

MEETING WITH COORDINATORS (IQAC & NAAC)

MEETING – 1 (Criterion Heads)

Date: 23.2.2022

Time: 11 am.

Venue: Board Room

Agenda:

1. To fill up the Quantitative Metrics of each Criterion.
2. To inform the members that Internal & External Audit was conducted successfully.
3. To discuss on the ways of presenting all the programs under each criterion.
4. To initiate the process of NAAC.

Minutes:

1. The NAAC Coordinator welcomed the Chairman, NAAC, Vice- Principals, Criterion Heads and IQAC Coordinator.
2. Smt.C.R.L.Kalyani explained the Quantitative Metrics to be filled by the Criteria members of each criterion.
3. The Coordinators thanked the Audit Committee for conducting the Internal & External Audit of all the departments successfully.
4. The NAAC Coordinator specified few aspects to be followed by the Criterion Heads.
5. She mentioned the following:
 - a) Data of the current year students in the stipulated format has to be uploaded on the website.
 - b) All the MoU's are to be scanned and according to the criterion, they have to mention them.
 - c) The data of all the 7 Criteria should consist of the entire Quantitative Metrics of 5 years, i.e. 2017-2022.
 - d) Student Exchange program can be taken up through NCC.
 - e) Classrooms with LCD Projector should be given in percentages.
 - f) New mail id for NAAC is created , i.e. naac@iimchyd.ac.in
 - g) The data should be sent to the new mail id on or before 30th April, 2022.
6. The IQAC Coordinator proposed a formal Vote of thanks.
Meeting adjourned.

Action Taken Report:

S.No	Plan of Action	Action Taken
1	Student Details are to be uploaded in the website in given format	Details are uploaded in the website
2	Data collection of quantitative metrics	Criterion heads collected data for all quantitative metrics
3	Uploading MoUs in website	Uploaded all the MoUs on the website for reference.


K SWAPNA
Co-Ordinator, IQAC




K . RAGHOVEER
PRINCIPAL

MEETING WITH COORDINATORS (IQAC & NAAC)
MEETING – 2 (Administrative Office Staff)

Date: 24.2.2022

Time: 10 am.

Venue: Board Room

Agenda:

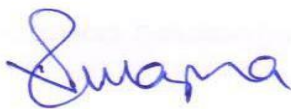
1. To elaborate on the check list distributed to the staff.
2. To discuss on the maintenance of records.
3. To make suggestions for further improvement.

Minutes:

1. The NAAC Coordinator, Smt.C.R.L.Kalyani welcomed the NAAC Chairman, Vice-Principals (Admn & Academic), IQAC Coordinator, Administrative Officer and other staff o the meeting. She also informed about the main points in the agenda.
 2. The Chairman, Sri K.Raghu Veer recollected the last visit of NAAC Peer team visit and mentioned about the bills of Sale of Scrap, asked by them.
 3. The Affiliation Orders of 5 years should be kept ready by the office.
 4. The documents related to permissions and orders given by the Osmania University have to be maintained.
 5. The original documents should be filed separately.
 6. The UGC Section 12(f) files of 2017-18 & 2018-19 are to be maintained.
 7. The funds granted by UGC and utilization of those funds should be audited and maintained in separate files.
 8. The leave registers are to be maintained.
 9. The Aquittance registers are to be maintained.
 10. Infra- Structure maintenance records are to be maintained.
 11. Receipts & Payments – Accounts are to be maintained.
 12. Scholarships given to the students from various sources are to be mentioned.
 13. Maintenance of Marks registers of every semester is very important.
 14. The Vote of thanks proposed by Smt.K.Swapna, IQAC Coordinator.
- Meeting adjourned.

Action Taken Report:

S.No	Plan of Action	Action Taken
1	Documents related to administration should be gathered.	All the documents required are filed by the administration department.
2	Original documents are to be maintained separately.	Maintained separately.



