

D.K. Govt. College for Women (A)
Internal Quality Assurance Cell
IQAC Minutes and Action Taken Report 2019-20

| Meeting date | Minutes | Action Taken |
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| 25-06-2019 | <ul style="list-style-type: none"> ➤ It is resolved to prepare a policy for Student Induction Programme and place it in Academic Council for approval. ➤ It is resolved to modify and enhance the Research Policy of the college and place it in Academic Council for approval. ➤ It is resolved to enhance the Student Union Policy of the college and place it in Academic Council for approval. ➤ It is resolved to introduce Quality Assessment by way of the following: <ol style="list-style-type: none"> 1. Introduction of case studies in the assessment of HVPE and Leadership Education Courses. 2. Conduct of open book exam in the papers of Biotechnology, Aquaculture, Urdu, Microbiology and one paper in Homescience in semester IV Internal (1/2) exam. 3. Award of two credits each for the completion of certificate course by students. ➤ It is resolved to offer 15 certificate courses and to seek the approval of Academic Council for these courses. ➤ It is resolved to extend a maximum of 2 OD's on | <ul style="list-style-type: none"> ➤ Policy for Student Induction Programme is prepared, placed it in Academic Council for approval and is approved ➤ Research Policy of the college is improved and placed it Academic Council for approval and is approved ➤ Student Union Policy of the college is enhanced and placed it in Academic Council for approval and is approved ➤ Quality in Assessment is introduced by way of the following: <ol style="list-style-type: none"> 1. case studies in the assessment of HVPE and Leadership Education Courses are introduced 2. Open book exam in the papers of Biotechnology, Aquaculture, Urdu, Microbiology and one paper in Home science in semester IV Internal 2 exam is conducted 3. Award of two credits each for the completion of certificate course by students is placed in AC and GB and is approved ➤ 9 certificate courses are offered and the approval of Academic Council and GB for these courses is taken ➤ a maximum of 2 OD's on Principal's discretion to staff for attending seminars etc. is implemented |

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| | Principal's discretion to staff for attending seminars etc. | |
| 12-07-2019 | <ul style="list-style-type: none"> ➤ It is resolved to prepare and submit the institutional plan by 31 July2019. ➤ It is resolved to identify the weak metrics and prepare an action plan on them by 10 August 2019. ➤ It is resolved to check the mapping documents of departments and suggest changes any to departments by 15 August. ➤ It is resolved to allocate documentation work among the members of the IQAC. ➤ It is resolved to discuss the analysis on feedback on teachers by students for 2018-19 and make recommendations. ➤ It is resolved to approve the action plan of IQAC for 2019-20. ➤ It is resolved to collect the data criterion wise for the preparation of AQAR 2018-19. | <ul style="list-style-type: none"> ➤ Institutional plan is prepared by 31 July2019. ➤ The weak metrics are identified and an action plan is prepared. ➤ The mapping documents of departments are checked and changes are suggested. ➤ Documentation work is allocated among the members of the IQAC. ➤ Feedback on teachers by students for 2018-19 is analysed and recommendations are made. ➤ the action plan of IQAC for 2019-20 is approved ➤ criterion wise data for the preparation of AQAR 2018-19 is prepared |
| 06-09-2019 | <ul style="list-style-type: none"> ➤ It is resolved to complete the communication of mentor mentee allotment letters by 13-09-2019 for the academic year 2019-2020. | <ul style="list-style-type: none"> ➤ Mentor mentee allotment letters by for the academic year 2019-2020.is planned and communicated ➤ the data collection for AQAR 2018-19 is completed |

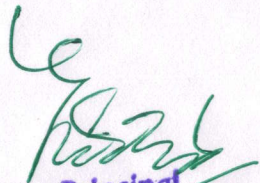
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| | <ul style="list-style-type: none"> ➤ It is resolved that the data collection for AQAR 2018-19 to be completed by 28-9-19. ➤ It is resolved that a self sustenance activity in entrepreneurship and organic family is to be taken up at college level as best practice. ➤ It is resolved that to have an orientation session on pedagogical methods document shared by the CCE. | <ul style="list-style-type: none"> ➤ an entrepreneurship training in jute bag making is undertaken with the support of alumni association ➤ The orientation session on pedagogical methods was conducted |
| 10-12-2019 | <ul style="list-style-type: none"> ➤ The members have unanimously resolved to make feedback system in college an online process. ➤ Request feedback committee and website committee to carry out the work of feedback submission on online. ➤ Have the access to online submission on the college website and make it a secure submission by giving access to stake holders only through a secure login. ➤ Implement the online submission of feedback on courses, programmes, teachers as well as teacher feedback on college and alumni feedback on college too. | <ul style="list-style-type: none"> ➤ Feedback process could not be made online during this academic year for the reason that by the time the process could be commenced, the covid 19 pandemic outbreak started and the educational institutions were closed. The process will be completed in the following academic year. ➤ a consultancy policy for the college in order to encourage consultancy activity is prepared and placed in GB for approval |

