

Babu Jagjivan Ram Government Degree College, Narayanaguda, Hyderabad

INTERNAL QUALITY ASSURANCE CELL

Meeting No.1

Date: 18-06-2019

A meeting of the Internal Quality Assurance Cell was convened by the Principal, Dr. P. Bala Bhaskar, in his chamber on 18-06-2019 at 4.00 p. m. to discuss the following agenda:

AGENDA:

- Introduction of job-oriented courses.
- Review of Results of A.Y. 2018-19.
- Conduct of Orientation Program for the first year students.
- Preparation of Institutional Curricular Plan for the A.Y. 2019-20.
- Conduct of a Professional Development Program for Teaching & Non- Teaching Staff.
- Library automation.
- NAAC Preparation
- Conduct of programs to promote gender equality.
- Participation in TSAT NIPUNA live programs.








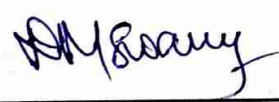



RESOLUTIONS:

The IQAC Coordinator, Smt. P.V. Geetha Lakshmi Patnaik, welcomed the Principal and Chairman, Dr. P. Bala Bhaskar, as well as the members of the IQAC, to the first meeting of the A.Y. 2019-20. After discussions on the agenda points, the following resolutions were tabled:

1. It was resolved to make a note that the college has been successful in introducing 09 new courses for the academic year 2019-20, that is, 08 courses in Life Sciences, Biotechnology and Microbiology & 01 course in BBA. Proper arrangements are to be made for the conduct of classwork and practicals in the newly-introduced courses.
2. It was resolved to analyse the results of 2018-19 and take necessary steps to improve the standards of the students.
3. It was resolved to conduct an Orientation Program for the first year students on 23-08-2019, in order to educate them on the CBCS, Curricular / Co- curricular activities, policies and procedures of the college.
4. It was resolved to prepare the Institutional Curricular Plan by duly consolidating the action plans of all the departments for the academic year 2019-20, and incorporating the schedules of the Academic Calendar of the CCE and the Almanac issued by Osmania University.

5. As the college is committed to enhancing the professional skills of the staff, it was resolved to conduct a One-Day Workshop for the teaching staff on *Student-Centric Methodology* and a Two-Day Training Program for Non-Teaching Staff on *CAIMS*.
6. Since the college promotes the use of technology in all areas, it was resolved to introduce library automation for easy administration, processing, preservation and communication.
7. It was resolved to ensure that all staff members are acquainted with the new format of the AQAR and continue the Criteria-Wise Committees constituted last year for the preparation of the SSR.
8. It was resolved to organise gender sensitization and gender equality programs by the various committees / cells.
9. It was decided to encourage teachers and students to participate in *TSAT NIPUNA* live programs, especially students, as it would instill self-confidence among them.

As there were no other matters to be discussed, the meeting was concluded with a vote of thanks proposed by Dr. K. Suryanarayana, In-Charge, Department of Commerce.

1.	Dr. P. Bala Bhaskar Principal	Chairperson	
2.	Smt. P.V. Geetha Lakshmi Patnaik Associate Professor of English	Co-ordinator	
3.	Smt. G. Sukanya Associate Professor of Telugu	Member	
4.	Smt. S. Radhika Assistant Professor of Physics	Member	
5.	Sri P. Satyanarayana Reddy Assistant Professor of Mathematics	Member	
6.	Dr. K. Suryanarayana Assistant Professor of Commerce	Member	
7.	Dr. N. Ravi Babu Assistant Professor of Botany	Member	
8.	Dr. D. Muniswamy Assistant Professor of Economics	Member	
9.	Dr. B. Sambasiva Rao Assistant Professor of Computer Science	Member	
10.	Dr. J. Nageswar Rao Principal, Keshav Memorial College	Nominee from local society	
11.	B. Pradeep, B.A III Year Student	Student Representative	

INTERNAL QUALITY ASSURANCE CELL

Meeting No. 2

DATE: 23-09-2019

A meeting of the Internal Quality Assurance Cell was convened by the Principal, Dr. P. Bala Bhaskar, in his chamber on 23-09-2019 at 3.00 p. m. to discuss the following agenda:

