

Government Degree College, Khairatabad, Hyderabad

IQAC Meetings – Year Plan 2015-2016

S. No.	Meeting Planned	Conducted on	Conducted by	Remarks
1.	June 2015	26/06/2015	Executive body	Preparation of Institutional Plan/Planning for June
2.	July 2015	07/07/2015	Committee	Evaluation of June/Planning for July
3.	August 2015	01/08/2015 28/08/2015	Executive body	Evaluation of July/Planning for August
4.	September 2015	05/09/2015	Committee	Evaluation of August/Planning for September
5.	October 2015	05/10/2015	Executive body	Evaluation of September /Planning for October
6.	November 2015	02/11/2015	Executive body	Evaluation of October/Planning for November
7.	December 2015	04/12/2015	Executive body	Evaluation of December /Planning for January
8.	January 2016	06/01/2016	Executive body	Evaluation of January /Planning for February
9.	February 2016	13/02/2016	Executive body	Evaluation of February /Planning for March
10.	March 2016	07/03/2016	Executive body	Evaluation of March /Planning for April
11.	April 2016	09/04/2016	Executive body	Evaluation of March /Planning for April Preparation of AQAR-Submission to NAAC
12.	May 2016	06/05/2016	Executive body	Planning for 2016-2017

June 2015

A meeting was convened in Principals Office to prepare action plan for academic year 2016-17 . To work out the first committee meeting.

Agenda:

- 1) To prepare action plan for academic year 2015-16.
- 2) To plan activities of July 2015.
- 3) **To** initiate certificate courses.
- 4) To identify best practices of departments.

Action taken Report:

- 1) **Reviewed the action taken report of 2014-15**
- 2) **Conducted Swach Hyderabad on 26/6/15**
- 3) **Finalized list of committees**
- 4) **Made academic plan basing on Almanac**

July 2015

A meeting was convened by the Principal in Principal's chamber to dissolve the old IQAC committee and to constitute a new body with an IQAC Coordinator and 6 panel members, 2 students representatives, 1 alumni, 1 local body leader, parent, philanthropist and office superintendent was decided. Principal as Chairperson initiated the selection. The body was finalized and the first meeting of the new committee was to be held on 1st August, 2015 to plan the activities of the college in the form of Action Plan for the academic year 2015-2016.

A new committee has been constituted after reopening of the college for 2015-2016.

IQAC Committee

1. Chairman – Smt. Moriah Eunice, Principal
2. Convenor – Dr. D. Shridhar, Dept. of Physics
3. Member – Dr. Ch. Prasad – Dept. of History
4. Member – Dr. P. V. Umasasi, Dept. of Telugu
5. Member – Smt. P. V. Geetha Lakshmi Patnaik, Dept. of English
6. Member – Dr. K. Praveen Kumar, Dept. of Chemistry
7. Member – Dr. G. Parameshwar Rao, Dept. of Zoology
8. Member - Dr. K. Suryanarayana, Dept. of Commerce
9. Office Superintendent – Smt. M. Manjula
10. Alumni – Sri. Khaja
11. Parent – Sri. Hussain Ali
12. Advisor – Dr. Madduleti
13. Local body member – Sri. Katam Narasimha Yadav

Agenda

1. To prepare action plan for the academic year 2015-2016.
2. Finalizing the list of committees.
3. To plan activities to be conducted in the month of August.
4. To initiate certificate courses.
5. To identify best practices of the departments.
6. Programmes on Literary and Cultural committees are planned.
7. WEC activities are to be implemented.
8. ECOFEST for environmental awareness is planned.

A meeting was held by the Principal in the Principal's chamber to discuss the following agenda.

Agenda

1. To review August month's activities and to prepare Action Taken Report (ATR).
2. Extension lectures, student study projects, student seminars are planned for the month of September.
3. Games and sports are to be conducted to prepare the students for intercollegiate competitions.
4. Language activities through English Language Club (ELC) and Hindi Diwas are to be planned.
5. Teacher's Day to be celebrated.

Action Taken Report

1. The programmes planned for the month of August, 2015 were successfully implemented with 4 activities in cultural and literary side.
2. Three programmes were conducted by WEC.
3. ECOFEST was conducted by the Department of Botany.
4. Dasaradhi Jayanthi celebrations and Telugu Bhasha Dinostavam was successfully conducted by the Department of Telugu.

A meeting was held by the Principal in the Principal's chamber to discuss the following agenda.

Agenda

1. To review September month's activities and to prepare Action Taken Report (ATR).
2. To plan activities for the month of October.
3. To assist academic cell with supplementary exams.
4. To plan National Integration Day and to conduct cleaning programmes.

Action Taken Report

1. The programmes planned for the month of September, 2015 were successfully implemented.
2. Teacher's Day was celebrated.
3. Remedial classes were conducted.
4. Student study projects were prepared.
5. Extension lectures were conducted.
6. Games and sports were conducted.
7. Important days like International Democracy Day and Hindi Diwas were celebrated.

