

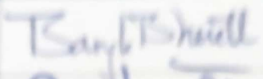
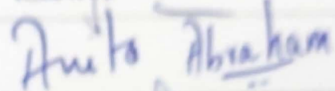
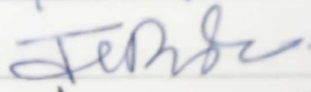
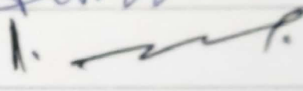
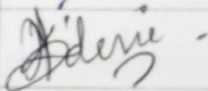
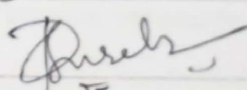
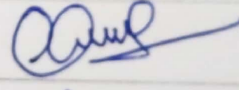
**VIVEKANANDA GOVERNMENT DEGREE COLLEGE,
VIDYANAGAR, HYDERABAD**
(Affiliated to Osmania University)

Accredited by NAAC with "B" Grade ISO 9001:2015

**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETINGS**



2021-22

S.No.	Name of the member	Signature
1.	Ms S.Nirmala, Asst. Prof of Statistics	
2.	Ms. G.Bangla Bharathi, Associate Professor of English	
3.	Ms. Anita Abraham Associate Professor of English	
4.	Dr.B.Suchitra Singh, Assistant Professor of English	
5.	Dr.J.Chinna Babu Assistant Professor of Physics	
6.	Sri P.Venkat Eashwar Associate Professor of English	
7.	Dr.D.Malleswari Asst. Prof. of Mathematics	
8.	Ms.N.Sridevi Asst. Prof. of Zoology	
9.	Ms.P.Surekha Asst. Prof. of Chemistry	
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11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	
12.	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	

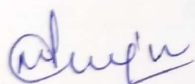
03.01.2022

The Principal and the IQAC Committee met in the Room No.10 to discuss on the following agenda

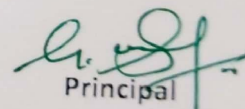
- DVV Clarifications

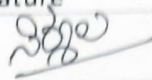
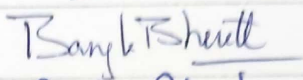
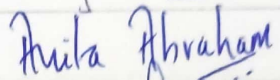
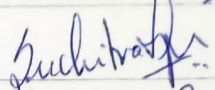
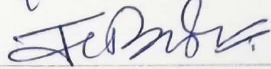
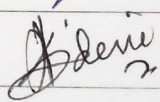
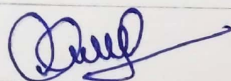
Discussion and Resolutions

- All the criterion wise convenors & the core committee are informed to coordinate with IQAC Coordinator and provide necessary data and explanations as asked in the queries.



IQAC Co-ordinator


Principal

S.No.	Name of the member	Signature
1.	Ms S.Nirmala, Asst. Prof of Statistics	
2.	Ms. G.Bangla Bharathi, Associate Professor of English	
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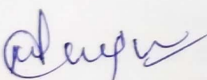
17.01.2022

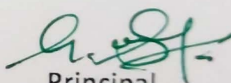
The Principal and the IQAC Committee convened a zoom meeting to discuss on the following agenda

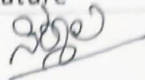
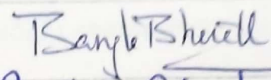
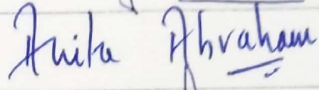
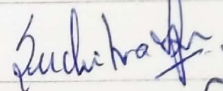
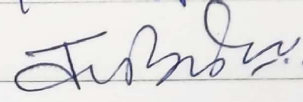
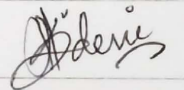
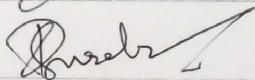
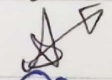
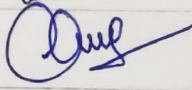
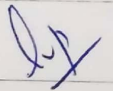
- DVV Clarifications

Discussion and Resolutions

- It has been resolved to seek extension from NAAC for the submission of DVV clarifications due to the closure of the educational institutions due to surge in Covid cases.


IQAC Co-ordinator


Principal

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1.	Ms S.Nirmala, Asst. Prof of Statistics	
2.	Ms. G.Bangla Bharathi, Associate Professor of English	
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10.	Dr.J.Bharathi Assistant Professor of Telugu	
11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	
12.	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	

23.02.2022

The Principal and the IQAC Committee met in the Principal's chamber to discuss on the following agenda.

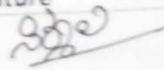
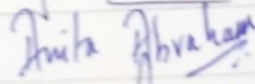
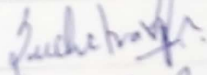
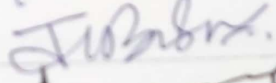
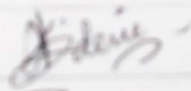
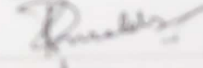
- DVV Clarifications

Discussion and Resolutions

- The clarifications sought during DVV are successfully submitted on 18.02.2022.
- All the members of the teaching staff are asked to submit the necessary data to IQAC for the preparation of AQAR.


