GOVERNMENT DEGREE COLLEGE, SIDDIPET (AUTONOMOUS), DIST SIDDIPET, TELANGANA

IQAC MEETING MINUTES

ACADEMIC YEAR 2018-19

S.No	Date	Minutes
1	23.08.2018	A meeting of the committee of the IQAC is convened under the chairmanship of the chairman Dr. Ch. Prasad, principal with M. Shyamsunder, IQAC coordinator, IQAC overseeing the arrangements with the following points on the agenda. 1. Preparation of action plans 2. Approval of the academic plan 3. Review of the activities of 2017-18 4. Submission of AQAR for 2017-18 After discussion and duly regarding the inputs of the members resolutions have been passed. **Compliance report** 1. <u>Preparation of action plans</u> A model action plan was designed and circulated to all the departments. The action plan of IQAC is prepared. 2. <u>Approval of Academic Plan:</u> The academic plan prepared by the Academic council is approved. Suggested to make provision for changes keeping in view General Elections. 3. <u>Review of IQAC activities 2017-18</u> Documents of some of the IQAC activities of 2017-18 found to be complete. The concerned staff members are advised to complete them. The AQAR needs to be submitted online.
2	17.09.2018	A meeting of the heads of various departments is convened at the principals chambers by IQAC. The principal Dr. Ch. Prasad chaired the meeting and Sri M. Shyamasundar, IQAC Coordinator with all the members. The following are the points on the agenda. 1. Review on Departmental activities for 2018-19 2. Sensitization of the teaching members of all the departments regarding IQAC activities 3. Quality enhancement measures in administration 4. Student support services 5. Mentor mentee system 6. Submission of reports of departmental activities in IQAC format. Resolutions have been passed after taking into consideration and incorporating the suggestions and inputs of the members.

		Compliance report 1. Departmental Action Plans The departmental action plans have been approved. Over lapping and common activities have been unified. 2. Sensitization of staff A general staff meeting with IQAC was held on 3. Quality enhancement in Administration The automation of academic section upgraded e-office facilities introduced. 4. Support services Library services are improved. 5. Mentor – Mentee system Each member of teaching staff have been allotted students. 6. Submission of action taken report by departments The action taken reports of departmental activity plan have been obtained
3	**25.10.2018**	The IQAC convened as meeting with all the members of staff under the chair of Dr.Ch. Prasad , principal. The IQAC coordinator Sri M. Shyamsunder has proposed the following points of agenda. 1. Review of departmental activities 2. Review of innovative and best practices. 3. Teaching and learning evaluation 4. Research JIGNASA project works 5. Co curricular and extracurricular aspects and YUVATARANGAM -2018 6. Record and documentation of student achievement and progression by each department. After the introduction of the agenda points, the principal brief ly instructed the staff to adhere to the quality improvement measures and keep documentation ready. Sri M. Shyamsunder clarified the doubts of members and resolutions have been passed. **Compliance report** 1. Review of DAP Reports of departmental activities have been obtained. 2. Review of innovative and best practices The staff are advised to continue the best practices of the previous year. Innovative practices in Teaching – learning and evaluation were discussed. 3. Teaching – learning evaluation Results have been analysed subject and paper-wise. Lecturer wise analysis is also done.

		Suggested to take up remedial classes examination intensive coaching. Research – JIGNASAA total number 5 projects have been undertaken. 3 projects have won state awards.
		4. YUVATARANGAM – 2018 Conducted all the competitions at college level. Cluster level competitions in 7 items conducted at the college. Nine students won cluster level prizes conducted at various places. 2 students won state level prizes.
		5. Record and documentation of student achievements and progression
		6. The academic progression is recorded . the data regarding placement and admissions in pG courses are obtained