

GOVERNMENT DEGREE COLLEGE
LUXETTIPET
ESTABLISHMENT OF IQAC

CIRCULAR

3.03.2019

There will be a meeting with the staff members on 5.03.2019 for establishing IQAC, in the college.

AGENDA

- Principal as chairperson of IQAC
- Appointing Coordinator for IQAC
- Appointing nominal members for IQAC
- Formulating action plan for quality enhancement of the institution by framing programmes which may build up the quality culture at the institutional level

T.K.J.
Principal

Principal
Govt. Degree College
Luxettipet-504 215, Dist. Manjeri.

Staff:

1. P. RAJKUMAR *P. Rajkumar*
Dept of English
2. S. SRINIVAS *S. Srinivas*
Dept. of History
3. T. Manjula *T. Manjula*
Dept. of Chemistry
4. P. Chandrashekar *P. Chandrashekar*
lect in zoology.
5. B. M. Mahesh Kumar *B. M. Mahesh Kumar*

**GOVERNMENT DEGREE COLLEGE
LUXETTIPET
ESTABLISHMENT OF IQAC**

Maintaining the momentum of quality consciousness is crucial in Colleges. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The internal quality assurance mechanism of the institution may be called "Internal Quality Assurance Cell (IQAC)". The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

GOALS OF IQAC

To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.

To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

J.K.P

Principal
Govt. Degree College
Luxettipet- 504 215, Dist. Mancherial.

OBJECTIVES OF IQAC

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;

BENEFITS OF IQAC

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and integration among the various activities of the college and good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in the Colleges
- f) Build an organized methodology of documentation and internal communication

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GOVERNMENT DEGREE COLLEGE, LUXETTIPET

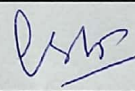
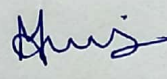
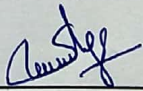
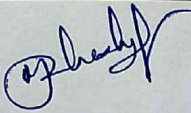
MINUTES OF THE MEETING

ESTABLISHMENT OF IQAC

DATE : 5.03.2019

A meeting was held under the chairmanship of Dr. Jaikishan Ojha, where the establishment of IQAC was the main theme of the meeting. IQAC body was formed by taking the consent of all the staff members. A COORDINATOR and three members will be working under IQAC by formulating the activities which may enhance the quality of the institution and lead to the development of the institution. Along with the IQAC body, Objectives, Goals and Benefits of IQAC were also framed .

With the consent of all the members, the following staff members have been appointed for the IQAC body.

S.No	Designation in IQAC	Name of the faculty	Signature of the faculty
1.	Coordinator	P. Savitha, Lecturer in Botany	
2.	Member	T. Manjula, Assistant Professor of Chemistry	
3.	Member	K. Sandhya Rani, Lecturer in Political Science	
4	Member	M. Mahesh Kumar, Lecturer in Computer Science	

J.K.Ojha
PRINCIPAL

Principal
Govt. Degree College,
Luxettipet-504 215

Resolution for

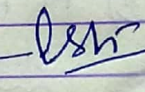
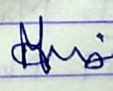
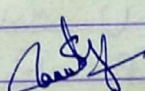
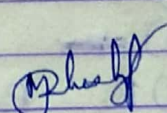
5.03.2019 ³

Establishing IQAC-GDC LXPT

A Resolution was taken by Principal, Dr. Jaikishan Ojha, Vice. Principal P. Savitha, in the presence of various committee members for establishment of IQAC. As the College was preparing for NAAC Accreditation, IQAC establishment is the necessary step.

After a discussion, Smt. P. Savitha, Asst. Prof. of Botany has been declared as IQAC co-ordinator and Smt. K. Sandhya Pari and Smt. T. Manjula were elected as Executive members. All the staff members agreed for this. Hence IQAC will be effective from and active from 5.03.2019.