AGENDA:

- Review of academic activities (June 2018-September 2018)
- Conduct of Co- curricular & extension activities
- Enrollment of students in Spoken Tutorials Project (IIT Bombay)
- Conduct of Physical/ mental fitness, Yoga, Games & Sports activities
- Submission of a Detailed Project Report (DPR) for grants under RUSA to strengthen the existing infrastructure
- Conduct of programs to promote digital learning
- Strengthening of the existing Mentor-mentee system
- Strengthening of Internet facilities in the college


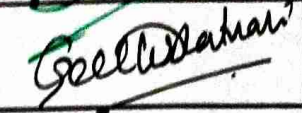


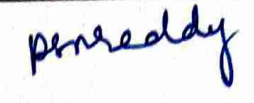
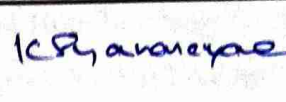





RESOLUTIONS:

The Principal and Chairman, Dr. P. Bala Bhaskar, as well as the members of the IQAC, were accorded a warm welcome by the IQAC Coordinator, Smt. P.V. Geetha Lakshmi Patnaik, to the second meeting of the A.Y. 2019-10. The agenda points were placed before the members present and the following resolutions were tabled:

- A detailed review of all the academic activities from June 2019 to September 2019 was conducted. It was resolved that a report is to be submitted to the IQAC at the earliest.
- It was resolved to conduct guest /extension lectures, field trips, academic competitions, student study projects, extensions activities, etc., and reports of the same are to be submitted to the IQAC.
- It was resolved to encourage all the departments to enroll students in the Spoken Tutorials conducted by IIT, Bombay. The program is a part of an MoU through the CCE.
- The Department of Physical Sciences was instructed to promote activities that benefit the students with regard to their physical health /physical fitness. Accordingly, it was resolved to include such programs in the overall Action Plan.

- It was resolved to prepare a Detailed Project Report (DPR) for sanction of grants under RUSA 2.0 component 9, in order to strengthen the existing infrastructure of the college. In this connection, it was resolved to submit the DPR at the earliest, so that it would enable the college to purchase equipment, create new faculties and renovate the existing infrastructure.
- It was resolved to create a digital learning environment by providing training to teachers and students and also increase the existing IT infrastructure.
- It was resolved to introduce a revised mentor-mentee system which would improve the mentor-mentee relationship and thereby provide the students with personal counselling, academic counselling and career counselling.
- It was resolved to facilitate the teaching-learning activities of the college by providing uninterrupted internet (wi-fi) facility to the office and computer labs.

The meeting was concluded with a vote of thanks proposed by Smt. S. Radhika, In-Charge, Department of Physics.

1.	Dr. P. Bala Bhaskar Principal	Chairperson	
2.	Smt. P.V. Geetha Lakshmi Patnaik Associate Professor of English	Co-ordinator	
3.	Smt. G. Sukanya Associate Professor of Telugu	Member	
4.	Smt. S. Radhika Assistant Professor of Physics	Member	
5.	Sri P. Satyanarayana Reddy Assistant Professor of Mathematics	Member	
6.	Dr. K. Suryanarayana Assistant Professor of Commerce	Member	
7.	Dr. N. Ravi Babu Assistant Professor of Botany	Member	
8.	Dr. D. Muniswamy Assistant Professor of Economics	Member	
9.	Dr. B. Sambasiva Rao Assistant Professor of Computer Science	Member	
10.	Dr. J. Nageswar Rao Principal, Keshav Memorial College	Nominee from local society	
11.	B. Pradeep, B.A II/Year Student	Student Representative	

INTERNAL QUALITY ASSURANCE CELL

Meeting No.3

Date: 11-11-2019

A meeting of the Internal Quality Assurance Cell was convened by the Principal, Dr. P. Bala Bhaskar, in his chamber on 11-11-2019 at 3.30 p. m. to discuss the following agenda:

AGENDA:

