



B.J.R. GOVERNMENT DEGREE COLLEGE
Vittalwadi, Narayanaguda, Hyderabad

MINUTES OF IQAC MEETINGS AND ATR 2019-20

Date	Minutes	Action Taken
Meeting No.1 conducted on 18.06.2019	To introduce new job-oriented courses	09 new courses were introduced in 2019-20; ➤ 08 courses in Life Sciences with Applied Nutrition, Biotechnology and Microbiology. ➤ B.B.A.
	To analyze the results of the previous year (2018-19)	The analysis of the results of 2018-19 was submitted and plans for improvement during the current academic year were chalked out
	To organize an Orientation Program for I Year Students	An Orientation Program for the I year students was conducted on 23.08.2019 to make the students aware of the CBCS, curricular/ co-curricular activities of the college
	To call for Action Plans for 2019-20 from departments	Action Plans for AY 2019-20 with a special focus on student-centric activities were submitted by all the departments
	To prepare the Academic Calendar of the Institution	The Institutional Annual Calendar was prepared by combining the University Almanac, Academic Calendar of the CCE and Departmental Action Plans
	To conduct Professional Development program for Teaching and Non-Teaching Staff	➤ A One-Day Workshop for the Teaching Staff on Student-Centred Methodology was conducted on 20.07.2019 ➤ A Two-day Training Program for Non-Teaching Staff on CAIMS was organized in association with the CCE on 19.07.2020 and 20.07.2020
	To introduce Library Automation	The library has been partially automated after the installation of Koha, an open source Integrated Library System, in July 2019. Efforts are on to make the library fully automated.
	To apprise the staff regarding the new format of AQAR	The IQAC ensured that all the staff members are acquainted with the new format of the AQAR that is to be submitted for the previous year 2019-19.
	To continue the Criterion-wise Committees constituted last year for SSR Preparation for 2019-20	The Criterion-wise Committees began the work of department-level documentation in order to prepare the SSR as per the latest guidelines issued by NAAC, Bengaluru.
To prepare the Annual Gender Sensitization Plan and organize programs that promote gender equity	The Annual Gender Sensitization Plan was prepared and the following programs were conducted during AY 2019-20: ➤ Awareness Program by the Women Empowerment Cell on 06.09.2019	

		<ul style="list-style-type: none"> ➤ Health Awareness Program by Bhagya Committee on 04.01.2020 ➤ Awareness Program on Cancer by the Dept. of Zoology and Bhagya Committee on 10.02.2020 ➤ Certificate course in Self-Defence Techniques for women students and staff by the Internal Complaints Committee from 06.03.2020 to 10.03.2020
	To encourage teachers and students to participate in TSAT NIPUNA Live Programs	<ul style="list-style-type: none"> ➤ There was a very good response from the students as 05 students made Live Presentations in Physics, Zoology, Public Administration and Computer Science. ➤ Dr. B. Sambasiva Rao, Assistant Professor of Computer Science, delivered two lessons.
Meeting No.2 conducted on 23.09.2019	To review academic activities from June-September 2018	A detailed review of all the academic activities from June- September 2018 was made and the report was submitted to the Principal
	To organize co-curricular and extension activities.	<p>All the departments organized guest lectures, field trips, academic competitions, student study projects, extension activities, career guidance activities, etc., and submitted the reports to the IQAC.</p> <p>Certificate Courses: 'Computer Fundamentals' by Dept. of Computer Science; 'Millets in your Meal' and 'Mushroom Cultivation' by Dept. of Botany; 'English for Competitive Exams' by English; 'Chem-Drawing Skills and its Applications' by Dept. of Chemistry; 'Computerised Accounting' by Dept. of Commerce and 'Corporate Finance' by Dept. of Economics</p> <p>Workshops/Trainings/Awareness Programs: 'Eco-friendly Ganesha -Training: A One-Day Workshop – cum- Awareness and Self-Employability Program' by Dept. of Botany; 'National Nutrition Week' by Dept. of Botany; 'Haritha Haram Awareness'- Dept. of Botany and NSS; 'Virtual Lab Experiments'- Dept. of Physics; 'Writing Skills' by Dept. of English; Nutrition Awareness Programme by NSS; 'Awareness Program on Prevention of COVID-19' by Departments of Botany and Zoology</p> <p>Field Trips: Dept. of Computer to INCOIS, Hyderabad; Dept. of English and Second Languages to Hyderabad Literary Festival; Dept. of Physics to Osmania University, Dept. of Physics; Dept. of Chemistry to ICRISAT and Coco Cola Company; Dept. of Botany to All India Horticulture and Agriculture Show and Grape</p>

