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DELUXE REGISTER

IQAC RESOLUTION  
REGISTER  
(2)

IQAC: RECORD-2

INTERNAL QUALITY ASSURAN  
-CE

CELL: RECORD

GDC: MANTHANI-505184

# Resolution

## (2020-21)

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Faculty meeting held in the Principal's chamber under the Chairmanship of Principal, Md. Taher Hussain on 27/08/20 and the following resolutions are made for the improvement of academic standards among the students and faculty as well. by keeping in view the CORONA pandemic.

1) According to the guidelines of UGC regarding establishment and monitoring of the Internal Quality Assurance Cell (IQAC), it is resolved to constitute IQAC for the year 2020-21 with effect from July 2020. Special instructions have issued regards to sanitization, wearing masks & distance. The IQAC Committee composition as below:

Chairman : Md. Taher Hussain, Principal

Coordinator : N. Bharath Librarian

Members : 1) Smt. G. Sharada, Asst. Prof (Phy)

Unofficial - " 2) Sri. N. Rajaiiah, Lect in Eco

3) " K. Krishna, Lect - Com.

4) " B. Rajender, Lect - Eng

5) " A. Sathish, Lect in Hist

6) " V. Karunakar, Lect in Zool.

7) " P. Swamy, Lect in Chem

Student/Members : 8) Kum. B. Manisha, ~~B.Sc~~ B.Sc (BZC)

9) V. Naresh, B. Com (CA) <sup>III year</sup>

External Member: Sri M. Prabhakar Reddy, CPDC, <sup>Ext. Member</sup>

2) It is resolved to prepare proposed institution action plan for 2020-21 and should be circulated among all academic departments.

3) It is resolved that all the academic departments should maintain the academic records i.e. Departmental activity register, student seminar register, study project register, field trip register, extension lecture register, Dept. meeting register, student progression register, faculty research & extension register along with student attendance register, teaching plan, annual lesson plan, Diary etc. as communicated by CCE, Hyd, TS.

- \* The above all records must be kept updated.

4) In view of the Corona Pandemic strictly advised the entire staff to follow the guidelines issued by the UGC & CCE (higher education).

5) All the coordinators <sup>who</sup> appointed for the purpose of acquainting awareness on different criteria of NAAC process by going through the NAAC Manual mandatorily, without fail, and it is also resolved to continue them as "criteria coordinators" for this academic year also i.e. for 2020-21 (unofficially).

6) It is also resolved to maintain various committees records by concerned convenors from time to time like NCC

- 7) It is resolved to submit AQAR of 2019-20 as soon as possible and the sometime advised to start preparation for AQAR for 2020-21 and this work has delegated to Sri P. Swamy, Lect. in Chem. &
- 8) Reviewed regarding progress of DOST Admissions (DOST-2021) and advised to put all efforts to enhance the admissions for this academic year by following the COVID-19 guidelines.
- 9) Requested the staff to collect feedback from the ~~staff~~ students and also feedback by the teaching staff to submit
- 10) It is also resolved to celebrate important days of this academic year through online platforms like zoom/ cisco webex/google meet. and to conduct seminars/webinars online
- 11) It is unanimously resolved to prepare e-content digitally for on-line classes and the same to upload in YouTube like channels
- 12) Advised the entire staff to prepare conducive environment for conducting forthcoming VII Sem annual examination with utmost care by following the COVID-19 guidelines issued by the Sathavahana University & other higher authorities (UGC, CCE etc).

- 13) Reviewed the progress of classwork / on-line classes of 2<sup>nd</sup> year and final year
- 14) It is also resolved that if there are any other problems/issues facing by the staff to bring to the notice of the Principal and <sup>IBAC</sup> Committee as well.
- 15) It is also resolved to go for library automation

NBh  
IBAC Coordinator

  
Chairman/Principal

- Members:
- 1) G. Sharda, Asst. Prof of Physics
  - 2) N. Rajaraj, Lect. in Eco - Adm
  - 3) K. Krishna, Lect in Com - Adm
  - 4) B. Rajender, Lect. in Eng - B. Rajender
  - 5) A. Sathish, Lect. in Hort - Adm
  - 6) V. Karunakar, Lect. in Zool - Adm
  - 7) P. Swamy, Lect. in Chem - Adm
  - 8) B. Manisha, B.Sc (B2) <sup>10<sup>th</sup> year</sup> Student - B. Manisha
  - 9) N. Naresh, B. Com (A), III year - Adm
- Std. Member

Date: 07/08/2021, 19

## Review Meeting

IQAC meeting held today is on 07/08/2021 under the chairmanship of Principal, GAC Mantrani in the Principal's chamber to discuss the following issues:

- 1) Review on SSR
- 2) Review on forthcoming 6<sup>th</sup>/4<sup>th</sup>/2<sup>nd</sup> sem.

- As our IIAA has been approved on 29/07/2021 the self Study Report window also opened to submit it within 45 days from the date of approval of IIAA.

- As some lecturers transferred the newly reported lecturers have been appointed as Criterion Coordinators in the place of antilevel (transferred) lecturers.

- Sri A. Shankar, Asst. Prof. in Chem appointed as coordinator for Criterion 2 and Sri A. Laxminarayana, Lect. in Econ. appointed as coordinator for Criterion 5 to deal with the issues related to concerned criteria.

- All the criterion coordinators are suggested to prepare the final data (which was already prepared in draft) required for submission of SSR within the stipulated time for this purpose we also require certain documents related to QIP & QM (Qualitative & quantitative metrics) for uploading.

- In the meeting, also decided that all the criterion coordinators have requested to fill-up & upload the

- data simultaneously by using different systems.

- Sri U. Mukundam, Lect. in CS also suggested to complete the process of K.I. 2-7-1, SSS (Student Satisfaction Survey) in advance, before to submission of SSR.

- It has been also decided to bring awareness about the questionnaire (20 MCQ, 7 open ended questions and 1-exam (descriptive) type qualitative question to give suggestions/improvements) in Telugu medium by translating from English medium.

[The questionnaire is in English only.] So, the class-teachers/mentors should encourage students to participate in survey and guide them about survey.

\* It is also decided to conduct the forthcoming exams for even semesters for which already schedule has been released by the Sathavahana University, commencing from 12/8/2021 onwards and in this regard the examination branch also requested to take all measures for conducting exams in smooth & fair manner without any hindrance/detrimental to the work of NAAC/SSR.

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\* Finally, all the departmental faculties are requested to prepare "Departmental Profiles" for the purpose of NAAC submission during the PTV (peer team visit).

\* The meeting unanimously requested the Principal to provide the infrastructure like colour xerox, so-fill cartridges, A4 white papers (xerox) etc. to enable the final preparation/ submission of SSR timely.

### IQAC Members:

- |                                    |                   |
|------------------------------------|-------------------|
| 1) Sri G. Sharada, Asst. Prof      | - <del>Asst</del> |
| 2) Sri A. Shankar, Asst. Prof      | - Asst            |
| 3) Sri K. Krishna, Lect. in Com    | - Asst            |
| 4) " B. Rajender, Lect. in Eng     | - Blajnd          |
| 5) " A. Sathish, Lect. in History  | - Asst            |
| 6) " A. Laxminarayana, Lect in Eco | - Asst            |

NB  
IQAC Coordinator

Cher  
Chairman/Principal

- It is also advisable to put a 'SSR preparation - Progress Report' Register where in each faculty will update his work regarding SSR dates/daily.