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| | <ul style="list-style-type: none"> ➤ To design and approve a consultancy policy for the college in order to encourage consultancy activity. ➤ To place the consultancy policy designed in the next academic council meet which will be in the year 2020. | |
| 07-01-2020 | <ul style="list-style-type: none"> ➤ The activities planned have been conducted as per the schedule till the end of 2nd quarter i.e 31-12-2019. It is resolved to conduct an orientation for faculty on e assessment tools and provide necessary funding for the purchase of e-tools software. ➤ It is resolved to schedule an internal college level documentation review from 21-01-2020. ➤ It is resolved to complete SSS for the year 2019-2020 by 31-01-2020 by department of computer science. ➤ It is resolved that criterion I/Cs read their respective criterion notes changes and come up with proposals for gearing up academic activity. ➤ It is resolved to visit Govt. junior college in and around Nellore to create awareness about the courses offered and the infrastructure available in college. ➤ It is resolved to plan the proposed IQAC workshop in February 2020. | <ul style="list-style-type: none"> ➤ The activities planned have been conducted as per the schedule till the end of 2nd quarter. ➤ An orientation for faculty on e assessment tools is conducted and the necessary funding for the purchase of e-tools software will be taken up in the next academic year. ➤ an internal college level documentation is reviewed ➤ SSS for the year 2019- 2020 is completed by department of computer science. ➤ Criterion I/Cs and came up with proposals for gearing up academic activity. ➤ It is resolved to visit Govt. junior college in and around Nellore to create awareness about the courses offered and the infrastructure available in college. ➤ The proposed IQAC workshop is planned in February 2020. |
| 21-01-2020 | <ul style="list-style-type: none"> ➤ To prepare and complete the submission of all the relevant records to IQAC by the first week of February 2020. | <ul style="list-style-type: none"> ➤ Most of all the relevant records are submitted to IQAC by the first week of February 2020. ➤ a SWOC analysis on quality status in college, keeping in view of |

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| | <p>➤ To conduct a SWOC analysis on quality status in college, keeping in view of NIRF and other accreditations, by the members of IQAC and submit to Principal, chairperson of IQAC.</p> <p>➤ To invite the following members as Resource persons for the NAAC sponsored IQAC workshop.</p> <ol style="list-style-type: none"> 1. Prof.Rajasekhar.B Pro-VC 2 University of Hyderabad 2. Dr.Premanand Associate Prof University of Calicut 3. Dr.NarendraChotaliya Associate Prof Academic Advisor, Higher Education, Gujarat 4. Dr.P.Anil Kumar Academic Officer,CCE,Vijaya wada 5. Dr.Mathews, Loyola College, Vijayawada 6. Dr.Ashok, Coordinator NAAC,GC(A) Rajamundry 7. Dr.K.VijayaBabu, Prof NAAC Coordinator GC(W),Guntur | <p>NIRF and other accreditations, by the members of IQAC is conducted and submitted to Principal, chairperson of IQAC.</p> <p>➤ The members mentioned are invited as Resource persons for the NAAC sponsored IQAC workshop.</p> <ol style="list-style-type: none"> 8. Prof.Rajasekhar.B Pro-VC 2 University of Hyderabad 9. Dr.Premanand Associate Prof University of Calicut 10. Dr.NarendraChotaliya Associate Prof Academic Advisor, Higher Education, Gujarat 11. Dr.P.Anil Kumar Academic Officer,CCE,Vijayawada 12. Dr.Mathews, Loyola College, Vijayawada 13. Dr.Ashok, Coordinator NAAC,GC(A) Rajamundry <p>Dr.K.VijayaBabu, Prof NAAC Coordinator GC(W),Guntur</p> |
| 03-02-2020 | <p>➤ To formulate various college level committees and allocate the planning and execution of the</p> | <p>➤ various college level committees and allocate the planning and execution of the workshop scheduled for two days on 06-02-</p> |

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| | <p>workshop scheduled for two days on 06-02-2020 and 07-02-2020.</p> <ul style="list-style-type: none"> ➤ To pay attention in detail to the needs of guests and Resource persons during their stay on the campus. ➤ To motivate the departments for the speedy completion of academic record preparation and submission as some departments still lag behind. ➤ To invite proposals from the departments for the introduction of new programmes and courses from the forth coming academic year 2020-2021. | <p>2020 and 07-02-2020 are formulated</p> <ul style="list-style-type: none"> ➤ proposals are submitted by departments for the introduction of new programmes and courses from the forth coming academic year 2020-2021. |
| 14-03-2020 | <ul style="list-style-type: none"> ➤ Approved and forward the proposals for new programmes given below, to the Commissionerate of Collegiate Education <ul style="list-style-type: none"> • B.A Honors Economics • B.A Honors Business Economics • B.A Honors Social Sciences • B.Com Professional • BBA Digital Marketing • B.Sc M.E.S • B.Sc Honors in Mathematics • B.Sc Zoology, Bio Chemistry and Bio Technology • M.Sc Computer Science ➤ To apply for ISO certification in the ensuing academic year 2020-2021. | <ul style="list-style-type: none"> ➤ Approved and forward the proposals for new programmes given below, to the Commissionerate of Collegiate Education <ul style="list-style-type: none"> • B.A Honors Economics • B.A Honors Business Economics • B.A Honors Social Sciences • B.Com Professional • BBA Digital Marketing • B.Sc M.E.S • B.Sc Honors in Mathematics • B.Sc Zoology, Bio Chemistry and Bio Technology • M.Sc Computer Science ➤ Application process for ISO certification in the ensuing academic year 2020-2021 is planned ➤ proposals for schemes like DBT and UGC skill courses are |

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| | <ul style="list-style-type: none">➤ To submit proposals for schemes like DBT and UGC skill courses as and when the UGC offers these schemes.➤ To encourage students and staff for enrolment in MOOCs courses during the summer months.➤ To submit the ASAR and AADPI by staff and Principal respectively to the IQAC for the year 2019-2020 | <p>submitted.</p> <ul style="list-style-type: none">➤ Students and staff have enrolled in MOOCs courses during the summer months.➤ Staff and Principal have submitted the ASAR and AADPI by respectively to the IQAC for the year 2019-2020 |
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Principal
D.K.Govt. College for Women (A)
NELLORE.