TSWRDC,W,MANCHERIAL

IQAC MINUTES MEETING

Year	Date of IQAC Meetings	Major decision on Quality Initiatives	Implementation Details
2021-22	6/9/2022	Constitution of IQAC Team- Coordinator, Incharges and members	NAAC Team formed and work started
2021-22	6/10/2022	Meeting of IQAC Coordinator with incharhges and members about NAAC preparatory training by Prof B. Rajashekar	Seven days training conducted from 14-06-2022 to 08-07-2022
2021-22	7/12/2022	Meeting with IQAC team to distribute updated templates and preparation of SSR	Templates distributed, SSR preparation started
2022-23	7/31/2022	Meeting conducted by Principal and VP and IQAC team about the NAAC preparatory work and certificate course introduction	Certificate course planned by Computer department
2022-23	8/26/2022	Meeting conducted by IQAC coordinator with Principal, VP and Criteria incharges about SSR queries	College level activity register is maintained and Criteria related data is collected
2022-23	9/12/2022	IQAC coordinator meeting to discuss documentation of Criteria related activities with photographs	Activities are documented and photos are collected
2022-23	10/11/2022	Meeting by IQAC Coordinator to discuss update of activities by department Heads	Department Heads are informed to update activities
2022-23	10/29/2022	Meeting in the chamber by IQAC coordinator with incharges and members about maintenance of requisite registers according to UGC NAAC	Department heads are informed to maintain Requisite registers
2022-23	11/15/2022	Meeting in the chamber by IQAC coordinator with incharges and members about distribution of revise templates	Revised templates are distributed criteria incharges
2022-23	12/6/2022	Meeting in the chamber by IQAC coordinator with incharges and members about to submit completed revised templates	Queries are cleared by IQAC coordinator and completed revised templates
2022-23	3/12/2023	Meeting conducted by IQAC coordinator with incharges, members and CGC team about PG admission 2022-23	CGC team is informed to provide PG admission status of 2022-23
2022-23	3/4/2023	Meeting in the chamber by IQAC coordinator with incharges and members about certificate course for interested non-computer students	Certificate course is planned and executed by the computer science faculty
2022-23	4/20/2023	Meeting conducted by IQAC coordinator with Criteria I incharge and members about work progress	Criteria I incharge updated the work progres
2022-23	4/29/2023	Meeting conducted by IQAC coordinator with Criteria II incharge and members about work progress	Presentation by the Criteria II incharge
2022-23	5/3/2023	Meeting conducted by IQAC coordinator with Criteria III incharge and members about work progress	Presentation by the Criteria III incharge
2022-23	5/13/2023	Meeting conducted by IQAC coordinator with Criteria IV incharge and members about work progress	Criteria IV incharge updated the work progress
2022-23	6/15/2023	Meeting conducted by IQAC coordinator with all Criteria incharges about to get the brief report data asked by HO	Data collected from all criteria incharges
2022-23	6/30/2023	Meeting conducted by IQAC coordinator with Criteria V incharge and members about work progress	Criteria V incharge updated the work progress
2022-23	7/14/2023	Meeting conducted by IQAC coordinator with Criteria VI incharge and members about work progress	Criteria VI incharge updated the work progress
2023-24	8/2/2023	Meeting conducted by IQAC coordinator with Criteria VII incharge and members about work progress	Criteria VII incharge updated the work progress

2023-24	8/22/2023	Meeting by IQAC coordinator with all Criteria incharges and members to receive to send data in pen drives	Criteria incharges have submitted their data in pen drives. Revised IQAC committee and coordinator are formed
2023-24	9/12/2023	Meeting conducted by IQAC coordinator with Criteria I incharge and members about work progress and value-added courses and certificate course	Department heads are informed tom plan value added course
2023-24	10/27/2023	Meeting conducted by IQAC coordinator with Criteria II incharge and members about work progress and Vidwan ID creation and planning students' satisfaction survey	Planned to create Vidwan Id and student satisfaction survey
2023-24	11/8/2023	Meeting conducted by IQAC coordinator with Criteria III & IV incharges and members about work progress and updating of journals and publications, verification of Audit documents for the year 2022-23, Library automation and providing student ID cards, update of sports achievements for the year 2022-23	Criteria III & IV members started gathering the presiding data
2023-24	11/21/2023	Meeting conducted by IQAC coordinator with Criteria V, VI & VII incharges and members about work progress and Higher education, placement details for the year 2022-23, plan for register for Alumni association, planned to conduct FDPs, find funding sponsors and collect best practices from the departments	Criteria V, VI & VII members started gathering the presiding data
2023-24	12/1/2023	Meeting in the chamber by IQAC coordinator with incharges and members about updating of revised templates and completion of SSR	Revised templated are updated by Criteria incharge
2023-24	12/5/2023	Meeting in the chamber by IQAC coordinator with incharges and members about the Govt Degree college principal has allotted as mentor to verify and guide TSWRDC Mancherial in the preparation of SSR and records related NAAC	Circular related points are discussed and began to implement
2023-24	20.12.2023	A meeting is conducted by IQAC Coordinator with IQAC criteria wise incharges in the chamber with Principal and Vice Principal.dicussed to complete the SSR on or before 28.12.2023, Alumni registration to be done by DAR, Libraru automation to be done by Librarian, and Audit must be done in view of HYM International Certification.	Circular related points are discussed and began to implement
2023-24	02.01.2024	A meeting is conducted by IQAC Co ordinator with IQAC criteria incharges in the chamber with Principal and,Vice principal discussed to strive towards the successful completion of NAAC SSR report . The information should be provided in advance to accomplish the criteria wise documentation and SSR as per NAAC criteria for the current academic year.	Prior information provided to the criteria incharges for the successful functioning of Criteria works.
2023-24	23.01.2024	A meeting is conducted by IQAC coordinator with IQAC criteria wise incharges in the chamber with Principal and Vice Principal,to dicuss handover criteria wise documents hardcopies to criteria incharges, to collaborate nearby govt degree collge for external audit,Magazine publishing work should be accelerate,department activities report should be given to relevant criteria and encourage the students to do project works.	To be uptodate with the criteria activities and give their maximum efforts for the smooth functing if the criteria

2023-24	15.2.2024	A meeting is conducted by IQAC coordinator with the HOD's in the presence of Principal and Vice prinvipal ,To update all the department related works ,all the HOD's update the department profile as per headoffice instructions as soon as possible.	Be active in the department
2023-24	04.03.2024	A meeting is conducted by IQAC coordinator with the HOD's in the presence of Principal and Vice prinvipal ,To update all the department related works ,all the HOD's update the department profile as per headoffice instructions as soon as possible and website tab coordinators forward the details to the website coordinator as soon as possible	Be active in the department
2023-24	11.03.2024	A meeting is conducted by IQAC coordinator in the presence of Principal and Vice principal with all the department HOD's and 7 criteria incharges to discuss :As per the headby website circular the faculty of govt degree college provided as mentor to do Mock NAAC peer visit by march 31st 2024, to update the website details on or before 13.3.2024 by website Tab coordinator ,To submit department profile on or before 13.3.2024 to IQAC coordinator, As the NAAC Peer Team visit goingbto held si=oon all the HOD's update the department work ,same information provided to the criteria incharges to update their work, suggested cultural committee to conduct activities during NAAC peer team visit.	as per head office circular conduct all the activities