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



S.No.	Name of the member	Signature
1.	Ms S.Nirmala,	9200
	Asst. Prof of Statistics	10
2.	Ms. G.Bangla Bharathi,	TSay (Breatl
	Associate Professor of English	Stryb - Tareet
3.	Ms. Anita Abraham	2 Lya Kam
	Associate Professor of English	Hur 10 Morris
4.	Dr.B.Suchitra Singh,	shell a
	Assistant Professor of English	Juchitag.
5.	Dr.J.Chinna Babu	-00
	Assistant Professor of Physics	Delroc.
6.	Sri P. Venkat Eashwar	i - v.
	Associate Professor of English	1
7.	Dr.D.Malleswari	CM.
	Asst. Prof. of Mathematics	May .
8.	Ms.N.Sridevi	Klerie -
	Asst. Prof. of Zoology	David
9.	Ms.P.Surekha	Th 0 -
	Asst. Prof. of Chemistry	Quels
10.	Dr.J.Bharathi	T. T.
	Assistant Professor of Telugu	%
11.	Dr.Ch.Kishor Kumar	00
	Assist. Professor of Commerce	Cours
12.	Ms.L.Vishnu Priya	1 5
	Asst. Prof. of Mathematics	1-1

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

S.N	o. Name of the member	Signature
	 Ms S.Nirmala, Asst. Prof of Statistics 	300
	 Ms. G.Bangla Bharathi, Associate Professor of English 	Bang li Bheuth
3	3. Ms. Anita Abraham Associate Professor of English	Arila Ahraham
4		hulitroop
5.		Je Doly
6.		h. ert.
7.	Dr.D.Malleswari Asst. Prof. of Mathematics	(A)
8.	Ms.N.Sridevi Asst. Prof. of Zoology	Deni
9.	Ms.P.Surekha Asst. Prof. of Chemistry	CVX .
10.	Dr.J.Bharathi Assistant Professor of Telugu	
11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	Quel
	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	1.1

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

S.No.	Name of the member	Signature
1.	Ms S.Nirmala,	300
	Asst. Prof of Statistics	~0
2.	Ms. G.Bangla Bharathi,	Kand Bhetell
	Associate Professor of English	Sanguistate
3.	Ms. Anita Abraham	This of hvaham
	Associate Professor of English	Mara Mara
4.	Dr.B.Suchitra Singh,	6 1 1 00~
	Assistant Professor of English	Suchi Va J
5.	Dr.J.Chinna Babu	
	Assistant Professor of Physics	Thom.
6.	Sri P.Venkat Eashwar	
	Associate Professor of English	
7.	Dr.D.Malleswari	63
	Asst. Prof. of Mathematics	V2
8.	Ms.N.Sridevi	Wilnus "
	Asst. Prof. of Zoology	Jours .
9.	Ms.P.Surekha	8
	Asst. Prof. of Chemistry	Jurely 1
10.	Dr.J.Bharathi	.1.5
	Assistant Professor of Telugu	
11.	Dr.Ch.Kishor Kumar	(Dul
	Assist. Professor of Commerce	92
12.	Ms.L.Vishnu Priya	N >
	Asst. Prof. of Mathematics	1-1

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

S.No	. Name of the member	Signature
1		3020
	Asst. Prof of Statistics	
2.	Ms. G.Bangla Bharathi, Associate Professor of English	Bay Bhouth
3.	Ms. Anita Abraham Associate Professor of English	This Hoveham
4.		Quele harge.
5.	Dr.J.Chinna Babu Assistant Professor of Physics	Junor.
6.	Sri P. Venkat Eashwar Associate Professor of English	1
7.	Dr.D.Malleswari Asst. Prof. of Mathematics	(gh)
8.	Ms.N.Sridevi Asst. Prof. of Zoology	Joden's
9.	Ms.P.Surekha Asst. Prof. of Chemistry	Duelder
10.	Dr.J.Bharathi Assistant Professor of Telugu	Da
11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	Der
	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	12

