

**MINUTES OF THE MEETING OF IIMC (IQAC), HYDERABAD, TELANGANA  
STATE, held on 18<sup>th</sup> June 2019 at 2 pm in Room no. 5**

**Agenda:**

1. Welcome note by the Coordinator.
2. Planning for the new academic calendar 2019-20.
3. Submission of AQAR 2018-19.
4. Registration for NIRF Rankings.

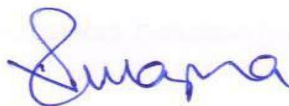
**Minutes:**

- The Coordinator has read the previous academic calendar.
- Mr.K.Ravi Kiran, Head Department of Mathematics and Mr. K.Santosh Reddy, Faculty in Physical Education have been added as new IQAC members.
- As the new academic year 2019-20 has commenced, various programs related to conducting Guest Lectures / Workshops / Certificate courses / Competitions etc., are discussed, for holistic development of the students.
- Criterion Heads are asked to gather the information to submit the AQAR report for the year 2018-19.
- It is decided to participate in NIRF rankings from this academic year.

Vote of Thanks proposed by the Co-Ordinator.

**Action taken Report**

S.No	Decision	Action Taken
1	Plan for the new Academic Calendar	Heads of the departments are asked to submit the programs to be initiated
2	Submission of AQAR 2018-2019	Criterion Heads are asked to submit the information within a month
3	Participation in NIRF	Registered for NIRF



**K SWAPNA**  
Co-Ordinator, IQAC



**K. RAGHUVVEER**  
PRINCIPAL

**MINUTES OF THE MEETING OF IIMC (IQAC), HYDERABAD, TELANGANA  
STATE, held on 19<sup>th</sup> June 2019 at 2 pm in Room no. 5.**

**Agenda:-**

1. Discussion of the NAAC criteria as per the new format.
2. Grouping of the programs organized by the various Committees under the NAAC criteria.
3. Plan for Capability Enhancement Courses.
4. Discussion to conduct a programme on Intellectual Property Rights (IPR).
5. Plan to organize a program for supporting staff.

**Minutes:**

**Discussion of the NAAC criteria as per the new format:-**

The IQAC coordinator explained the revised NAAC format to all the faculty members and also focused on the activities to be initiated, the information to be gathered under each criterion and the metrics of each criterion are discussed.

To increase the metrics, the activities that are to be initiated are also discussed.

It is suggested to the Committee Conveners to maintain the information according to the New NAAC format for the next accreditation cycle.

**Grouping of programs organized by various committees under the NAAC criteria**

The Conveners of the committees should report about their activities to the Criterion heads.

**Plan for Capability Enhancement Courses.**

Placement Officer Mrs.G.Santoshi is informed to plan for conducting CRT for the final year students.

It is informed to the Head, Department of Commerce to plan for Bridge courses for Non-Commerce Students.

**Discussion on conducting a programme on Intellectual Property Rights (IPR).**

It is informed to the Seminars and Workshops Committee to organize a programme on Intellectual Property Rights (IPR).

**Plan to organize a program for supporting staff**

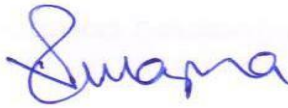
A discussion on conducting any programme for supporting staff which can encourage, empower them. It can be related to education or fun filled activity.

Mrs. C.R.L.Kalyani, Head Department of English, conveyed her consent to conduct a programme for supporting staff to make them learn English Alphabets.

Vote of thanks proposed by Mrs.K.Padmapriya.

## Action taken Report

S.No	Decision	Action Taken
1	Discussion on NAAC new format	IQAC Coordinator explained the new format to all the faculty members, so that right information according to the template is collected
2	Grouping of Programs	IQAC coordinator informed the Committee Conveners to whom they have to provide the information
3	Conducting Capability Enhancement Course	Informed to Placement Officer to conduct CRT and Informed Commerce HOD to conduct Bridge Courses.
4	To organize a programme on IPR	Workshop Conducted on IPR (16-09-2019)
5	To organize a programme for supporting staff	Abhyas conducted for 5 days



**K SWAPNA**  
Co-Ordinator, IQAC



**K . RAGHOVEER**  
PRINCIPAL

**MINUTES OF THE MEETING OF IIMC (IQAC), HYDERABAD, TELANGANA  
STATE, held on 09<sup>th</sup> OCT 2019 at 2 pm in Room no. 5.**

**Agenda:-**

- Reading and Confirmation of previous Meeting Minutes.
- Discussion on NAAC New format.
- Discussion on formation of Parent Teacher Association.
- Steps to make campus Eco friendly.
- Conducting a National Seminar

**Minutes:**

**Reading and Confirmation of previous Meeting Minutes:**

The previous meeting minutes were read and the same had been confirmed by the members.

**Discussion on NAAC New format:**

The IQAC coordinator explained the NAAC new format to the faculty members and asked to maintain the requisite data in the prescribed format. A copy of new format was given to all the members for their reference.

**Discussion on Parent Teacher Association:**

It is decided to organize a Parent Teacher Meeting to inform the formation of the Association to elect Executive committee consisting President, Vice – President, General Secretary, Joint Secretary and Treasurer.

**Steps to make the campus Eco friendly**

The IQAC members have discussed and decided to have a rain harvesting pit in the college.

