

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

2021-22



IQAC Meeting & Minutes

Minutes of the Meetings -1

A meeting of the Internal Quality Assurance Cell was convened by the Principal Dr. P. V.Geetha Lakshmi Patnaik in her chamber to discuss the following agenda on 7.07.2021

Agenda:

- To organize an Orientation Programme for I Year Students
- To call for Action Plans for 2021-22 from departments
- To prepare the Academic Calendar of the Institution
- To Conduct Certificate Courses & Field Trips to enhance the Skills and Experiential learning of the of students.
- To organize state level webinar on Women Rights
- To organize extension activities
- To organize “Azadi ka Amrit Mahostav” Programme in the College
- To organize “National Sports day”.
- To organize an International Webinar on Entrepreneurship to create awareness on entrepreneurship and the startup ecosystem
- To organize various National and International days like World Tourism days and International Day of Peace.
- To organize one day on Workshop on Preparation of NAAC .
- To conduct periodic reviews of Academic and Administrative activities in view of the upcoming NAAC visit
- Any other matter with the permission of the Chair

Resolutions:

The IQAC coordinator, Dr. V.V.Mallika welcomed the Principal and Chairman, Dr. P. V.Geetha Lakshmi Patnaik as well as the members of the IQAC to the first meeting of the academic year 2021-22. After discussions on the agenda points the following resolutions were tabled:

1. It was resolved to organize an Orientation Programme for I Year Students in both Online and Offline modes as per convenience of the departments in view of COVID - 19
2. It was resolved to call for Action Plans for 2021-22 from departments and consolidate them and prepare the Institutional Annual Curricular Plan
3. It was resolved to conduct certificate courses and organized Field trips.
4. It was resolved to organize State Level Webinar on Women Rights Under WEC and ICC.

5. It was resolved to organize extension activities like Visiting orphanages, schools.
6. It was resolved to organize “Azadi ka Amrit Mahostav” Programme under NSS.
7. To organize vaccination drive against Covid-19 under Bhagya Committee and NSS.
8. It was resolved to organize “National Sports day “ on remembrance of Dhyan Chand Birthday Under Department of Physical Education.
9. It was resolved to organize an International Webinar on Entrepreneurship to create awareness on entrepreneurship and the startup ecosystem under IQAC and EDC.
10. It was resolved to organize various National and International days like World Tourism day and International Day of Peace.
11. It was resolved to organize one day Workshop on Preparation of NAAC under IQAC.
12. It was resolved to review all Academic and Administrative activities in view of the upcoming NAAC visit

Minutes of the Meetings -2

A meeting of the Internal Quality Assurance Cell was convened by the Principal Dr. P. V.Geetha Lakshmi Patnaik in her chamber to discuss the following agenda on 20.10.2021

Agenda

- To review academic activities
- To conduct cultural activities
- To organize workshops and extension lectures.
- To organize co-curricular and extension activities.
- To organize Placement drive
- To ensure that the Mentor-mentee system is functioning smoothly to facilitate the welfare of the students
- To review Results of Semester I, III and V
- To organize National Days like “National Voters day and Republic day”
- To undertake skill development programmes per student
- To organize workshop and lectures on Quality Initiatives and NAAC Preparation
- To organize Blood Grouping Camp.
- To organize Sensitization programme on Code of Ethics.

- To conduct feedback on Curriculum

Resolutions

The IQAC coordinator, Dr. V.V.Mallika welcomed the Principal and Chairman, Dr. P. V.Geetha Lakshmi Patnaik as well as the members of the IQAC. After discussions on the agenda points the following resolutions were tabled:

1. It was resolved to review academic activities
2. It was resolved to organize Bathukama Festival in the college
3. It was resolved to organize co-curricular and extension activities.
4. It was resolved to organize extension lectures on Human Rights, Women In Science Under Social Sciences and Science Departments
5. It was resolved to organize five day workshop on Securities Markets under Department of Commerce.
6. It was resolved to organize placement drive in collaboration with Sakshi Media.
7. It is resolved to ensure that the Mentor-mentee system is functioning smoothly to facilitate the welfare of the students
8. It was resolved to review the results of Semester I, III and IV
9. It was resolved to celebrate National days like National Voters day and Republic day under faculty of social sciences
10. It was hereby resolved to conduct feedback on Curriculum
11. It is resolved to organize soft skill training programme under career guidance cell under Department of English to enable the students face the interviews confidently in job market.
12. It was resolved to organize workshops on quality initiatives and NAAC preparation under IQAC.
13. It was resolved to organize Blood Grouping Camp under Bhagya Committee , RRC and NSS.
14. It was resolved to organize organize Sensitization programme on Code of Ethics under IQAC ,Anti-Ragging Cell ,Grievance Redressal cell and Internal Complaints Cell

