

88
20th October 2020

IQAC meeting was held in IQAC room at 12 Noon on 20.10.2020 under the chairmanship of the Chairman, IQAC.

Agenda:-

- + Workshop to be conducted on 21.10.2020
- + Website updation
- + Action Plan, Any other

Minutes:-

- It is decided to conduct workshop on 21.10.2020 → NAAC Assessment Criteria - Essential Metrics for Autonomous colleges. Smt. S. Anjani, NAAC coordinator will be the resource person.
- It is decided to update website on a daily basis.
- It is decided to prepare Action Plan and circulate it to all departments.
- + It is decided to conduct energy audit, green audit.
- + It is decided to take steps to improve infrastructure facilities.
- It is decided to recommend online internal exams for BBA, BioTechnology, Bio Chemistry & Microbiology.

A. S. S.
IQAC Coordinator

Pratibha
PRINCIPAL

Members

1. T. Nagesh

~~Atul~~

2. N. Gopi

~~N. Gopi~~

3. P. Anuradha

~~Anuradha~~

4. Ch. Chaitanya

~~Chaitanya~~

5. S. Ramesh

Ramesh

12/11/2020

IBAC meeting was held in IBAC chamber. Presided over by the U. Director.

1. Agenda

- 1. Hand Book preparation.
- 2. Action plan for coming 5 months.
- 3. IBAC website.
- 4. PPTs - Department wise.

1. Hand Book - discussed in detail on Hand Book Draft. It should be prepared within a week.

2. Action plan prepared.

3. IBAC website in blended learning with Rs. 100/- Registration fee.

4. PPTs. Every Department must prepare a PPT by 21/11/2020 with 150 words. We should present the PPT on 22/11/2020 (in Room-207).

A.S.J.
IBAC Coordinator

[Signature]
PRINCIPAL.

Members:

- 1) *[Signature]* (P. Anurach) Maths 9
- 2) *[Signature]* (Ch. Chaitanya) Botany 7)
- 3) *[Signature]* (V. SHANTHI KUMAR) 5
- 4) *[Signature]* (S. RAMESH) 5)
- 5) 10)

01/12/2020⁷

A meeting has been conducted under the chairmanship of Principal Sri K.S.S. Ratna Prasad at 11:00 AM to discuss the following:

1. Review of normal activities
2. Action Plan for December, 2020.
3. Student Induction Program
4. Hand Book
5. Website updation
6. Swayam Courses
7. Green Audit
8. Any other matters with the permission of the chair.

1. During the month of November 2020 webinars have been conducted by the following departments:

Telugu

Hindi

Commerce

Public Administration / Political Science

Maths

Physics

Chemistry

Botany

Zoology

IQAC.

2. It has been proposed to encourage respective departments to conduct/celebrate days as per

schedule like, National Mathematics Day, National Consumers Day, Kisan Day, Human Rights Day, AIDS Day. Dept of Telugu proposed to conduct a series of webinars.

3. It's proposed to conduct Student induction program during December, after allotment of mentor-mentees.
4. Department wise information should be provided by 4-12-2020, for hand book preparation.
5. It's proposed to conduct a workshop on website updation during December.
6. It's proposed to encourage enrolment of staff in SWAYAM courses. It's also proposed to encourage enrolment of students also in SWAYAM courses.
7. It's proposed to complete Green Audit by the end of December, 2020.

S. Ramu

S. RAMESH Asst. Prof. of Comm.

~~S. Ramu~~

— A. Sambam Rao (Asst. Prof. of Hindi)

~~oparedu~~

— P. Anuradha (Asst. Prof. Mathematics)

~~Asst.~~

— T. Nagu.

~~K. Sankar~~

— V. Shanthi Kumar (Lecturer in Chemistry)

~~Chaitanya~~

— Ch. Chaitanya (Asst. Prof. of Botany).

11.12.2020

A meeting has been conducted under the Chairmanship of Principal Sri KSS Patil on 11.12.2020 at 10.10 AM to discuss the following

1. Series of webinars
2. Induction Program for Freshers
3. Celebration of Hindi Divas (10/12/2020)
4. Celebration of National Farmer's Day
5. Webinar on Savitribai Phule: The Pioneer of Women Edn. in India.
6. Workshop on "Role of Mentors"
7. Any other.

