

Govt. College for Women, Guntur
IQAC Minutes and Action Taken
2022-2023

S.No	Date of Meeting	Minutes	Action Taken
1	14-07-2022	Information for Academic Audit should be submitted by the faculty on or before 15 th July 2022 without fail.	All the faculty submitted Academic Audit forms to IQAC as per circular given by IQAC
2	26-07-2022	1. Format – II for Academic Audit to be uploaded on the website before 1 st August. 2. action plan by criterion in-charges to improve AQAR for the year 2021-22. (The criterion in-charges have to come up with action plan to provide appropriate data to improve the AQAR for the academic year 2021-22)	1.Farmat-II was uploaded on the website before 28 th July. 2. Discussions were held on preparing and submitting the AQAR in such a way that gives the best picture of all the activities that fit into various criterion.
3	12-09-2022	1. It is resolved to monitor the documentation of all curricular and cocurricular activity in the NAAC format so that the AQAR 2021-22 can be submitted in time. 2. As per the guidelines of NAAC it is resolved to submit the data for the period of 2021 June 1 to 2022 August 31 for the academic year 2021-22. 3. It is resolved to have criterion wise action plans for the preparation of AQAR 21-22. 4. It is resolved to share the data formats with the faculty and the members are requested to submit the data within 15 days of the issue of the formats.	1. AQAR 21-22 was submitted within scheduled time limit. 2. The AQAR was placed before the Academic Council and Governing Body and was approved. 3. All the students of 2020-23 batch completed 8 week Internships after semester 4. Similarly, a semester internship was completed in Sem 5 by arts students and in Sem 6 by science students. 4. The principal constituted an admission

		<p>5. It is resolved every faculty member publishes at least 2 publications in the UGC Care Journals and enhance the quality of teaching and research.</p> <p>6. It is resolved to introduce 8 week Internships for the 2020-23 batch students after semester 4. Similarly a semester internship is to be introduced either in Sem 5 or Sem 6.</p> <p>7. It is resolved that all the faculty members pay personal attention to the admission of students into various programmes of degree I year.</p>	<p>committee with the faculty members and the committee members paid personal attention to the admission of the students into various 1st year degree programmes.</p>
4	19-09-2022	<p>1. Collection of data for criterion-1 15th October and organization of it is by 20th October.</p> <p>2. Collection of data for criterion-2 is 20th October.</p> <p>3. Collection of data for criterion -3 is 23rd October.</p> <p>4. Collection of data for criterion-4 is 20th October.</p> <p>5. Collection of data for criterion-5 is 27th October.</p> <p>6. Collection of data for criterion-6 is 20th October.</p> <p>7. Collection of data for criterion -7 is 20th October.</p> <p>8. It is decided that the principal, Coordinator and criterion in-charges will study the previous AQAR of 20-21, identify the areas where the activities have to be increased and strengthened by the 30th September 2022.</p> <p>9. It is resolved to strengthen the feedback committee by adding 4 more members, i.e Smt.Srilatha from department of Commerce, Sri. Ajay of the department of Economics, Smt. Jasmine from department of Botany, Smt. Sridevi from department of Chemistry.</p>	<p>All the criterion in charges collected data from the departments as per the schedule given in the minutes.</p> <p>IQAC team studied the AQAR of 2020-21 and identified the areas where the activities have to be added and strengthened the AQAR of 2021-22.</p> <p>To strengthen the feedback committee 4 more members were added and revised the feedback questionnaire, administering process, collection, and analysis process and strengthen the whole process.</p>
5	24-09-2022	<p>1. It is resolved that every department should have a minimum of one functional MOU with other Institutions</p> <p>2. Preparation of BOS document must be strengthened in the following aspects.</p>	<p>Every department took a minimum of one MOU with Institutions by keeping them functional. The NSS wings of the college entered into an MOU with ITC and the process of waste</p>