Minutes of the Meetings -3

A meeting of the Internal Quality Assurance Cell was convened by the Principal Dr. P.V.Geetha Lakshmi Patnaik in her chamber to discuss the following agenda on 4.3.2022

Agenda

- To review academic activities
- To organize National Seminars
- To organize Alumni-Meet.
- To organize professional development programme for Teaching and Non-Teaching Staff.
- To organize National and International days.
- To organise placement drive for students
- To educate students and staff on NEP 2020.
- To organize workshop on Outcome Based Education.
- To inculcate research skills among the students.
- To organize Student Exchange Programme.
- To celebrate Swathanthra Bharata Vajrotsavalu.
- To conduct comprehensive feedback on the overall performance of the institution

Resolutions

The IQAC coordinator, Dr.V.V.Mallika welcomed the Principal and Chairman, Dr. P.V.Geetha Lakshmi Patnaik as well as the members of the IQAC. After discussions on the agenda points the following resolutions were tabled:

1. It was hereby resolved to review academic activities
2. It was resolved to organize National Seminar on Self Help Groups Under Faculty of Social Sciences
3. It was resolved to organize Alumni-Meet under Alumni Committee.
4. It was resolved to organize professional development programme for Teaching and Non-Teaching Staff on ICT tools Under Department of Computer Science .
5. It was resolved to organize various National and International days
6. It was resolved to organise placement drive for students

7. It was resolved to organize National Seminar on New Education Policy ,2020 under IQAC
8. It was resolved to organize workshop on Outcome Based Education
9. It was resolved to organize National Workshop on Report Writing under Department of Commerce and Social Sciences.
10. It was resolved to organize Student Exchange Programme under Ek Bharath Shreshtha Bharath.
11. It was resolved to celebrate Swathanthra Bharata Vajrotsavalu

MINUTES OF IQAC MEETINGS & ACTION TAKEN REPORT (2021-22)

Date	Minutes	Action Taken
Meeting No.1 conducted on 7.07.2021	To organize an Orientation Programme for I Year Students	An Orientation Programme for the I year students was conducted to make the students aware of the CBCS, curricular/ co-curricular activities of the college
	To call for Action Plans for 2020-21 from departments	Action Plans for the academic year 2020-21 with a special focus on student-centric activities were submitted by all the departments
	To prepare the Academic Calendar of the Institution	Prepared Institutional Annual Calendar by combining the University Almanac, Academic Calendar of the CCE and departmental Action Plans
	To conduct Professional Development programme for Teaching and Non-Teaching Staff	IQAC organised a workshop on One day workshop on “Preparation for NAAC Peer team Visit.”
	To prepare the Annual Gender Sensitization Plan and organize programmes that promote gender equity	The Annual Gender Sensitization Plan was prepared and the following programmes were conducted during 2021-2022: State Level webinar on ‘Awareness programme on Women’s rights’
	To motivate the faculty to organize seminars and webinars	Organized an International Webinar on Entrepreneurship to create awareness on entrepreneurship and the startup ecosystem
	To instil Patriotic values in students and faculty	Organized “Azadi ka Amrit Mahostav” Programme in the College
Meeting No.2 conducted on 20.10.2021	To Provide employment opportunities to students.	Organized Placement drive in collaboration with Sakshi Media.
	To motivate the faculty to organize the workshops	Organized five day workshop on Securities Markets under Department of Commerce.
	To make sure that Mentor-Mentee system is functioning	Monitored the Mentor-mentee records of the

	well.	faculty.
	To enhance the quality in all aspects of functioning of the college	Organized workshop and lectures on Quality Initiatives and NAAC Preparation
	To maintain discipline and bring awareness on code of Ethics among the students.	Organized Sensitization programme on Code of Ethics.
	To review Results of Semester I, III and IV	Conducted a review the Results of Semester I, III and IV and prepared a plan of action to improve the result of even semesters
	To conduct feedback on Curriculum	Feedback collected, analysed and plans drawn up to make improvements in areas not found satisfactory. Suggestions were consolidated and sent to the Registrar, Osmania University.
Meeting No.3 conducted on 4.3.2022	To motivate faculty to organize National Seminars	Organized National Seminars on Self Help Groups ,New Educational Policy 2020, National workshop on Report Writing
	To motivate the alumni and facilitate in development of college	Organized Alumni meet
	To Enhance the Professional development of the faculty	Organized professional development programme for Teaching and Non-Teaching Staff on ICT tools Under Department of Computer Science .
	To provide the employment opportunities to students	organised placement drive for students under career guidance cell
	To educate the faculty on outcome based education	organized workshop on Outcome Based Education under IQAC.
	To conduct acomprehensive feedback on the overall performance of the institution	Feedback collected, analysed and plans drawn up to make improvements in areas not found satisfactory.