

## Girraj Government College (Autonomous), Nizamabad

### Minutes of the IQAC Meetings and Action Taken Report 2022-2023

Total number of IQAC Meetings in the Academic year : 05

#### MEETING I : 10.08.2022

Resolution No	Details of the Resolution	Action Taken Report
01/1/I/2022-23	The action plan prepared for conducting of activities and competitions at college level on ' Swatantra Bharat Vajrotshavalu' from August 8-22, 2022 have to be executed by the in-charges meticulously.	It has been implemented with enthusiastic participation from staff and students. The report has been submitted to IQAC.
02/2/I/2022-23	The HoDs shall prepare Academic Action plans and Annual Curricular Plans for 2022-2023 and submit the same to IQAC by 20 <sup>th</sup> Aug,2022	The same have been prepared and submitted to IQAC.
03/3/I/2022-23	Every Department shall prepare Departmental Action plans comprising of curricular, co-curricular and extra-curricular activities, Plans of Workshops, National Seminars, Capacity building programs, Community outreach programmes and submit them to IQAC by 25 <sup>th</sup> August 2022	The same have been prepared and submitted to IQAC.
04/4/I/2022-23	All faculty members are instructed to submit filled in Academic Audit formats III along with I, II for the year 2020-2021 for onward transmission to CCETS, HYD by 20 <sup>th</sup> August 2022	The same have been prepared and submitted to IQAC.
05/5/I/2022-23	In connection with impending UGC Autonomy visit for extension of Autonomy status, the Autonomous performance reports from 2018-19 to 2021-22 shall be submitted by all Departments by 20 <sup>th</sup> Aug, 2022.	The same have been prepared and submitted to IQAC.
06/6/I/2022-23	The Criteria wise in-charges and teams shall be constituted for preparation of SSR with regular and contract faculty members and they shall look into data collection	The criteria-wise incharges and teams have been constituted and the work is in progress.

	and collation for SSR preparation.	
07/7/I/2022-23	The issue of awarding Guideship to eligible teaching faculty from the college shall be taken up and pursued with Telangana University. Hence, eligible lecturers shall prepare their profiles accordingly.	The issue was represented to the Vice-Chancellor, Telangana University. The action from their side is due.
08/8/I/2022-23	The proposals for conducting National seminars, workshops and other activities shall be prepared by departments and submitted to IQAC at the earliest for approval.	The same have been prepared and submitted to IQAC.
09/9/I/2022-23	The IQAC, GGCA has received permission and sponsorship from ICSSR to conduct a National Seminar on 'Quality Assurance in Higher Education in the context of National Education Policy 2020' from 23-24 September 2022. The brochure of the seminar was released by the Principal, Sri. P.Ram Mohan Reddy.	National Seminar on 'Quality Assurance in Higher Education in the context of National Education Policy 2020' was conducted from 23-24 September 2022 by IQAC, GGCA.
10/10/I/2022-23	It is decided that the Time table committee shall prepare a consolidated time table and circulate the same to all departments, staff and students by 15 <sup>th</sup> August 2022.	The same have been prepared and circulated.

### MEETING II: 26.09.2022

Resolution No	Details of the Resolution	Action Taken Report
11/1/II/2022-23	All HoDs are instructed to prepare Student study projects with atleast one project per one faculty member, and submit the same to JIGNASA coordinator, Dr.S.Jayaprasad.	The same have been prepared and submitted.
12/2/II/2022-23	As Commissioner of Collegiate Education is going to address all staff members about Academic Audit , all staff should attend the meeting in Virtual classroom on 27.09.2022	The meeting was attended by all faculty members.
13/3/II/2022-23	The internal examinations are resolved to be conducted in third week of October 2022, Hence all departments should	The same have been prepared and submitted.

	prepare Question banks and submit them to Controller of Examination. Assignments should be collected from students and placed for verification during inspection.	
<b>14/4/II/2022-23</b>	All Board of Studies should conduct their BoS meetings and present the minutes to COE for Academic Council meeting by 15.10.2022	The same have been prepared and submitted.
<b>15/5/II/2022-23</b>	The student progression details should be procured all HoDs and a record of such details shall be maintained in the department.	The same have been prepared and maintained.
<b>16/6/II/2022-23</b>	All HoDs are instructed to prepare Result analysis of Semester end examination-lecturer-wise and place them for verification	The same have been prepared and maintained.
<b>17/7/II/2022-23</b>	The planned seminars/workshops as mentioned under are approved. 1. Department of Telugu, Hindi and Urdu – Workshop- Dec 2022. 2. Humanities departments – Research Methodology Workshop – Nov 2022. 3. Science Departments – Research Methodology Workshop – Nov 2022. 4. Commerce - Research Methodology Workshop – Nov 2022. 5. English – facilitation skills workshop – October 2022.	Workshops were conducted by Humanities, Sciences and Commerce departments.
<b>18/8/II/2022-23</b>	The Orientation Programme for students admitted into first semester shall be conducted in first week of October.	The programme for first year BA, BSc, B.Com students was conducted separately.