		<ul style="list-style-type: none"> • Framing programme outcomes and course outcomes must be as per Bloom's • Justification of the changes in the syllabus must be included. • Cross Cutting issues must be adequately included. • Employability oriented courses must be strengthened. • Feedback process must be strengthened by focusing more on Alumni and Employers. • enhance the number of internships by introducing internships after Sem 4 and in Sem 5/6. • To give orientation on criterion -1 to all the staff members for better capturing data. 	<p>management began from 01-12-22.</p> <p>The departments have focused on the suggested aspects such as cross cutting issues, employability, skill development, entrepreneurship in the syllabus of courses for strengthening the curriculum along with the vision and mission of the college and documented the same specifically in the BOS documents to strengthen teaching, and learning.</p>
6	27-09-2022	<ol style="list-style-type: none"> 1. It is resolved that metric 2.6 should be improved. 2. CIA should be maintained uniformly; department wise record should be maintained. 3. Systematic Bridge Course and Remedial classes should be conducted for the students. 4. Identification of slow learners, advanced learners by following a systematic procedure. 5. Student satisfaction survey should be analyzed. 6. To make ready the P.O's and CO's and their assessment. <ol style="list-style-type: none"> a. Coordinator for PO's and PSO's : Dr.K.Padmaja(English) it is for 2022-23 AY i. Member : D.Ajay (Economics) ii. Member : K.Deepthi (Computers) iii. Member : Criterion I incharge iv. Member : Criterion II incharge 7. Mentor – Mentee suggestions & records (counselling) Metric 2.3.3) (list of problems & solutions). Preparation of standard excel sheet (D.Uma is responsible) 8. Proofs for recouping classes activities (2.3.2 metric) 	<p>All the suggestions for improvement of academic activity are implemented.</p> <p>Principal nominated the OBE committee and the committee would monitor OBE documents.</p>

		<p>9. Making institutional plan for 2021-22 & 2022-23.</p> <p>10. Reports for grievances 2.5.3 metric</p>	
7	28-09-2022	<ol style="list-style-type: none"> 1. It is resolved that 3.4.1 & 3.3.2 metrics should be improved. 2. Research publications are mandatory. Every faculty in every department must publish at least on paper in UGC care list in every Academic year. 3. Research Methodology / PR's, entrepreneurship development area conferences, seminar / workshops should be mandatory for every department. 4. Every faculty in each department should attend one conference / seminar / workshop every year and present a research paper in every programme with proceedings. 5. Criterion – 3 committee must search for non – government funding agencies for research projects. 6. It is resolved to constitute a committee for promoting, strengthening innovation and incubation by making all the in-charges of all science departments as members with a coordinator. 7. It is resolved that the college administration supports financially the conduct of seminars / workshop / conferences etc. 8. It is resolved that the extension activities have to increase with the support of government and nongovernment organizations. 	<p>The college administration offered to financially support in the conduct of seminars/workshops/conferences etc.</p> <p>Extension activities are increased by NSS and NCC with the support of government and nongovernment organization.</p> <p>Staff have participated in FDPs and brought out some publications.</p> <p>Criterion-3 committee monitoring funding agencies for research projects.</p>
8	29-09-2022	<ol style="list-style-type: none"> 1. Allotment of more rooms in the library. 2. It is resolved ten more racks are to be provided in the library. 3. It is resolved to take up all repair works for racks. 4. It is resolved to replace the damaged doors. 5. It is resolved to get a good Xerox machine as it is essential for 	<p>Racks are increased in the library and all old racks are repaired</p> <p>Open-air theatre is repaired and enhanced with the facilities.</p>

		<p>reprography service.</p> <ol style="list-style-type: none"> It is resolved to maintain washrooms properly and maintain water in washrooms adequately. It is resolved to increase cleaning and beautification of campus. It is resolved to repair LCD projectors wherever needed. It is resolved to enhance the open-air theatre facilities. It is resolved to construct internal roads and maintain existing internal roads. 	<p>The classrooms are under construction on 2nd floor of commerce block and will be available for use from the year 23-24.</p> <p>Hostel block is under construction with 12 rooms by Crane Foundation.</p>
9	30-09-2022	<ol style="list-style-type: none"> It is resolved to strengthen the policy on scholarships and free ships by the institute and NGO's. It is resolved to increase capacity building programs for students. Soft Skills Language and communication skills Yoga Health and Hygiene and Trends in technology <p>1&2 by JKC, Language departments 2&4 by P.Ed, Home science and NSS 5 by Computer science and science departments</p> <ol style="list-style-type: none"> It is resolved to strengthen career counseling and guidance for competitive exams by involving all the departments offering core courses in training the students. It is resolved to increase awareness on grievance redressal procedures and rules by conducting regular periodical awareness sessions for the students. It is resolved to increase the number of placement drives conducted by the college on its own campus as well as train and encourage students for participation in job drives at other 	<p>72 Students have applied and received scholarships worth 10,17,985/- from NGOs like Bonmidala foundation, Samarthanam trust, Alana foundation, Sitaran Jindal Foundation.</p> <p>Following departments offered these value added certificate courses</p> <ol style="list-style-type: none"> English – “A Certificate Course in Developing Reading Skills”, Botany - “Taxonomy and Lichens”. Home Science- “Sports Nutrition” Bio Chemistry- “Fundamentals of Bioinformatics” Telugu- “Telugu Bhasha-Sanketikaatha”. Department of Mathematics offered certificate Course for competitive exams and around 200 students are trained for competitive exams.