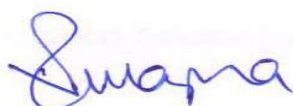
**Conducting National Seminar**

The Seminars and Workshops Committee informed that a two day National Conference on “Impact of Government Welfare schemes on Indian Economy” will be conducted.

Vote of thanks proposed by the Coordinator.

**Action taken Report**

S.No	Decision	Action Taken
1	Discussion on NAAC new format	A copy of new NAAC format is circulated to all the members.
2	Making Campus Eco Friendly	Decided to have a rain harvesting pit.
3	Organising a National Seminar	Planned to conduct in November
4	Formation of Parent - Teacher Association	Formed on 14-03-2020



**K SWAPNA**  
Co-Ordinator, IQAC



**K. RAGHUVVEER**  
PRINCIPAL

**MINUTES OF THE MEETING OF IIMC (IQAC), HYDERABAD, TELANGANA  
STATE, held on 14<sup>th</sup> OCT 2019 at 2 pm in Room no.5.**

**Agenda:-**

- Reading and Confirmation of previous Meeting Minutes.
- Discussion on steps to be taken for gathering the information of 2017-18 & 2018-19 in the NAAC new format.
- Enquiring the status of collecting information for the AQAR report 2018-19.

**Minutes:**

**Reading and Confirmation of previous Meeting Minutes:**

The previous meeting minutes were read and the same had been confirmed by the members.

**Discussion on steps to be taken for gathering the information pertaining to 2017-18 & 2018-19 in the NAAC new format:**

As a part of regular work, IQAC has decided to maintain the records according to the NAAC new format. Therefore, for the academic years 2017-18 & 2018-19, it is decided to complete the documentation process for all the activities according to the NAAC new format.

Respective Committee Heads are requested to collect and submit the NAAC reports to the NAAC Coordinator for the above mentioned academic years.

**Enquiring the status of collecting information for the AQAR report 2018-19:**

The IQAC Coordinator enquired about the status of AQAR 2018-19. It is decided to submit the IQAC report for the year 2018-19 at the earliest.

Vote of thanks proposed by Coordinator.

**Action taken Report**

S.No	Decision	Action Taken
1	Discussion on NAAC new format	Doubts of Committee Conveners and Criterion Heads are clarified, so that required data can be maintained
2	Enquiring the status of information collected for AQAR	Criterion Heads are asked to submit the information



**K SWAPNA**  
Co-Ordinator, IQAC



  
**K . RAGHUVIER**  
PRINCIPAL

**MINUTES OF THE MEETING OF IIMC (IQAC), HYDERABAD,  
TELANGANA STATE, held on 4<sup>th</sup> NOV 2019 at 2 pm.**

**Agenda:-**

1. Reading and Confirmation of minutes of previous IQAC meeting.
2. Discussion on Placements and Internships.

**Minutes:**

**Reading and Confirmation of minutes of previous IQAC meeting**

The previous IQAC meeting minutes were read and confirmation has been taken from the members for the same.

**Discussion on Placements and Internships.**

The coordinator has stressed upon the importance of placements & internship drives to be conducted from this month. Smt. G. Santoshi, Placement officer informed that 308 students have utilized the campus recruitment training and are ready to face the interviews.

She also informed that many companies are in pipeline such as ADP, Genpact, HGS and Godrej for placements and a few companies for internships.


It is decided to motivate the final year students to attend the recruitment drives.

It is decided to encourage the second years to attend the internship drives.

Vote of Thanks proposed by the Co-ordinator.

**Action taken Report**

S.No	Decision	Action Taken
1	It is decided to organize more programs to boost up the Placements.	Mock interviews are organized by the Placement Committee
2	To organize a workshop on skill enhancement for the final years.	A workshop on "Skill Development" organized by TASK.



**K SWAPNA**  
Co-Ordinator, IQAC



**K . RAGHUVVEER**  
PRINCIPAL

**MINUTES OF THE MEETING OF IIMC (IQAC), HYDERABAD,  
TELANGANA STATE, held on 29<sup>th</sup> APRIL 2020 at 3 pm.  
ONLINE MEETING USING ZOOM**

**Agenda:-**

1. Reading and Confirmation of minutes of previous IQAC meeting.
2. Discussion on organizing Programs.
3. Planning of the online events to be conducted during the lockdown.

**Minutes:**

**Reading and Confirmation of minutes of previous IQAC meeting**

The previous IQAC meeting minutes were read and confirmation has been taken from the members for the same.

**Discussion on organizing Online Programs**

Due to the Lockdown of Covid – 19, there is a disturbance in the academic schedule and the Offline programs cannot be conducted. The chairman of the committee Sri K.RaghuVeer asked the opinion of the committee on conducting online programs.

The committee members have accepted the proposal of the chairman to organize programs in online.

**Planning of programs to be conducted on online during the lockdown**

The committee members are asked to brainstorm on the activities to be conducted in this pandemic situation.

The chairman of the committee suggested conducting online quiz competitions.

The departmental heads accepted to conduct online quiz competitions and informed the faculty to prepare a question paper.

It is decided to use Google forms to conduct online quiz competitions.


It is decided that technical assistance will be given by Sri K.Prashant Kumar.

It is decided by the committee that online programs will be conducted in May.

Vote of Thanks proposed by the Co-ordinator.

Action taken Report

S.No	Decision	Action Taken
1	Discussion on Conducting Online Programs	Online Quiz Programs conducted



**K SWAPNA**  
Co-Ordinator, IQAC



**K . RAGHUVVEER**  
PRINCIPAL