- Preparation of an Action Plan for utilization of RUSA funds
- Submission of proposals to CCE for purchase of lab equipment for Science Labs and additional equipment
- Optimum use of library facilities.
- Conduct of Professional Development Program for Teaching and Non-Teaching Staff.
- Participation in the Flagship Programs of the CCE – JIGNASA and YUVATARANGAM.
- Conduct of Extension activities and other programs.
- Any other matter with the permission of the Chair

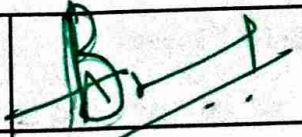
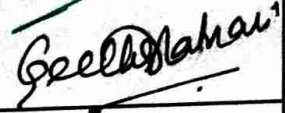


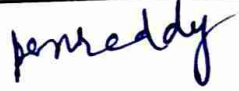
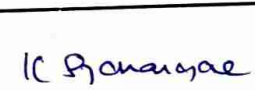

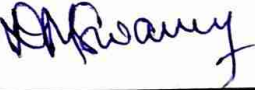



RESOLUTIONS:

The IQAC Coordinator, Smt. P.V. Geetha Lakshmi Patnaik, welcomed the Principal and Chairman, Dr. P. Bala Bhaskar, as well as the members of the IQAC to the third meeting of the A.Y. 2019-10. After discussions on the agenda points, the following resolutions were noted:

- As the college is committed to improving the infrastructural facilities, it was decided to prepare an Action Plan to utilise the grants to be sanctioned under RUSA 2.0 and also send the required proposals to the CCE for purchase of lab equipment for science labs, computer labs and other equipment like furniture, etc.
- In order to encourage students to make optimum use of the library facilities, it was resolved to conduct a Library Week, and encourage the students to participate in all the library-related activities.
- It was resolved to conduct a Training Program on Presentation and Report Preparation for the Teaching Staff and Basic Computer Skills for the Non-Teaching Staff in order to improve the ICT skills of the staff and to enable them to use computers and technology efficiently.

- It was resolved to prepare the students for the two flagship programmes of the CCE, that is, JIGNASA – the Student Study Project Competition and YUVATARANGAM- the Literary and Cultural/ Games and Sports Competitions
- It was resolved to encourage the students to participate in NSS programmes and extension activities as the college aims to develop sensitivities towards gender equity, environmental consciousness and other community issues, .

As there were no other matters to be discussed, the meeting was concluded with a vote of thanks proposed by Dr. K. Suryanarayana, In-Charge, Department of Commerce.

1.	Dr. P. Bala Bhaskar Principal	Chairperson	
2.	Smt. P.V. Geetha Lakshmi Patnaik Associate Professor of English	Co-ordinator	
3.	Smt. G. Sukanya Associate Professor of Telugu	Member	
4.	Smt. S. Radhika Assistant Professor of Physics	Member	
5.	Sri P. Satyanarayana Reddy Assistant Professor of Mathematics	Member	
6.	Dr. K. Suryanarayana Assistant Professor of Commerce	Member	
7.	Dr. N. Ravi Babu Assistant Professor of Botany	Member	
8.	Dr. D. Muniswamy Assistant Professor of Economics	Member	
9.	Dr. B. Sambasiva Rao Assistant Professor of Computer Science	Member	
10.	Dr. J. Nageswar Rao Principal, Keshav Memorial College	Nominee from local society	
11.	B. Pradeep, B.A III Year Student	Student Representative	

Babu Jagjivan Ram Government Degree College, Narayanaguda, Hyderabad

INTERNAL QUALITY ASSURANCE CELL

Meeting No. 4

Date: 17-01-2020

A meeting of the Internal Quality Assurance Cell was convened by the Principal, Dr. P. Bala Bhaskar, in his chamber on 17-01-2020 at 3.30 p. m. to discuss the following agenda:

AGENDA:

- Review of academic activities (October 2019 to December 2019)
- Introduction of reforms in management of financial transactions
- Submission of proposal to the CCE for the hosting District Level and State Level Competitions under Yuvatarangam.
- Participation in AISHE to promote Quality Enhancement and Sustenance.
- Conduct of Training Program in Employability Skills in collaboration with TASK.
- Installation of audio systems in classrooms.