	<p>Research Station at K.V. Rangareddy Horticulture University; Dept. of Zoology to Zoology Specimen Museum and Nehru Zoological Park; etc.</p> <p>Collaborations/Linkages/MOUs: CCE with TASK Mahindra Pride and CCE with IIT Bombay Spoken Tutorials; Dept. of Commerce with Promize IT Services Pvt. Ltd.; Dept. of Computer Science with Indian National Center for Ocean Information Services (INCOIS), and National Remote Sensing Center, ISRO, Hyderabad; Dept. of Botany with Jawaharlal Nehru Institute of Advanced Studies, Hyderabad, and NSS with Shri Ram Chandra Mission; Dept. of English and Second Language Departments with Keshav Memorial Degree College, Narayanaguda</p>
To enroll students in the Spoken Tutorials Project of ST-IIT Bombay and provide software training	The college registered in the program and 150 students were enrolled. 125 students completed their training and availed certificates on 19.11.2019. The college has been appreciated for the positive response by the O/o the CCE.
To conduct activities that promote physical and mental fitness, yoga and Games/Sports	<p>Despite the space constraints and lack of a proper playground, the dept. of Physical Education conducted various activities:</p> <ul style="list-style-type: none"> ➤ International Yoga Day celebrations On 21.06.2019 ➤ National Sports Day Celebrations on 29.08.2029 with the theme FIT INDIA MOVEMENT ➤ Organized the State Level Yuvatarangam-2019 chess (PwD) and General Tournaments on 05-02-2020 and 07.02.2020, respectively <p>Student Achievements::</p> <ul style="list-style-type: none"> ➤ P.Hari Krishna Naik of B.Com 1st year student participated in the 7th International YOGA championship 2020 held at Bali, Indonesia won III place in the championships ➤ I place in Osmania University Inter-Collegiate Weight Lifting (Men) in Below 73 kgs weight category; Gold medal in Below 46 kgs weight category in Osmania University Inter collegiate Taekwondo women)- tournament; I Place in State level Yuvatarangam Chess (PwD) Tournament -2019 ; III Place in State level Yuvatarangam Chess (PwD) Tournament; I Place in Osmania University inter collegiate WUSHU (Men) in Below 56 kgs weight

		category ; WINNERS in Osmania University inter collegiate yoga (Men) .; Silver medal in Below 66 kgs weight category at Osmania University inter collegiate tournament; III Place in Osmania University Inter collegiate YOGA for men; III place in Osmania University Inter-Collegiate Judo (Men) tournament in Below 73 kgs weight category; III place in below 81 kgs at 6 TH Telanagana State Sr.Men &Women Weight Lifting championship for the year 2019-20
	To strengthen infrastructure by submitting a Detailed Project Report (DPR) for Grants under RUSA 2.0, Component 9	A Detailed Project Report was submitted to the State Project Director, Telangana, and the college was successful in receiving grants for Rs.2.0 Crore in ratio of 10:40:50, vide Proceedings of the CCE, dated 11.11.19. <ul style="list-style-type: none"> ➤ Rs. 20 Lakh for Purchase of Equipment ➤ Rs. 80 Lakh for Creation of New Facilities and ➤ Rs. 1.0 Crore for Renovation of Existing facilities
	To encourage a digital learning environment	The college acquired a Virtual Classroom under Component 9, RUSA 2.0 in November 2019.
	To further strengthen the existing Mentor-mentee system	The new mentor-mentee system introduced last year was strengthened by making it more interactive and supportive in order to support, encourage and motivate the students.
	To further strengthen the available Internet facilities in the colleg	A new Internet connection was taken in order to provide Wi-Fi facilities to the Office and B.A. Computer Lab.
Meeting No.3 conducted on 11.11.2019	To discuss and prepare a Plan of Action for the utilization of grants under RUSA 2.0	An Action Plan was prepared for the utilization of the Grants sanctioned under RUSA 2.0 to the tune of Rs. 2.0 Crore as per the ratio of 10:40:50 and Purchase Orders for equipment were initiated.
	To send proposals to the CCE for Purchase of Lab equipment for Science Labs and additional equipment	The detailed proposal for the utilization of Accumulated Funds was sent to the O/o the CCE, for improvement/augmentation of existing facilities. Accordingly, the college was accorded permission to utilize Rs. 36.8 Lakhs to purchase Lab equipment, Computers and furniture vide CCE Proceedings on 18.03.2020
	To encourage the optimum use of Library facilities	The Library conducted week-long activities related to Library Week from 14.11.2020 to 20.11.2020 in order to promote the active use of library facilities by students and faculty.
	To organize professional development programs for Teaching and Non-Teaching staff	<ul style="list-style-type: none"> ➤ A Training Program on 'Presentation and Report Preparation' for Teaching staff was conducted by the Dept. of Computer Science from 01.03.2020 to 15.03.2020 ➤ A Training Program in 'Basic Computer

