

Government Degree College, Khairatabad, Hyderabad

IQAC Meetings – Year Plan 2018-2019

S. No.	Meeting Planned	Conducted on	Conducted by	Remarks
1.	June 2018	13/06/2018	Executive body	Preparation of Institutional Plan/Planning for June
2.	July 2018	03/07/2018 16/07/2018	Committee	Evaluation of June/Planning for July
3.	August 2018	03/08/2018	Executive body	Evaluation of July/Planning for August
4.	September 2018	04/09/2018	Committee	Evaluation of August/Planning for September
5.	October 2018	03/10/2018	Executive body	Evaluation of September /Planning for October
6.	November 2018	02/11/2018	Executive body	Evaluation of October/Planning for November
7.	December 2018	03/12/2018	Executive body	Evaluation of December /Planning for January
8.	January 2019	08/01/2019	Executive body	Evaluation of January /Planning for February
9.	February 2019	11/02/2019	Executive body	Evaluation of February /Planning for March
10.	March 2019	05/03/2019	Executive body	Evaluation of March /Planning for April
11.	April 2019	04/04/2019	Executive body	Evaluation of March /Planning for April Preparation of AQAR-Submission to NAAC
12.	May 2019	06/05/2019	Executive body	Planning for 2019-2020

Government Degree College, Khairatabad, Hyderabad

IQAC Composition - 2018-2019

1. Chairperson: Dr. DSR. Rajender Singh
2. IQAC Coordinator: Smt. N. Chandana
3. Dr. V. Vijaya Lakshmi, Associate Professor and HOD, Dept. of Chemistry
4. Dr. V. Vani, Associate Professor and HOD, Dept. of History
5. Dr. Y. Venkateshwarlu, Assistant Professor and HOD, Dept. of Biotechnology
6. Smt. Zaheda Sultana, Associate Professor and HOD, Dept. of English
7. Smt. B. Sofia Rani, Assistant Professor and HOD, Dept. of Botany
8. Sri Ambati Ramana, Associate Professor and HOD, Dept. of Commerce
9. Dr. Ch. Anuradha, Assistant Professor and HOD, Dept. of Economics
10. Smt. N. Jayaleela, Assistant Professor and HOD, Dept. of Mathematics
11. Smt. K. Suchitha, Assistant Professor, Dept. of English
12. Smt. M. Manjula, Office Superintendent
13. Sri. Mohammed Khaja, Local Society
14. Mr. Pasham Rakesh Yadav, Student, BSc MPCs II year 114017468023
15. Sri. V. Pratap Reddy, Alumni, Retd. Grade 1 officer, AP Secretariat, Hyderabad
16. Employer: Sri. Vara Prasad, Sr. Manager, Jindal, Hyderabad

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – June, 2018

Venue: Office of the Principal

Date: 13-06-2018

Time: 12pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Composition of IQAC Committee for the Academic year 2018-2019.
2. Preparation of Institutional Plan for Academic year 2018-19.
3. Decentralising administrative set up for smooth and effective functioning (Formation of Committees and working module).
4. Action Plan – Data Collection
5. Curricular Plan of Departments to be prepared.
6. Celebration of International Yoga Day
7. World Environment Day/ World Blood Donors Day

IQAC - ACTION TAKEN REPORT

- Identifying the lacunae in the year 2017-2018.
- Taking up the activities that could not be finished in the previous year.

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – July, 2018

Venue: Office of the Principal

Date: 03-07-2018

Time: 12pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Preparation of college hand book for the current academic year.
2. Preparation of Action Plan for Academic year 2018-19.
3. Decentralising administrative set up for smooth and effective functioning
(Formation of Committees and working module).
4. Need of institutional website.
5. Alumni Meet was initiated for developmental activity.
6. Compilation of AQAR of Academic Year 2018-19.
7. Health activity on Anaemia/Medical camp.
8. Swachh Bharat.