**MEETING III: 21.11. 2022**

<b>Resolution No</b>	<b>Details of the Resolution</b>	<b>Action Taken Report</b>
19/1/III/2022-23	All the staff members are instructed to cooperate and participate in the National Seminar to be organized by IQAC-NSS units on November 29,2022.	The National Seminar was organized by IQAC-NSS units on November 29,2022 with participation of all staff and students.
20/2/III/2022-23	The criteria wise incharges for preparation of SSR are as follows: I - Dr.E.Laxminarayana II - Dr.S.John Sukumar III - Dr.D.K.Raju IV - Dr.Y.Venu Prasad V - Dr.M.Sunitha VI - Dr.P.VV. S. Vara Prasad VII- Dr.B.Satish kumar	The incharges have taken up the responsibility and the work is in progress.
21/3/III/2022-23	It is resolved that all departments should conduct activities and surveys for Unnat Bharat Abhiyan.	It is being implemented.
22/4/III/2022-23	It is resolved that activities conducted by departments shall be properly documented and uploaded on the college website promptly.	It is being implemented.
23/5/III/2022-23	Faculty members are directed to publish research articles and books as per Common proceedings issued by CCE, TS.	The same has been implemented subsequently.
24/6/III/2022-23	IQAC, Coordinator, Dr.D.Adeppa presented a detailed analysis of the previous NAAC grade sheet highlighting the high and low performance key indicators and their present status.	
25/7/III/2022-23	It is resolved that the criteria incharges should consolidate their documentation records and submit to IQAC within a span of 70 days.	The work is in progress.
26/8/III/2022-23	As our college has been nominated as cluster college by CCE, departments are instructed to take up concerned activities.	It is being implemented.
27/9/III/2022-23	It is resolved to constitute a research development cell in the college.	Not yet finalized.

**MEETING IV : 07.02.2023**

<b>Resolution No</b>	<b>Details of the Resolution</b>	<b>Action Taken Report</b>
28/1/IV/2022-23	It is resolved to conduct a National seminar on 'India at 75: Social and Economic Development Progress, Challenges and Opportunities' on March 15,16,2023. The seminar is sponsored by ICSSR-SRC, TSCHE and RUSA.	The National seminar on 'India at 75: Social and Economic Development Progress, Challenges and Opportunities' was conducted on March 15,16,2023. It was huge success.
29/2/IV/2022-23	The College has successfully conducted a 14-day interdisciplinary faculty development programme on 'Advanced Research Methodology' from January 23 - Feb 6, 2023 in collaboration with TLC Ramanujan college, Delhi University under PMMMTTscheme.	Nearly 700 participants from across the nation participated in the online FDP. The FDP was instrumental in creating awareness on quantitative analysis methods, qualitative analysis with NVIVO, advanced research searches using Google scholar, Patents, Publications, plagiarism and referencing softwares like Zotero etc.
30/3/IV/2022-23	The works undertaken under 'Uchha Bharat Abhiyan' in the adopted villages of Mentrajpalli and Gundaram was reviewed.	The work was appreciated.
31/4/IV/2022-23	20 Student projects have been selected at college level and submitted to CCE, TS for selection for state level presentations under JIGNASA 2023	3 Projects received state level prizes.
32/5/IV/2022-23	The progress of criteria wise SSR preparation was reviewed by Principal.	The work is in progress.
33/6/IV/2022-23	The AQAR of 2021-22 has to be submitted online by the end of the month.	The AQAR was submitted.
34/7/IV/2022-23	It was resolved to identify two Best practices from the list as institutional best practices for inclusion in SSR.	The work is in progress.
35/8/IV/2022-23	It was resolved that all departments should update their records for the CCE Audit in March 2023	It was implemented.

**MEETING V : 08.05.2023**

<b>Resolution No</b>	<b>Details of the Resolution</b>	<b>Action Taken Report</b>
36/1/V/2022-23	The review of department wise preparation for UGC autonomy visit was done and the HoDs were instructed to expedite the process.	It was implemented.
36/2/V/2022-23	It is resolved that all departments shall prepare and submit Format III and Format II proformas of Academic audit and submit them online in CAIMS and hard copies to Academic branch	It was implemented.
37/3/V/2022-23	The HoDs were instructed to update and upload the information related to certificate courses undertaken by them in the college website.	It is in process.
38/4/V/2022-23	It is resolved that all HoDs and coordinators of various cells should assist the Criteria incharges in expediting the preparation of SSR	It is in process.
39/5/V/2022-23	The HoDs were requested to implement proper documentation of all activities conducted by them.	It was implemented.
40/6/V/2022-23	It is resolved that AQAR 2021-2022 should be submitted by 25 <sup>th</sup> May 2023	The AQAR has been submitted.
41/6/V/2022-23	It is resolved to compile and upload the Best practices of all departments in the college website.	It is in process.
42/6/V/2022-23	It is resolved to submit the filled in personal and departmental profiles in the proforma provided by IQAC coordinator by 20 <sup>th</sup> May 2023	It is in process.

**IQAC COORDINATOR**

**PRINCIPAL**