

IQAC for 2022-23

37

The staff meeting of the Government Degree College, Manthani held in the Principal's chamber on 06/09/22 under the chairmanship of Sr. Md. Maher Hussain, Principal of G.D.C, Manthani and the following resolutions have passed for the improvement of academic standards in education for the academic year 2022-23.

- 1) Constitution of IQAC (Internal Quality Assurance Cell) with heads of important academic, administrative, few teachers, students, distinguished educationists, representatives of local management and stakeholders under the Chairmanship of the Principal.

COMPOSITION OF THE IQAC as follows for

the academic year 2022-23:

- Chairperson, Head of the Institution - MD. Maher Hussain
- Senior administrative officer/Sr. Asst (member) - V. Sudhakar
- Member/Teachers :- K. Krishna, Lect. in Comm.
  - Ch. Parasaiah, Lect. in Comm
  - A. Laxminarayana, Lect. in Eco.
  - A. Satish, Lect. in History
  - G. Rajitha, Lect. in Eng.
- Member from Management - NIL (being GOVT. institution)
- Nominee members: -
  - From local society (Sri Seetharama Sewa Sadan) - D. Ganga pati
  - From Students - M. Raju, B. Com III year
    - T. Srija, B. A. II year
  - From Alumni - K. Maruthi
  - From Stakeholders - M. Prabhakar Reddy, CPDC Secy
    - B. Mallesh, Senator of Sathavahang University
- Coordinator/Directors of IQAC - N. Bharathi, Sr. Teacher

- 2) It is resolved that the entire staff should supervise & involve in on going renovation of the college in view of the forthcoming NAAC Peer-Team which is scheduled on 28<sup>th</sup> and 29<sup>th</sup> of October 2022.
- 3) The entire staff instructed to maintain the records, documents related to SSR (NAAC).
- 4) It is also resolved to conduct Parents Teacher Meeting (PTM) and Alumni Association meeting in view of the NAAC Peer Team Visit.
- 5) Reviewed on DOST-2~~3~~ admission status for the academic year, 2022-23. and requested the staff to improve the admissions in last and special phase.
- 6) Congratulated the staff for conducting the even semester <sup>exams</sup> successfully.
- 7) Instructed the staff to get ready for with data related to academic audit for submission.
- 8) Instructed the teaching staff to prepare Institutional Plan/Academic calendar and Time-table by taking into consideration first semester as per almanac for 2022-23.
- 9) The teaching staff requested to conduct workshops/seminars of National/International and to encourage the students to undergo study projects/research projects.
- 10) The teaching staff requested to enrol in Ph.D.
- 11) The teaching staff also instructed to conduct the various outreach programmes -ent such events for the year 2022-23.
- 12) Requested the teaching staff to go for research publications.

- 13) All the ~~teaching~~ staff who had been appointed as coordinators for different clubs/exams/NSS/committees are requested to maintain their records and to update timely.
- 14) All the heads of the departments are requested to maintain the different academic records - activity register, student seminar register, student study project register, field trip register, extension lecture register, student progression register, faculty research & extension register, digital diary, attendance register, teaching plan, lesson plan, departmental meeting register and others as communicated by Commissioner of Collegiate Education, Hyderabad, TS.
- 15) All the staff members of the college are requested to go for on-line/access for e-journals/e-books and other e-resources through N-LIST and encouraging the students also to access e-resources through N-LIST and NDLI.
- 16) Requested the incharge/librarian to go for full automation of the library.
- 17) Resolved to establish Research & Development Cell as per the guidelines of UGC and to inculcate awareness among students to take a student study project on "Mana Ooru & Mana Charithra" as per guidelines of the Commissioner of Collegiate education, TS. In this regard faculty members instructed to take initiation by taking it seriously.
- 18) The faculty members requested to conduct more awareness classes towards Civil Services/Group services and other competitive exams in addition to proceed to higher education - PG etc..

- 19). The faculty members requested to update the FACULTY FORUM register inevitably and to submit to the Principal & IQAC.
- 20). The faculty members instructed to submit the details of the departmental activities of 2021-22, along with documents/reports without fail.
- 21). The teaching faculty also instructed to report the updates/status to the Principal in-timely regarding to the academic as well as non-academic activities without fail.
- 22). The non-teaching staff instructed to coordinate and cooperate with the teaching staff while dealing with the daily, routine activities related to the college (of the students as well as staff).
- 23) The Criterion Coordinators (NAAC/SSR) are requested to keep the data & documents ready to access easily at anytime.

Signatures of the members:

Sl. No.	Name of the member	Signature
1)	K. Krishna, Lect. in Comm.	[Signature]
2)	Ch. Parasiah, lect. in comm.	[Signature]
3)	A. Laxminarayana, lect. in Eco.	[Signature]
4)	A. Sathish, lect. in History	[Signature]
5)	G. Rajitha, Lect. in Eng.	[Signature]
6)	M. Raju, B.Com-III year	[Signature]
7)	T. Srija, B.A. II year	[Signature]
8)	D. Ganapathi, Nominee/Trust.	[Signature]
9)	K. Marutti, Nominee/Alumni	[Signature]
10)	M. Prabhakar Reddy, Nominee/CPDC	[Signature]
11)	B. Mallesh, Nominee/Shareholder/SU	[Signature]
12)	V. Sudhakar, Sr. Asst (Office)	[Signature]

IQAC Coordinator

Chairman/Princ