→ It is proposed to conduct a 6-Day induction programme from 14-12-2020 to 19-12-2020 for freshers.

→ It is decided to celebrate Hindi Divas on 10/12/2020.

→ It is decided to organise National level Webinar on the occasion of National Farmer's Day on 23/12/2020.

→ It is decided to conduct a webinar on "Savitribai Phule: The Pioneer of Women Edn. in India" on 3/1/2021.

→ It is decided to organise one day workshop on "Role of Mentors" on 04.01.2021 by IQAC.

- It's decided to organise "Keevoni Meet" on 8/1/2021 (virtually) by inviting illustrious ~~professors~~ students.
- In order to bring out hidden talent feelings and emotions of students (most importantly women) it is decided to organise a program on 'National Girl Child Day' on 24/1/2021, in which women students will deliver speech on theme "Save Girl Child".
- The IQAC appreciated a series of webinars to be organised by the Department of Telugu (Maram - Mana laishochhana)
- Women Empowerment Cell of the college plans to organise a series of webinars on "Grimali Udyogin" in the month of January, 2021. This is highly appreciated by IQAC.

~~_____~~

A. SAMBASIVA RAO	—	_____
S. RAMESH	—	S. Ramesh
T. Nagar	—	_____
P. Anuradha	—	_____

27/1/2021

ISAC meeting has been held in the
Chamber of ISAC.

Agenda

- ① Exams.
- ② Offline Classes Time Table.
- ③ Action Plan
- ④ Preparation for NAAC meeting on 29th.
- ⑤ Website update.
- ⑥ Gross Audit.

Resolutions

- ① I & IV Examination will be held from
3rd Feb 2021 with all COVID-19 SOP.
- ② Offline Classes Time Table was prepared
by the T.F Committee and will be shared in
the students groups.
- ③ Action Plan: Action plan for preparation
and submission of AQAR in time has been
discussed.