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

S.No	. Name of the member	Signature
1	. Ms S.Nirmala, Asst. Prof of Statistics	200
2	. Ms. G.Bangla Bharathi, Associate Professor of English	Kangli Kheuth
3.	Ms. Anita Abraham Associate Professor of English	thita Hhvahan
4.	Dr.B.Suchitra Singh, Assistant Professor of English	Queli horze.
5.		TiBaba
6.	Sri P.Venkat Eashwar Associate Professor of English	1.
7.	Dr.D.Malleswari Asst. Prof. of Mathematics	Me .
8.	Ms.N.Sridevi Asst. Prof. of Zoology	Deve.
9.	Ms.P.Surekha Asst. Prof. of Chemistry	Dreek
10.	Dr.J.Bharathi Assistant Professor of Telugu	A
11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	Dul
12.	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	2.2

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

S.No.	Name of the member	Signature
1.	Ms S.Nirmala, Asst. Prof of Statistics	200
2.	Ms. G.Bangla Bharathi, Associate Professor of English	RangliBheutt
3.	Ms. Anita Abraham Associate Professor of English	Strita Shraham
4.	Dr.B.Suchitra Singh, Assistant Professor of English	Quelito 4.
5.	Dr.J.Chinna Babu Assistant Professor of Physics	Tiller.
6.	Sri P.Venkat Eashwar Associate Professor of English	K
7.	Dr.D.Malleswari Asst. Prof. of Mathematics	AS-
8.	Ms.N.Sridevi Asst. Prof. of Zoology	Deve .
9.	Ms.P.Surekha Asst. Prof. of Chemistry	Dureles
10.	Dr.J.Bharathi Assistant Professor of Telugu	
11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	Dus
12.	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	J.J.

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 to14th 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

S.No.	Name of the member	Signature
1.	Ms S.Nirmala, Asst. Prof of Statistics	380
2.	Ms. G.Bangla Bharathi, Associate Professor of English	Kangli Bhuill
3.	Ms. Anita Abraham Associate Professor of English	Amfa Abraham
4.	Dr.B.Suchitra Singh, Assistant Professor of English	
5.	Dr.J.ChinnaBabu Assistant Professor of Physics	July
6.	Sri P.VenkatEashwar Associate Professor of English	1. M
7.	Dr.D.Malleswari Asst. Prof. of Mathematics	We was
8.	Ms.N.Sridevi Asst. Prof. of Zoology	Dene.
9.	Ms.P.Surekha Asst. Prof. of Chemistry	Durelen
10.	Dr.J.Bharathi Assistant Professor of Telugu	At
11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	Comp
12.	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	

8. Ms. N. Sriden

11. Or Co. White St.

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.

IOAC Co-ordinator

PRINCIPAL

S.No.	Name of the member	Signature
1.	Ms S.Nirmala, Asst. Prof of Statistics	300
2.	Ms. G.Bangla Bharathi, Associate Professor of English	01.1
3.	Ms. Anita Abraham Associate Professor of English	Arrita Abraham
4.	Dr.B.Suchitra Singh, Assistant Professor of English	
5.	Dr.J.ChinnaBabu Assistant Professor of Physics	Tibbor
6.	Sri P.VenkatEashwar Associate Professor of English	1. 2.
7.	Dr.D.Malleswari Asst. Prof. of Mathematics	(A)
8.	Ms.N.Sridevi Asst. Prof. of Zoology	D'derie.
9.	Ms.P.Surekha Asst. Prof. of Chemistry	Qualela
10.	Dr.J.Bharathi Assistant Professor of Telugu	
11.	Dr.Ch.Kishor Kumar Assist. Professor of Commerce	Jun
12.	Ms.L.Vishnu Priya Asst. Prof. of Mathematics	la Rel

Ms.N Srider

21. Dr.Ch. Wishor W. John

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 Coordinator on or before 10th July, 2022- Hard copy to be submitted and soft copy to be mailed to <u>iqacsvs@gmail.com</u>
 - 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