

**Government Degree College, Khairatabad, Hyderabad**

**IQAC Meetings – Year Plan 2019-2020**

S. No.	Meeting Planned	Conducted on	Conducted by	Remarks
1.	June 2019	24.06.2019	Executive body	Preparation of Institutional Plan/Planning for June
2.	July 2019	26.07.2019	Committee	Evaluation of June/Planning for July
3.	August 2019	28.08.2019	Executive body	Evaluation of July/Planning for August
4.	September 2019	24.09.2019	Committee	Evaluation of August/Planning for September
5.	October 2019	26.10.2019	Executive body	Evaluation of September /Planning for October
6.	November 2019	27.11.2019	Executive body	Evaluation of October/Planning for November
7.	December 2019	20.12.2019	Executive body	Evaluation of December /Planning for January
8.	January 2020	23.01.2020	Executive body	Evaluation of January /Planning for February
9.	January 2020	31.01.2020	Special meeting	Website login and updating data in to website
10.	February 2020	28.02.2020	Executive body	Evaluation of February /Planning for March
11.	March 2020	13.03.2020	Executive body	Evaluation of March /Planning for April
12.	April 2020			No further IQAC meetings were conducted as Lock down was imposed by Government of India
13.	May 2020			

## **IQAC MEETINGS 2019-2020**

**June 2019**

**24.06.2019**

A meeting was called for by the Principal to constitute an IQAC committee to facilitate smooth functioning of the college with a clear vision to plan academic, literary, cultural, sports & games, best practices for the academic year 2019-2020.

### **Agenda**

1. Composition of IQAC committee for the academic year 2019-2020.
2. Preparation of Action plan for the academic year 2019-2020.
3. Decentralising administrative set up for the smooth functioning and effective functioning (Formation of the committees and working module).
4. Identifying Best practices and setting up plan of action to implement them.
5. Automation of Library.
6. Compilation of AQAR of the academic year 2018-2019 and uploading it.
7. To conduct Haritha haram and Swachh Bharath programmes.

**July 2019**

**26.07.2019**

A new committee has been constituted for the academic year 2019-2020.

**IQAC Committee**

1. Chairman – Dr. DSR Rajender Singh, Principal
2. Vice-chairman – Dr. V. Vijaya Lakshmi, Vice-Principal (Sciences)
3. Vice-chairman – Dr. M. Vani, Vice-Principal (Social Sciences)
4. IQAC Coordinator – Dr. K. Sarojini Chakravarthy, Dept. of Botany
5. Web-coordinator – Ms. K. Suchitha – Dept. of English
6. Member – Ms. N. Chandana, Dept. of Physics
7. Member – Ms. Zaheda Sultana, Dept. of English
8. Member – Dr. G. Jalander Reddy, Dept. of Telugu
9. Member – Dr. Y. Venkateshwarlu, Dept. of Biotechnology
10. Member - Dr. P. Vijaya, Dept. of Botany
11. Member – Dr. Ch. Anuradha, Dept. of Economics
12. Member – Dr. V. Prabhakar, Dept. of Commerce
13. Office Superintendent – Smt. M. Manjula
14. Alumni – Sri. Pratap Reddy
15. Parent – Sri. Hussain Ali
16. Advisor – Dr. Madduleti
17. Local body member – Sri. Katam Narasimha Yadav
18. Stake holder - Sri. Khaja
19. Students – P. Sravani (BSc BZC III year)  
Sreeja Reddy (BCom II year)  
Rakesh Raju (BA (HEP) I year)

A meeting was convened by the Chairman of IQAC in the Principal's chamber to discuss on the following agenda.

**Agenda**

1. Finalizing the list of committees.
2. To review activities of the month of July.
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. To review results of the students.

7. Student seminars, extension activities were planned.
8. To observe and celebrate National Days.
9. Programmes to be planned by TSKC.

### **Action Taken Report**

1. The programmes planned for the month of June, 2019 were successfully implemented.
2. New IQAC committee was constituted.
3. Institutional plan was finalized and changes were incorporated.
4. Swachh Bharath and Haritha haram programmes were conducted.
5. Introduced college website to the students of this college.