~~④~~

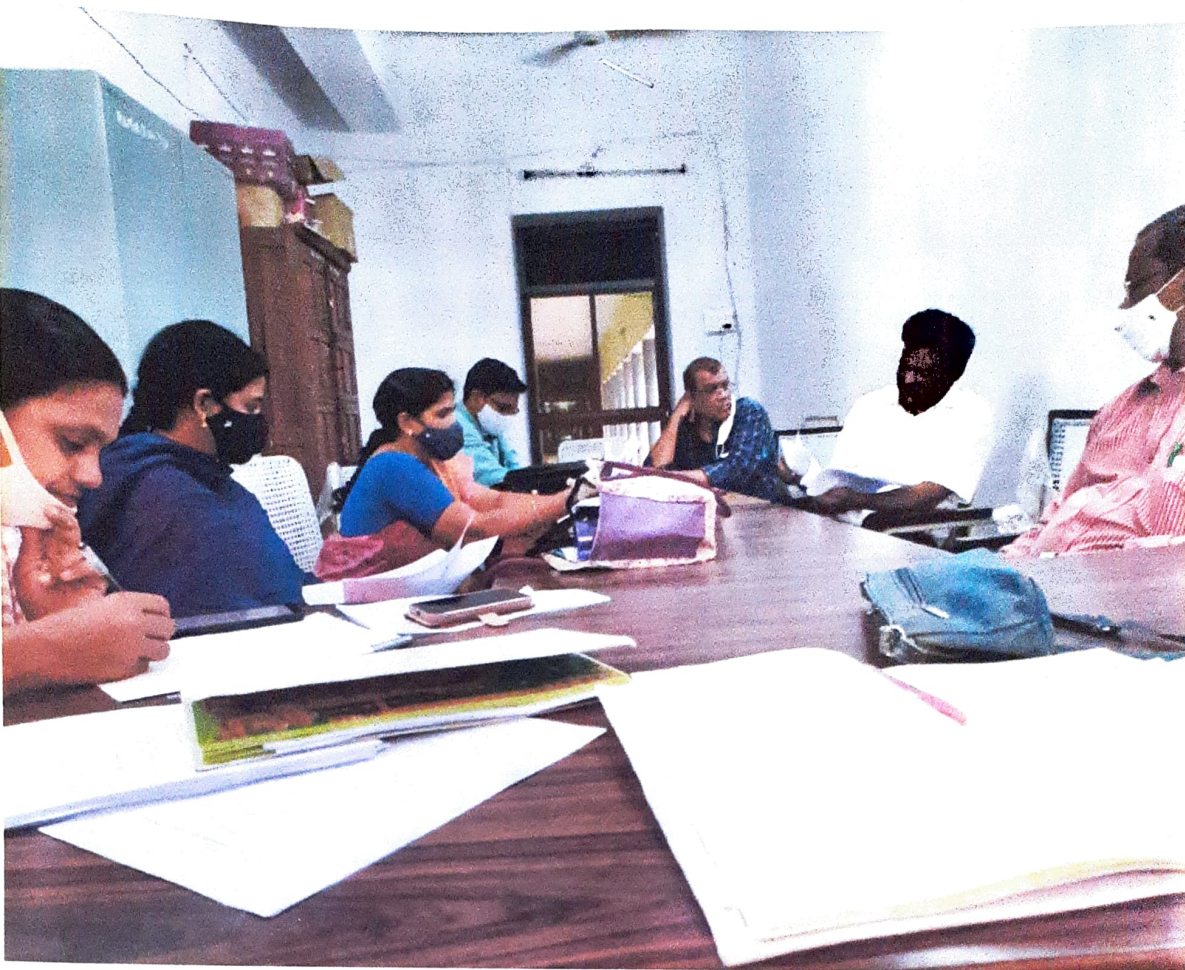
④ 7 criteria

- ①. Curricular Aspects - T. Hegde
- ②. Teaching Learning & Evaluation - Ch. Chaitanya & P. Anita
- ③. Research, Consultancy & Extension - A. Sambasiva Rao
- ④. Infrastructure & Learning Resources - N. Gopi & V. Shankis Kumar
- ⑤. Student Support & Progression - P. Anu Reddy
- ⑥. Governance, Leadership & Management - S. Ramesh
- ⑦. Institutional Values & Best Practices - S. Anjali

5. Website updation - It is kept to the notice of the IQAC that regularly website is being updated, which is highly appreciated by the IQAC

6. Green Audit - It is resolved to conduct green audit of the college. They will be accomplished by the Dept. of Botany.

7. On 29/1/2021, it is proposed to conduct a training program on "Qualitative & Quantitative metrics of NAAC" by inviting Dr. A. Vishveshwara Sharma, Asst. Prof. of English, Tara Govt. College (A), Sangareddy.



S.S.S
IPAC co-ordinator

Principal

S. Ramaswami (S. RAMSAMI)

[Handwritten signature]

A. SAMBASIVA RAO

[Handwritten signature]

P. Anuradha

[Handwritten signature]

T. Nagar

[Handwritten signature]

A meeting has been conducted in IQAC chamber on 20/2/2021 at 04:00 PM.

Agenda:

- Website updation
- Science day celebrations
- IPR webinar
- Telugu webinars
- Any other matter with the permission of the chair.

Minutes:-

- It's decided to update website regularly reflecting all the activities taking place in the college.
- Science day (28/2/2021) celebrations will be taken care of by the Science Faculty of the college. A webinar has been planned on 20/2/2021.
- It is resolved to contact Prof G.D. Reddy Principal, Law College, Osmania University to attend IPR webinar as Resource Person.
- It is resolved to conduct webinars on 21/2/2021 on the occasion of Intern. Mother's Day and on 24/2/2021 Telugu webinars on science writings.

→ All the IBAC members resolved to create awareness among the staff members to frequently visit N-LEST.

Secretary,

→ S.

