. The Heads of all departments were instructed to submit Vertical Progression of students from 2016 onwards.

6. It was informed that 'e-Content' should be considered as a best practice - details and links of YouTube lessons, PPTs uploaded in Slideshare, T-SAT Nipuna live lessons should be collected by all the departments. The link for e-Content should be uploaded in the website.

7. Each and every department was informed to submit details regarding Signasa - Student Study Projects from 2016-17 onwards.

8. The Heads of Departments were informed to create sub-folders ^{in the drive} and submit the departmental information.

9. It was decided to publish Activity book from 2016-17 onwards, this would be done Institutional wise and Criterion wise.

10. The issues/hurdles faced by Criterion Incharges regarding collection of data was discussed Criterion wise and solutions were worked out.

11. It was instructed to prepare departmental Annual Plan with Action Taken and upload the details in the Drive.

A. D. Dally
Principal (FAC)

1. Dr. Annie Sharon (B & AC Coordinator) ~~AP~~
2. Dr. Mary Seena (Addl. Coordinator) ~~AP~~
3. Dr. Sajida, Dept. of Commerce ~~AP~~
4. Dr. Ch. Ramesh Babu, Dept. of Physics. ~~AP~~
5. Dr. K. Usha Rani, Dept. of Botany ~~AP~~
6. Dr. K. Kamala, Dept. of Pol. Science. ~~AP~~
7. Dr. A. Madhuri, Dept. of Microbiology. ~~AP~~
8. Dr. D. Padmaja, Dept. of Sanskrit. ~~AP~~
9. Dr. Nirmala, Dept. of English. ~~AP~~
10. Dr. D. Radhika, Librarian ~~AP~~
11. Dr. Meenakshi, Dept. of Telugu ~~AP~~
12. Mrs. Vasanthi Kumeri, Dept. of English ~~AP~~
13. Dr. Praneetha, Dept. of Chemistry ~~AP~~
14. Dr. Yathishmayee, Dept. of Zoology. ~~AP~~
15. Dr. D. Prasanna, Dept. of Zoology. ~~AP~~
16. ~~Dr.~~ Usha Mahumasi, Dept. of Commerce. ~~AP~~
17. Dr. Sreelekha, Dept. of Botany ~~AP~~
18. Dr. S. Prasanna Rani, Dept. of Mathematics ~~AP~~
19. Dr. ~~AP~~

**Government Degree College for Women, Begumpet
Autonomous-Affiliated to Osmania University**

Minutes of the Meeting

Date: 14 July, 2021

Time: 4.30 pm

An Online meeting was convened by the Principal on **14.07.2021** at **4.30 pm** for all the teaching staff to discuss the following Agenda points.

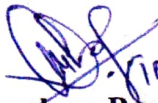
Agenda

1. Strengthening of Mentor-mentee system
2. Submission of IIQA
3. Students Satisfaction Survey
4. Presentation by Criterion In charges

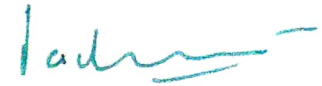
Resolutions- The following resolutions were taken during the meeting:

1. It was instructed that the mentor-mentee system should be strengthened and the Mentors must ensure that they conduct regular meetings with their mentees as a group and individually to know the difficulties of the students and monitor their attendance in online classes.
2. The Mentors are also instructed to coordinate with each student prior to the process of Student Satisfaction Survey to be conducted by NAAC as students would be selected randomly.
3. It was informed that the IIQA would be submitted on 27 July, 2021. The IQAC was instructed to prepare the required information.
4. It is proposed to conduct a 2-Day FDP on **Autonomy & NAAC - Quality Initiatives** inviting the best of resource persons to give insights to the faculty for improving the standards of the institution in all aspects.
5. The TSKC should be strengthened and steps should be taken to motivate the students to enhance their skills. The students should be encouraged to learn 5 new words everyday with its meaning and usage so that they develop their vocabulary skills and become competent in cracking any competitive exams.
6. It was instructed that there would be a presentation of all the 7 Criteria, the criterion In charges were informed to prepare their presentations. It was also informed that other faculty members can give their inputs, suggestions, appreciation and also critically analyze the presentation for further improvement.

7. There would be a one to one meeting with each faculty member regarding their individual vision and goal followed by the meeting with all the departments to discuss the future plans of their department for the next 3 years.


IQAC Coordinator

Members Present


Principal

1. Dr K Padmavathi, Principal and Chairperson
2. Dr T. Annie Sheron, IQAC Coordinator
3. Dr M Nancy Serena, Addl. IQAC Coordinator
4. Dr. K. Usha Rani, Department of Botany
5. Dr R Sneha, Department of Botany
6. Dr R. Sreelatha, Department of Botany
7. Mrs V. Rohini, Department of Biotechnology
8. Dr G Pranitha, Department of Chemistry
9. Ms K Saritha Rani, Department of Chemistry
10. Dr Rafiya Sultana, Department of Chemistry
11. Dr Sathyajit Raj, Department of Chemistry
12. Dr B Rajini, Department of Chemistry
13. Dr Sajida Begum, Department of Commerce
14. Mrs Rajnikala, Department of Commerce
15. Dr K Praneetha, Department of Commerce
16. Dr R. Prasanna, Department of Commerce
17. Ms S Praveena, Department of Commerce
18. Dr Uma Maheswari, Department of Commerce
19. Ms C.P. Uma, Department of Commerce
20. Dr M J Eliat, Department of Commerce
21. Ms. B. Sravanthi, Department of Commerce
22. Ms Kalpana P, Department of Computer Science
23. Ms G Jaya, Department of Computer Science
24. Ms Swapna, Department of Computer Science
25. Ms Sandhya K, Department of Computer Sciences
26. Ms Laxmi Prasanna, Department of Computer Science
27. Dr N Vijaya Raghavi, Department of Economics
28. Dr P. Satyanarayana, Department of Economics
29. Ms Vasantha Kumari, Department of English
30. Ms Joy Hepsibah, Department of English
31. Ms Lasya P, Department of English
32. Dr M Nirmala, Department of English
33. Mr. B. J. Gautham Department of English

34. Ms. Tanya Department of English
35. Ms J Deepthi, Department of English
36. Dr Vigneshwar Reddy, Department of Geography
37. Dr Saritha Jadhav, Department of Hindi
38. Dr K. Vijay Kumar, Department of History
39. Ms Parveen Sultana, Department of Journalism & Mass Communication
40. Dr. S. Prasanna Rani, Department of Mathematics
41. Dr D Pushpa, Department of Mathematics
42. Mr Koteswar Rao, Department of Mathematics
43. Dr S Sarada, Department of Mathematics
44. Ms Ravali T, Department of Mathematics
45. Dr Kanchanalatha, Department of Physics
46. Dr M Sundara Murthy, Department of Physics
47. Ms N Anitha, Department of Physics
48. Dr K Kamala, Department of Political Science
49. Dr Narsimhulu G, Department of Public Administration
50. Dr G. Sunitha, Department of Statistics
51. Ms. Anusha, Department of Statistics
52. Dr D Padmaja, Department of Sanskrit
53. Mrs. I. Nandini, Department of Sanskrit
54. Dr Padma Kumari, Department of Telugu
55. Dr G.S. Jyothirmayi, Department of Zoology
56. Dr D. Prasanna, Department of Zoology
57. Dr Jyosthna, Department of Zoology
58. Ms P. S Rajini, Department of Zoology
59. Dr D Radhika, Librarian

Minutes of the Meeting

Date: 16 August, 2021

Time: 11 AM

An Online cum offline (Room No 103) meeting was convened by the Principal on 16.08.2021 at 11 A M for all the teaching staff to discuss the following Agenda points.

