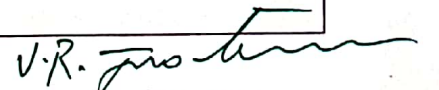


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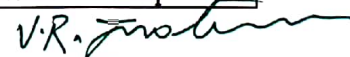
IQAC minutes and Action Taken Report

2020-2021

S. No	Date	Minutes	Action Taken
1	09-06-2020	Formation of IQAC Committee as per the latest guidelines from the NAAC.	IQAC Committee was formed as per the latest guidelines from NAAC.
2	14-06-2020	IQAC to review the data of AQAR 2018-19 before submitting on the NAAC portal. The members are requested to go through and approve.	AQAR for 2018-19 has been submitted after completing the review by IQAC committee.
3	06-07-2020	Meeting of Staff members is organized to discuss 1) The criterion incharges are requested to collect and consolidate data for the draft presentation of AQARs for the year 2019-2020. 2) As we have to submit APIs to CCE, the faculty members are requested to submit their APIs through mail with necessary evidences. 3) The members are requested to teach the students online and submit details on the "Bharat Padhe Online" and LMs link on the website. 4) The incharges of departmental are requested to submit the Year Books (19-20) to IQAC.	AQAR 2019-20 draft preparation was started and submitted. All faculty members have submitted their Annual Performance Indicators to IQAC online and they are in turn submitted to CCE. All faculty members have delivered their curriculum online and submitted the recorded videos on CCE website as well as college website. Year books of all faculty are prepared by them and all submitted to IQAC.
4	11-08-2020	As there are gaps in the BOS documents, to bring in uniformity and to fix in the gaps IQAC designed a format for analytical report before the planning of the BOS. The format is circulated and discussed thoroughly to clarify the doubts of the members.	Incharges of all departments have submitted Pre BOS documents before organizing BOS meetings.


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		The format explains the need for changes in course wise syllabus and assessment parameters as per Bloom's Taxonomy. All the incharges of departments are requested to submit the Pre-Bos documents in the given format and conduct BOS meetings only after approval.	
5	01-09-2020	1. Pre BOS format submission 2. Distributed and explained BOS template – Copy 3 Discussion regarding BOS members 4 BOS Meetings procedure.	All departments have successfully completed BOS meetings and submitted BOS copies in prescribed formats.
6	03-09-2020	A meeting of all staff members is arranged in the assembly hall and discussed the implementation of Life skills and Skill development Courses in the CBCS pattern.	Life skills and Skill development courses are finalized for semester 1 and 2.
7	04-09-2020	All the members of staff are requested to enter the details of activities in the "Activities Register" available in IQAC.	Activities register has been started.
8	30-10-2020	1. As the college is going to reopen for Face to Face (Offline) classes from 2nd November 2020, all the incharges of departments are requested to submit the departmental plans for the academic year 20-21 by the evening of 31-10-2020. This helps to prepare the institutional Academic Activity Plan. 2. As college reopens on 2nd November, the 'Campus Discipline Committee is advised to make frequent announcements regarding precautions that should be taken in the COVID-19 context.	Departmental plans have been submitted based on which institutional academic plan was prepared. Covid-19 precautions Posters are placed on all notice boards, announcements are made through whatsapp and public addressing systems.
9	18-11-2020	All the incharges of the seven criteria are requested to assemble in the IQAC to discuss the progress in the collection of data for AQAR 19-20.	Criterion incharges meeting was organized and reviewed the progress of AQAR 19-20 submission.
10	24-11-2020	IQAC informs the faculty that a google form was created for	Google form link has been created to upload the report of

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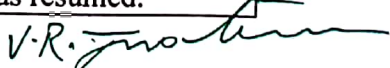
		uploading reports of the departments in a uniform way. Hence all the members are requested to upload reports along with evidences on the google link circulated on whatsapp.	activities.
11	08-12-2020	A meeting was conducted under the chairmanship of the Principal to create awareness among the staff about the autonomy visit. The staff members are requested to update the reports and academic records as Internal Audit is planned from 10th to 12th December, 2020. The members are requested to be ready with the following reports. <u>2019-2020</u> 1. Reports on Activities 2. Year Books <u>2020-2021</u> 1. Teaching Diary 2. Lesson Plans 3. Annual Curricular Plans 4. Bridge, Remedial, Attendance Register, Projects / Seminars Registers. 5. Reports on curricular, co-curricular and outreach activities 6. Publications 7. Departmental Album 8. Brief, Comprehensive Presentation or the achievements of the Departments. List circulated again on Whatsapp group.	Internal audit was conducted and report submitted to principal.
12	29-12-2020	A meeting with criterion incharges is held in the IQAC to discuss the progress regarding collection of data for uploading AQAR. The following issues are discussed. 1. Strengthening college as per the recommendations of NAAC. 2. Members advised to suggests to the	Suggested the departments to focus on certificate courses, collaborative activities and internships.


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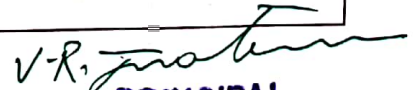
		departments to focus on mapping of outcomes, introduction of certificate courses, MOU's and internships etc..	
13	29-01-2021	A meeting with magazine committee members is held in the IQAC to discuss the format and design of the monthly college news letter. 1. The members suggested that the news letter can be after the name of "Lady Hope" in whose name the college was established. 2. The news letter will cover • Principal's Message • Editorial • Dept. Activities with photos • Next months events planned • Committees Activities 3. The members suggested to take help from the Dept of Computer Science 4. A Separate mail id and "google form" should be created and data should be procured. 5. Student members should be also added	First News letter of Govt college for women, Guntur has been released on 1 st march 2021.
14	15-02-2021	IQAC is proposing to conduct Deeksharambh Programme (Induction for Fresher's) for I Year students on 16th, 17th and 18th of February 2021. The following is the programme schedule. 1. 16.02.2021: Inaugural, Presentations by Departments, Competitions in Essay Writing, Elocutions, Cultural Activities. 2. 17.02.2021: Presentations by Departments and committees Competitions continue. 3. 18.02.2021: Valedictory, Prize	Deeksharambh Programme was organized from 16-02-2021 to 18-02-2021 as per the schedule. Competitions in essay writing, elocution, etc are organized and distributed prizes to the winners.


