

B.J.R. Government Degree College, Narayanaguda, Hyderabad

INTERNAL QUALITY ASSURANCE CELL

Meeting No.1

Date: 04. 08. 2015

The first meeting of the Internal Quality Assurance Cell for the academic year 2015-16 was convened by the Principal, Dr. K. Padmavathi, in her chamber on 04. 08. 2015 at 4.00 p.m. to discuss the following agenda:

AGENDA:

1. Constitution of a new Internal Quality Assurance Committee
2. Result Analysis for the year 2014-2015
3. Preparation of Department-wise Action Plans for the Academic year 2015-16
4. Conduct of co-curricular and extra-curricular activities
5. Observance of important days
6. Conduct of DRC activity for the A.Y. 2015-16
7. Any other issue with the permission of the Chair

RESOLUTIONS:

The Principal and Chairman of the IQAC, Dr. K. Padmavathi, welcomed all the In-Charges of the various departments in the college to the first meeting of the IQAC for the A.Y. 2015-16 and after long deliberations, the following resolutions were tabled:


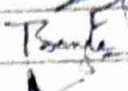


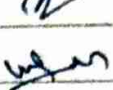







- It was resolved by the members present to constitute a new Internal Quality Assurance Cell as a post-accreditation initiative and abide by the principles enshrined by NAAC for quality enhancement and quality sustenance. Accordingly, the IQAC was constituted with Sri P. Ravichandra, Assistant Professor of Computer Applications, as the Coordinator, and the following In-Charges of the departments as the members:
 1. Dr. Ghanshyam, Associate Professor of Hindi
 2. Smt. G. Bangla Bharathi, Associate Professor of English
 3. Dr. Viplav Dutt Shukla, Assistant Professor of Chemistry
 4. Dr. K. Krishnamurthy, Assistant Professor of Telugu
 5. Dr. R. Praveen Kumar Reddy, Assistant Professor of Commerce
 6. Smt. J. Asha, Assistant Professor of Zoology
 7. Sri Syed Fareeduddin, Assistant Professor of Physics
 8. Smt. E. Pavani, Assistant Professor of Economics

9. Sri V. Shivaji Ganesh, Assistant Professor of History
10. Smt. N. Jayaleela, Assistant Professor of Mathematics
11. Smt. D. Narmada, Assistant Professor of Botany

- The results of the previous year, that is, 2014-15, were reviewed and it was resolved to chalk out an action plan to improve the performance of the students.
- It was resolved to collect and consolidate the departmental plans, in order to prepare an Institutional Curricular Plan duly incorporating the University Almanac, the CCE Academic Calendar and the Department Action Plans.
- It was resolved to organize co-curricular activities like student seminars, academic quiz, extension/ guest lectures by inviting academicians from other institutions, etc., and literary and cultural competitions to ensure the all-round development of the students. The students are to be encouraged to participate in the literary and cultural competitions, as well as, the Games and Sports competitions in YUVATARANAGAM.
- It was decided by all the members to observe all the important days like Prof. Jaishankar Jayanthi, Independence Day, Telugu Bhasha Dinotsavam, Telangana Bhasha Dinotsavam, National Constitution Day, etc., to encourage National integration, diversity and inclusiveness and communal harmony among the students.
- As a part of the activities for the academic year under the District Resource Centre (DRC), it was resolved to conduct the following activities:
 1. District-level competitions on the occasion of World Photography Day on 19.08.2015
 2. District-level Awareness Programme on Nutrition and Health by the Department of Botany
- It was decided by all the members of the IQAC that at least three IQAC meetings would be conducted every year (June, December and April), in order to ensure that quality enhancement and quality sustenance go hand-in-hand.

As there were no other issues to be discussed, the meeting was declared as concluded by the Chair after a formal vote of thanks was proposed by the IQAC Coordinator, Sri P. Ravichandra.