Agenda

1. Almanac for 2021-22
2. Completion of Board of Studies (BoS) meeting for the academic year 2021-22
3. CSR Funding from Megha Construction
4. Golden Jubilee Celebrations
5. IQAC- Drafting of SSR
6. Any other item with the permission of the chair

Resolutions- The following resolutions were taken during the meeting:

1. It was resolved that the Golden Jubilee celebrations would be a yearlong event. The inaugural programme would be held 21 August, 2021 and the Commissioner of Collegiate Education would be invited as Chief Guest. Various events like Free Vaccination Drive, Weeklong celebration of Sanskrit Divas, bringing out a Calendar highlighting the significant events of the college spread over 50 years, Poster release would mark the beginning of the grand celebration.
2. It was instructed that the Alumnae Committee along with all the staff would mobilize the Alumnae (from 1971 to 1995) and inform them to contribute and share their experiences about the college by way of quotations, poetry, anecdotes, pictures etc which would be compiled and published as a *Newsletter* titled *Reflections from Alumnae* on 21 August, 2021. It was instructed to prepare banners to display at various points in the college. The teaching faculties were instructed to contribute ideas and come out with banners.
3. It was instructed to prepare the Almanac for the next academic year 2021-22, the classes for Semester III and V would commence from 13 September, 2021. It was also informed that Dasara vacation would be from 6-19 October, 2021.
4. **Board of Studies:**
 - It was resolved that all the departments shall complete the BoS from 6 to 12 September, 2021. It was also informed that BoS if a need arises can be revised during the academic year with the consent of Chairperson, BoS.

- The departments have the flexibility to completely change the syllabus and prepare a text book of their own or in collaboration with the teaching faculty of other colleges. The departments can also retain the existing syllabus if it meets the current learning needs of the students.
 - The In charges of the department can invite Lecturers from other Colleges and conduct a preliminary BoS.
 - It was also instructed that study projects, MoUs, field visits, certificate courses are to be reflected in the BoS and the approval for it should be taken by the Chairperson, BoS of the concerned department.
 - It was informed that industry related syllabus must be offered at Undergraduate level and persons belonging to the industry shall be a part of the BoS.
 - There would be a meeting regarding Conduct of BoS on 4 September, 2021.
5. It was instructed to initiate Club activities which help in imbibing hobbies and varied interests among students. It was informed to identify and institute clubs like English club, Literary club, Theatre club, STEM club, Book Reading club and take the approval of it in the Academic Council Meeting.
 6. The CSR funds contributed to the college would be utilized for college development and infrastructure. The funds would be used to construct toilets, staff rooms, laboratories, conference hall and library.
 7. As a part of Golden Jubilee celebrations which would kick start on 21 August, 2021, there would be a yearlong programme to reach out to the people and contribute to the society as a part of Social Responsibility. It was instructed to identify 50 learning circles especially the ones which cater to the learning needs of the students who do not have access to technology.
 8. It was resolved to celebrate Teachers Day on 5 September, 2021 by inviting and honouring teachers who have served this institution for more than 20 years and also invite the teachers of this institution who were recognized and awarded with the Best Teacher Award by the Government of Telangana.
 9. The IQAC coordinator of the college informed that the Criterion Incharges should submit the information by 17 August, 2021. The IIQA would be submitted by 18 of August, 2021. The year-wise activities of all the departments of last 5 years are to be submitted at the earliest.
 10. Feedback on curriculum and other aspects are to be collected from all stakeholders and analyzed. The recommendations have to be communicated to the respective

departments.

11. It was instructed that the Autonomy team would visit the college in the second week of September. There would be a Mock Visit by a team constituted for this purpose to check the preparedness of all the departments.
12. It was instructed to work with a vision to empower students and organize a good number of Virtual sessions with experts in different fields to motivate and enrich students.
13. It was instructed to encourage students to practice segregation of waste and celebrate one day in a week as **No Disposable Items Day** to make the college environment friendly.
14. It was also resolved to celebrate **Handloom Day** every Saturday, the Examination Branch were instructed to disburse the examination remuneration to the teaching staff by 21 August, 2021.
15. To sensitize the students, a visit to Old Age Homes was instructed, the faculty were informed to come out with a plan to conduct a cultural programme. It was instructed to adopt an Old Age Home and a Village which would enable the students and the staff to contribute their mite and serve the society.
16. It was resolved to constitute a Hostel Committee to help students with the information regarding the hostels available and the contact numbers of the Wardens.


(IQAC coordinator)


Principal

Members Present

1. Dr K Padmavathi, Principal and Chairperson
2. Dr T. Annie Sheron, IQAC Coordinator
3. Dr M Vasudha, Dept. of Genetics
4. Dr M Nancy Serena, Addl. IQAC Coordinator
5. Dr. K. Usha Rani, Department of Botany
6. Dr R Sneha, Department of Botany
7. Dr R. Sreelatha, Department of Botany
8. Mrs V. Rohini, Department of Biotechnology
9. Dr G Pranitha, Department of Chemistry
10. Ms K Saritha Rani, Department of Chemistry
11. Dr Rafiya Sultana, Department of Chemistry
12. Dr Sathyajit Raj, Department of Chemistry
13. Dr B Rajini, Department of Chemistry
14. Dr Sajida Begum, Department of Commerce
15. Mrs Rajnikala, Department of Commerce