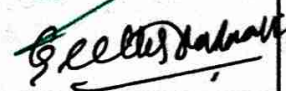









RESOLUTIONS:

The IQAC Coordinator, Smt. P.V. Geetha Lakshmi Patnaik, welcomed the Principal and Chairman, Dr. P. Bala Bhaskar, as well as the members of the IQAC to the fourth meeting of the A.Y. 2019-10. The following resolutions were tabled after a detailed discussion of the above agenda:

1. A review of all the academic activities from October 2019 to December 2019 was conducted by the Chairman and members of the IQAC. Accordingly, it was resolved to consolidate the reports and prepare a detailed report and submit the same to the IQAC.
2. It was resolved to streamline the fee collection and other financial transactions for the benefit of the students. In this connection, it was decided to approach the HDFC Bank to open a college account and initiate the payments in the online mode.
3. In order to encourage the students to participate in literary and cultural competitions, as well as, games and sports, it was resolved to send a proposal to the CCE requesting permission to host the Cluster-Level and State-Level Competitions under YUVATHARANGAM 2019. This would help to promote a spirit of competitiveness among students.

4. In order to ensure Quality Enhancement and Sustenance, it was resolved to participate in the AISHE survey for HEIs by preparing the data and submitting the same within the time specified.
5. It was resolved to conduct training programmes in employability skills in collaboration with TASK.
6. Finally, in order to address the issue of large classrooms, it was resolved to purchase and install audio systems in a few classrooms in order to improve the available facilities for the enhancement of the teaching-learning process.

The meeting was concluded with a vote of thanks proposed by Smt. S. Radhika, In-Charge, Department of Physics.

1.	Dr. P. Bala Bhaskar Principal	Chairperson	
2.	Smt. P.V. Geetha Lakshmi Patnaik Associate Professor of English	Co-ordinator	
3.	Smt. G. Sukanya Associate Professor of Telugu	Member	
4.	Smt. S. Radhika Assistant Professor of Physics	Member	
5.	Sri P. Satyanarayana Reddy Assistant Professor of Mathematics	Member	
6.	Dr. K. Suryanarayana Assistant Professor of Commerce	Member	
7.	Dr. N. Ravi Babu Assistant Professor of Botany	Member	
8.	Dr. D. Muniswamy Assistant Professor of Economics	Member	
9.	Dr. B. Sambasiva Rao Assistant Professor of Computer Science	Member	
10.	Dr. J. Nageswar Rao Principal, Keshav Memorial College	Nominee from local society	
11.	B. Pradeep, B.A III Year Student	Student Representative	

Babu Jagjivan Ram Government Degree College, Narayanaguda, Hyderabad

INTERNAL QUALITY ASSURANCE CELL

Meeting No. 5

Date: 14-02-2020

The fifth meeting of the Internal Quality Assurance Cell for the A.Y. 2019-20 was convened by the Principal, Dr. P. Bala Bhaskar, in his chamber on 14-02-2020 at 4.30 p. m. to discuss the following agenda points:

AGENDA:

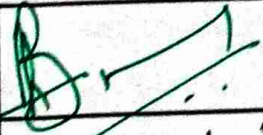







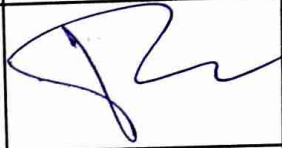


- Review of the Results of Semester End Exams
- Conduct of a National Seminar by the Faculty of Social Sciences.
- Conduct of Criterion-wise meetings for NAAC Preparation
- Conduct of Capacity Building Programs for the staff
- Conduct of Parent-Teacher Meeting and Alumni Meeting

RESOLUTIONS:

The Principal and Chairman, Dr. P. Bala Bhaskar, as well as the members of the IQAC, were welcomed by the IQAC Coordinator, Smt. P.V. Geetha Lakshmi Patnaik. The agenda points were placed before the members present and the following resolutions were tabled:

1. A review of the results of the Semester-End Examinations was conducted by the Chairman and members of the IQAC and it was resolved to take necessary action to strengthen the results.
2. It was resolved to permit the Faculty of Social Sciences to conduct a National Seminar at the earliest. All the departments were instructed to provide total support and cooperation to facilitate the smooth conduct of the Seminar.
3. It was resolved to conduct Criterion-wise committees, at frequent intervals, in order to prepare the Self Study Report.
4. It was resolved to conduct a training program for the staff on the use of virtual classroom in order to improve the ICT skills of the teaching staff.
5. It was resolved to conduct Parent-Teacher Meeting and Alumni Meeting in order to promote stakeholder participation in the activities of the college.