- The IQAC body was formed and it constituted the following :-

- 1) P. Savitha — IQAC Co-ordinator — 
Lec in Botany.
- 2) Smt. T. Manjula — member 1 — 
Asst. Prof. of Chemistry
- 3) Smt. K. Sandhya Pari — member 2 — 
Lec in Pol. Science
- 4) Sri. M. Mahesh Kumar — member 3 — 
Lec in Com. Science.

All the staff members are hereby informed, that there will be a meeting on implementation of Action plan under the chairmanship of Dr. Jaikishan Ojha (Principal). Hence all the staff member are requested to attend the meeting without fail. Meeting will be on 19.03.2019

IQAC Co-ordinator

T.K.Ojha
Principal.
Principal
Govt. Degree College
Luxettipet - 504 215

Members

- 1) T. Mangula - Hrs
- 2) K. Sandhya Rani
- 3) M. Mahesh Kumar.

Staff

- ① S. Srinivas - Seiner
- ② P. Rajkumar
- ③ J. Malliah - H
- ④ B. Ravinder - R Ravinder
- ⑤ U. Satheesh Kumar
- ⑥ B. Rodha Krishna - Bb
- ⑦ Rekha - H
- ⑧ P. Chandrasekhar - H
- ⑨ M. Mahesh Kumar - H

- ⑩
- ⑪
- ⑫
- ⑬
- ⑭
- ⑮

IqAC Meeting.

19.03.2019

A meeting was held under the chairmanship of Dr. Jaikishan Ojha, where the following points were discussed for implementation of Action Plan.

- 1) Review of completion of Syllabus.
- 2) Review of Teaching diaries and lesson plans.
- 3) Review of Field trips and Project works and suggested for field trips from all the departments.
- 4) Review of student seminars.
- 5) Implementation of remedial classes for students with backlogs.
- 6) Preparation of students for Annual Exams.
- 7) Activities under the departments was suggested.
- 8) Plan of Admissions for Next Academic year.
- 9) Faculty ~~were~~ asked to complete their Extension lectures.
- 10) Faculty ~~are~~ suggested to attend to FDPs. (Faculty development Programmes).

By discussion of following points, the meeting was closed.

IqAC Co-ordinator

Members 1) T. Manjula - ~~thsi~~

2) K. Sandhya Rani

Staff 3) M. Mahesh Kumar

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P. Rajkumar J. Mallaiiah S. Srinivas B. Ravi U. Sathesh B. Radha
Srinivas Krishna

7) M. Mahesh Kumar 8) P. Chandrashekhar - ~~P~~

T.K.J.
Principal
Principal

Govt. Degree College
Luxettipet - 504 215

IQAC Circular 4.

28.03.2019

All the staff members are hereby informed that there will be a meeting on 29.03.2019 for review of academic activities. Hence all the staff members are requested to attend to meeting without fail.

LMR
IQAC Co-ordinator

S.K.J.
Principal
Govt. Degree College
Luxettinet - 504 215

Members

- 1) T. Manjula - LMR
- 2) K. Sandhya Rani - LMR
- 3) M. Mahesh Kumar - LMR

Staff

- 1) P. Rajkumar - P.RA
- 2) J. Malliah - LMR
- 3) S. Srinivas - LMR
- 4) P. Chandrasekhar - LMR
- 5) B. Radha Kishan - SB
- 6) B. Ravindra - B. Ravindra
- 7) U. Sathish Kumar
- 8) M. Mahesh Kumar - LMR
- 9) Rekha - LMR

IQAC Meeting.

29.03.2019

A meeting was held under the chairmanship of Principal, Dr. Jaikishan Ojha, The main Agenda of the meeting is review of Academic activities.

Minutes of the meeting.

