

TARA GOVERNMENT COLLEGE, SANGAREDDY(A)

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report for the Academic Year 2016-17

Date	Agenda	Action Taken Report
05.06.2016	Annual curricular Plan & Institutional Plan	Prepared
	Online admission process	Quality changes made
	New PG Course	M.Sc Physics was introduced
	Motivation of staff to apply for MPRS and Seminars	Staff applied
	Academic records and conduct of bridge/orientation courses	Conducted
	Co-Curricular activities	Conducted
	Career Guidance Programmes	Conducted
	Using ICT	Quality inputs were implemented
	Guest/Extension Lectures	Conducted
	Statutory committee meetings	Conducted
02.07.2016	Result analysis	Discussed
	Status of Admissions	Improved
	Green Activities	Conducted

07.08.2016	Construction of 4 classrooms under RUSA	RUSA building was constructed
	Admissions	Increased
	Remedial Classes	Conducted in September
	MoUs	Reached
	Seminars and MRPs	Reviewed
	BoS Composition	Reviewed
	Academic Council Composition	Reviewed
01.10.2016	Syllabus	Reviewed
	Examination reforms	Reviewed
	Non-Teaching Staff	Work status reviewed
	Biometric Machines	Purchased
02.11.2016	Students' centric activities	Conducted
	Seminars Workshops for Microbiology and Physics departments	Conducted
	Conduct of Examinations	Reviewed
01.12.2016	Student Study Projects	Conducted
	Results	Suggestions were made for improve of results
	Construction of RUSA Building	Reviewed
	Academic Activities	Reviewed

	Preparation for Physics and Chemistry National Seminars	Conducted
02.01.2017	Gender Sensitization classes	Allotment of faculty were made
	Yuvatarangam	Reviewed
	Green Activities (Environmental Activities)	Discussed
	IEPP, Certificate courses, workshop for Microbiology	Conducted
	Yuvatarangam Sports event	Conducted
	Academic issue/Examination issues	Discussed
	Syllabus completion	Reviewed
01.03.2017	Yuvatarangam	Best Teacher Awardees and other achievers were appreciated
	Suggestion for Study hours	Conducted
	Results	Reviewed
06.04.2017	Annual Day	Conducted
	Review of Academic Activities including Gender Sensitization	Reviewed
	Annual Plan	Prepare for the next academic year
	Syllabus coverage	Reviewed

Action Taken Report for the Academic Year 2017-18

Date	Agenda	Action Taken Report
12.06.2017	Institutional Plan	Finalized
	BoS meetings	Conducted
	Time Table	Finalized
	Academic Audit	Conducted
	Results	Reviewed
19.07.2017	Results	II Semester results were analysed
	Status of the library books	Reviewed and suggested for purchase of books
	Certificate courses	Departments were advised to offer certificate courses
	Harithaharam (TKHH)	Saplins were planted in the campus
	Results	Reviewed, Suggestions were made to improve the results
18.08.2017	Reforms in Admissions	Implemented
	RCUES workshop	A workshop on Urban Governance and Urban Services conducted
	Departmental Activities	Reviewed and suggestions made
	Results	Measures for result improvement were made
	NAAC status	Reviewed
	Autonomous Status	Reviewed
11.09.2017	PG Result Analysis	Reviewed

	Syllabi and Examinations	Reviewed
	Workshop	Department of English conducted
	Job Drive	Conducted
	NAAC Status of the college	Reviewed
03.10.2017	Syllabus and Internal Examinations	Reviewed
	External members on statutory committees	Discussed
01.11.2017	Yuvatarangam and Jignasa	Qualitative suggestions for improvement were made
	NAAC Preparedness	Circular of the CCE were discussed
	World Telugu Meetings	Teachers from department of telugu attended at Hyderabad 15 th to 17 th December 2017
	Criterion Coordinators	Allotted
11.12.2017	Syllabus	RPG Syllabus reviewed
	Students Study projects	Conducted
	Yuvatarangam	Conducted
	Mentor Mentee System	Implemented and reviewed
	Class Representative system	Implemented
	Academic Records and other academic records	Status Reviewed
	Certificate Courses and activities	Reviewed and suggestions were made