16. Dr K Praneetha, Department of Commerce
17. Dr R. Prasanna, Department of Commerce
18. Ms S Praveena, Department of Commerce
19. Dr Uma Maheswari, Department of Commerce
20. Ms C.P. Uma, Department of Commerce
21. Dr M J Eliat, Department of Commerce
22. Ms. B. Sravanthi, Department of Commerce
23. Ms Kalpana P, Department of Computer Science
24. Ms G Jaya, Department of Computer Science
25. Ms Swapna, Department of Computer Science
26. Ms Sandhya K, Department of Computer Sciences
27. Ms Laxmi Prasanna, Department of Computer Science
28. Dr N Vijaya Raghavi, Department of Economics
29. Dr P. Satyanarayana, Department of Economics
30. Ms Vasantha Kumari, Department of English
31. Ms Joy Hepsibah, Department of English
32. Ms Lasya P, Department of English
33. Dr M Nirmala, Department of English
34. Mr. B. J. Gautham Department of English
35. Ms. Tanya Department of English
36. Ms J Deepthi, Department of English
37. Dr Vigneshwar Reddy, Department of Geography
38. Dr Saritha Jadhav, Department of Hindi
39. Dr K. Vijay Kumar, Department of History
40. Ms Parveen Sultana, Department of Journalism & Mass Communication
41. Dr. S. Prasanna Rani, Department of Mathematics
42. Dr D Pushpa, Department of Mathematics
43. Mr Koteswar Rao. Department of Mathematics
44. Dr S Sarada, Department of Mathematics
45. Ms Ravali T, Department of Mathematics
46. Dr Kanchanalatha, Department of Physics
47. Dr M Sundara Murthy, Department of Physics
48. Ms N Anitha, Department of Physics
49. Dr K Kamala, Department of Political Science
50. Dr Narsimhulu G, Department of Public Administration
51. Dr G. Sunitha, Department of Statistics
52. Ms. Anusha, Department of Statistics
53. Dr D Padmaja, Department of Sanskrit
54. Mrs. I. Nandini, Department of Sanskrit
55. Dr Padma Kumari, Department of Telugu
56. Dr G.S. Jyothirmayi, Department of Zoology
57. Dr D. Prasanna, Department of Zoology
58. Dr Jyosthna, Department of Zoology
59. Ms P. S Rajini, Department of Zoology
60. Dr D Radhika, Librarian

**Government Degree College for Women, Begumpet
Autonomous-Affiliated to Osmania University**

Minutes of the Meeting

Date: 22 September, 2021

Time: 11 am


An Online meeting was convened by the Principal along with the IQAC Coordinator on 22.09.2021 at 11 AM for all the Heads of the Departments on the following Agenda points.


Agenda

1. Submission of Evaluative Report
2. Submission of Departmental Academic Calendar and Synopsis.
3. Feedback on curriculum and other aspects.

Resolutions- The following resolutions were taken during the meeting:

1. The Heads of all the Departments were informed to submit the Evaluative reports as per the format sent to them.
2. The Heads were also informed to submit the Departmental Academic Calendar and Synopsis.
3. Feedback on curriculum and other aspects are to be collected from all stakeholders and analyzed. The recommendations have to be communicated to the respective departments


IQAC Coordinator


Principal

Members Present:

1. Dr K Padmavathi, Principal and Chairperson
2. Dr T Annie Sheron, Coordinator, IQAC
3. Dr M Nancy Serena, Department of English
4. Dr. K. Usha Rani, Department of Botany
5. Ms Vasantha Kumari, Department of English
6. Dr K. Vijay Kumar, Department of History
7. Dr D Padmaja, Department of Sanskrit
8. Dr D Radhika, Librarian
9. Dr G.S. Jyothirmayi, Department of Zoology
10. Dr G. Sunitha, Department of Statistics
11. Mrs V. Rohini, Department of Biotechnology
12. Dr Sajida Begum, Department of Commerce
13. Dr Kanchanalatha, Department of Physics

14. Dr Narsimhulu G, Department of Public Administration
15. Dr N Vijaya Raghavi, Department of Economics
16. Dr. S. Prasanna Rani, Department of Mathematics
17. Dr Saritha Jadhav, Department of Hindi
18. Dr Madhuri, Department of Microbiology

Government Degree College for Women, Begumpet, Hyderabad
Autonomous- Affiliated to Osmania University

Minutes of the Meeting

Date: 8 October, 2021

Time: 11 am


A meeting was convened by the Principal and the IQAC Coordinator on 8.10.2021 at 11 am for all the Heads of the Department to discuss the following Agenda points.

Agenda

1. Syllabus revision carried out during the last 5 years.
2. New courses introduced in all the programs offered.

Resolutions- The following resolutions were taken during the meeting:

1. It was instructed that all the Heads of the Departments would provide information regarding the Revision of syllabus during the last 5 years. It was also informed to submit the percentage of content added or replaced with the existing one.
2. It was also informed that the HoDs shall submit the information regarding the new courses introduced in the program offered during the last 5 years.
3. It was informed that a Google Spreadsheet would be prepared and sent to all the HoDs to furnish the details.
4. It was decided to create a new Whatsapp group with all the HoDs and IQAC Coordinator to communicate important information pertaining to SSR Preparation.


(IQAC coordinator)

Members Present


Principal

1. Dr K Padmavathi, Principal and Chairperson
2. Dr M. Vasudha, Vice Principal
3. Dr T. Annie Sheron, IQAC Coordinator
4. Dr M Nancy Serena, Addl. IQAC Coordinator
5. Dr. K. Usha Rani, Department of Botany
6. Mrs V. Rohini, Department of Biotechnology
7. Dr G Pranitha, Department of Chemistry
8. Dr Sajida Begum, Department of Commerce
9. Dr R. Prasanna, Department of Commerce
10. Dr Saritha Jadhav, Department of Hindi

11. Dr. S. Prasanna Rani, Department of Mathematics
12. Dr Kanchanalatha, Department of Physics
13. Dr K Kamala, Department of Political Science
14. Dr Narsimhulu G, Department of Public Administration
15. Dr G. Sunitha, Department of Statistics
16. Dr D Padmaja, Department of Sanskrit
17. Dr G.S. Jyothirmayi, Department of Zoology
18. Dr Mrudula, Dept of Telugu

Government Degree College for Women, Begumpet, Hyderabad
Autonomous, Affiliated to Osmania University

Minutes of the Meeting

Date: 22 October, 2021

Time: 2 pm


A meeting was convened by the Principal and the IQAC Coordinator on **22.10.2021** at **2 pm** for all the Head of the Departments to discuss the following Agenda points.


Agenda

1. Preparation of SSR.
2. Lists of documents to be submitted for preparation of SSR.

Resolutions- The following resolutions were taken during the meeting:

1. It was to prepare the soft copies of the 32 Records and provide a link for it in the drive.
2. The Action plan shall be prepared by all the Departments.
3. The Heads were informed to submit the soft copy of Remedial teaching report with colour photos.
4. The English and the Commerce departments shall submit the information regarding the Bridge Course.
5. Feedback on curriculum and other aspects are to be collected from all stakeholders and analyzed. The recommendations have to be communicated to the respective departments.
6. The Departments were informed to submit the following information to IQAC:
 - Lists of assignments given to the students year wise.
 - Lists of Student Study Projects prepared year wise
 - Jignasa Report to be submitted year wise.
 - List of PPTs prepared by teachers to be submitted in a folder which would be available for in the college website.
 - List of e-Content prepared for Virtual labs, links to be provided.
 - List of T-SAT Nipuna presentations with topic, date, link and pictures.
 - List of Student as a Teacher programme in T-SAT live presentations.
 - List of Refresher Courses, Orientation Courses and FDPs attended.
 - Workshops/Seminars conducted by the department from 2016-2021.
 - YouTube Channel link of the entire teaching faculty and the departmental channel to be submitted.
 - Report on Certificate Courses conducted by the department.
 - Report on the Science, Commerce, Arts fests conducted by various departments.
 - Departmental profile and teacher profile shall be prepared and submitted as per the format which would be sent.
 - Report on the field trips year wise.