**August 2019**

**28.08.2019**

A meeting was held by the Chairman of IQAC 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. To plan and implement activities for the month of September, 2019.
3. Extension lectures, student study projects, student seminars are planned for the month of September.
4. Games and sports are to be conducted to prepare the students for intercollegiate competitions.
5. Language activities through English Language Club (ELC) and Hindi Diwas are to be planned.
6. To observe and celebrate National Days.
7. Teacher's Day to be celebrated.
8. Programmes to be planned by TSKC.

**Action Taken Report**

1. The programmes planned for the month of August, 2019 were successfully implemented.
2. Result analysis of the 1<sup>st</sup> and 2<sup>nd</sup> years.
3. International Youth was celebrated by the Dept. of Physical Education.
4. Independence Day was celebrated.
5. On the eve of Telugu Bhasha Dinostavam National Seminar was conducted on 21<sup>st</sup> and 22<sup>nd</sup> August, 2019 by the Dept. of Telugu.
6. National Deworming Day was observed by Bhagya committee.
7. TASK orientation programme was conducted by TSKC.

**September 2019**

**24.09.2019**

A meeting was held by the Chairman of IQAC 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, 2019.
3. To review the work of criteria.
4. To prepare students for study projects, Jignasa and Yuvatarangam competitions.
5. To plan students survey to find out the reasons for drop outs.
6. To observe and celebrate National Days.
7. Programmes to be planned by TSKC.

**Action Taken Report**

1. The programmes planned for the month of September, 2019 were successfully implemented.
2. Telangana Ku Haritha Haram was conducted by NCC, NSS and Haritha Haram Committee.
3. Telangana Bhasha Dinostavam was celebrated by Dept. of Telugu.
4. Teacher's Day was celebrated.
5. Water rally was organised by NCC.
6. Vijayam Mee Gupitlo, DEET App Orientation programmes were conducted by TSKC.

**October 2019**

**26.10.2019**

A meeting was convened by the Chairman of IQAC in the Principal's chamber to discuss the following agenda.

**Agenda**

1. To review October month's activities and to prepare Action Taken Report (ATR).
2. To plan activities for the month of November, 2019.
3. To plan National Library Week.
4. To plan student activities.
5. To observe and celebrate National Days.

**Action Taken Report**

1. The programmes planned for the month of September, 2019 were successfully implemented.
2. Telangana State Festival Bathukamma was celebrated.
3. Gandhi Jayanthi was celebrated by NCC and NSS by cleaning the campus.

**November 2019**

**27.11.2019**

A meeting was called by the Chairman of IQAC in the Principal's chamber to discuss the following agenda.

**Agenda**

1. To review November month's activities and to prepare Action Taken Report (ATR).
2. To plan activities for the month of December, 2019.
3. To finalize AQAR 2018-2019.
4. To plan for SSR preparation.
5. To plan student activities.
6. Programmes to be planned by TSKC.
7. To observe and celebrate National Days.
8. To constitute Ek Bharath Shresta Bharath (EBSB) Club.

**Action Taken Report**

1. The programmes planned for the month of November, 2019 were successfully implemented.
2. Vigilance awareness week was conducted by Dept. of Sanskrit.
3. National Unity Day was conducted by the Dept. of History, NCC and NSS.
4. One Day workshop was organised by the Dept. of Chemistry.
5. Inauguration of MP block constructed by MP LADS given by Honourable MP Sri. Bandaru Dattatreya garu.
6. Orientation programme by VVV Infotech Pvt. Ltd. was conducted by TSKC.



**December 2019**

**20.12.2019**

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

**Agenda**

1. To review December month's activities and to prepare Action Taken Report (ATR).
2. To plan and implement activities for the month of January, 2020.
3. To review the work of AQAR 2018-2019 criteria wise.
4. To overview the smooth conduction of semester exams.
5. To plan activities of EBSB club.
6. Programmes to be planned by TSKC and Career Guidance Cell.

**Action Taken Report**

1. The programmes planned for the month of December, 2019 were successfully implemented.
2. EBSB club was constituted.
3. AQAR work was finalized.
4. Jignasa student study projects were prepared by the departments.
5. Selection of students for EBSB club from all streams was conducted.
6. Organized TS job mela by Career Guidance Cell.