IQAC Co-ordinator


Principal

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1.	Ms S.Nirmala, Asst. Prof of Statistics	
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02.03.2022

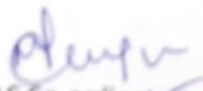
The Principal and the IQAC Committee met in the Principal's chamber to discuss on the following agenda.

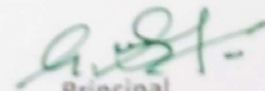
- NAAC Records time line
- Mentor-Mentee
- Qualitative metrics

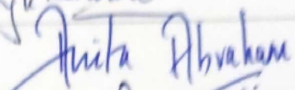
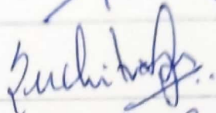
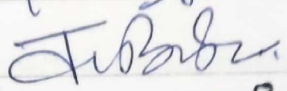
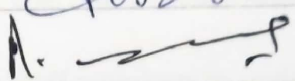
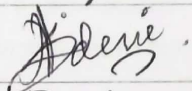
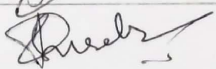
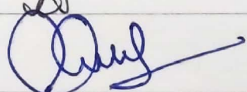
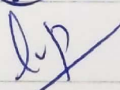
Discussion and Resolutions

- The list of records to be maintained by each Department is circulated by the IQAC Co-ordinator.
- All the members of the teaching staff are asked to maintain the following records.
- Annual curricular plans
- Annual Action plans
- Teaching diary
- Teaching notes/synopsis
- Assignment registers
- BOS membership details
- Paper setting/valuations
- Activity reports of workshops/seminars/lectures (Circular/Geotagged pictures/reports/attendance etc)
- Certificate course syllabus/list of students etc.
- Field trips (Report along with the list of students attended – circular/permission letter)
- Project works
- Feedback details
- Display program outcomes course outcomes
- Students socio-economic profile
- Remedial bridge courses
- Strategies for slow and advanced learners.
- Student centric methods adopted.
- Mentor mentee register.
- ICT tools
- Internal assessment marks/grievances
- Previous question papers
- Record of Research work
- Stock registers
- Capacity building programs

- Students placement
- Progression
- Vision & Mission
- RC/OC/API Scores
- Celebration of commemorative days
- Sports details
- Staff club- welfare measures
- Organogram of the college


IQAC Co-ordinator


Principal

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1.	Ms S.Nirmala, Asst. Prof of Statistics	
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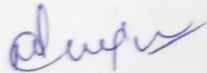
14.03.2022

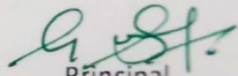
The Principal and the IQAC Committee met in the Principal's chamber to discuss on the following agenda.

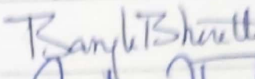
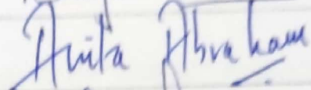
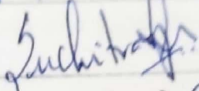
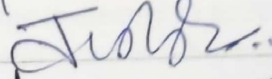
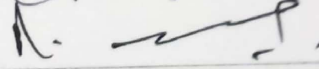
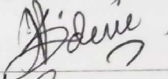
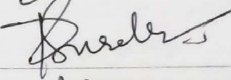
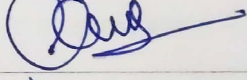
- NAAC Records time line
- Cultural committee

Discussion and Resolutions

- IQAC Coordinator distributed the time line chart for the submission of NAAC records.
- The Principal madam has instructed all the staff members to update the given record list on the dates mentioned, failing to submit on the said date the teachers are requested to furnish the explanations.
- The cultural committee is requested to form a team for cultural activities prepare the students for thee same.


IQAC Co-ordinator


Principal

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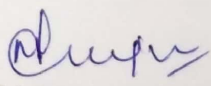
30.04.2022

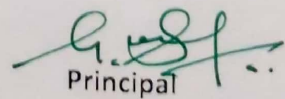
The Principal and the IQAC Committee met in the Principal's Chamber to discuss on the following agenda

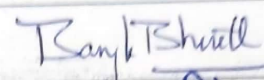
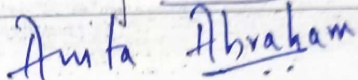
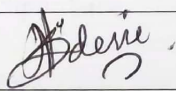
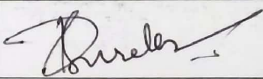
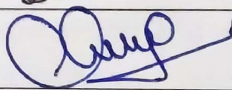
- NAAC Preparation Review

