



**VIVEKANANDA GOVERNMENT DEGREE COLLEGE,
VIDYANAGAR, HYDERABAD**
(Affiliated to Osmania University)
Accredited by NAAC with "B" Grade ISO 9001:2015
IQAC Minutes and Action Taken Report 2020-21



S.No.	Date	Minutes	Action Taken
1.	18.01.2021	• NAAC Work to be taken up collectively so that the SSR gets completed. • Criterion Wise convenors are informed to consolidate the data.	IIQA is prepared and submitted on 30.01.2021
2.	20.02.2021	• The IQAC Co-ordinator has apprised that IIQA was submitted and the clarification sought for the same will be submitted by 23rd of February. • All the Criteria convenors are requested to present the data in the best way possible and submit the data at the earliest. • The core committee has to read, reread and finalize. • It is further resolved to collect data from previous staff. It is resolved to submit the Annual curricular plans and Action plans too Criterion 1 Coordinator on or before Monday, 22nd February, 2021. • It is resolved to follow the deadlines set by IQAC Co-ordinator Scrupulously. • The Principal instructed the staff members to concentrate on NAAC work and get the first draft ready by March 10th, 2021.	• The Clarification sought is submitted to NAAC on 25th February. • The Annual Curricular plans and Action plans are submitted to the Criterion 1 Co-ordinator. • A WhatsApp group of Ex-staff members is created and data is collected from them.

02.03.2021 • The members discussed the criterions and it is stressed that plagiarism check has to be maintained. • IQAC Co-ordinator updated that there are 35 writeups and requested the teams to put their hearts into it. • The first draft of fully prepared SSR has to be submitted to CCE for review. • All the activities have to be in compliance with the 5 values set by NAAC 1. Contributing to Nation Development 2. Fostering Global competences among students 3. Inculcating value system 4. Promoting the use of technology 5. Quest for Excellence • It is resolved to submit the data by 10th of March, consolidate it by 12th March and 22nd it has to be submitted to the CCE. • The Writeups were prepared and Originality and factual data is maintained. • The first draft is almost completed by 20th March. • However, the same could not be submitted to CCE as majority of the staff members were affected by Covid.	16.03.2021 • The IQAC Coordinator apprised the criterion wise review. • Question wise analysis is done. • All the Criterion wise co-ordinators and members are informed to maintain the supporting documents for the data provided. • Progress of Green Audit is reviewed. • It is further resolved to dig rain water harvesting pits as per the government mandate. • Only Geo tagged pictures of activities are to be taken. • Detailed analysis of the data is taken up and gaps are identified and efforts are initiated to collect the necessary information. • Green Audit report is prepared and attested by Expert from Osmania University. • Two rain water harvesting pits were dug at strategic locations. • All the faculty members have downloaded the geotag app and only geo tagged pictures are taken in various activities.
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5.	07.04.2021	- All the members of teaching staff are informed to prepare Departmental profile and faculty profiles with latest updations. - LCD Projectors and Green boards are to be installed in the newly built classrooms. - Complete automation of the library must be ensured. - Sign boards and name plates are to be installed for all newly built classrooms and laboratories.	- The soft copies of Departmental profiles and faculty profiles are submitted to the website coordinator and are placed on the website. - A committee has been formulated for the installation of LCD Projectors and green boards. - A Committee is formed to look into the preparation and installation of sign boards.
6.	09.06.2021	- IQAC Co-ordinator gave a briefing of the CCE review on the SSR. - All the Departments are informed to submit the certificate courses data of the NAAC Assessment period. - The staff are further informed to enlighten the students on the SSS proforma. - It is further resolved to strengthen the final draft of SSR by addition of necessary inputs.	- The Departments submitted the data as per the SOP. - SSS Posters are placed at different locations of the campus.
7.	12.07.2021	- Tentative date of Submission of SSR 19.07.2021. - It is resolved to allocate newly constructed Staff rooms to the Departments.	- SSR is submitted on 19.07.2021. - Language Departments, Science and Commerce Departments have shifted to their repcive class rooms and laboratories.
8.	20.09.2021	- It is resolved to strengthen the Alumni network and conduct an Alumni meeting. - It is further resolved to conduct Parent Teacher Meeting.	It is resolved to conduct Alumni meet and Parent Teacher meeting in December.


 IQAC Co-ordinator


 Principal