BIR GOVT. DEGREE COLLEGE
VITTALWADI, NARAYANAGUDA, HYDERABAD
HEAD OF THE DEPARTMENTS

S.No	Name of the Professor	Designation	Signature
1	Dr. Ghanshyam	Asot. Prof. of Hindi	
2	Smt. G. Bangla Bharathi	Asst. Prof. of English	
3	Smt. J. Asha	Lecturer in Zoology	
4	Dr. Viprav Duth Shukla	Asst. Prof. of Chemistry	
5	Sri. Syed Fareeduddin	Lecturer in Physics	
6	Dr. K. Krishna Murthy	Asst. Prof. of Telugu	
7	Smt. D. Narmada	Asst. Prof. of Botany	
8	Smt. E. Pavani	Asst. Prof. of Economics	
9	Sri. P. Ravichandra	Asst. Prof. of Comp. Apps	
10	Dr. R. Praveen Kumar Reddy	Asst. Prof. of Commerce	
11	Sri. V. Shivaji Ganesh	Asst. Prof. of History	
12	Smt. N. Jayaleela	Asst. Prof. of Mathematics	

INTERNAL QUALITY ASSURANCE CELL

Meeting No.2

Date: 16.12.2015

The second meeting of the IQAC for A.Y. 2015-16 was convened by the Principal, Dr. K. Padmavathi, in the Principal's chamber on 16.12.2015 at 3.30 p.m. to discuss the following agenda:

AGENDA

- Review of academic activities
- Conduct of co-curricular and extension activities for the period December 2015 – April 2016
- Introduction of Mentor-Mentee system to counsel students
- Conduct of Faculty Development/Orientation Programmes for the Teaching Staff
- Conduct of Seminars/Workshops/Extension or Guest lectures for the students
- Observance of important days
- Introduction of Certificate Courses and coaching for Competitive Exams
- Conduct of Parent-Teacher Meeting and Alumni meeting
- Any other matter with the permission of the Chair

RESOLUTIONS:

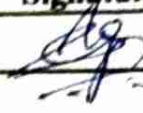
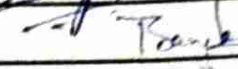










The IQAC Coordinator, Sri P. Ravichandra, welcomed the Principal and Chairperson, Dr. K. Padmavathi, and all the members of the IQAC and discussions were held on the above agenda. Accordingly, the following resolutions were recorded:

- The Principal and Chairperson of the IQAC, Dr. K. Padmavathi, conducted a review of all the academic activities from June to December. It was resolved to continue the same and ensure that quality is maintained in all the academic activities for the rest of the academic year.
- It was decided to conduct co-curricular and extension activities like guest lectures, field trips, academic competitions, student study projects, extension activities, etc., for the period December 2015 - April 2016.
- It was resolved to introduce a mentoring system and encourage the teacher-mentees to provide counselling to the student-mentees and ensure the emotional, psychological well-being of the students. The members of the teaching staff were assigned their respective mentees and instructed to maintain a record of all the counselling activities.

- It was resolved to conduct an Orientation Programme for the Teaching and Non-Teaching Staff to encourage and motivate them to perform better in all the academic and administrative activities of the Institution. It was also decided to conduct a Faculty Development Programme for the Teaching staff to train them in the new Choice- Based Credit System (CBCS) to be introduced in the next academic year.
- It was resolved to encourage the conduct of Seminars/Workshops/Extension or Guest lectures for the students. In accordance with this, the Department of Commerce came forward with the proposal to conduct a UGC-Sponsored National Seminar on the topic 'Liberalization of Higher Education' in February-March 2016. It was also resolved to conduct a workshop in Zoology.
- It was resolved to organize programmes/activities in observance of important days like National Voters' Day, Road Safety Day, Republic Day, International Women's Day, Babu Jagjivan Ram Jayanthi, Dr. B.R. Ambedkar Jayanathi, etc., and thereby sensitize the students to various issues like national integration, awareness on constitutional rights and obligations, gender sensitization, etc.
- It was resolved to introduce various certificate courses as well as coaching for competitive examinations in order to encourage the holistic development of the students and prepare them for the job market.
- In order to encourage stakeholder participation in the activities of the college, it was decided to organize a Parent-Teacher Meeting and an Alumni Meeting for the A.Y. 2015-16 in February- March 2016 and invite all the parents and alumni to encourage stakeholder participation in the activities of the college.
- Finally, it was resolved to conduct the Annual Day in March and conduct activities and competitions related to it, well in advance.

The meeting was concluded with a vote of thanks proposed by Smt. G. Bangla Bharathi, In-Charge of the Department of English and Member, IQAC.

