


B.J.R. Government Degree College, Narayanaguda, Hyderabad
INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETINGS IN 2018-19

Date	Minutes	Action Taken
27.07.2018	To constitute a new IQAC Committee	Constituted a new IQAC Committee.
	To analyse the results of 2017-18	Analysed the Results of the previous year and planned for improvement during the current academic year.
	To organize an Orientation Programme for I Year Students	Organized an Orientation Programme for I Year students on the CBCS, curricular and co-curricular activities of the college.
	To call for Action Plans for 2018-19 from each department	Collected and consolidated the departmental plans laying stress on student-centric activities.
	To prepare the Academic Calendar of the Institution	Prepared a comprehensive Institutional Annual Calendar by combining the University Almanac, Academic Calendar of the CCE and departmental Action Plans.
	To conduct Faculty Development programme for Staff	Conducted a One-Day Workshop on Student-Centred Methodology for the members of the teaching staff in order to encourage the use of more student-centric activities.
03.10.2018	To review academic activities	Conducted a review of all the academic activities from June- September 2018.
	To organize co-curricular and extension activities.	Organized guest lectures, field trips, academic competitions, student study projects, extension activities, etc.
	To verify, approve and submit AQAR for the year 2017-18 to NAAC, Bengaluru	Submitted AQAR for the year 2017-18 on 26.12.2018.
	To introduce a rigorous Mentor-mentee system	Introduced a new mentor-mentee system that provides for more interaction between the mentees and their mentors.
	To prepare students for the two flagship programmes of the CCE: JIGNASA and YUVATARANGAM	Encouraged more student participation in these two programmes and secured 04 prizes in JIGNASA and 04 prizes in YUVATARANGAM.

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02.01.2019	To review academic activities	Conducted a review of all the academic activities from October – December 2018.
	To draw up Criterion-wise committees in view of the upcoming NAAC	Criterion-wise committees were drawn up and each committee was given inputs with respect to the new methodology adopted by NAAC.
	To organize a capacity-building programme for the Staff	Organized a training programme on basic computer skills for the Teaching and Non-Teaching Staff of the college.
	To organize Parent-Teacher, as well as, Alumni meetings.	Organized Parent-Teacher meeting and Alumni Meeting
	To conduct Annual Day	Conducted Annual Day on 30.04.2019
04.05.2019	To review academic activities	Conducted a review of all the academic activities from January – April 2018
	To conduct a comprehensive feedback on the overall performance of the institution.	Feedback collected; analysed and plans drawn up to make improvements in areas not found satisfactory.
	To call for Departmental activity reports for the year 2018-19	Collected the department-wise and committee/cell-wise activity reports and consolidated them.
	To conduct an Internal Audit of the various departments, committees, cells, etc.	Conducted an Internal Audit of all the activities of departments, committees and cells.
	To identify the two best practices of the academic year	Identified the following two best practices from the college in order to send them to NAAC in AQAR 2018-19:
To prepare Action Plan for next academic year	Prepared a tentative Action Plan for the year 2019-20.	


 PRINCIPAL
 B.J.R. Govt. Degree College
 Vittal Ward, Narayanaguda,
 Hyderabad, T.S.