(IQAC Coordinator)


Principal

Members Present

1. Dr K Padmavathi, Principal and Chairperson
2. Dr Vasudha, Vice Principal
3. Dr T. Annie Sheron, IQAC Coordinator
4. Dr M Nancy Serena, Addl. IQAC Coordinator
5. Dr. K. Usha Rani, Department of Botany
6. Ms Vasantha Kumari, Department of English
7. Dr K. Vijay Kumar, Department of History
8. Dr D Padmaja, Department of Sanskrit
9. Dr D Radhika, Librarian
10. Dr G.S. Jyothirmayi, Department of Zoology
11. Dr G. Sunitha, Department of Statistics
12. Mrs V. Rohini, Department of Biotechnology
13. Dr Sajida Begum, Department of Commerce
14. Dr Kanchanalatha, Department of Physics
15. Dr Narsimhulu G, Department of Public Administration
16. Dr N Vijaya Raghavi, Department of Economics
17. Dr. S. Prasanna Rani, Department of Mathematics
18. Dr Saritha Jadhav, Department of Hindi
19. Dr Madhuri, Department of Microbiology

Government Degree College for Women, Begumpet, Hyderabad
Autonomous, Affiliated to Osmania University

Minutes of the Meeting

Date: 05 November, 2021

Time: 12.30 pm

A meeting was convened by the Principal on **5 November, 2021** at **12.30 pm** for all the Teaching Staff in the Conference Hall to discuss the following Agenda points.

Agenda

1. Preparation of SSR.
2. Uploading of Student Satisfaction Survey
3. Requirements of the Departments
4. Preparation of the Academic Calendar
5. Conduct of Workshops and Field visits by the Departments


Resolutions- The following resolutions were taken during the meeting:

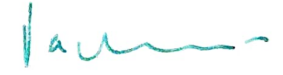
1. It was instructed to upload SSS along with SSR.
2. The Mentors of II and III years have to submit the database and ensure that all the email IDs are checked. The same has to be ensured with the passed out students. The template of SSS would be given to the Mentors.
3. The Mentors shall instruct the students to check their mails regularly.
4. It was instructed to keep the data metrics ready along with the SSR. The documentary evidence also to be kept ready for uploading the SSR.
5. The SSR to be uploaded on 1 December, 2021. The draft copy of Part A and B to be kept ready by 10th November, 2021. The Mentors to guide students on SSS.
6. It was informed that a Committee from CCE and experts from NAAC A+ grade institutions would be visiting the College on 11-12 November, 2021 give inputs and suggestions.
7. The modified SSR would be scrutinized by CCE by 29th November, 2021.
8. It was instructed to conduct departmental meetings and identify the needs of the department like lab equipment, printers, smart boards, text books etc. The deadline to submit the requirements is 6th November, 2021.
9. It was informed that the class work would not be disturbed and the internal assessment

would be conducted strictly.

10. The Student Charter has to be prepared and displayed in the College. The Department of Public Administration to take up the responsibility.
11. Feedback on curriculum and other aspects are to be collected from all stakeholders and analyzed. The recommendations have to be communicated to the respective departments.
12. The Departments were instructed to update all the records.
13. The Academic Calendar to be prepared by Academic Coordinators by 15 November, 2021.
14. Every department shall conduct Workshop for final year students, this activity to be reflected in the Academic Calendar.
15. Field Visits to be planned by all the departments.
16. A Committee of 8 members was constituted to draft the SRR and fill in the necessary gaps. They are as follows:

Dr Sandhya Jyotsna, Dept of History, Dr Prasanna Rani, Dept. of Mathematics, Dr Pushpa, Dept. of Mathematics, Dr Nirmala, Department of English, Dr. Prasanna, Dept. of Commerce, Dr. Vijay Kumar, Dept. of History, Mrs. Parveen Sultana, Dept. of Journalism, Mrs. Joy Hepsibah, Dept. of English.


(Vice coordinator)
Members Present


Principal

1. Dr K Padmavathi, Principal and Chairperson
2. Dr Vasudha, Vice Principal
3. Dr M Nancy Serena, Addl. IQAC Coordinator
4. Dr. K. Usha Rani, Department of Botany
5. Ms Vasantha Kumari, Department of English
6. Dr K. Vijay Kumar, Department of History
7. Dr D Padmaja, Department of Sanskrit
8. Dr D Radhika, Librarian
9. Dr G.S. Jyothirmayi, Department of Zoology
10. Dr G. Sunitha, Department of Statistics
11. Mrs V. Rohini, Department of Biotechnology
12. Dr Sajida Begum, Department of Commerce
13. Dr Kanchanalatha, Department of Physics

14. Dr Narsimhulu G, Department of Public Administration
15. Dr N Vijaya Raghavi, Department of Economics
16. Dr. S. Prasanna Rani, Department of Mathematics
17. Dr Saritha Jadhav, Department of Hindi
18. Dr Madhuri, Department of Microbiology
19. Dr Nirmala, Department of English
20. Mrs Joy Hepsibah, Department of English
21. Dr. Prasanna, Dept. of Commerce
22. Dr Sandhya Jyotsna, Dept of History
23. Dr Prasanna Rani, Dept. of Mathematics
24. Dr Pushpa, Dept. of Mathematics
25. Dr. Vijay Kumar, Dept. of History
26. Mrs. Parveen Sultana, Dept. of Journalism
27. Dr Mrudula, Department of Telugu
28. Dr Praneetha, Dept. of Commerce

Minutes of the meeting

Date 26/11/21

IQAC members & conveners & Dr. Krishna Murthy met in Principal chamber to discuss seven criteria ; criteria wise.

Agenda :-

To understand any gaps in data for Naac.

Criteria - I Presentation by criteria Incharge and Members.

Resolutions :-

Following points were suggested

1. Suggested to display the combination of courses in programs in the website as presented in affiliation orders.

2. Elective courses system from 2019-20

3. We can consider the papers & books for Naac even if they were published by faculty in the presently working college (Criteria 3)

4. In matrix 1.1.2 change the 1.2 programs to 100%.

1.1.2.1 - change the response to 69.

1.1.2 & 1.2.2 - Required update of the template in the revision of the program

5. Percentages will be calculated by the system itself

6. Include PG courses in all matrices that is showing the which wherever course data is required.
7. Data templates should not exceed SMB.

If it exceeds SMB give this data in the minutes of the BOS do not incorporate the direct links showing the BOS, since it is exceeding SMB.