BJR Govt. Degree College**Vittalwadi, Narayanguda, Hyderabad****Head of the Departments - IQAC Meeting**

S.No	Name of the Professor	Designation	Signature
1	Dr.Ghanshyam	Assot. Prof. of Hindi	
2	Smt. G.Bangla Bharathi	Asst. Prof. of English	
3	Smt.J.Asha	Lecturer in Zoology	
4	Dr.Viplav Duth Shukla	Asst. Prof. of Chemistry	
5	Sri.Syed Fareeduddin	Lecturer in Physics	
6	Dr.K.Krishnamurthy	Asst. Prof. of Telugu	
7	Smt.D.Narmada	Asst. Prof. of Botany	
8	Smt.E.Pavani	Asst. Prof. of Economics	
9	Sri.E.Ravichandra	Asst. Prof. of Comp. Apps	
10	Dr.R.Praveen Kumar Reddy	Asst. Prof. of Commerce	
11	Sri.V.Shivaji Ganesh	Asst. Prof. of History	
12	Smt.N.Jayaleela	Asst. Prof. of Mathematics	

Babu Jagjivan Ram Government Degree College, Narayanaguda, Hyderabad

INTERNAL QUALITY ASSURANCE CELL

Meeting No.3

Date: 07-04-2016

A meeting was convened by the Principal and Chairperson of the Internal Quality Assurance Cell, Dr. K. Padmavathi, in the Principal's Chamber on 07-04-2016 at 3:00 p.m. to discuss the following agenda points:

AGENDA:

- Review of the academic activities from January 2016 to April 2016
- Undertaking of developmental activities
- Conduct of a Workshop on Employability Skills for students
- Preparation of an Action Plan for the next academic year 2016-17
- Collection of Feedback from Stakeholders
- Submission of AQAR for the Year 2015-16.
- Any other matter with the permission of the Chair

RESOLUTIONS:

The IQAC Coordinator, Sri P. Ravichandra, welcomed the Principal and Chairperson, Dr. K. Padmavathi, and all the members of the IQAC to the third and final meeting of the Internal Quality Assurance Cell for the A.Y. 2015-16. After discussions were held on the above agenda, the following resolutions were recorded:

- A review of all the academic activities conducted during from January 2016 to April 2016 was conducted by the Principal. The In-Charges of all the departments were commended for their diligence and dedication towards academic matters throughout the year and the interest taken in encouraging and motivating the students.
- As a part of the developmental activities undertaken during the A.Y. 2015-16, the college was able to establish a full-fledged gymnasium for the benefit of the staff and students. In addition, an RO plant which was donated by a philanthropist was installed at the entrance of the college building. The efforts of the Principal and the staff of the college in the direction of improvement of facilities and infrastructure were placed on record by the IQAC.
- Dr. Ghanshyam, Vice Principal, and Sri P. Ravichandra, IQAC Coordinator, visited New Delhi to meet Sri Bandaru Dattatreya, Hon. Minister of Government of India, to seek help for the

sanction of a passage through the vacant and unused land that belongs to IICT, right behind the college building. The IQAC places on record their hard work and commitment in attempting to acquire a passage way as the college lacks a proper approach road.





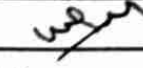
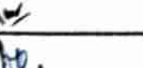
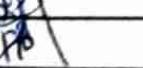
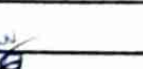

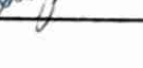

- It was resolved to conduct a Five-Day Workshop on Employability Skills in association with the Department of English and train the Final Year students in areas like interview skills, body language, interpersonal skills, team skills, leadership skills, resume writing, etc.
- It was resolved to prepare an Action Plan for the next academic year duly incorporating all academic activities, extension activities, etc.
- It was decided to collect feedback from students on curriculum and teacher performance and also on institutional facilities from various stakeholders. The feedback is to be analysed and appropriate action to be taken. A report on the feedback on the curriculum along with the recommendations, if any, is to be sent to the Registrar, Osmania University.
- In compliance with the guidelines/instructions of NAAC, an Internal Quality Assurance Cell was established by the college as a post-accreditation initiative. All the activities were conducted throughout the year, duly abiding by these guidelines. In continuation, the IQAC Coordinator was instructed to prepare the Annual Quality Assurance Report (AQAR) for the year and submit the same to the NAAC Office, Bengaluru, as per the timeline issued by NAAC.

As there were no other issues to be discussed, the meeting was concluded with the permission of the Chair. Sri P. Ravichandra, IQAC Coordinator, proposed a vote of thanks.

BJR Govt. Degree College

Vittalwadi, Narayanguda, Hyderabad

Head of the Departments - IQAC Meeting

S.No	Name of the Professor	Designation	Signature
1	Dr. Ghanshyam	Assot. Prof. of Hindi	
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