

Internal Quality Assurance Cell (IQAC)
Government Degree College, Mancherial
Minutes of the Meeting & Action Taken Report

Date	Purpose of the Meeting
13.06.2016	<p>IQAC 1st Quarterly Meeting:</p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Results Analysis of the 2015-16 2. Preparation of Academic Calendar for 2016-17 3. Orientation to the faculty on CBCS system 4. Distribution of Academic formats to the Teaching Staff 5. Teaching Staff to complete the Annual Curricular Plans, Maintain Teaching Diaries 6. Discussion on Online Admission process 7. Progress of ii & iii year Students Attendance and syllabus 8. Student–centric methods to be followed in teaching 9. Internal Evaluation shall be implemented <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
22.09.2016	Constitution of IQAC for 2016-17 and 2017-18
22.09.2016	<p>IQAC 2nd Quarterly Meeting Agenda:</p> <ol style="list-style-type: none"> 1. Internal Evaluation-Conducting Unit Test-I 2. Co-Curricular Activities: Student Seminars, Debates, and Quiz 3. Extra-Curricular Activities 4. Orientation to NSS Volunteers 5. Clean and Green/Swatch Bharath
13.12.2016	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Feedback Evaluation 2. Proposed to convene an Alumni Meeting. 3. New Courses to be introduced (5 U.G. & 3 P.G. course) 4. Following CBCS as introduced by Kakatiya University 5. Faculty to be nominated for OC, RC and other FDPs 6. Departments to try for Collaboration/MoUs with other institutions 7. Organization of Health initiative –Bhagya as per schedule 8. Career Guidance & Counselling <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p> <p>Action Taken:</p> <ol style="list-style-type: none"> 1. Feed back collected from various stake holders and analysed.
12.06.2017	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Results Analysis of the 2016-17 2. Preparation of Academic Calendar for 2017-18 3. Distribution of Academic formats to the Teaching Staff 4. Teaching Staff to complete the Annual Curricular Plans, Maintain Teaching Diaries 5. Discussion on Online Admission process 6. Orientation to the faculty on CBCS system 6. Progress of II & III year Students Attendance and syllabus 7. Student–centric methods to be followed in teaching 8. Internal Evaluation shall be implemented <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>

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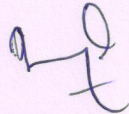
05.01.2018	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Internal Evaluation-Conducting Unit Half yearly exams 2. Co-Curricular Activities: Student Seminars, Debates, and Quiz 3. Extra-Curricular Activities 4. Orientation to NSS Volunteers 5. Clean and Green/Swatch Bharath <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
15.02.2018	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Feedback Evaluation 2. Proposed to convene an Alumni Meeting. 3. New Courses to be introduced (5 U.G. & 3 P.G. course) 4. Faculty to be nominated for OC, RC and other FDPs 5. Departments to try for Collaboration/MoUs with other institutions 6. Organization of Health initiative –Bhagya as per schedule 7. Career Guidance & Counselling <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
16.03.2018	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Conduction of Internal exams 2. Attention on slow learners 3. Completion of records <p>Resolutions: The IQAC discussed the various items in the agenda and passed appropriate resolutions.</p>
28.06.2018	Constitution of IQAC for 2018-19 and 2019-20
10.07.2018	<p>IQAC 1st Quarterly Meeting Agenda:</p> <ol style="list-style-type: none"> 1. Results Analysis of the 2017-18 2. Preparation of Academic Calendar for 2018-19 3. Distribution of Academic formats to the Teaching Staff 4. Teaching Staff to complete the Annual Curricular Plans, Maintain Teaching Diaries 5. Discussion on Online Admission process 6. Orientation to the students on CBCS System 6. Progress of II & III year Students Attendance and syllabus 7. Student–centric methods to be followed in teaching 8. Internal Evaluation shall be implemented
27.09.2018	<p>IQAC Meeting with HoDs:</p> <ol style="list-style-type: none"> 1. Dept. wise record updation, curriculum & co-curriculum activities and future plans to be recorded. 2. Conduction of workshop