		colleges.	
10	01-10-2022	<ol style="list-style-type: none"> 1. It is resolved to provide financial support to faculty who attend seminars and workshops membership fee of professional bodies. 2. It is resolved to follow the guidelines in the policy for funding development programmes. 3. It is resolved to increase the funds or grants from non-Governmental bodies and philanthropists 4. It is resolved to enhance institutional mobilization of funds and utilize the funds optimally. 5. It is resolved to encourage the faculty to contribute funds through CPDC for the development of college. 6. It is resolved to strengthen capacity building programmes for staff in the use of technology in teaching and administration. 	<p>The authorities offered financial support to faculty who attended seminars and workshops.</p> <p>The college hosted and organised the Faculty Induction Programme for the Newly recruited Lecturers in collaboration with GCW-Nellore from 2-11-22 to 6-11-22.</p> <p>In collaboration with CCE the College organised Five Days Faculty development programme to the faculty of different colleges on ICT from 22.07.2022 to 26.07.2022 in the college premises.</p>
11	14-10-2022	<ol style="list-style-type: none"> 1. It is resolved to create mail ID for grievance. 2. It is resolved to deploy MOU with ITC at college level. 3. Resolved to prepare dry leaf pits. 4. Organizing no vehicle day and no plastic day for ecofriendly environment. 5. It is resolved to celebrate handloom day every Friday. 6. It is resolved to conduct cocurricular activities related to gender by each department. 7. It is resolved to organize environmental promoting activities outside the college by science departments. 8. It is resolved to construct more number of percolation pits. 9. It is resolved to purchase five online platforms – Testmoz accounts for effective implementation of college level best practice. 	<p>The NSS wings of the college entered into an MOU with ITC and the process of waste management has begun from 01-12-22.</p> <p>The college celebrate handloom day every week. There is a committee to pursue handloom day.</p>
12	3-12-2022	<ol style="list-style-type: none"> 1. It is resolved that every criterion in-charge has to upload data 	AQAR 21-22 was submitted within scheduled


		<p>every day from 5 pm to 6 pm.</p> <p>2. To upload AQAR data for AY 2021-22. The college working hours have changed from 10 am to 6 pm until further orders.</p> <p>3. If in-charges are not available to upload the data then other members of the criteria has to take responsibility to upload the data.</p>	time limit.
13	09-12-2022	<p>1. It is resolved that, as criterion I data has been collected, to start uploading the data from tomorrow onwards i.e 10-12-2022.</p> <p>2. It is resolved that criterion – II data, as 70% of the data collected, and they will start uploading the data from Monday ie 12-12-2022 onwards.</p> <p>3. Criterion – III has been collected the data and they will start uploading the data from 12-12-2022 onwards.</p> <p>4. Criterion – IV 70% data has been collected and they begin to upload the data from today onwards 09-12-2022.</p> <p>5. Criterion – V 60% of the data collected and they will start uploading it from 12-12-2022.</p> <p>6. Criterion – VI 50% data collected and planning to upload the data from next week.</p> <p>7. Criterion VII – 50% data collected and start uploading the data from next week.</p>	All the criterion in charges uploaded data of their respective criterions within scheduled time limit.
14	27-12-2022	<p>1. After having discussed with the criterion 3/C's the following resolutions are made.</p> <p>2. Collection of data and uploading the data should be completed by</p> <p>Criterion – I by -29-12-2022</p> <p>Criterion – II by - 04-01-2023</p> <p>Criterion – III by - 06-01-2023</p> <p>Criterion – IV by - 02-01-2023</p> <p>Criterion – V by - 05-01-2023</p>	IQAC Team studied previous AQAR and identified the areas and prepared the gap analysis.