The meeting was concluded with a vote of thanks proposed by Smt. S. Radhika, In-Charge, Department of Physics.

1.	Dr. P. Bala Bhaskar Principal	Chairperson	
2.	Smt. P.V. Geetha Lakshmi Patnaik Associate Professor of English	Co-ordinator	
3.	Smt. G. Sukanya Associate Professor of Telugu	Member	
4.	Smt. S. Radhika Assistant Professor of Physics	Member	
5.	Sri P. Satyanarayana Reddy Assistant Professor of Mathematics	Member	
6.	Dr. K. Suryanarayana Assistant Professor of Commerce	Member	
7.	Dr. N. Ravi Babu Assistant Professor of Botany	Member	
8.	Dr. D. Muniswamy Assistant Professor of Economics	Member	
9.	Dr. B. Sambasiva Rao Assistant Professor of Computer Science	Member	
10.	Dr. J. Nageswar Rao Principal, Keshav Memorial College	Nominee from local society	
11.	B. Pradeep, B.A III Year Student	Student Representative	

INTERNAL QUALITY ASSURANCE CELL

Meeting No. 6

Date: 14-04-2020

The fifth meeting of the Internal Quality Assurance Cell for the A.Y. 2019-20 was convened by the Principal, Dr. P. Bala Bhaskar, in the online mode on 14-04-2020 at 3.00 p. m. to discuss the following agenda points:

AGENDA:

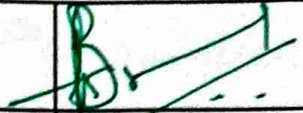
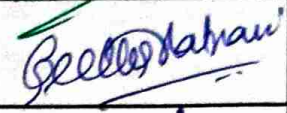


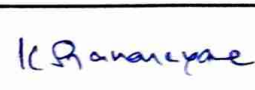
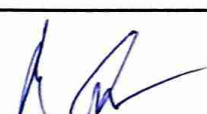
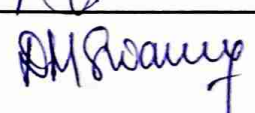



- Preparation of Action Plan for academic activities during Lockdown imposed due to COVID – 19
- Conduct of Webinars by all the departments
- Conduct of Online Career Guidance Programmes
- Conduct of Capacity Building Programs and Student/Faculty Development Programs
- Submission of Departmental Activity Reports for 2018-19 and 2019-20

RESOLUTIONS:

The IQAC Coordinator, Smt. P.V. Geetha Lakshmi Patnaik, welcomed the Principal and the members of the IQAC to the sixth meeting of the A.Y. 2019-20. The following resolutions were tabled after a detailed discussion of the above agenda:

1. It was resolved to prepare an Action Plan for the completion of the syllabus during the nation-wide lockdown due to the pandemic, and conduct classes in the online mode using Zoom/Google Meet.
2. The members of the Teaching staff were encouraged to use technology and organize webinars and other programmes related to their subjects.
3. The IQAC, TSKC, Career Guidance Cell and departments were motivated to organize online career guidance programmes, employability skills trainings, and Student-Faculty Development Programmes in association with Spoken Tutorials, IIT, Mumbai.
4. It was resolved to collect and submit Department-wise, Committee/Cell-wise reports to the IQAC for preparation of the AQAR for the year 2018-19.
5. It was resolved to submit the consolidated Feedback reports on overall performance of the institution which were already collected from various stakeholders. The report on the Action Taken is to be forwarded to the Registrar of Osmania University.

The meeting was concluded with a vote of thanks proposed by Dr. K. Suryanarayana, In-Charge, Department of Commerce.