**January 2020**

**23.01.2020**

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

**Agenda**

1. To review January month's activities and to prepare Action Taken Report (ATR).
2. To plan and implement activities for the month of February, 2020.
3. To review the work of AQAR 2018-2019 criteria wise.
4. To initiate the work of SSR preparation.
5. To plan activities of EBSB club.
6. Programmes to be planned by TSKC and Career Guidance Cell.
7. To observe and celebrate National Days.
8. To organize awareness rallies by NCC and NSS.
9. To plan Waste to Best activity by WEC.

**Action Taken Report**

1. The programmes planned for the month of January, 2020 were successfully implemented.
2. National Youth Day was celebrated in collaboration with Telangana State AIDS Control Society (TSACS) by NCC, NSS and Dept. of Zoology and a rally was taken by the students.
3. SHE team visited the college and an orientation programme was organised by WEC.
4. National Voter's Day was celebrated by NCC, NSS and Dept. of Social Sciences.
5. Republic Day was celebrated in the college.
6. EBSB Day was celebrated by EBSB club.
7. AQAR of 2018-2019 was completed.
8. Orientation programme on Employability was organised by TSKC.
9. Job mela by CARD Expertise India Pvt. Ltd. was organised by TSKC.
10. Academic Audit was conducted by CCE.
11. Waste to Best programme was organised by WEC.

**January 2020**

**31.01.2020**

A special meeting was organised in the Seminar Hall by the Chairman of IQAC to update faculty on the Website management and SSR preparation.

**Agenda**

1. To explain the working of the college website to the faculty.  
[www.gdckhairatabad.com](http://www.gdckhairatabad.com)
2. To clear any queries regarding website by the website maintenance technical person Sri. Siva Prasad garu.
3. To upload individual faculty profiles in the website.
4. To upload departmental profiles in the website.
5. SSR modules revised format.
6. Plan of action for the preparation of SSR.

**February 2020**

**28.02.2020**

A meeting was convened by the Chairman of IQAC in the Principal's chamber to discuss the following agenda.

**Agenda**

1. To review February month's activities and to prepare Action Taken Report (ATR).
2. To plan and implement activities for the month of March, 2020.
3. Programmes to be planned by TSKC and Career Guidance Cell.
4. To observe and celebrate National Days.
5. To organize awareness rallies by NCC and NSS.
6. To plan activities by WEC.

**Action Taken Report**

1. The programmes planned for the month of February, 2020 were successfully implemented.
2. Army Skill Orientation programme was organised by TSKC.
3. Corona virus awareness rally was taken by NCC.
4. Under WEC, Nirbhaya case – a response by the student's coverage was covered by TV6 channel.
5. WEC organised motivational speech by Lion K. S. Prasad.
6. Laying of foundation stone to RUSA building.
7. A&R MOOCS programme organised by TSKC.
8. Spoken Tutorial MOOCS exams conducted by TSKC.
9. Mahindra Pride Classroom programme was organised by TSKC.
10. Two study projects won state 1<sup>st</sup> prize by Zoology and 3<sup>rd</sup> prize by Botany in State level Jignasa Student Study Projects conducted by CCE.
11. ISO certification audit was conducted and the college got ISO certification.

**March 2020**

**13.03.2020**

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

**Agenda**

1. To review March month's activities and to prepare Action Taken Report (ATR).
2. To plan and implement activities for the month of April, 2020.
3. Programmes to be planned by TSKC and Career Guidance Cell.
4. To observe and celebrate Babu Jagjivan Ram and Dr. B. R. Ambedkar's birthday.
5. To plan for College Annual Day.
6. To plan activities by various departments.

**Action Taken Report**

1. The programmes planned for the month of March, 2020 were successfully implemented.
2. 21<sup>st</sup> Centaury Skill programme was organised by TSKC.
3. National Science Day was celebrated and an extension lecture was organised by the Dept. of Botany.
4. An exhibition on corona virus and its impact was organised by the Dept. of Microbiology.
5. International Women's Day was celebrated.
6. Employability Skill Enhancement programme was organised by the Dept. of English.
7. Move Forward a motivational speech to girl students was organised by WEC.
8. Sri Chaitanya's campus placement and Star Health Insurance Company placement was organised by TSKC and Career Guidance Cell.
9. Book Exhibition was conducted by the Dept. of Library Science.