IQAC - ACTION TAKEN REPORT

June month review

- IQAC- Action plan prepared of 2018-19
- Curricular plan of Department collected
- Institutional Plan prepared
- Anti-Ragging activity to be conducted in July

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – August, 2018

Venue: Office of the Principal

Date: 03-08-2018

Time: 12pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Monitoring of IQAC, TSKC, Career Guidance cell.
2. Harivillu-Committee Review.
3. Review of July month activities.
4. Planning of August month basing on Academic plan and Action plan.
5. 1st Internal Assessment to be conducted in this month.
6. Planning of Independence Day celebrations.
7. Inter class Literary and Cultural competitions.
8. National Sports Day.
9. Celebrations of Telugu Basha Dinosthavam.

IQAC - ACTION TAKEN REPORT

July month Review

- IQAC Committee is composed
- Institutional Plan was prepared
- Action plan is made based on academic calendar
- Decentralization of administrative set up is made
- Hand book is planned and printed
- Alumni body is formed and active initiation is taken up to involve in developmental activities.

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – September, 2018

Venue: Office of the Principal

Date: 04-09-2018

Time: 1pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Review of activities of August month.
2. To create an individual email for IQAC and to individual departments.
3. Submission of activity reports to IQAC regularly.
4. Identifying Best Practices and setting up plan of Action to implement them.
5. Planning for the month of September – Teachers Day, International Literacy Day, Hindi Diwas, NSS Day, World Tourism day, surgical strike, Fresher's day.
6. Plan for the Guest lectures/Field trips and Seminars.

IQAC - ACTION TAKEN REPORT

August month Review

- Website is designed.
- Committee work is assigned and executed. (Harivillu)
- Awareness on Anti-Ragging is done.
- Campus cleaning and Plantation is done.
- Swach-Bharath/ Harithaharam plantation programmes were organized.
- National ports Day on 113th Birthday of Dyanchand was celebrated.
- Telugu Bhasha Dinotsavam was celebrated.

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – October, 2018

Venue: Office of the Principal

Date: 03-10-2018

Time: 1pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Planned for IQAC Extension lecture.
2. Review of September month activities.
3. Due to short vacation activities are short listed.
4. Planned for activities such as Gandhi Jayanthi, Lal Bahadur Sastry, International Polio day, UN day, National Integration day.

IQAC - ACTION TAKEN REPORT

September month review

- Guest Lecture by Department of Botany
- Teachers Day was celebrated
- Freshers Day was celebrated
- Hindi Diwas/ Surgical strike was conducted.

Extracurricular Activities:

- Telangana Basha Dinotsavam
- Students Orientation for career Guidance
- Two Day Workshop – Department of Botany
- Fitness Program
- Blood Donation- 50 Lakh Bandaru
- Konda Bapuji Birthday

IQAC:

- Email for IQAC is created.
- Submission of activity reports to IQAC & Activity register is maintained.
- A few planned programmes are postponed due to various additional activities that joined.

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – November, 2018

Venue: Office of the Principal

Date: 02-11-2018

Time: 1pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Review of October month activities
2. Website updation.
3. Preparation of AQAR 2018-19.
4. SSR preparation.
5. Implementation of Best practises in the college.
6. Planning activities for the month of November – National Education Day, Elimination of Violence against women, Constitution day, NCC day, Haritha haram.

IQAC - ACTION TAKEN REPORT

November month Review

- Swach Bharath
- IQAC Extension Lecture
- Bathukamma Celebrations
- Lecture on Human Values & Ethics
- National Voters Day
- Training for girls- Inouivi
- National Unity Day (Integration)
- Polio Day could not be celebrated due to less working days.

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – December, 2018

Venue: Office of the Principal

Date: 03-12-2018

Time: 1pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Review the activities conducted in the month of November, 2018.
2. Planning the activities for the month of December – AIDS day, Human rights day, Mathematics day, National Consumer day.
3. Semester theory exams.