Discussion and Resolutions

- Date of visit – 29th and 30th July/12th and 13th August/29th and 30th August 2022 are the tentative dates for NAAC visit. The Departments and support services to be ready by 15th June.
- Student Interaction – All the Departments were asked to identify 15 to 20 students and groom them for Peer team interaction. They were asked to submit the details to IQAC by 5th May, 2022.
- All the Departments were asked to identify 15 to 20 students and mobilize them to interact with the peer team. The Alumni meet to be conducted on 08.05.2022.
- PTA meeting The Departments were asked to mobilize parents of regular students to interact with peer team. The parent teacher meet to be held on 15th May, 2022.
- Website – The website needs to be updated with Department profiles and personal profiles and college activities to be updated and strengthened.
- Principal's PPT – The DVV information and data to be updated by the Principal PPT Committee and IQAC Coordinator from 5.05.2022
- RO Plant installation – The RO Plant installation is in progress and will soon be completed.
- Cultural Committee – The Choreography for the Cultural program will be finalized by the Cultural Committee
- Utilization of Virtual Classroom – Dr.J.Chinna Babu, Assistant Prof. of Physics will be incharge and maintain a log book & teachers will use the same in the month of May 2022.
- Establishment of Arts and Commerce Department. The Commerce Department will shift to 2nd floor and Arts Department in the 1st week of May to facilitate Library expansion from 05.05.2022.
- IQAC/CPDC Executive Body Meeting – IQAC Executive meet is scheduled between 9th to 14th May 2022 and CPDC Executive Meet is scheduled between 16th to 21st May, 2022.
- Boards/Name plates – 6 Green boards to be purchased for various classrooms, Name plates and Departmental Boards to be prepared at the earliest.


IQAC Co-ordinator


Principal

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12.	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	

27.05.2022

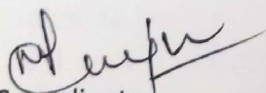
The Principal, IQAC Co-ordinator and the members of the teaching staff met in the Principal's Chamber at 12.00 Noon on 27th May, 2022 to discuss on the following agenda.

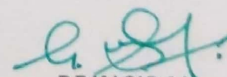
Agenda

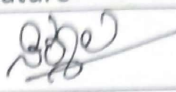
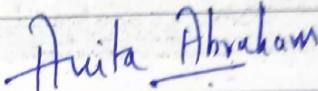
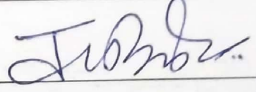
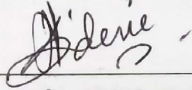
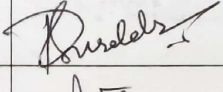
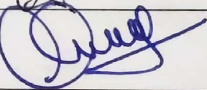
NAAC Preparation Review

Discussion and Resolution

- The Principal stressed on the readying all the records criterion wise according to the schedule charted by the IQAC Co-coordinator.
- 1st June – 6th & 7th Criteria; 4th June – 3rd, 4th and 5th Criteria; 9th June – Criterion – 2; 14th June – Criterion -1
- The records to be maintained from 2015-16 to 2021-22 academic years.
- The API for teachers for the academic years (2018-19 to 2021-22) to be filled and submitted by June 1st 2022.
- Website to be updated and hence the format to be submitted by 1st June to website co-ordinator.
- PTA meeting to be scheduled on by individual departments and motivate them to involve in the peer team visit.
- Students for interaction with Peer team selected by various departments will be briefed on NAAC visit on 30th May, 2022 at 11.30 AM.
- It is resolved to prepare the Principal's PPT by updating the criterion wise data upto 2021-22 by 10th June, 2022.


IQAC Co-ordinator


PRINCIPAL

S.No.	Name of the member	Signature
1.	Ms S.Nirmala, Asst. Prof of Statistics	
2.	Ms. G.Bangla Bharathi, Associate Professor of English	
3.	Ms. Anita Abraham Associate Professor of English	
4.	Dr.B.Suchitra Singh, Assistant Professor of English	
5.	Dr.J.ChinnaBabu Assistant Professor of Physics	
6.	Sri P.VenkatEashwar ^{HISTORY} Associate Professor of English	
7.	Dr.D.Malleswari Asst. Prof. of Mathematics	
8.	Ms.N.Sridevi Asst. Prof. of Zoology	
9.	Ms.P.Surekha Asst. Prof. of Chemistry	
10.	Dr.J.Bharathi Assistant Professor of Telugu	
11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	
12.	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	

30.05.2022

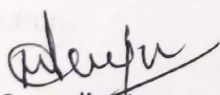
The Principal, IQAC Co-ordinator and the members of the teaching staff met in the Principal's Chamber at 2.30PM on 30th May, 2022 to discuss on the following agenda.

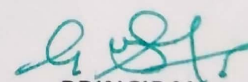
Agenda

Preparation of the supplementary SSR

Resolutions

- The IQAC Co-ordinator Dr.N.C.Sowjanya prepared a format to collect the data criterion wise for the academic years – 2020-21 & 2021-22.
- The Principal briefed the teaching staff on the various items mentioned in the Proforma.
- It has been resolved that the Proformas are to be submitted to the IQAC Co-ordinator on or before 10th ^{June} July, 2022- Hard copy to be submitted and soft copy to be mailed to iqacsvs@gmail.com
- The Principal informed all the members of the teaching staff to adhere to the timeline proposed by the IQAC Co-ordinator.


IQAC Co-ordinator


PRINCIPAL