		<p>Criterion – VI by - 06-01-2023</p> <p>Criterion – VII by - 07-01-2023</p> <p>It is resolved that the principal, Coordinator, and criterion in-charges will study the previous AQAR of 2020-21, identify the areas where the activities should be submitted to the criterion in-charges by 07-01-2023.</p>	
15	21-01-2023	<ol style="list-style-type: none"> 1. It is resolved to upload the annual reports of NSS, NCC & Women empowerment cell, Sports etc. 2. Students' scholarships report should be submitted and uploaded in the college website. 3. Cultural and literary reports should be uploaded in the website. 4. Students' progression proof needs to be collected from that departments. 5. Annual reports of committees should be submitted for upload on website and for criterion – VI 6. It is resolved that the deadline for submission of AQAR is 31st January 2023. 	<p>All the committees' reports are uploaded in the website.</p> <p>AQAR was submitted within scheduled time limit.</p>
16	24-01-2023	<ol style="list-style-type: none"> 1. It is resolved to implement the attainment framework for the courses & programmes of 2021 enrolled batch. 2. It is resolved to fix the bench mark attainment of POs as the following. 3. PO1: 70% PO2: 60% PO3: 60% PO4: 70% PO5: 60% PO6: 80% PO7: 60% PO8: 80% PO9: 50% PO10: 60% 4. Highest benchmark is set for PO6 and PO8 which address the COs of CSP and Internship. 	<p>All the resolutions taken with regard to are implemented and the same are reflected in the Manual prepared and the attainment process recorded</p>

		<ol style="list-style-type: none"> 5. It is resolved to fix 4 levels of PO attainment, the maximum being level 3 where 50% or more of class seminars / tutorials / labs address a specific PO. The lowest is 5% or less than 5% of classes / tutorials then the PO is not addressed. 6. It is resolved that all the departments maintain a minimum target threshold of 50% for COs of all the courses offered by the department. 7. It is resolved to fix 4 levels of CO attainment. The highest level is 3 with 60% or more of attainment of a CO. The lowest is nil attainment which is 39% or less than that. 8. It is resolved to fix the proportional weightage of CIA as 50% and SEE as 50% in calculating the attainment and 90% to direct attainment (i.e all types of assessment – CIA & SEE) and 10% to indirect attainment (Course exit survey) 9. It is resolved to provide evaluation rubrics for seminar, CSP and Internship assessment. 10. It is resolved that all the COs of CSP and Internship have a bench mark of 75% and only direct attainment is considered. 11. It is resolved to follow the following steps inclosing the quality loop. 12. If the COs are attained, then CO targets are to be increased 13. If the COs are not attained, specific action plans are to be prepared and approved in departments meeting. 14. It is resolved that IQAC additional coordinators shall prepare a detailed manual recording the frame work of OBE in college. 	
17	01-05-2023	<ol style="list-style-type: none"> 1. Gap analysis for qualitative and quantitative metrics in NAAC 2. Documentation for all activities should be ready. 3. Outcome based education (OBE) 	Gap analysis was prepared by IQAC additional coordinators.


		<p>4. June – July GB meeting should be conducted before that BOS for second and third should be prepared. Syllabus should be changed at least 30%.</p> <p>5. The workshop on OBE, CO's, PO's will be conducted on 02-05-2023.</p> <p>6. For NAAC data submission 2022-23 conducted as current year and may request for 2023-24</p> <p>7. Hands on experience in mapping of CO's and PO's will be done on 02-05-2023 & 03-05-2023. It should be done for 21-24 batch</p> <p>8. Pre BOS : 1. Letter to write COE to continue B.Voc (SD)</p> <p>9. 2. Section – I: 5 out of 8 & 5X2 = 10 M</p> <p>10. Section – 2: one for each unit (unit wise either or choice) 4X5 = 20 M</p> <p>11. Section – 3: Remains as such PG.BOS should be prepared by consulting</p> <p>12. university guidelines.(Chemistry, Zoology, Economics)</p> <p>13. 3.CO's based on Bloom's taxonomy (4 or 5 CO's) PSO's should be prepared</p> <p>14. Attendance for students 60% to write exams</p> <p>15. Attendance for students is average for all the classes</p> <p>16. Semester break for students should be implemented based on</p> <p>17. Academic Council</p> <p>18. 7.Guidelines for fee waiver has to be prepared</p> <p>a. All exams should be passed</p> <p>b. Minimum Income bar has to be fixed</p> <p>c. Attendance compulsory (60 to 75% minimum) with exemption for</p> <p>19. Proper reason</p> <p>20. 8.Remuneration for internal practical examination should be decided</p>	<p>GB meeting was conducted.</p> <p>The workshop on OBE, Co's PO's was conducted on 02-05-2023 by additional coordinators as resource persons.</p> <p>In AC meeting it is decided that the attendance for examinations is 60%.</p> <p>This is implemented and has been ensured that all the core courses have a uniformity in assessment without disparities and undue advantage or disadvantage to the students of any programme or course. The uniformity ensures the observation of UGC guidelines that all the units of a course must be assessed. This reform is approved by both Academic Council and Governing Body of the College.</p>
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