

# Minutes of IQAC

meeting -1 (03/10/2018)

The IQAC committee members are met in the Principal's chamber under the chairmanship of the Principal on 03/10/2018 at 3.30 PM to discuss and resolve the following agenda

1. NAAC Metric-wise Awareness Program for Staff members
2. Appointment of SSR draft committee and Criteria-wise Incharges
3. Preparedness for NAAC Accreditation
4. Remedial coaching classes of Slow Learners

## Minutes:

1. NAAC Metric-wise Awareness Program for Staff members:

It is resolved to conduct an awareness program to educate staff members on NAAC metrics and their significance in the accreditation process.

2. Appointment of Criteria-wise Incharges and SSR draft committee:

In order to simplify the NAAC work, it is resolved to appoint SSR draft committee, criteria wise incharges and members. This will help in speeding up in the data collection process and ensure that each criterion is thoroughly addressed.

It is resolved that criteria-wise data collection and the preparation of the SSR draft must be completed by the end of December 2018. This timeline is set to ensure that all necessary information is gathered and documented efficiently.

### 3. Preparedness for NAAC Accreditation:

It is resolved that as the institution is going for its first NAAC accreditation, a three-day orientation program will be conducted for the staff members. This program will focus on metric-wise discussions to ensure everyone is well informed and prepared.

### 4. Remedial coaching classes for slow learners:

As the semester exams are approaching, it is resolved to conduct remedial coaching classes of slow learners. These classes will be aimed at improving their academic performance and ensuring they are better prepared for the exams.

Signatures:

Umesh  
02/10/18

Sheer Hurni  
02/10/18

Esuf  
03/10/18

S. S. M. M.  
03/10/18

B. S. S.  
31/10/2018

S. Hassan basha  
N. Nagaraja

B. S. S.  
03/10/18

S. S. M. M. 02/10/18

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## Minutes of IQAC

### Meeting - 2 (23/11/2018)

The IQAC committee members are met in the Principal's chamber under the chairmanship of the Principal on 23/11/2018 at 3.30 PM to discuss and resolve the following agenda

1. Annual curriculum plan for Even Semester:
2. Review progression of NAAC WORK:
3. Observe Important days and Events:
4. Submission of IIAA:
5. conduct sports meet on the occasion of Republic Day:
6. Faculty improvement program:
7. AISHE and NIRF data submission:

Action Taken Report on previous meeting dated 08/10/2018

1. A three-day awareness program was successfully conducted from 22/10/2018 to 24/10/2018. The program focused on educating staff members about NAAC metrics and their significance in the accreditation process.
2. Criteria-wise incharges and members of the SSR draft committee were appointed to streamline the NAAC work. This has facilitated a more organized and efficient data collection process.
3. Criteria-wise data collection and the preparation of the SSR draft are progressing, with the aim to complete these tasks by the end of December 2018.
4. Remedial coaching classes were conducted by the each department to assist slow learners in improving their academic performance. These classes were aimed at better preparing students for the upcoming semester exams.

Minutes:

1. Annual curriculum plan for Even Semester:

It is resolved that all lecturers must submit their

Annual curriculum plans for the even semester within three days.

2. Review progression of NAAC work:

The progress of the NAAC accreditation work was discussed. The EAAC coordinator explained the current status of the work. The principal emphasized the importance of NAAC accreditation and the need to expedite the draft preparation and data collection process.

3. observe Important Days and Events:

It is resolved to celebrate important days such as AIDS Day, constitution Day, Human Rights Day, National Mathematics Day, voters Day and Republic Day. The planning and execution of activities for these observances will be coordinated by the respective staff members.

4. Submission of IIAA:

It is resolved to submit IIAA in the month of December 2018.

5. conduct Sports meet on the occasion of Republic Day:

It is resolved to conduct sports meet from 19/1/2019 to 23/1/2019 in celebration of Republic Day. The sports meet will involve various athletic and team events to promote physical fitness and sportsmanship among students.

6. Faculty improvement program:

It is resolved to conduct faculty improvement program in the month of January 2019.

7. AISHE and NIRF data Submission:

It is resolved that AISHE and NIRF data to be uploaded within the time limit.

The meeting concluded with a call for cooperation from all staff members to ensure the successful implementation of these resolutions.

The SSR draft and criteria-wise data collection are in progress, with approximately 80% of the work completed. Efforts are being made to expedite the

Signatures :

[Signature]  
23/11/18

B. Sreeraj  
23/11/2018

A. Jagan Jhuni  
23/11/18

[Signature]  
PRINCIPAL 23/11/18  
GOVT. DEGREE COLLEGE  
RAYACHOTY

R. S. Uj  
23/11/18

S. M. M.  
23/11/18

S. Hasen basha

M. Nagarajana

[Signature]  
23/11/18

# Minutes of IQAC

## Meeting - 3 (30/1/2019)

The IQAC committee members are met in the Principal's chamber under the chairmanship of the Principal on 30/1/2019 at 3.30 PM to discuss and resolve the following agenda:

1. Submission of SSR:
2. Educational Field Trip to Regional Science center, Tirupati:
3. Observance of Important Days and Events:
4. Academic Audit:
5. Job Drive:
6. Alumni Association meeting:
7. Workshop on Disaster management by YRC:
8. Student Enrollment in LMS portal

Action Taken Report on previous meeting dated 08/11/2018  
All faculty members have submitted their annual curriculum plans for the even semester within the stipulated time frame.

The SSR Draft and criteria-wise data collection are in progress, with approximately 80% of the work completed. Efforts are being made to expedite the remaining work to meet the deadlines.

Important days such as AIDS Day, constitution Day, Human Rights Day, National Mathematics Day, voters Day and Republic Day were observed with various activities and programs organized by different departments.