		Skills' was also conducted for Non-Teaching staff from 01.03.2020 to 15.03.2020
	To prepare students for the two flagship programs of the CCE: JIGNASA and YUVATARANGAM	The departments were encouraged to increase student participation in these two programs. JIGNASA 2019: ➤ 08 departments submitted their Student Study Projects ➤ 06 were selected for State Level – Botany, Computer Science, Economics, Mathematics, Telugu and Physics. ➤ The Student Study Project of Computer Science secured the Commendable Prize. YUVATARANGAM 2019: The students participated in various events and secured the following prizes: ➤ State Level: 2 Prizes ➤ Cluster Level: 04 prizes
	To encourage extension activities and wellness programs	The NSS volunteers participated in University Level Youth Festivals, Haritha Haram Rallies, blood donation programs, 5K Run for SHE TEAMS, Swachchtha programs, Role Of Youth Development lectures, programs for the holistic development of mind, body and spirit on International Day of Yoga; meditation-based self-development programs organised in collaboration with Shri Ram Chandra Mission, International Youth Seminar and Conference on Intensive Meditation and Leadership organized by Heartfulness Institute of Shri Ram Chandra Institute (SRCM), etc.
Meeting No.4 conducted on 17.01.2020	To review academic activities from October – December 2019	A review of all the academic activities from October – December 2019 was conducted.
	To provide a more streamlined way of financial transactions for the benefit of students	The college opened an account in HDFC Bank which offers more advanced features under the ' Qfix Fee Collection Service ' and closed all other non-functioning accounts.
	To organize Cluster Level and State Level Competitions under YUVATARNAGAM 2019 to promote the spirit of competitiveness among students	The college organized the following events, successfully during 2019-20: ➤ Cluster Level Literary Competitions on 30.01.2020 ➤ State Level Literary Competitions on 13.02.2020 ➤ State Level Chess (PWD) on 05.02.2020 ➤ State Level Chess (General) On 07.02.2020
	To promote quality maintenance and sustenance (ISO Certification and AISHE)	➤ The IQAC submitted all the details pertaining to the college to AISHE, received the certificate on 31.01.2020 ➤ The college also successfully submitted proposals and received the ISO 9001-2015 Certification on 08.02.2020.

	To conduct training programs in employability skills in collaboration with TASK (Telangana Academy for Skill and Knowledge) & Mahindra Pride CRT)	The college conducted two trainings under the MOU of the CCE with TASK (: <ul style="list-style-type: none"> ➤ A training program on employability skills for III year students from 20.01.2020 to 27.01.2020 ➤ A training program on critical thinking, creativity, collaboration and communication for II year students from 06.02.2020 to 08.02.2020
	To improve the Teaching-Learning methods by installing audio systems	The college installed audio equipment in 07 classrooms in order to facilitate teaching large classes
Meeting No.5 conducted on 14.02.2020	To review Results of Semester I, III and IV	A review of the results of Semester I, III and IV was done and a plan of action to improve the result of even semesters was chalked out.
	To conduct a National Seminar by the Faculty of Social Sciences	The Faculty of Social Sciences conducted a National Seminar on 'Budgeting System in Federal Government: 2020-21' on 12.03.2020. More than 200 delegates participated in the seminar and 115 papers were printed in the souvenir released by the Commissioner of Collegiate Education, Sri Navin Mittal, and Prof. R. Limbadri, Vice-Chairman, TSCHE
	To conduct Criterion-wise Committees meetings	Meetings with Criterion-wise committees were conducted on the preparation of Self Study Report in order to submit the SSR to NAAC at the earliest.
	To organize a capacity-building program for the Staff	A training program on setting up and accessing virtual classroom for faculty of Government Degree Colleges was conducted in association with the CCE.
	To organize Parent-Teacher, as well as, Alumni meetings.	The IQAC organized the following during March 2020: <ul style="list-style-type: none"> ➤ Parent-Teacher meeting on 07.03.2020 ➤ Alumni Meeting on 08.03.2020
Meeting No.6 conducted on 14.04.2020	To prepare an Action Plan to handle the completion of Syllabus during Nation-wide Lockdown due to COVID 19 Pandemic	An Action Plan was prepared to address the loss of teaching hours due to the Lockdown imposed by the Central Government in the wake of the COVID-19 pandemic. The following steps to handle the crisis: <ul style="list-style-type: none"> ➤ Online classes were conducted to all the students of B.A.,B.Com., B.B.A., and B.Sc., Semesters II, IV and VI from 15.04.2020 to 14.05.2020 ➤ The syllabus was successfully completed and notes provided to the students ➤ Revision Tests were conducted using Google Classroom
	To encourage the Teaching Staff to organize webinars	A number of webinars (International, National and State) were conducted by various departments as well as NSS and ICC in order to provide the students with exposure to a wide range of topics delivered by experts.