A. SAMBASIVA RAO	- General Secretary
T. Nagar	- Asst.
S. Ramesh	- S. Ramesh
P. Anuradha	- Secretary
Ch. Chaitanya	- Secretary
S. Ramesh	- S. RAMESH

02/03/2021

A meeting has been conducted in IQAC chamber on 2/3/2021 at 4:00 PM

Agenda:-

1. Criteria wise Assessment
2. Action Plan for submission of AQAR
3. N-list
4. Career Guidance Program
5. Webinar on "Role of Women in Agriculture sector" on 6/3/2021 (on the eve of Women's Day)
6. Webinar on "Conceptualizing Teaching and Research" by the Dept of English on 10/03/2021.
7. Webinar on Intellectual Property Rights on 18/3/2021 by IQAC.
8. Workshop on Interview skills on 24/3/2021 by IQAC.
9. Webinar on "Panorama of Civil Services" by IQAC on 28/3/2021.
10. Any other matter.

→ Criteria wise data required for submission of AQAR has been discussed.

→ Career guidance program, which is being organised by Career guidance and placement cell is being reviewed.

→ It is proposed to conduct a webinar on "Role of women in Agriculture Sector" on 6/3/2021.

→ It is also proposed to conduct webinars/workshops on the following dates & topics:

<u>Date</u>	<u>Dept</u>	<u>Topic</u>
10/3/2021	English	Conceptualising Teaching & Research
18/3/2021	IQAC	IPR
24/3/2021	IQAC	Interview skills
28/3/2021	IQAC	Paradigma of Civil Services
8/3/2021	IQAC & WEC	Prinati Udyogini

→ Feedback is collected, analysed and submitted for discussion and action.

Signature

- 1) S Ramu (SRAMEAH)
- 2) ~~_____~~ (P. Anuradha)
- 3) ~~_____~~ (Ch. Chaitanya)
- 4) ~~_____~~ (A. SAMBASIVARAO)
- 5) ~~_____~~ (Dr. V. SHANTHI KUMAR)
- 6) ~~_____~~
- 7)

A meeting is conducted in IQAC chamber at 4:00pm.

Agenda:-

1. IQAC committee reconstitution.
2. AQAR submission.
3. Website updation
4. Any other matter.

→ IQAC committee is reconstituted with Dr. A.R. Satyawadhi, Asst. Professor of Commerce as co-ordinator & M.D. K. Sutarwar as co-coordinator.

→ It is decided to collect information & documentary evidence from all the departments pertaining to AQAR for the year 2020-21.

→ Website updation is reviewed.

PROCEEDINGS OF THE PRINCIPAL, SR & BGNR GOVT. ARTS & SCIENCE COLLEGE (A),
KHAMMAM.

PRESENT:- Dr Mohammad Zakirullah, M.A.,M.Phil.,Ph.D.

Rc.No. B/IQAC/2021-2022

Dt: 30-10-2021.

Sub:- Collegiate Education – Modification of IQAC Committee - Orders – Issued –
Regarding.

Ref:- This college Committee proceedings , dt. 28-09-2021.

& &

The Under signed is pleased to constituted a Modification of IQAC Committee for the
academic year 2021-2022.

S.NO.	Name of the faculty	Designation	
Working Committee			
	Dr Mohd. Zakirullah	Principal	Convenor
1	Dr A R Satyavathi	Asst Prof of Commerce	Co-ordinator
2	Sri K. Sukumar	Asst Prof of Pub.Ad	Co-coordinator
3	Sri S.Ramesh	Asst Prof of Commerce	Member
4	Smt S.Anjani	Asst Prof of English	Member
5	Sri P.Ravikumar	Asst Prof of Physics	Member
6	Dr A Sambasiva Rao	Asst Prof of Hindi	Member
7	Dr M.Subrahmanayam	Asst Prof of Chemistry	Member
8	Dr J.Anuradha	Asst Prof of Telugu	Member
9	Smt P. Anuradha	Asst Prof of Maths	Member
10	Dr J.Ramesh	Asst Prof of Telugu	Member
11	Dr R.Seetharama Rao	Asst Prof of Telugu	Member, Alumnus
12	Dr Ch. Venkateswarlu	Asst prof of Zoology	Member, Alumnus
13	Dr P. Vijay kumar	Asst prof of Botany, JVR GDC, Sathupally	Member, External Academician
14	G.Sai Deekshitha	BSC(HPP) II	Student
15	P.Dakshayani	BSC(MSDS) II	Student
16	K. Keerthana	B.Com (CA) III	Student
17	Md Rubeda	BA(HPP) II	Student
Advisory Committee			
1	Dr B.Venkateswara Reddy	Assoc.Prof of. Poli. Sci & Vice Principal	
2	Sri K.S.S.Ratna Prasad	Assoc.Prof of. English & Vice Principal	
3	Dr P. Ramesh	Asst Prof of Chemistry	
4	Dr N. Gopi	Asst Prof of Economics	