K SWAPNA
Co-Ordinator, IQAC



K . RAGHUVVEER
PRINCIPAL

MEETING WITH COORDINATORS (IQAC & NAAC)

MEETING – 3 (Conveners of the Committees & Clubs)

Date: 24.2.2022

Time: 12.30pm.

Venue: Auditorium

Agenda:

1. To take the Plan of Action from the Conveners of 2021-2022.
2. To take the Action taken report of 2020-2021, from the conveners.
3. To organize the events from their respective Committee and Club.

Minutes:

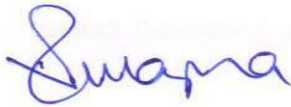
1. The IQAC Coordinator, Smt.K.Swapna welcomed the Conveners of various committees and Clubs to the meeting.
2. The Coordinator asked about the Plan of Action regarding 2021-22 as well as the Action taken report of 2020-21.
3. The Cultural & Literary Committee has given the list of programs to be conducted.
4. The Placement Cell Convener has informed about the SOPs, Brochure of the student placement. The NAAC Coordinator suggested that the final year students who secured jobs in various companies can conduct the interview for the Second year students, as a part of training.
5. The Exam Coordinator mentioned about the maintenance of separate Marks Registers for Slip tests/ Unit Tests by the Departments.
6. The Attendance Committee Convener mentioned that their committee introduced Google Sheets to post the attendance every month, to save the paper and it will be verified accordingly, as well as uploaded on the college website.
7. The Seminars & Workshops Committee Convener proposed to conduct Symposium and International Conference during the semester.
8. The Discipline Committee Convener mentioned various steps for the maintenance of discipline in the campus.
9. The Convener of Sports Committee specified to conduct Intra – mural tournaments for the students & staff and requested the staff to utilize the gym facility as per their convenience.
10. The Time table preparation & Management committee convener mentioned about the mechanism of Time-table management.
11. The Convener of Library Committee specified to conduct National Library Quiz as well as Book Exhibition, this semester.
12. The Bridge Course/ Remedial Classes committee convener mentioned about conducting the Bridge course successfully for the B.Com. students and planning to conduct even for BBA stream also.
13. The Eco- Club & Social Responsibility committee conducted an outreach program and more extension activities are to be organized.
14. The Ujwala-Women Empowerment cell has conducted one extension activity and more programs to be organized on Gender sensitivity issues.
15. The RTI Cell convener mentioned to organize a Guest lecture and Collage competition.
16. The NSS Coordinator specified to conduct a special camp, Blood donation camp, Yoga wellness centre activities during this semester.
17. The Magazine committee convener requested the entire staff to send their articles for publication and the latest photograph of every staff member is needed for the magazine.
18. The Web designing Committee convener requested the conveners to send the information of the activities from time to time, as to upload on the college website.

19. The NCC Coordinator informed that 80 cadets have joined in NCC, out of which 35 cadets are from the first year and 23 are from the second year. He requested the NAAC Chairman to purchase the rifles for the college.
20. Finally, the Convener of English Club, Science Club, Commerce Club, Management Club and Languages Club mentioned their plans during the semester.
21. The meeting ended by proposing a formal Vote of thanks by the NAAC Coordinator, Mrs.C.R.L.Kalyani.

Meeting adjourned.

Action Taken Report:

S.No	Plan of Action	Action Taken
1	Plan of Action of Committees is to be framed.	Committee convenors designed and submitted the plan of Action for the academic year
2	Attendance committee planned to introduce online method of collecting data	The entire Faculty is providing data using Google spread sheets.
3	Sports Committee convener planned to conduct intra mural sports activities for students & Staff.	Sports committee conducted intra mural sports activities for both students and staff.
4	Library committee planned to conduct quiz and a book exhibition.	Conducted from 1 st Nov to 5 th Nov 2021
5	Bridge and Remedial committee planned to conduct bridge courses for UG	Conducted bridge courses for B.Com in semester I and BBA semester II separately.
6	NSS coordinator planned to conduct blood donation camp	Blood donation camp conducted on 20/04/2022



K SWAPNA
Co-Ordinator, IQAC




K . RAGHUVIER
PRINCIPAL