

Babu Jagjivan Ram Government Degree College, Narayanaguda, Hyderabad

Proceedings of the Meeting of the IQAC held on 27.07.2018

A meeting of the committee constituted for the Internal Quality Assurance Cell was held in the Principal's Chamber on 27.07.2018 at 4.00 p.m. under the chairmanship of the Principal, Dr. P. Bala Bhaskar.

Members present:

1. Smt. P. V. Geetha Lakshmi Patnaik, Associate Professor of English
2. Smt. G. Sukanya, Associate Professor of Telugu
3. Smt. S. Radhika, Assistant Professor of Physics
4. Sri P. Satyanarayana Reddy, Assistant Professor of Mathematics
5. Dr. K. Suryanarayana, Assistant Professor of Commerce
6. Dr. N. Ravi Babu, Assistant Professor of Botany
7. Dr. D. Muniswamy, Assistant Professor of Economics
8. Dr. B. Sambasiva Rao, Assistant Professor of Computer Science
9. Dr. J. Nageswar Rao, Principal, Keshav Memorial College, Narayanaguda
10. B. Pradeep, B.A. II year

At the outset, Dr. P. Balabhaskar, Principal, welcomed the In-Charges of the departments and members designate of the new Internal Quality Assurance Cell to the first meeting of the IQAC for the A.Y. 2018-19. The agenda items were taken up with the permission of the Chair.

Item No. 1: Constitution of a new Internal Quality Assurance Cell

A new Internal Quality Assurance Cell comprising of the newly transferred teachers and other members was constituted as per NAAC guidelines with the twin goals of quality enhancement and quality sustenance. The senior-most member of the Teaching Staff, Smt. P.V. Geetha Lakshmi Patnaik, Associate Professor of English, was appointed as the Coordinator of the new IQAC. It was resolved by the Chairman and the members to chalk out a comprehensive plan to improve the academic and administrative performance of the college through institutionalizing quality culture and best practices.

Item No. 2: Result Analysis for the year 2017- 2018

As the first step in the direction of quality enhancement and quality sustenance, it was resolved to analyse the results of the previous year i.e., 2017-2018, and chalk out an action plan to improve the performance of the students. All the department In-Charges and the Academic Coordinator were asked to present the Result Analysis within a week to the IQAC.

Item No. 3: Conduct of Orientation Programme for the first year students

It was decided to organize an Orientation/Induction Programme for the first year students, a programme that is a very important tradition in the college. The new students are to be introduced to all the policies and procedures of the college and other co-curricular activities like the Choice Based Credit System (CBCS) and Continuous Internal Evaluation (CIE); the College Code of Conduct/Ethics the Anti-Ragging policy of the college; details of scholarships; Career Guidance and Training for Employability Skills; extension activities etc.

Item No. 4: Preparation of Department-wise Action Plans for the Academic year 2018-19

It was resolved to collect and consolidate the departmental plans, laying stress on Student – Centric Activities. It was decided to prepare a comprehensive institutional calendar taking the following into consideration: the University Almanac; the CCE Academic Calendar and the Department Action Plans.

Item No. 5: Conduct of Faculty Development Programme for the Teaching Staff

The IQAC encourages the teachers to use student-centric methods in the classroom, in order to facilitate the paradigm shift from teacher-centred learning to student-centred learning. accordingly, it was decided to conduct a One-Day Workshop on Student – Centred Methodology for the members of the teaching staff.

Item No. 6: Any other item with the permission of the Chair

Nil

As there were no new agenda items, the Principal and Chairman, IQAC, Dr. P. Bala Bhaskar, announced the conclusion of the meeting. The meeting ended with a vote of thanks by Smt. P.V. Geetha Lakshmi Patnaik, Coordinator, IQAC.

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Proceedings of the Meeting of the IQAC held on 03.10.2018

A meeting of the Internal Quality Assurance Cell was held in the Principal's Chamber on 03-10-2018 at 3.30 p.m. under the chairmanship of the Principal, Dr. P. Bala Bhaskar. bhaskar, Accordingly, Smt. P.V. Geetha Lakshmi Patnaik, Coordinator IQAC, welcomed the members to the second meeting of the IQAC for the A.Y. 2018-19. The agenda items were taken up with the permission of the Chair.