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		Distribution and cultural Activities. Committees are formed and work is allocated.	
15	25-03-2021	A meeting with criterion incharges is conducted to review the progress of data collection and compilation of AQAR. The members are requested to collect data with proper evidences and reports in the formats prescribed as per the SOP.	Progress of AQAR 2019-20 has been reviewed.
16	09-04-2021	IQAC convened a meeting with the newly recruited/transferred contract and guest faculty to create an awareness about the Internal Quality Assurance Cell and its activities. The main objective is to involve them actively in the activities of college.	Newly recruited/transferred contract faculty are involved in data collection committees of various criteria.
17		In view of general transfers and as more number of staff are transferred out/in, IQAC Committee has to be reconstituted	New IQAC committee was constituted as per the NAAC guidelines.
18		A meeting with IQAC Committee is held in Principal's Room with principal Dr. V.R. Jyotsna Kumari in chair and the following issues are discussed. 1) To identify OTLP incharges for various programmes. 2) To give hands on training to the OTLP incharges for two days in adding subjects, entering master time table and mapping teaching in the OTLP app.	OTLP app FDP was organized for incharges of various programmes, providing hands on experience on 11-11-2021 and 18-11-2021.
19	23-11-2021	A meeting is held in seminar hall with Principal Dr. V.R. Jyotsna Kumari in chair at 4.30 P.M and discussed the following items. 1. Discussed the new format for AQAR and informed that this	Draft Preparation for AQAR 2020-2021 was resumed.


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		is like a one year SSR and need to submit lot of data with proper evidences. 2. Informed to all faculty that as per NAAC FAQ's data in NAAC site, AQAR for 2020-2021 is to be submitted from 01-06-2020 to 31-12-2021 in wake of Covid situation. 3. Resolved to download and use gpsmapcamera app to maintain uniformity while taking geo tagged photos for any activity. 4. 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 incharges so that they get acquainted with the previous data. 5. Resolved to create separate g-suit mail ids for each criteria and also for websites. 6. Informed to all depts. And support services incharges to collect data from the faculty who are transferred out of the institution if there are any gaps.	Prepared Draft AQAR with the Said duration. All the faculty members have downloaded the app and started using it while taking the photographs. Activities of all depts are collected and shared with all criterion incharges . Separate mail ids for 7 criteria are created. Data has been collected from transferred out staff members also.
20	24-11-2021	A meeting with criterion incharges held in principal's room with Principal Dr. V.R. Jyotsna Kumari in chair and discussed the formats for data collection and uploading AQAR. 1. The criterion incharges are requested to collect and consolidate data for the draft preparation of AQAR for the year 2020-2021.	Shared the SOP and new AQAR format with all staff members. Collected data as per the format.


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		2. Data formats for criterion-1&2 are discussed thoroughly. 3. Share the guidelines and SOP regarding new AQAR format for this academic year.	
21	04-12-2021	A meeting with criterion incharges held in principal's room with Principal Dr. V.R. Jyotsna Kumari in chair and discussed the following. 1. To conduct Water audit, green audit, energy audit and environment audit for the year 2020-2021 and to identify the authorized agency. 2. To take geotagged photos for all infrastructure of the college and to host them in Website. 3. Formats for data collection for Criterion -3,4,5 discussed thoroughly.	Water audit, Green audit, environment audit and energy audit have been conducted. Geotagged photos of infrastructure have been taken and uploaded in college website.
22	09-12-2021	Feedback committee meeting is organized in IQAR room at 4.30 P.M and suggested to publicize and inform students, teachers, alumni and others to provide feedback on various aspects utilizing the feedback link provided on the college Website.	Online Feed back has been collected from students of all streams.
23	14-12-2021	IQAR committee met in IQAC room at 5.00 P.M and discussed the following events. 1. To draft policies for a. Green campus policy (Revision) b. Divyangan friendly policy (Revision) c. IT policy. 2. Suggested criterion -7 incharge to draft policies for (a) and (b) and criterion -4 incharge to draft policy for (c). 3. To sustain quality in teaching, suggested to appoint guest full time faculty wherever there is need.	Policies are drafted for all the three items. 5 guest faculty are appointed.


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24	18-12-2021	A staff meeting is organized in seminar hall with Principal Dr. V.R. Jyotsna Kumari in chair and discussed the following. 1. 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 teaching faculty are informed to submit their individual ASAR's to IQAC on or before 02.01.2022 with proper evidences. 2. A mail id website@gcwguntur.ac.in is created and all staff members are informed to send the data which is to be uploaded in website through this mail id. 3. MOU incharges are to be identified from each dept. To co-ordinate MOU's and facilitate the functions of MOU's. 4. Conducting certificate courses, workshops, seminars/webinars and other activities are to be accelerated along with regular curriculum. 5. Teachers are advised to take up research projects. 6. Dept incharges and support service incharges are advised to take up extension activities involving community and involve all students to inculcate the attitude of sharing among students.	ASAR's are collected, analysed and submitted to CCE. Website mail id was put to use. MOU incharges are identified from each department. Certificate courses, workshops / webinars are started by Computer science, Chemistry, Zoology, Mathematics, Microbiology departments. Community activities are started by NSS and other departments.
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