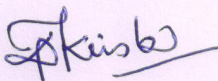
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06.10.2018	IQAC Meeting with Staff: 1. To maintain the internal marks 2. Special attention towards slow learners
28.01.2019	IQAC Meeting with HoDs: 1. Maintenance of Dept. wise registers and adhering to curriculum plan 2. Introduction of Certificate courses 3. Introduction of ADD-ON courses at each dept. and subject level 4. Maintenance of records of related to bridge courses if started by any dept.
18.03.2019	IQAC Meeting with HoDs and Staff: 1. Preparation of students for the semester exams with focus on improving pass percentage 2. Arrangement of MoUs with NGOs or other organisations
18.03.2019	IQAC Meeting with HoDs and Staff: 1. Preparation of students for the semester exams with focus on improving pass percentage 2. Arrangement of MoUs with NGOs or other organisations
31.07.2019	IQAC Meeting with HoDs and Staff: 1. Results Analysis of the 2018-19 2. Preparation of Academic Calendar for 2019-20 3. Distribution of Academic formats to the Teaching Staff 4. Teaching Staff to complete the Annual Curricular Plans, Maintain Teaching Diaries 5. Discussion on Online Admission process 6. Orientation to the students on CBCS System 6. Progress of II & III year Students Attendance and syllabus 9. Internal Evaluation shall be implemented 10. Updation of college website
11.10.2019	IQAC Meeting with HoDs and Staff: 1. To review NAAC Status of the college 2. To discuss the preparation of AQARs. 3. To conduct the remedial classes to the students for the upcoming semester examinations.
04.11.2019	IQAC Meeting with HoDs and Staff: 1. Preparation of students for the semester exams with focus on improving pass percentage. 2. Conduction of remedial classes to the weaker students.
03.02.2020	IQAC Meeting with HoDs and Staff: 1. Activate students to participate in JIGNASA student study project programmes. 2. Conduction of student oriented programmes such as Personality development and Career guidance programmes.
28.08.2020	Constitution of IQAC for 2020-21 and 2021-22

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11.09.2020	<p>IQAC Meeting with HoDs and Staff:</p> <ol style="list-style-type: none">1. Preparation of annual curricular plan departmental wise.2. Conduction of online classes for II and III year students.3. Improvement of admissions. <p>Action Taken:</p> <ol style="list-style-type: none">1. Departmental annual curricular plans prepared.2. College brochure has been prepared as part of admissions campaign.3. Intermediated passed out students details collected and tried to reach them through various communications.
22.12.2020	<p>IQAC Meeting with HoDs and Staff:</p> <ol style="list-style-type: none">1. Preparation of AQARs2. Assignments and Project works to students <p>Action Taken:</p> <ol style="list-style-type: none">1. Data pertaining to AQARs is being collected by allotting specific criterions to each faculty member.
01.02.2021	<p>IQAC Meeting with HoDs and Staff:</p> <ol style="list-style-type: none">1. Covid-19 pandemic-Discussion on UGC guidelines2. Conduction of physical classes3. Preparation of college/physical facilities for students' attendance in view of pandemic4. Discussion on reduced syllabus <p>Action Taken:</p> <ol style="list-style-type: none">1. College premises including class rooms sanitized.2. Students were informed to attend classes following covid-19 norms
19.02.2021	<p>IQAC Meeting with HoDs and Staff:</p> <ol style="list-style-type: none">1. Time table preparation for online classes in view of closure of physical classes due to Covid-19 <p>Action Taken:</p> <ol style="list-style-type: none">1. Time table for online classes prepared and classed being conducted as per the time table
01.04.2021	<p>IQAC Meeting with HoDs and Staff:</p> <ol style="list-style-type: none">1. Conducting certificate courses2. Criterion wise completion of SSR.3. Preparation records for annual academic audit <p>Action Taken:</p> <ol style="list-style-type: none">1. Certificate course in Teugu started2. Faculty given dead line to complete records for the academic year 2019-20
17.06.2021	<p>IQAC Meeting with HoDs and Staff:</p> <ol style="list-style-type: none">1. Updation of departmental website2. Departmental wise record updation


IQAC
Co-ordinator


NAAC
Co-ordinator


PRINCIPAL
GOVT. DEGREE COLLEGE
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