

TARA GOVT. COLLEGE, SANGAREDDY(A)

Minutes of the IQAC meetings held during 2019-20

Date	Agenda	Action Taken Report
Meeting-1 17.09.2019	<ol style="list-style-type: none"> 1. Criteria wise updating the institutional data for AQAR submission. 2. Collecting the feedback from the students in the appropriate format. 3. Website updation. 	<ul style="list-style-type: none"> • Criteria wise coordinators procured information from all the departments and consolidated. • Feedback was received from various stake holders and analyzed. • Website was updated with necessary changes
Meeting-2 03.03.2020	<ol style="list-style-type: none"> 1. Data collection for AQAR 2. Feed Back collection from stake holders 3. Proposals for workshops on “Data Science” and Business Analytics” by departments of Computer science and Commerce. 	<ul style="list-style-type: none"> • Data was collected from criteria wise coordinators and consolidated. • Feedback collected from the stake holders of the institution through online/offline modes. • Proposals for Workshops were prepared by departments of Computer science and Commerce.
Meeting-3 13.05.2020	<ol style="list-style-type: none"> 1. Online Feedback system for students 2. Virtual/Online mode of education module preparation in the pandemic situation 3. Planning of conducting National Webinar on Institutional quality management. 4. Annual report-2019-20 preparation and Chalk out the action plan for 2020-21. 5. Safety and Precautionary measures for staff during COVID-19 situation. 	<ul style="list-style-type: none"> • Online feedback was received using Google forms. • All the faculty members prepared Audio-video classes and uploaded on You-Tube Channels for ready access for students. • National conference was organized “HEI-POST 2020 Quality Endures” on 21.05.2020. • Annual report-2019-20 was prepared and the action plan for 2020-21 was drafted based on the core values of the institution. • Systematic action plan for sanitization and hygiene management was prepared.
Meeting-4 20.05.2020	<ol style="list-style-type: none"> 1. Maintenance of Academic and Financial Records. 2. Submission of AQAR-2018-19 	<ul style="list-style-type: none"> • All the institutional academic and financial records for updated. • All the criteria coordinators collected data and consolidated. The AQAR-2018-19 was successfully uploaded.