* we can incorporate the data in the website & those links can be provided in the data templates.

* provide the large data as hidden document in the website & provide those links wherever required in SSR. DVV.

* Academic council minutes, university proceeding & BOS meeting also - in 1.2.2 indicator matrix.

- suggested to make changes in 1.3.1 first four lines & last sub headings.

- Modify the names of the courses in 1.3.1 attached file.

8 - 1.3.2 is the Quran, so remove the written part in the response.

8 Include course codes for 1.3.2 Data template.

9 value added courses is more than 30hrs provide the details in Data template.

- 0 Rewrite the data template of value added courses. - 1.3.3.1
1. 1.3.4 - check the percentage
2. 1.3.4 - Provide only current year 2020-21 final year data & this should match with extended profile data.
- * student satisfactory survey.
13. change the title in feedback as Student feedback on Curriculum (highlight)
14. Increase the no. of questions on Curriculum feedback.
15. Recheck the questions in the Alumni part.
16. Redo the framing of the questionnaire
17. Rewrite the Action taken report of feedback.
 - feedback suggestion followed by Action taken

Members :- (Criteria 1 members)

- ① Dr. D. Prasanna Law
2. Dr. D. Puthira pu
3. Dr. R. Snehalata E
3. Dr. M. Sandara Dr. M. Sandara
4. S. Praveena Praveena
5. Dr. R. Prasanna Prasanna

Criteria - 2 :-

The following points were suggested for Criteria - 2.

1. For the academic year 2016-2017 include the students who were enrolled in 2014-2015 (final year students) check in Extended Profile.
2. Instructed to not include the percentage or Demand ratio in the DRY sheets because the system itself calculate.
3. Instructed to include the PG Data also in DRY sheets
4. In 2.2 Include the research orientation inculcation among PG students
5. Rewrite the 2.3.2 €
6. Suggested to incorporate the authenticated list of students for mentor-mentee (Circulars) - only for current academic year - 2020-21
- 2.3.4 - Incorporate Academic calendar Department year - Macro time table.
teacher wise - Micro time table.
Incorporate sample Teaching plan & Teaching Diary
7. Incorporate the attested copy of 2.5.1 Results declaration
- 2.5.2 - Include the attested Document of any five grievances

10. Attainment of programs include a paragraph placements

Higher education
2-7 for student satisfactory survey, provide the current year enrolled students data, not 2020-21 passed out students.

Criteria 2 members:-

1. Sukar
2. N. Mandula
3. C. Rama Maheshwari - Dr.
4. M. Anusha - Amr

Criteria - 3:-

The following points were suggested for Criteria - 3.

1. Instructed to incorporate PG coordinators in the research committee
2. 3.1 From cce sponsored programs also include (cce proceedings, application from faculty, sanctioned letter/releasing letter from principal) - sponsored seminars/workshops
3. Business English & COP (sanctioned in 2014-15) but since they are for 5 years we can incorporate in 2016-17, 2017-18 & 2018-19.

4. for 3.2.2, 3.2.3, 3.2.4 - fill the data template as given in Naac proforma.
- Redo 3.2.1 data template
5. Research Innovation and Incubation center should be created.
6. 3.3.1 | Foods ~~prohibition~~ from Applied Nutrition
 | Green Auditing, QR code
 | chemicals in daily life.
 Incorporate in 3.3.1 Qm
7. Incorporate time table, Brochurs for 3.3.2 seminars/workshops.
8. Frame a Ethics committee with a proper members
 or else we say we will follow O.U Ethics as our college is affiliated to O.U
 * * Institutional Ethics committee should work in accordance with O.U ethics committee. and
 3.4.1 → All of the above.
9. 3.4.3 :- upload research articles in inflibnet for the H-Index
10. 3.4.4, 3.4.5 :- No need to calculate the system will do itself.
11. 3.5.2.1 - Incubation center for developing facilities

12. 3.6.2 Recheck the no. of students participated in extension activities provide the list of students.

13.

Criteria - 3 members.

- 1. ~~Joshi~~ 20/11/21 Dr. G.S. Tyothirmai.
- 2. ~~Shree~~ Dr. K. Praneetha.
- 3. ~~Balika~~ Dr. K. Kamala
- 4. ~~M. K.~~ Dr. U. G. N. S. M.

④

Criteria - 4 members:-

- (1) Dr. D. Radhika ~~id for~~
- (2) B. Ramesh Devi ~~id~~
- (3) K. Shyamala ~~id~~

Criteria - 5

- ① Revisit 5.1.1
- ② Get Attestation on the scholarships by principal
- ③ According to xlaac website the academic year 2020-21 is extended till Dec 2021
- ④ 5.2.3 opting out of SSR also 5.4.4
- ⑤ Give the details of student progression for the academic year 2020-21 - 5.2.2
- ⑥ If Telugu documents are given then provide the atleast title (caption) in English for all telugu documents.
Convert 5.2.2 - doc. file into excel data-template
- ⑦ update 5.3.3 sports data for 2020-21
- ⑧ 5.4.2 Excluded not opted out

Criteria - 5 members.

- ① Dr. Sajida - 8200
- ② Dr. N. Vijaya Raghani
- ③ Dr. P. S. Rajani
- ④ K. Saritha Devi
- ⑤ B. A. Rajinikale
- ⑥ Dr. K. Usha Ram

Criteria - 6

- ① 6.1.1 start with the following lines
The college has a well defined vision & mission
before 6.1.1
- ② 6.1.2 - change the strategic plan
give perspective plan / action plan for five years
and also include success story
- ③ college name should be there in the
Screenshots of 6.3.1
- ④ redo 6.3.2
- ⑤ 6.4.1 provide only balance sheet and statement
(2 pages)

⑥ 6.4.2 Include Titled construction fund from Kadiyam Srihari garu Gold medals also include. Ledo 6.4.2.

Include funds from CPDC if at all credited.

6.4.2 is opted out for SSR submission

⑦ 6.4.3 : Substitute tuition fee with special fee

⑧ 6.4.4 Do include RUSA & UGC grants

Criteria & members :-

① Dr. M. Nirmala M. Nirmal

2

3) Dr. D. Sarada devi Bd

4) Dr. C. Jyothsna lb

5) I. R. Nandini

Criteria 7 :-

- ① 7.1.2 Arrange grid meters for solar power for reducing electric power
- ② 7.1.4. As there is no waste water recycling remove it
- ③ 7.1.5.1 Restricted entry of automobiles set up a Board somewhere outside the college saying no entry of vehicles, give the geo tag photos of that
- ④ construct pedestrian friendly pathways.
- ⑤ Diable washrooms - arrange handles in the washrooms in the ground floor.
- ⑥ 7.1.7 - Human assistance upload a photo of a student taking human assistance
- ⑦ 7.1.10 → grievance cell committee is the monitoring committee.
- ⑧ Refine 7.3.1 Concentrate on the strengths of the college like women safety, courses, fees

Criteria 7 members:-

- ① Dr. S. Prasanna Devi - Asst. Prof. of Mathematics Prasanna
- ② M. Parabhavathi - Asst. prof. of chemistry Parabhavathi
- ③ V. Rohini - Asst. Prof. of Biotechnology Rohini
4. B.C. Joy - Lecturer in English
5. Mr. K. Venkateswamy - Assistant professor Sanskrit Venkateswamy
6. Dr. Ch. Kanchanalatha - Asst. prof. of physics Kanchanalatha
(Convener, Criticon - 7).