	To encourage the Career Guidance Cell to conduct career guidance programs on the online mode	The Career Guidance Cell organized the following National Level programs in association with the departments: > 'Role of RBI in the present Scenario and the Employment Opportunities in Banking Sector' on 12.05.2020 > 'Career Opportunities to the Graduate Students in Hospitality and Tourism Sector' on 15.05.2020 > 'Opportunities with Chemistry in Higher Education and Career' on 15.05.2020 > One- Week National Level Program on "Significance of Skill Development for University and College Students" from 06-07-2020 to 11.07.2020.
	To organize Student Faculty Development Programs (SFDP) in association with IIT, Bombay	The IQAC, TSKC and the departments of Computer Science, Physics and Economics organized the following > National Level Online SFDP on 'MOODLE-LMS' from 23.07.2020 to 28.07.2020. > National Level Online SFDP on 'Python Programming' from 16.07.2020 to 22.07.2020
	To call for Departmental activity reports for the year 2018-19	The department-wise and committee/cell-wise activity reports were collected and consolidated.
	To conduct a comprehensive feedback on the overall performance of the institution.	The Feedback Analysis Committee collected and analyzed the feedback on institutional performance. Plans were drawn up to make improvements in areas not found satisfactory.
Meeting No.7 conducted on 02.06.2020	To conduct a review of online classes	A report of the Online Classes conducted by all the departments was collected and consolidated and the same was sent to the O/o the CCE.
	To conduct an Internal Audit of the various departments, committees, cells, etc.	An Internal Audit of all the activities of departments, committees and cells during AY 2019-20 was conducted by the IQAC and the report was submitted to the Principal
	To encourage the teaching staff to prepare e-Content in their respective subjects	The members of the teaching staff were encouraged to prepare video lessons every day during July- August 2020. These video lessons were collected and consolidated and a database of the same was created. The detailed report of the same was sent to the O/o the CCE
	To prepare the students for their upcoming examinations if they would be conducted at a later date	> The members of the Teaching Staff worked diligently during the Lockdown to motivate and prepare the students for their exams. > Revision classes were taken and the students were kept in touch with their syllabus

	<p>➤ The college was successful in achieving the overall result of 70.74% in the Final year exams for B.A., B. Com., and B.Sc. conducted during September - October 2020.</p>
<p>To campaign extensively in a no-contact mode to increase admissions in the Post-COVID period for the AY 2020-21</p>	<p>➤ A comprehensive and detailed Admission Campaign was put together to counter the adverse effects of the pandemic and all the members of the teaching staff were entrusted the task of campaigning for admissions.</p> <p>➤ The Campaign was very successful and the college secured the first place in student allotment among Non-Autonomous Government Degree Colleges and fifth place among all Government Degree Colleges in the state.</p>
<p>To prepare and submit the IIQA to NAAC as per the directions of NAAC</p>	<p>The Principal in consultation with the Staff Council and the IQAC decided to submit the IIQA on or before 30.11.2020 due to the following reasons;;</p> <p>➤ The affiliating university has issued the almanac for 2020-21, wherein the AY has been declared as having commenced on 01.10.2020.</p> <p>➤ The Notifications issued by NAAC on 09.07.2020 and 10.07.2020 had directed HEIs to submit their IIQAs before the completion of three months from the commencement of academic activities and completion of examinations.</p>

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