02.01.2018	Syllabus	Reviewed
	Sports meet	Conducted on 19 th & 20 th January 2018 under Yuvatarangam
	JIGNASA	State level presentations were made
05.02.2018	Syllabus status	Reviewed
	Examination dates	Probable dates finalised
	Preparatory status of NAAC	Discussed
	NSS Camps	3 camps Conducted
12.03.2018	Results	UG I&III Semester results were discussed
	Mentor Mentee	Qualitative suggestions were made for the improvement of Mentor Mentee
	Admissions	Measures for improvement of admissions were discussed, committees were prepared
02.04.2018	Syllabus	Reviewed
	Workshop	On Stress Management & Personality Development conducted on 03.04.2018
	Introduction of new courses	New courses were introduced
	Syllabus	Status reviewed
	AG Audit	External AG Audit was conducted in March 2018
	Syllabus	Status Reviewed

	Teaching Diaries and attendance registers and other academic records	Status reviewed
	Curricular and Cocurricular activities	Suggestions were made for qualitative improvement

Action Taken Report for the Academic Year 2018-2019

Date	Agenda	Action Taken Report
06 Sep 2018	Appointment of Criterion coordinators	3 Digital boards installed to facilitate ICT Teaching and learning.
	Conduct of Seminars/Workshops.	<p>1. Conducted one day state level workshop on “ Personality development & stress management” on 003/04/2018.</p> <p>2. Conducted Orientation workshop on English in use: “A text book for college students” on 13/9/2017.</p>
	Career guidance awareness programme/Workshop.	Conducted one day workshop on “Presentation skills, career guidance & knowledge about online education resources”.
	Orientation or Refresher course by faculty.	One of the faculty Dr. Ravi Kumar, Asst Professor of Public Administration attended Orientation programme at UGC-HRD, Osmania University, Hyderabad.
	Enhancing research aptitude of the students.	<p>Seven student study projects were selected to present the study projects at state level competitions conducted by Commissioner of Collegiate Education, Telangana state.</p> <p>Two student study projects are selected as state best student study projects at state level</p>

		<p>competitions conducted by Commissioner of Collegiate Education, Telangana state.</p> <p>Student as teacher programme- students of political science gave a lesson on “ Violence against women- A hindrance to improvement” telecasted in MANA TV (T – SAT NIPUNA) on 09/11/2017.</p>
	Revision of syllabus & BOS meeting.	All the departments conducted BOS meeting and the syllabus is revised in all the subjects.
	Participation of students in student support services.	Students of the college participated and got appreciation certificate at National Level with the short film on swachh bharath from the Hon’ble Vice president of India shri. M. Venkaiah Naidu.
	Environmental activities.	<p>Conducted ozone day, Eco fest and sparrow day.</p> <p>Planted plant saplings during Haritha Haram Programme</p>
	Health camp.	<p>A health camp was conducted. Students of the college were benefited from the health camp.</p> <p>Conducted health awareness programme for girls.</p>
	Participation of staff in seminar, workshop and conferences.	Many faculty members participated in seminars and conferences.

		workshops at state level, national level and international level.
	Improvement of Infrastructure.	Completed the construction of new class rooms under RUSA.
	Legal awareness programme.	Legal awareness programme was conducted on 17/11/2017.

TARA GOVT. COLLEGE, SANGAREDDY(A)