Extended Profile

2.1 Include all three years in 2016-17

2.2

2.3 even odd semester 2, 4, 6. Semester

4.3. percentage wise reserved seats.

8 Name & signature
V.

M. Vasudha

~~V. K. Srinivasan~~

N. Nam

Principal
26/11

Workshop on Quality Assurance and Re-Accreditation.

Resource Person: Dr. Anil Kumar.

The Criterion Incharge and members of QAC met in the Principal's Chamber on 10.12.2021 at 12 PM for the workshop on Quality Assurance and Re-Accreditation. The Resource Person gave the following suggestions after the individual presentation of each Criteria for a better appreciable NAAC grade.

Resolutions:

Criteria 2 :-

1. It was suggested to indicate student demon ratio as a best practice under Gender Parity index (Student Diversity). This would show that the institution encourages Women education.
2. The outcome data of ^{Students taking} remedial coaching should be presented in the website.
3. It was advised to opt out the details pertaining to Full time teacher ratio.
4. It was informed to conduct a workshop on Bring your own device (BYOD) and encourage students to download Apps like NDLI, Voice of America, Swayam Prabha. (under pedagogical methods)
5. Departments to take up case studies and submit a report with logical data.
6. Initiate innovative evaluative methods like Personalised evaluation - Eg. Conducting live quiz using Kahoot app.
7. Reflect the Pedagogical methods of teaching learning ^{used} in the classroom in the Academic diary.

8. Maintain a centralized record of all mentors and the issues students are facing.
9. Include the principal as the Chief Mentor as issues which cannot be resolved by mentees will be resolved by the Chief Mentor.
10. Do mention Examination branch as fully automated which is why the number of student grievances is minimised.
11. Grievances to be < 3 especially pertaining to paper evaluation.
12. The program outcomes attainment has to be done only for the outgoing batch.
13. 2.6.3. VI semester outgoing batch will be considered.
14. Send mock mails for SSS.

Criteria 6:

15. It was inferred to upload list and relevant GIs for Statutory bodies. The lists must be followed by Composition of Statutory bodies.
16. The lists of Committees year wise to be attested.
17. Include mid term and final evaluation in strategic planning.
18. It was inferred to prepare 6.2.1 document as per 'plan do check and Act' cycle. [PDCA]

19. To include Entry to Exit - student file in e-Governance
20. It was informed to take the attestation of Finance officers in all^{the} payment bills.
21. The Staff Association has to ensure and look into - the welfare of teaching faculty including Contract Staff.
22. To include attendance statement of Participants and participation Certificates for all Professional developmental Programmes.
23. To include Internal Audit Reports from 2016-17, 2017-18, they have to be collected from % CCE.

Criteria VII - 7

7.1.1

24. 7.1.6 - It was informed to rewrite Institutional^{the} distinctiveness.
25. The Best Practices to be rewritten - WEC and TSKC. To include Pictures in photo gallery.

Criteria 3

26. 3.3.1 - It was informed to rewrite the document.
27. 3.3.2 The document to be uploaded in the website.
28. It was suggested to use Licenced Plagiarism check software.
29. It was advised to Register in Scopus, Web of Science and vidwan portals. This

Would enable to reflect the overall score. (Bibliometrics)

30. It was suggested to include Programmes Conducted during the Pandemic like FDP for teachers, online classes, online exams, vaccination, parent-teaching meetings under the title 'Covid Best Practices'.

Criteria - 1

31. It was suggested to make a provision for credit transfer for MOOCs Courses.
32. It was informed to encourage the students in Internships which is free of cost.
33. Curriculum Review Committee will review the feedback on curriculum from various stakeholders. Flexibility to be the best practice for Criterion-1.

Criteria 5 - It was suggested to build more number of ⁽³⁴⁾ entrepreneurship programmes and start an Innovation club.

Criteria 4 -

35. It was suggested to go for ~~an~~ MoU with Samskatha Foundation.
36. It was informed to check the number of classrooms in extended profile.
37. To create a logbook for LCD.
38. It was suggested to check the number of computers. The ideal computer ratio is 1:15.

over all suggestions:

39. It was suggested to redo SWOC Analysis and work for improvements.
40. website of the college to be dynamic.

Members Present:

1. Dr. K. Padmavathi, Chairperson and Principal
2. Dr. Anil Kumar, Principal, Maharaja Govt. Sanskrit College and Resource person.
3. Dr. Vasudha, Vice Principal.
4. Dr. Annie Sharon, G&AC Coordinator
5. Dr. A. Madhavi Criteria-3
6. Dr. D. Padhika Criteria-4
7. Dr. K. Usha Rani Criteria-5
8. Dr. M. Nancy Sene
9. Dr. M. Nirmala
10. Dr. Vigneshwari M Criteria-3
11. C. Chama Malleswari - Criteria-2.
12. Dr. Ch. Kanchana Lakshmi Criteria-7
13. A. Manasa
BA III year
14. Patnam Akhila
B.COM III year

The GRAC of GDCW met in the Principal's Chamber on 23/11/2021 at 2:30 pm. Experts from CCE and University of Hyderabad along with the Criticon in charges were present.

Agenda.

1. To review the Preparation of SSR.
2. To take invaluable inputs from Experts invited and make necessary revisions.

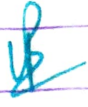
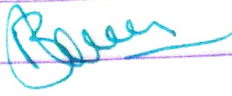
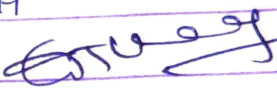
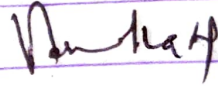
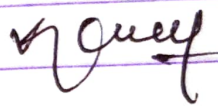
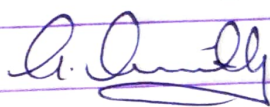
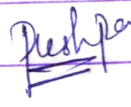
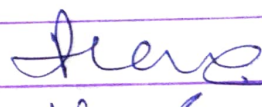
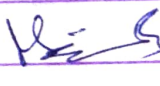
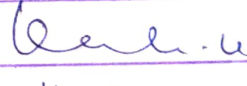
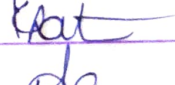
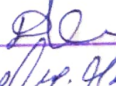
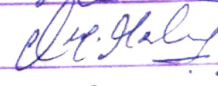
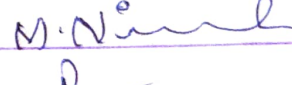

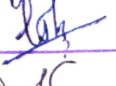
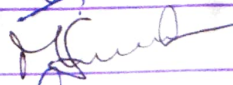

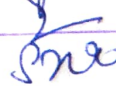
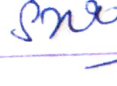
Resolutions:

1. ^{C-1} Achievements of the institutions should be covered in the news. Improvement in media coverage to be made important.
2. All Programs/^{course} offered have 100% employability opportunity.
3. Initiate taking feedback from the employers of the students who have studied in the institution.
4. Students should be taught MS office especially Excel from their first year.
5. ^{C-2} For BBA, Standard Cases are to be taken through the Process of subscription for conducting Role plays.
6. The Placement cell shall conduct mock interviews, record and play it in the classroom.
7. T-sat Presentations can be categorised

under Faculty outreach activities.