- 1) Review of completion of syllabus by all the Departments.
- 2) Review of Teaching Diaries, completion of field trips, documentation of the activities like student seminars, Extension lectures etc. suggested for completion of the departmental activities.
- 3) Suggested for starting Remedial classes for slow-learners.
- 4) Suggested for Preparation of students to Internals and Annual Examinations by giving Assignments and conducting study hours.

All the staff members gave a positive note to go with the above process.

J.M.P.
IQAC Coordinator

Members

1) T. Manijula - Mrs

2) K. Sandhya Devi - Mrs

3) M. Mahesh Kumar - Mr

T.K. Ojha
Principal

Principal

Govt. Degree College
Luxettinet - 504 215

Staff

1) J. Malliah - Mr

2) M. Mahesh Kumar - Mr

3) Rekha - Mrs

4) S. Srinivas - Senior

5) P. Rajkumar - Mr

6) P. Chandrasekhar - Mr

7) B. Ravinder - B. Ravinder

8) U. Satheesh Kumar

IQAC circular-10

06/01/2020

All the staff members are hereby informed that there will be a meeting regarding the ^{review of} completion of Action plan regarding NAAC process.

IQAC coordinator

Members 1) Mrs

2) Mrs

Staff:

- 1) Mrs
- 2) Mrs
3. Mrs
4. Mr
5. Mrs
6. P. R.
7. P. R.
8. Mrs
9. Mrs

T.K. Jyoti
Principal
Principal
Govt. Degree College
Luxettipet-504 215, Dist. Manjerial.

IQAC Meeting - 10 7/01/2020.

A meeting was held under the chairmanship of Principal Dr. Jaikishan Ojha.

Minutes of the meeting.

- 1) Review of Certificate courses.
- 2) Review of completion of study Projects & field trips.
- 3) Action plan for classes for sem II, IV & VI.
- 4) Conduction of student Seminars.
- 5) Review of Extension lectures.
- 6) Review of Result & Analysis.
- 7) Feedback received from the students and Analyzed.
- 8) ~~Proposed~~ Suggested Action for Remedial classes.

IQAC co-ordinator

O.K.Ojha
Principal 7/1/2020

Members 1) Mrs

- 2) ~~Mrs~~
- 3) ~~Mrs~~

Staff:

- 1) Mrs
2. ~~Mrs~~
3. ~~Mrs~~
4. ~~Mrs~~
5. ~~Mrs~~
6. T. R.
7. ~~Mrs~~
8. ~~Mrs~~
9. ~~Mrs~~

Principal
Govt. Degree College
Luxettipet-504 215, Dist: Mancherial.

IQAC circular - 11

10/1/2020

All the staff members are hereby informed that there will be an orientation programme on 11/01/2020 on NAAC criteria. Hence all the faculty members should attend the programme without fail.

IQAC Coordinator

Principal 10/1/2020

Principal

Govt. Degree College
Luxettipet-504213, Dist. Mancherial

- Members
- 1) Mrs
 - 2) Mrs
 - 3) Mrs
- Staff :
- 1) Mrs
 - 2) Mrs
 - 3) Mrs
 - 4) H
 - 5) H
 - 6) H
 - 7) Mrs
 - 8) Mrs

Orientation Programme. 11/01/2020.

A ~~an~~ Orientation Programme was started by the words of Principal Dr. Jaikishan Ojha. Smt. P. Savitri, IQAC co-ordinator carried on the Orientation Programme on NAAC criteria for three days on 11/01/2020, 12/01/2020 and 13/01/2020.

Schedule of the Programme

Day	Timings	Covered areas.
1	3.30 to 5.00	Criteria I & II
2	3.30 to 5.00	Criteria III & IV
3	3.30 to 5.00	Criteria VI & VII & VIII

Programme ended by a positive note of confidence about NAAC Accreditation.

~~IQAC~~
IQAC Coordinator

Member D.H.

- 1)
- 2)
- 3)

Principal

Principal
Govt. Degree College
Luxattipet-504 215, Dist. Mancherial.

Staff:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
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- 9)