Minutes of the IQAC meetings held during 2019-20

Date	Agenda	Action Taken Report
Meeting-1 17.09.2019	<ol style="list-style-type: none"> 1. Criteria wise updating the institutional data for AQAR submission. 2. Collecting the feedback from the students in the appropriate format. 3. Website updation. 	<ul style="list-style-type: none"> • Criteria wise coordinators procured information from all the departments and consolidated. • Feedback was received from various stake holders and analyzed. • Website was updated with necessary changes
Meeting-2 03.03.2020	<ol style="list-style-type: none"> 1. Data collection for AQAR 2. Feed Back collection from stake holders 3. Proposals for workshops on “Data Science” and Business Analytics” by departments of Computer science and Commerce. 	<ul style="list-style-type: none"> • Data was collected from criteria wise coordinators and consolidated. • Feedback collected from the stake holders of the institution through online/offline modes. • Proposals for Workshops were prepared by departments of Computer science and Commerce.
Meeting-3 13.05.2020	<ol style="list-style-type: none"> 1. Online Feedback system for students 2. Virtual/Online mode of education module preparation in the pandemic situation 3. Planning of conducting National Webinar on Institutional quality management. 4. Annual report-2019-20 preparation and Chalk out the action plan for 2020-21. 5. Safety and Precautionary measures for staff during COVID-19 situation. 	<ul style="list-style-type: none"> • Online feedback was received using Google forms. • All the faculty members prepared Audio-video classes and uploaded on You-Tube Channels for ready access for students. • National conference was organized “HEI-POST 2020 Quality Endures” on 21.05.2020. • Annual report-2019-20 was prepared and the action plan for 2020-21 was drafted based on the core values of the institution. • Systematic action plan for sanitization and hygiene management was prepared.
Meeting-4 20.05.2020	<ol style="list-style-type: none"> 1. Maintenance of Academic and Financial Records. 2. Submission of AQAR-2018-19 	<ul style="list-style-type: none"> • All the institutional academic and financial records for updated. • All the criteria coordinators collected data and consolidated. The AQAR-2018-19 was successfully uploaded.

Tara Government College, Sangareddy

(Autonomous)

Minutes of IQAC meeting from 2020-21 onwards

Date	Agenda point discussed and approved	Action taken
14 Aug 2020	❖ Discussion on innovative teaching methods adopted by teaching staff using ICT and otherwise.	Appreciated. Records were kept for reference
	❖ A few changes were suggested in the ISO document.	The changes were approved and incorporated.
	❖ A few suggestions were given for qualitative improvement in the Criterion IV and VII of the NAAC document.	Changes in areas such as of purchase policy, Infrastructure improvement, environmental protection and optimum utilization of resources were adopted.
2 Jan 2021	❖ NIRF committee headed by Sri K. Abhijith. Nominated 5 members to attend NIRF workshop to be conducted by IASE.	Approved
	❖ NIRF data- a few changes were suggested	NIRF data submitted and approved.
	❖ Approval of AQAR 2019-20	Approved with a few suggestions. Later, the AQAR was placed before the statutory committee, i.e. Academic Council on 25 Feb 2021 and submitted it online.
	❖ Changes in the questions of feedback formats	Approved
	❖ Verification of records of co-curricular activities	Approved with a few changes

24 Aug 2021	❖ Allotment of criteria to criterion coordinators	Approved
10 Nov 2021	❖ AQAR formats for data collection and compilation	Disseminated
20 Dec 2021	❖ New IQAC coordinator and finalization of composition of IQAC	Approved
	❖ Progression of AQAR 2020-21	Assessed
	❖ AISHE data needs to be uploaded	Uploaded on 26 Feb 2022
	❖ Action plans	Submitted
	❖ Annual reports by departments/ clubs/ cells	Submitted and compiled
	❖ A few more changes in the ISO document like addition of policies	Incorporated
	❖ Student Satisfactory Survey	Analysis done
28 Dec 2021	❖ Changes in the API formats	Approved
	❖ A few changes in Vision and Mission statements for clarity	Approved
	❖ New policies like Green, Environmental etc.	Approved
	❖ Website updating	Assesses with a few changes
	❖ Review of teaching learning processes, structures and methodologies	conducted
	❖ Update of outcomes (Pos, PSOs, PCOs)	Included
	❖ Approval for the conduct of 3 orientation courses on 29, 30 and 31 December 2021 for the non-teaching staff, UG and PG faculty and Guest faculty of the erstwhile Medak district respectively	All of them were conducted

	❖ Activity register	Approved
	❖ Changes in committees list	Approved