A meeting was held by the Principal in the Principal's chamber to discuss the following agenda.

Agenda

1. To prepare month wise activities from June 2015 upto April 2016.
2. Prepared activities have to submitted to the IQAC before 12.00 noon of 28th October 2015.

Action Taken Report

1. The programmes planned for the month of September, 2015 were successfully implemented.
2. Essay writing competition was conducted by Syndicate Bank as a part of (Vigilance Awareness Week) on 29/10/15.
3. National Integration Day was celebrated by Department of Political Science on 30/10/15.
4. National Intensive Cleanliness Campaign was done by College on 31/10/15.

October 2015 26/10/15

This is to inform all the HODs that they have to prepare the month wise activities that were taken up from June 2015 and have been planned for the forthcoming months (upto April 2016) under the Internal Quality Assurance Cell and the same may be submitted to the IQAC in charge on or before 12.00 noon of 28 oct 2015 please.

(Please note that the department wise IQAC information needs to be updated on the last day of the every first week of every month as per CCE- Telangana Calender).

November 2015

02.11.2015

A meeting was held by the Principal in the Principal's chamber to discuss the following agenda.

Agenda

1. To invite Dr. Varaprasad , Joint Secretary of Atomic Minerals Division, Begumpet for workshop in College premises.
2. To run Certificate courses.
3. To conduct Extension Lectures.
4. To Celebrate World AIDS day.

5. To conduct workshop on Life skills and Personality Development Programme.
6. To prepare students for Yuvatharangam.
7. To celebrate Library Week.

Action Taken Report

All the activities of October were reviewed on 2/11/15.

December 2015 4/12/15

A meeting was held on 4/12/15 at 1P.M in Principals Camber

Agenda:

- 1) To plan for activities of December 2015
- 2) Workshops
- 3) Yuvatharangam competitions
- 4) Half yearly review of activities

Action taken report:

- 1) Library week was celebrated from 2/11/15 to 7/11/15
- 2) Certificate course in Sanskrit on 2/11/15
- 3) Extension lecture in Botany on 16/11/15

- 4) DRC competitions on 17/11/15
- 5) Extension lecture on 19/11/15
- 6) Inauguration of Training programme on 3/11/15

January 2016

6/1/16

A meeting was held on 6/1/16 at 1P.M in Principals chamber.

Agenda:

- 1) Review of December months activities
- 2) Planning of January months activities
- 3) Preparation of AQAR of 2015-16

Action taken Report:

- 1) World aids day was celebrated on 1/12/15
- 2) One day workshop on life skills and personality development was held on 2/12/15

- 3) Yuvatarangam competitions by cultural & literary committee from 2/12/15 to 4/12/15
- 4) One day workshop on how to handle chemicals apparatus , Instrument during laboratory by dept of chemistry on 18/12/15

February 2016

13.02.2016

A meeting was held by the Principal in the Principal's chamber to discuss the following agenda.

Agenda

1. To complete student profile –information system within 3 months.
2. All the faculty members will encourage all the students to speak in English.
3. ICT will be given utmost preference in 2016-17 academic year.

4. Inlibnet will be installed by the end of this academic year.

Action Taken Report of November, December 2015:

1. The department of Sanskrit, English and Botany has run certificate course.
2. World AIDS day was celebrated by NSS on 1/12/15.
3. Workshop was conducted by Department of English on 2/12/15.
4. Yuvatharangam competitions at college level were conducted from 2/12/15 to 4/12/15.
5. Library week was celebrated by DRC from 2/11/15 to 7/11/15.

March 2016

07.03.2016

A meeting was held by the Principal in the Principal's chamber to evaluate the work of February 2016 and to take up planning of next academic year.

Agenda

1. To collect action plans from all departments for academic year 2016-17.

2. To get the action taken reports of all committees and departments of the activities of 2015-16.
3. To review the incomplete works and to finish before the last day of closing day.

Action Taken Report

1. Republic Day was celebrated.
2. Job Orientation in railways for women by WEC was organized on 6/2/16.

April 2016

09.04.2016

A meeting was called to wind up the activities of the academic year 2015-16 at 1 pm in Principal's chamber for preparing the following agenda.

Agenda

1. Collection of action plans from all departments for academic year of 2016-17.
2. Finalizing the action plan for academic year 2016-17.
3. Reviewing the short falls of academic year 2015-16 and suggesting steps to over come in forth coming events.
4. Preparation of AQAR and plan of submission.

May 2016

06.05.2016

A meeting was held by the Principal in the Principal's office at 1pm to plan for academic year 2016-17.

Agenda

1. To finalize the action plan for academic year 2016-17.
2. Formation of Committees for 2016-17.
3. Reviewing action taken report of 2015-16.
4. Uploading of AQAR of 2015-16.