IQAC - ACTION TAKEN REPORT

November month review

- National Education Day was celebrated by Department of English
- NCC Day Celebrations.
- Additional Programmes Conducted.
- Awareness on Mosquito & Diseases Caused by them.
- World Heritage Week
- Flag Day

IQAC:

- Initiation of preparation of AQAR 2018-19.
- Convenors of Criteria & Members are finalized.

Best Practices:

- Redigging pits of water harvesting
- Plastic free Campus Cleaning
- Maintaining plants and planting Saplings

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – January, 2019

Venue: Office of the Principal

Date: 08-01-2019

Time: 1pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Review the activities of December month
2. To constitute a steering committee for SSR draft preparation.
3. To submit SSR draft on or before 31.03.2019.
4. Planning activities for the month of January – National Youth day, National Voter's day, Republic day, Swachh Bharath, Menstrual hygiene for girls.

IQAC - ACTION TAKEN REPORT

December month Review

- Only Best Practices Implemented.
- No activities due to Semester Exams till First week
- Result Analysis

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – February, 2019

Venue: Office of the Principal

Date: 11-02-2019

Time: 1pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Review of January activities.
2. Planning activities for the month of February – Antharjathiya Basha Dinostavam, National Science Day, Health Awareness of Cancer, Extension lectures, Haritha haram.
3. To review on the progress of NAAC work.
4. To review on the progress of criteria work.

IQAC - ACTION TAKEN REPORT

January month Review

- National Voters Day – Electors Enrolment interactive session
- National girl child day
- Swach Sarvekshan
- Green Campus Cleaning
- Birthday of Subash Chandra Bose
- Literary/ Cultural Competitions
- Alumni meeting
- Extension Lectures

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – March, 2019

Venue: Office of the Principal

Date: 05-03-2019

Time: 1pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Review of February activities.
2. Planning activities for the month of March – International Women’s day, Consumer Rights day, Workshop on NAAC preparation.
3. To review on the progress of NAAC work.
4. To review on the progress of criteria work.

IQAC - ACTION TAKEN REPORT

February month review

- Planned to Conduct National Science Day
- Employability skills Training program
- Dental Check-Up Camp
- Parent Teacher / Mentor Mentee Meet
- Extension Lecture
- IQAC has progressed in NAAC work/ Criteria work

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – April, 2019

Venue: Office of the Principal

Date: 04-04-2019

Time: 1pm

A meeting is called for to constitute an IQAC Committee to facilitate smooth functioning of college with a clear vision to plan academic, literary, cultural, sports and games, best practices for the academic year 2018-19.

Agenda:

1. Review the activities of March month.
2. Planning activities for the month of April – Haritha haram, Birthday celebrations of Babu Jagjeevan Ram, Dr. B. R. Ambedkar.
3. To review on the progress of NAAC work.
4. To review on the progress of criteria work.
5. Planning for the Academic year 2019-2020.

IQAC - ACTION TAKEN REPORT

March month Review

- International Women's Day
- NAAC- Workshop
- 150th Birth Anniversary of Mahatma Gandhi
- Extension Lecture/ Kavisammelanam/Quiz/Farewell

Best Practices:

- Reuse-Recycle
- Plastic Free Campus
- World Book Day

IQAC/ NAAC Coordinator

Principal

Government Degree College, Khairatabad, Hyderabad

IQAC Meeting – May, 2019

Venue: Office of the Principal

Date: 06-05-2019

Time: 1pm

A meeting is called by the Principal to discuss on the following agenda

Agenda:

1. To collect the action plans for the academic year 2019-2020.
2. To make the action taken report for 2018-2019.
3. To discuss the performance of various committees in the academic year 2019-2020.

IQAC - ACTION TAKEN REPORT

April month Review

- Planning of Action plan of 2019-20 (Broad Outline)
- Data gathered for 2018-19 AQAR
- Harithaharam- Arrangement of Watering Plants

IQAC/ NAAC Coordinator

Principal