8. It was suggested to develop Academic honesty and integrity among the students.
9. Research ambience has to be created and maintained.
10. Encourage the faculty for Faculty Capacity building like research incentives, Paper Publications / Presentations.
11. Teacher appreciation has to be initiated to motivate the teachers.
12. It was suggested to make arrangements for live class streaming for facilitating the students to attend classes from home during this pandemic times.
13. Motivate students for SSS.
14. Include practices for revenue generation.
15. Conduct training programs for students to prepare for competitive examinations.

Members Present :

1. Dr. K. Padmavathi, Principal 
2. Prof. Rajashekar, ~~Dean~~, School of Business Management, UoH 
3. Dr. D.T. Chary, Academic officer, Uo CCE. 
4. Dr. T. Annie Sharon, GRAC Coordinator
5. Dr. Vasudha, Vice Principal 
6. Dr. K. Vijay Kumar, COE 
7. Dr. G. Sunitha 
8. Dr. D. Pushpa 
9. 
10. Dr. R. Prasanna 
11. Dr. Vigneshwar Mekha 
12. Dr. K. Kamala 
13. Dr. Ch. Kanhanalatha 
14. Dr. D. Radhika 
15. C. Chama Maheshwari 
16. Dr. M. Nirmala 
17. Dr. D. Prasanna 
18. Dr. C. Jyothsna 
19. M. Sundara Murthy 
20. Dr. Nancy Seena 
21. Dr. Sajida 

The G&AC Conducted a meeting for all the staff members on 28 June, 2022 in Room No. 103 to discuss the upcoming NAAC Peer Team Visit and the preparedness of the Depts.

Agenda:

- 1) Preparation for NAAC Peer Team Visit
- 2) Preparedness of the Depts.

Minutes

- 1) The Depts were instructed to maintain a record of all evidences / Proofs specified in Criteria I to VII in the SSR.
2. Program outcomes & Program Specific outcomes to be kept ready and made available in the Depts, website and library. Criteria I members also to keep the data available with them.
- 3) The Depts should justify about the Programs which were mentioned in the SSR as employable Programs.
- 4) The information on Field Visits by the Depts to be kept ready as per the data submitted in the SSR.

5. All the staff members were instructed to go through the SSR and also submit the staff feedback.
6. The staff members were informed about the Special Programs for advanced learners and slow learners. The slow and fast learners were identified by conducting MCA and Internal Assessment and were placed in groups where there is 1 fast learner, 1 slow learner and 3-4 average learners. One to one teaching was also offered for slow learners to improve their performance.
7. The staff were informed to highlight e-adhyan Kesh. Include Google LMS in the Dept PPT as a teaching learning tool to maintain & update.
- 8) The teachers were informed, Mentor-Mentee Register for the Academic year 2021-22.
- 9) The Dept were informed to maintain Academic Calendar of the Dept, Time tables.
- 10) The teachers were informed to specify the total No. of teaching experience or DL experience for the NAAC Peer ^{Team} Visit.

- 11) The staff should be prepared with the information on the Best Practices of the institution - TSKC and Comprehensive Internal Assessment (CIA) and Institutional Distinctiveness i.e., Women Empowerment Cell.
12. The staff were informed to keep themselves abreast with the reforms on Examination Procedures.
13. POS, COS to be made available in the Departmental Notice board, library and labs.
14. No. of Ph.D's completed by the faculty in the Dept during the assessment period has to be specified and maintained by the Depts.
15. The staff members were informed to be aware of all the policies specified in the website.
16. All the collaborative activities (MOUs) to be maintained by the Dept.
17. The staff were informed about the Media Centre in Room No 127 and the availability of the facility 'Lecture Capturing System' - LCS.
18. The Depts to maintain Departmental library with the list of reference books.

20. The Sports and Cultural Committee to maintain and update the records.

21. The Dept to keep a record of all R.C.s, O.C.s attended by the teachers of the Dept during the assessment period.

Members Present

- | | | | |
|-----|-----------------------|---------------------------------|--|
| 1. | Dr. M. Venkta | Vice Principal | |
| 2. | Dr. Annie Shern | IAAC Coordinator | |
| 3. | Narayana | Add. Coordinator | |
| 4. | Vijay Kumar | Vijay Kumar, Head Dept. History | |
| 5. | Dr. A. Madhuri | Microbiology | |
| 6. | Dr. N. Vijaya Raghavi | Economics | |
| 7. | M. Prabhavathi | chemistry | |
| 8. | Dr. G. Parvitha | chemistry | |
| 9. | Dr. D. Padmaja | Statistics | |
| 10. | Dr. S. Prasanna Rani | Mathematics | |
| 11. | Dr. R. Snehalata | Botany | |
| 12. | Dr. R. Sruja | Botany | |
| 13. | Dr. Rajyashree | chemistry | |
| 14. | B. C. Joy | English | |
| 15. | N. Anitha | Physics | |
| 16. | Dr. Ch. Kancharadatha | " | |
| 17. | Dr. K. Usha Rani | Botany | |
| 18. | Dr. N. Manjula | Telugu | |
| 19. | Dr. M. Madhulena Devi | Hindi | |
| 20. | Dr. K. Shilpa Valli | P.D.N.C. | |
| 21. | Dr. Sajida | Commerce | |
| 22. | Dr. G. Nandini | Library | |
| 23. | Dr. D. Radhika | Librarian | |

24.	L.R. Nandini	Sanskrit	
25.	Dr. D. Prayama	Zoology - Sanskrit	
26.	C. Uma Lakshmaswari	Commerce	
27.	Dr. K. Praveetha	Commerce	
28.	Dr. P. Satyanarayana	Economics	P. Satyanarayana
29.	Purna Chandra	Hindi	
30.	A. Vasantha Kumari	English	Amy
31.	Amritul	English	Amritul
32.	N. Swarna	English	
33.	P. S. Raju	Zoology	
34.	Dr. G. S. Tyothirmai	"	
35.	Dr. A. Smith	Telugu	
36.	Dr. M. Padma Kumari	Telegu	Padma
37.	Dr. D. Sarada Devi	Maths	
38.	A. T. Jayalaxmi	Computers	
39.	V. Rohini	Biotechnology	
40.	Parveen Sultan	Journalism	
41.	Dr. Vigneshwar	Geography	
42.	P. Suresh Babu	Science	
43.	K. Roteeshwari	Maths	
44.	P. Govindaraj P. Kalpana	Computer	
45.	T. Lalitha Kumari	Computers	
46.	A. Manasa	BA III year	A. Manasa
47.	Patnam Akhila	B.COM III year	p. Akhila

1 Aug 2022.

Minutes of the Meeting.