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Item No. 6: Any other item with the permission of the Chair

Nil

As there were no new agenda items, the Principal and Chairman, IQAC, Dr. P. Bala Bhaskar, announced the conclusion of the meeting. The meeting ended with a vote of thanks by Smt. P.V. Geetha Lakshmi Patnaik, Coordinator, IQAC.

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Proceedings of the Meeting of the IQAC held on 02.01.2019

A meeting of the Internal Quality Assurance Cell was held in the Principal's Chamber on 02-01-2019 at 3.00 p.m. under the chairmanship of the Principal, Dr. P. Bala Bhaskar. Smt. P.V. Geetha Lakshmi Patnaik, Coordinator IQAC, welcomed the members to the third meeting of the IQAC for the A.Y. 2018-19. The agenda items were taken up with the permission of the Chair.

Item No. 1: Review of academic activities of 2018-19

It was resolved by the Principal and the members present to conduct a review of all the academic activities from October 2018 to December 2018 with a view to improve the quality of all the activities. The reports of all the departments were collected and consolidated for quality improvement and sustenance.

Item No. 2: Constitution of criterion-wise committees in view of upcoming NAAC

As the college is due for NAAC Reaccreditation in May 2020, criterion-wise committees were constituted. In this connection, it was resolved to instruct the Convenors to begin work immediately on the preparation of criterion-wise records. It was also resolved to provide training to all the committees on the new methodology adopted by NAAC.

Item No. 3: Conduct of a Capacity-Building Program for the Staff

As the college is committed to the promotion of the use of technology, it was resolved to organize a training program on basic computer skills for the teaching and non-teaching staff of the college. The Teaching Staff were especially encouraged to update themselves with the latest technology.

Item No. 4 : Conduct of a Parent-Teacher Meeting and Alumni Meeting

The participation of stakeholders in all the activities of the college is promoted by the IQAC. Consequently, it was resolved to continue the tradition of organize a Parent-Teacher Meeting and an Alumni Meeting this year, too.

Item No. 5: Conduct of the Annual Day 2018

It was resolved to help and guide students in organising and conducting the College Annual Day Celebrations as the college believes in encouraging student participation. It was also suggested by the members of the committee to constitute a Student Advisory Committee.

The meeting was concluded with a vote of thanks proposed by Smt. S. Radhika, Assistant Professor of Physics.

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Proceedings of the Meeting of the IQAC held on 04.05.2019

A fourth meeting of the Internal Quality Assurance Cell for the A.Y. 2018-19 was held in the Principal's Chamber on 04-05-2019 at 3.00 p.m. under the chairmanship of the Principal, Dr. P. Bala Bhaskar. The Coordinator of the IQAC, Smt. P.V. Geetha Lakshmi Patnaik, welcomed the members. The agenda items were taken up with the permission of the Chair.

Item No. 1: Review of academic activities

It was resolved to conduct a review of all the academic activities from January to April 2018 and ask all the departments to prepare department-wise reports and submit the same to the IQAC for the preparation of the AQAR 2018-19.

Item No. 2: Collection of feedback on the overall performance of the institution

As the college believes in constant efforts for improvement, it was resolved to collect feedback on curriculum, teacher performance and institutional facilities from various stakeholders, that is, students, teachers, parents and alumni. The feedback is to be analysed and appropriate action taken. A report on the feedback on the curriculum along with the recommendations, if any, is to be sent to the Registrar, Osmania University.

Item No. 3: Submission of Report on Activities for the year 2018-19 for internal audit

It was resolved to collect department-wise and committee/ cell-wise activity reports and consolidate them. It was also resolved to conduct an internal audit of the activities of all the departments, committees and cells.

Item No. 4: Submission of AQAR 2018 to NAAC Office, Bengaluru

It was resolved to submit the Annual Quality Assurance Report for the A.Y. 2018-19 at the earliest, after due consolidation of all the department-wise reports and reports of committees and cells. It was also decided to identify two best practices of the college in order to include them in AQAR 2018-2019 and to prepare a tentative Action Plan for the next academic year 2019-2020.

As there were no new agenda items, the Principal and Chairman, IQAC, Dr. P. Bala Bhaskar, announced the conclusion of the meeting. The meeting ended with a vote of thanks by Smt. P.V. Geetha Lakshmi Patnaik, Coordinator, IQAC.