

**Govt. College for Women Guntur**  
**IQAC**

**Meeting Minutes and Action Taken Report 2021-2022**

S.No	Date	Minutes	Action Taken
1	09.11.2021	In the general transfers, a number of staff having been transferred from/to the college, IQAC Committee resolved to reconstitute IQAC.	The IQAC has been reconstituted with the experienced faculty. Dr. Padmaja who is one of the state level resource persons/advisors for NAAC related issues has also been included in the committee as advisor.
2	10.11.2021	To conduct a workshop on Teaching Learning Monitoring System (OTLP) provided by the Commissionerate of Collegiate Education, AP: Resolved to identify OTLP in-charges for various programmes. Resolved to give hands-on training to the OTLP in-charges for two days in operating the APP like adding subjects, entering master timetable and mapping teaching in the OTLP App etc.	OTLP Committee added subjects, master time table and teacher mapping in the OTLP App. The Teaching Learning App has become functional and it has helped better monitoring and execution of Teaching learning.
3	23.11.2021	Discussed the new format for AQAR and informed that this is like a one-year SSR and need to submit lot of data with proper evidences Informed to all faculty that as per NAAC FAQ's data in NAAC site, AQAR for 2020-21 is to be submitted from 01.06.2020 to 31.12.2021 in wake of Covid-19 situation Resolved to download and use GPS map camera app to maintain uniformity while taking geo tagged photos for any academic or administrative activity	AQAR 20-21 was submitted within scheduled time limit. all departments activities and support services activities collected and share to criterion in-charges so that they get acquainted with the previous data.



		<p>As many of the faculty are new to the college due to general transfers, resolved to collect and share all departments activities and support services activities to all criterion in-charges so that they get acquainted with the previous data</p> <p>Resolved to create separate g-suite mail ids for each criterion and also for college website</p> <p>Informed all departments and support services in-charges to collect data from the faculty who have been transferred from the institution to other colleges, if there are any gaps.</p>	g-suite mail ids were created for all the faculty and all the 7 criteria. The same was shared with the faculty concerned and department in-charges.
4	24.11.2021	<p>The criteria in-charges are requested to collect and consolidate data for the draft preparation of AQAR for the year 2020-21</p> <p>Data formats for criterion 1 &amp; 2 are discussed thoroughly</p> <p>Shared the guidelines and sop regarding new AQAR format for this academic year</p>	AQAR 20-21 was submitted within scheduled time limit
5	04.12.2021	<p>To conduct weather audit, green audit, energy audit and environment audit for the year 2020-21 and to identify the authorized agency.</p> <p>To take geotagged photos for all infrastructure of the college and to host them in website</p> <p>Formats for data collection for criteria 3, 4, 5 discussed thoroughly.</p>	<p>For the year 2020-21 weather audit, green audit, energy audit and environment audit was conducted.</p> <p>For all infrastructure of the college geotagged photos were captured and uploaded in the college website.</p> <p>AQAR 20-21 was submitted within scheduled time limit</p>
6	09.12.2021	Feedback Committee meeting was organized in IQAC room at 4.30pm and suggested to publicize and inform students, teachers, alumni and others to provide feedback on	Feedback committee collected feedback from students, teachers, alumni and others. The link of



		various aspects utilizing the feedback link provided on the college website.	feedback was provided on the website of the college.
7	14.12.2021	<ol style="list-style-type: none"> <li>To draft policies for               <ol style="list-style-type: none"> <li>Green Campus Policy (revision)</li> <li>Divyangar-friendly Policy(revision)</li> <li>IT Policy</li> </ol> </li> <li>Suggested criterion-7 in-charge to draft policies for (b) and (a) and criterion-4 in-charge to draft policy for (c)</li> <li>To sustain quality in teaching, suggested to appoint guest faculty on full time basis wherever there is need</li> </ol>	<p>All the policies were drafted and placed in the website of the college.</p> <p>The management of the college appointed guest faculty wherever there was need.</p>
8	18.12.2021	<ol style="list-style-type: none"> <li>As ASAR's (Annual Self Appraisal Reports) are to be submitted to CCE and are to be uploaded in CCE Site by 08.01.2022, all faculty are asked to submit their individual ASAR's to IQAC on or before 02.01.2022 with proper evidences</li> <li>An e-mail ID, <a href="mailto:website@gcwguntur.ac.in">website@gcwguntur.ac.in</a> is created and all staff member are informed to send the data which is to be uploaded in college website through this mail id</li> <li>MoU in-charges are to be identified from each dept. to co-ordinate signing of MoU's with other institutions and see that the MoU's are functional and productive.</li> </ol>	<p>Annual Self Appraisal Reports are collected from faculty and uploaded in the website.</p> <p>Every department entered a minimum of one functional Memorandum of Understanding (MoU) with other Institutions</p> <p>Departments offered Nine 'Value Added Certificate' courses during 2021-2022.</p> <p>Value Added Courses offered (with 30 or more contact hours)</p> <ol style="list-style-type: none"> <li>Smart phone film making</li> </ol>

		<p>4. Conducting certificate courses, workshops, seminars/webinars along with regular curriculum</p> <p>5. Teachers are advised to take up research projects</p> <p>6. Department in-charges and support service in-charges are advised to take up extension activities involving community and involve all students to inculcate the attitude of sharing among students.</p>	<p>2. Digital Album making</p> <p>3. Basic Office Automation Skills.</p> <p>4. Quantitative Aptitude.</p> <p>5. Water Analysis.</p> <p>6. Bio fertilizers</p> <p>7. Ornamental fishes</p> <p>8. Organic waste composting.</p> <p>9. Nutritional Assessment Methods.</p> <p>All the in charges are took up extension activities.</p>
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