IIQA was Submitted on 10/12/2018.

The sports meet was successfully conducted as per the schedule from 19/1/2019 to 23/1/2019. Various athletic and team events were held, promoting physical fitness and Sportsmanship among students.  
Faculty improvement program conducted 21/1/2019 to 26/1/2019.

AISHE and NIRF data submitted in time.

MINUTES:

1. Submission of SSR:

It is resolved that the SSR must be submitted by 10/2/2019. All faculty members involved in data collection and report preparation are to ensure timely completion of their tasks.

2. Educational Field Trip to Regional Science center, Tirupati:

It is resolved that Mr. B. Ram Sagar will take responsibility for obtaining the necessary permissions from Regional Science center, Tirupati and organizing the educational field trip. The trip aims to enhance students understanding of Space research and technology.

3. observance of Important Days and Events:

It is resolved to observe and celebrate important days and events. including national science day, Blood Donation camp and international mother language day.

The respective departments and committees will plan and execute activities for these observances.

4. Academic Audit Preparedness:

As per the CCE AP schedule, the academic audit committee will visit on 22nd and 23rd February 2019. It is resolved that all departments must prepare for the audit, ensuring all necessary documentation and processes are in order.

5. Job Drive:

It is resolved to conduct job drive in the month of march by JKC.

6. Alumni Association Meeting:

It is resolved to conduct in the month of march.

7. Workshop on Disaster management by YRC:

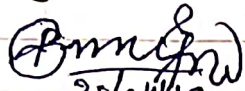
It is resolved to conduct of workshop on Disaster management by YRC.

8. Student Enrollment in LMS portal:

It is resolved that all the students must be

enrolled into CCE LMS portal. This task is assigned to LMS coordinator.

Signatures :

  
20/01/19  
S. M. M.  
20/01/19

  
20/01/19  
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- R. S. V.  
30/01/19

J. S. J.  
20/01/19

B. S. S.  
20/1/2019

M. Jagadeja

S. Hassan Babha

# Minutes of IQAC

Meeting - 4 (16/3/2019)

The IQAC committee members are met in the Principals chamber under the chairmanship of the Principal on 16/3/2019 at 3.30pm to discuss and resolve the following agenda.

1. ASAR's validation for the academic year 2018-2019
2. Student Satisfaction Survey:
3. Feedback on curriculum:
4. CPDC Meeting:
5. College Day celebrations:
6. Internal Departmental Audit:

Action Taken Report on previous meeting dated 30/1/2019

The SSR was successfully submitted on 12/2/2019 as Resolved.

The educational field trip to Regional science center, Tirupati was successfully conducted on 01/2/2019. Mr. B. Ram Sagar coordinated the necessary permission and arrangements. Important days and events including National Science Day, Blood Donation camp and International Mother Language Day were duly observed and celebrated by the respective departments and committees.

The academic audit was successfully completed on 22<sup>nd</sup> & 23<sup>rd</sup> February 2019 as scheduled.

A job drive was conducted on 6/3/2019, providing students with employment opportunities and career guidance.

An alumni association meeting was held on 7/3/2019, fostering engagement and support from former students.

Workshop on disaster management conducted on 11/2/2019.

All the students were enrolled into LMS portal.

Minutes:

1. ASAR's validation for the academic year 2018-2019

It is resolved that ASAR's validation should be completed with time bound by CCE AP.

## 2. Student Satisfaction Survey :

It is Resolved to conduct the Student Satisfaction Survey to gather feedback from students regarding their satisfaction with various aspects of the college.

## 3. Feedback on curriculum :

It is resolved to obtain feedback on the curriculum from students, lecturers, alumni and employers. This feedback will be analyzed and an action taken report will be prepared to address any concerns.

## 4. CPDC Meeting :

It is resolved to conduct a meeting of the college Planning and Development Council (CPDC) in the month of April.

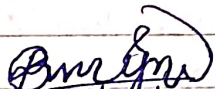
## 5. College Day celebrations :

It is resolved to celebrate college day after the semester exams in the month of April. Detailed planning and organization will be undertaken to ensure a successful event.


## 6. Internal Departmental Audit :

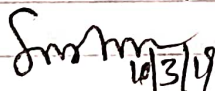
It is resolved to conduct internal departmental audit in the month of April.

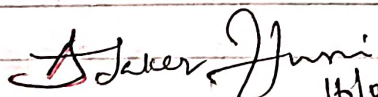
## Signatures :

  
16/03/19

B. S. Srinivas 16/3/2019  
PRINCIPAL  
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RAYACHOTY

  
16/3/19

  
16/3/19

  
16/03/19

M. Waziraja  
S. Hassan katha

## Action Taken Report on Fourth IQAC meeting (16/03/2019)

1. ASAR'S validation for 2018-2019 Academic Year:

ASAR'S validation for the academic year 2018-2019 completed and uploaded in website successfully.

2. Student satisfaction survey (SSS):

The student satisfaction survey was successfully conducted, feedback was gathered from students, analyzed and an action taken report was prepared and submitted.

3. Feedback on curriculum :

Feedback on the curriculum was obtained from students, lecturers, alumni and employers. The feedback was analyzed and an action taken report was prepared to address the concerns raised.

4. CPDC meeting :

The college planning and development council (CPDC) meeting was conducted on 18/4/2019, where various developmental issues and plans were discussed.

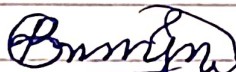
5. College Day celebrations :

College Day was successfully celebrated on 23/04/2019.

The event was well organized and received positive feedback from attendees.

6. Internal departmental Audit :

The internal departmental audit was conducted successfully

  
11/05/2019

B. Siva <sup>16/03/2019</sup>  
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