PRINCIPAL
PRINCIPAL

SR & B.G.N.R Govt. Arts &
Science College (NAAC-B++)
Autonomous-KHAMMAM

16/11/2021

A meeting has been conducted in IQAC chamber on 16/11/2021 at 03:00 PM.

Agenda:

1. Peer team report 2017
 2. Criteria in charges for preparation of SSR
 3. Submission of AQARs, IIQA
 4. Any other:
 - i. Approval for workshop organised by IQAC
 - ii. Almanac for 2021-22
 - iii. Student Induction Programme for 1 year
-
1. Peer team report of 2017 was discussed. Remedial classes, IET, Student Progression, research forum, STRIDE C scheme for Trans-disciplinary Research for India's Developing Economy, NGO participation in student support services, preparation of master plan for college, GRC → all are discussed.
 2. Criteria in charges for preparation of SSR are asked to collect relevant data for submission.
 3. In order to submit AQAR, all the relevant information from all the departments need to be collected. In this connection, all the relevant information is being collected and all the members are requested to collect information from departments.

4. The Committee approved workshop organised by IQAC
5. It's decided to conduct "Deekshasanksh" Student induction programme for 1 year students to make them aware of the facilities, resources available in the college.
6. Department of English, Economics, Chemistry have submitted information pertaining to organisation of National level seminars.

HHC (Dr ARSATHANATH)

P. Anuradha (Anuradha)
 A. Sambasiva Rao. (Sambasiva Rao)
 Dr. J. ANURADHA (J. Anuradha)
 B. Ravikiran (Ravikiran)
 K. Seeha Ram Rao (C R Rao).
 S. Ramani (S. RAMANI)


SR&BGNR GOVERNMENT ARTS&SCIENCE COLLEGE(A): KHAMMAM
ACTION TAKEN REPORT
2020-2021

The action taken report by the Internal Quality Assurance cell (IQAC) for the year 2020-21 is:

As suggested by the IQAC Coordinator and other administrators (Principal, COE, etc.) suggestions were implemented and appropriate actions were taken as recommended in the meetings held in IQAC during 2020-2021:

Plan of Action	Achievements/ Outcomes
AQAR Submission	AQAR has been submitted
Feedback mechanism	It was implemented successfully in all phases
Green Audit & Environment Audit	Completed by the Department of Botany and the outcome is highly commendable
Academic Audit	Successfully completed
Academic Calendar	Prepared at the beginning
Website updation	Regularly done and monitored by IQAC coordinator
Mentor-Mentee allotment	Systematically done
Online classes	Successfully conducted
Faculty Appraisal	APIs prepared and submitted
Student Induction Programme	Successfully completed
Certificate Courses	Successfully conducted for students
Webinars	Several webinars conducted
Seminars	Some departments conducted seminars
Faculty Training Programs	All the faculty members participated in various FDPs
Participation in ISO	Successfully participated
Participation in NIRF	Successfully participated
Construction of Administrative Block	Process initiated
Submission of data for AISHE	Submitted in time
Encouragement to staff to enrol in Ph. D.	Faculty successfully enrolled


COORDINATOR — IQAC


CHAIRMAN
PRINCIPAL
S.R.&B.G.N.R.Govt. Arts &
Science College (NAAC-B)
Autonomous
KHAMMAM