1.	Dr. P. Bala Bhaskar Principal	Chairperson	
2.	Smt. P.V. Geetha Lakshmi Patnaik Associate Professor of English	Co-ordinator	
3.	Smt. S. Radhika Assistant Professor of Physics	Member	
4.	Sri P. Satyanarayana Reddy Assistant Professor of Mathematics	Member	
5.	Dr. K. Suryanarayana Assistant Professor of Commerce	Member	
6.	Dr. N. Ravi Babu Assistant Professor of Botany	Member	
7.	Dr. D. Muniswamy Assistant Professor of Economics	Member	
8.	Dr. B. Sambasiva Rao Assistant Professor of Computer Science	Member	
9.	Dr. J. Nageswar Rao Principal, Keshav Memorial College	Nominee from local society	
10.	B. Pradeep, B.A III Year Student	Student Representative	

Babu Jagjivan Ram Government Degree College, Narayanaguda, Hyderabad
INTERNAL QUALITY ASSURANCE CELL

Meeting No. 7

Date: 02-06-2020

The fifth meeting of the Internal Quality Assurance Cell for the A.Y. 2019-20 was convened by the Principal, Dr. P. Bala Bhaskar, in his chamber on 02-06-2020 at 3.00 p. m. to discuss the following agenda points:

AGENDA:

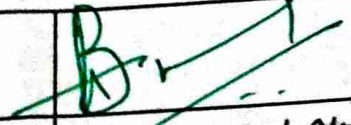
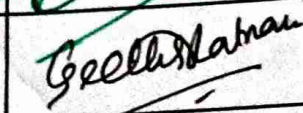


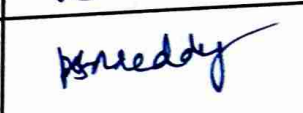
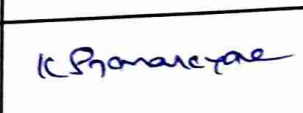

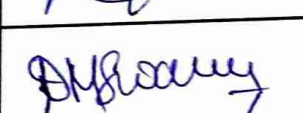


- Review of Online Classes
- Conduct of Internal Audit
- Drawing up of Action Plan for Admission Campaign for 2020-21
- Preparation and Submission of IIQA to NAAC
- Any other matter with the permission of the Chair

RESOLUTIONS:

After discussions and deliberations, the following resolutions were taken in the meeting:

1. It was resolved by the Principal and members of the IQAC to request the staff to conduct a review of the online classes and submit a report of the students' opinion on online classes. It was also resolved to prepare e-content and provide reading material for the students in order to prepare and motivate students for their upcoming examinations.
2. It was resolved to instruct the departments to prepare for an Internal Audit prepare all the records in soft copy and keep them ready.
3. It was resolved to encourage all the staff members to campaign extensively for the admissions for the academic year 2020-21 in order to counter the adverse effects of the pandemic.
4. It was also resolved to prepare and submit the IIQA to NAAC as per its latest guidelines in view of the prevailing conditions of the pandemic, on or before 30.11.2020.

As there were no other matters to be discussed, the meeting was concluded with a vote of thanks proposed by Dr. K. Suryanarayana, In-Charge, Department of Commerce.

1.	Dr. P. Bala Bhaskar Principal	Chairperson	
2.	Smt. P.V. Geetha Lakshmi Patnaik Associate Professor of English	Co-ordinator	
3.	Smt. G. Sukanya Associate Professor of Telugu	Member	
4.	Smt. S. Radhika Assistant Professor of Physics	Member	
5.	Sri P. Satyanarayana Reddy Assistant Professor of Mathematics	Member	
6.	Dr. K. Suryanarayana Assistant Professor of Commerce	Member	
7.	Dr. N. Ravi Babu Assistant Professor of Botany	Member	
8.	Dr. D. Muniswamy Assistant Professor of Economics	Member	
9.	Dr. B. Sambasiva Rao Assistant Professor of Computer Science	Member	
10.	Dr. J. Nageswar Rao Principal, Keshav Memorial College	Nominee from local society	
11.	B. Pradeep, B.A III Year Student	Student Representative	