The GOAC conducted a meeting for all the teaching staff on 1 August, 2022 in the Conference Room to discuss the preparedness of the departments for the Peer Team Visit scheduled on 22-23 Aug, 2022.

Agenda:

- 1) Preparation for NAAC Peer Team Visit
- 2) Peer Team Visit - Scheduled plan
- 3) College Annual Day Celebrations & Prepared Expenditure.

Minutes :-

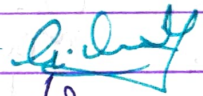






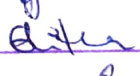

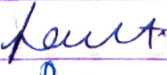





- 1) The College Annual Day will be celebrated on 4th of August, 2022. Various Committees are formulated to carry out various tasks for the smooth conduct of the programme.
- 2) The estimated expenditure for the Annual Day is Rs 2,20,000/-
- 3) It was proposed to give Memento for all the teaching staff.
- 4) A 3 member team is scheduled to visit for NAAC. The Departments & HODS have a major role during the visit.
- 5) The NAAC Team plans to ascertain the Qualitative metrics submitted in the SSR.
- 6) The Departments were instructed to highlight on the Student-Centric methods during the PTV. [Peer group formation of the students], The Student-Centric methods are Peer group formation, assignment, flipped classroom, seminar, project work, field visit.

- 7) The Heads of Departments were instructed to carefully read the Qualitative metrics.
- 8) The Basic Details of the College would be prepared and circulated among the staff members.
- 9) The Departments should prepare with information/data on Teaching plan, Academic Calendar, Continuous mechanism for Assessment etc.
- 10) The Research Centre should be ready with Research outcomes.
- 11) The Impact of Autonomy should be highlighted in the Departmental PPT.
- 12) Install free softwares pertaining to Communication skills in the English language lab and enhance it.
- 13) The staff were informed on the waste management mechanism which is managed with the help of MSTC and WOW (Wellness out of Waste).
- 14) The staff were instructed to read the Code of Conduct and Values and Ethics and be ready.
15. The Language departments were instructed to complete the magazine.
16. The Departments were informed to update the necessary information in the website.
- 17 - The Principal's departmental visit is scheduled on 2 August, 2022. The CCE Team is going to visit on 6 August, 2022 for Mock Peer Team visit.
18. The Departments were instructed to be well versed & prepared with - initiation of Programmes, modification in the curriculum, FDPs,

teaching-learning methods, -translation of mission-vision into programmes, faculty evaluation, Awards, recognitions, level of ^{computer} literacy, level of computer usage, Welfare Programs, grievance redressal mechanism, Participation in SSR, impact of autonomy.

Principal

Members Present :-

1. Dr. M. Vasudha (Vice principal)
2. ~~Dr. Anil Sharma~~ Dr. Anil Sharma (QAAC Coordinator)
- 3.
4. Dr. G. Sushma - 
5. Dr. K. Kamala - 
6. Dr. N. Vijaya Raghavi - 
7. Dr. D. Radhika - 
8. Dr. K. Usha Devi - 
9. Dr. K. Praveena - 
10. Dr. D. Praveena - 
11. Dr. G. Pranitha - 
12. Dr. Rajja Sultan - 
13. npr
14. Dr. D. Saritha - 
15. V. Rohini - 
16. Dr. R. Susha - 
17. B. C. Joy - 
18. Dr. P. S. Rajani - 
19. Dr. R. Snehalata - 

- | | | |
|-----|-----------------------------|---------------------------------------|
| 19. | Arween | |
| 20 | Nandini | |
| 21 | Dr. A. Madhuri | |
| 22. | C. Chama Malleswari | |
| 23. | Dr. M. Nirmala | |
| 24. | Dr. D. Padma | |
| 25. | Dr. Kishor Kumar | |
| 26. | N. Anitha | |
| | Dr. Ch. Kanchanalatha | |
| 28. | Dr. P. Satyavardhana | |
| 29. | S. Praveena | |
| 30. | T. Lalitha Kumari | |
| 31. | V. Purnima Rao | |
| 32. | P. Kapang | |
| 33. | Dr. M. J. Elias | |
| 34. | Dr. Vigneshwar M. | |
| 35. | Dr. M. Mahesh Babu | |
| 36 | J. Balaiah | |
| 37. | Dr. D. Sarada Devi | |
| 38 | Dr. S. Saravali | |
| 39. | K. Lakshmi Rao | |
| 40 | Dr. N. Anand | |
| 41 | Dr. R. Prasanna | |
| 42 | Dr. A. Sunitha | |
| 43 | Ms. B. J. Gantham | |
| 44 | Dr. M. Suresh Kumar | |
| 45. | Dr. H. Nancy Sereni | |
| 46. | A. Manasa BA III year | (Additional Coordinator)
A. Manasa |
| 47. | patnam Akhila BCOM III year | p. Akhila |

The QAAC of GDCW met in the Reading Room on 14.12.2022 at 1pm to discuss on the Preparation and submission of AQAR of 2021-22.

Agenda :

1. Preparation of AQAR 2021-22

Minutes :

1. It was informed that the deadline to submit the AQAR for the Ay 2021-22 is 31st December, 2022.
2. The Academic year for the Preparation and submission of AQAR would be from July 2021 to June 2022.
3. It was instructed that the new format for Preparing AQAR would be sent to the QAAC group with guidelines and templates.
4. It was informed to update the website especially the information pertaining to Courses and Support Services.
5. Data related to NCC, NSS and Sports for the Ay 2021-22 to be gathered and Prepared.
6. The members were given a time of 3 days i.e., till 17th December, 2022 to gather the required data.
7. Criterion wise meeting would be scheduled to ensure the Progress of gathering of data Criteria wise and the Compilation of the same as per the formats.

Members Present:

1. Dr. M. Vasudha
2. Dr. T. Annie Sharon.
3. Dr. D. Pramma
4. M. Subarna Meethy
5. Dr. Vigneshwari M
6. Dr. W. Nirmala
7. Dr. D. Padma
8. Dr. D. Radhika
9. D. Sravani
10. Dr. Manj Sreeni
- 11.

V. R. M

R. M.

R. M.

M. Nirmala

A. O.

Vice Principal
QAAC Coordinator

criticism 1

website

criteria-3

Criteria 1

Criteria 2

4

Addl.
Coordinator