



**Govt. College for Women**  
(AUTONOMOUS) - GUNTUR. 1942 (Estd.)  
College with Potential for Excellence

**IQAC Meeting Minutes And ATRs**  
**2019-20**

| Sl.No | Date       | Topic of Discussion                   | Outcome / ATR                                                                                                                                                                                                                                                                                                                                                                 |
|-------|------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01    | 02.07.2019 | Post Peer Team Meeting Review         | 1. Discussed the outcomes of A& A process<br>2. Shared PT observations and the need for strengthening departments<br>3. To strengthen research component<br>4. To repair hostel buildings and Create a better ambience                                                                                                                                                        |
| 02    | 19.07.2019 | NAAC Grade Announcement               | 1. B++ grade with a 2.92 CGPA<br>2. Website incharge informed to upload documents related to grade<br>3. IQAC suggested to promote research, linkages, collaborations, MoUs with National and International organisations and develop interdisciplinary projects                                                                                                              |
| 03    | 22.07.2019 | Meeting with Committees               | 1. Committee incharges are advised to prepare action plans and conduct activities as per AACP<br>2. Committee incharges are requested to submit reports in the prescribed manner as suggested in the SoP in both soft and hard formats<br>3. The student council incharges are advised to conduct 'Deeksharambh' for 1 years on 1 <sup>st</sup> and 2 <sup>nd</sup> of August |
| 04    | 1.08.2019  | Pre AC agenda discussion              | As per the suggestions of the NAAC Peer Team the Academic Coordinator is suggested to plan for<br>1. the introduction of new PG programmes<br>2. new Programme clusters<br>3. to strengthen Incubation centre<br>4. to plan MoUs to strengthen Industry – Academia relations<br>5. To start M.A (English) programme from 20-21                                                |
| 05    | 7.08.2019  | Meeting with Best Practices Committee | 1. The committee members are suggested to study the best practices of various other institutions and focus on society related practices<br>2. To streamline the best practices and suggest useful and practical best practices to departments                                                                                                                                 |
| 06    | 18.10.2019 | Meeting on Quality Measures           | The staff members are suggested<br>1. To bestow personal attention on the learning aspects of students<br>2. to provide remedial teaching to slow learners                                                                                                                                                                                                                    |

*V.R. [Signature]*

Chief Superintendent  
GOVT. COLLEGE FOR WOMEN (A)  
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|----|------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |            |                                                                                                                          | 3. to monitor progress through formative assessment and weekly tests<br>4. to provide career oriented programmes<br>5. to monitor regularity in attendance<br>6. to focus on skill development<br>7. The group subject teachers are suggested to discuss the performance of their class students as a group and develop plans to develop slow learners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 07 | 23.10.2019 | Meeting with CoE – Reforms in conducting exams                                                                           | The CoE is advised<br>1. to introduce 'jumbling' method in making seating plans during examinations<br>2. to introduce/appoint 'additional squad teams' to monitor and control malpractices during exams.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 08 | 22.11.2019 | Planning Parent Teacher Meeting on 25 <sup>th</sup> (B.A), 26 <sup>th</sup> (B.Com) and 27 <sup>th</sup> November (B.Sc) | Parent Teacher meeting on 25 <sup>th</sup> , 26 <sup>th</sup> and 27 <sup>th</sup> November planned<br>Intimation sent to parents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 09 | 03.12.2019 | Review of Curricular, Co-Curricular and Extra Curricular Activities                                                      | 1. Teachers are requested to check and complete records properly<br>2. Student Feedback shared<br>3. CPE in charge suggested to conduct Skill Development Workshops<br>4. Teachers advised to take up research and contribute papers<br>5. Dept in charges, WEC, Alumni, NSS, NCC are advised to take up extension activities involving community<br>6 Dept in charges are advised to take up consultancy<br>7. Lab up gradation and maintenance of hostel and washrooms suggested as per students' feedback<br>8. Alumni Committee was advised to take up registration<br>9. Members advised to submit reports of activities in the prescribed format<br>10. Magazine should be made ready by College Day.<br>11. 'Earn while Learn' scheme, and innovative best practices should be strengthened<br>12. Performance Appraisal should be done regularly |

*V.R. Jothamma*

**PRINCIPAL**  
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|    |            |                                                        | 13. Post Accreditation Quality initiatives need to be strengthened<br>14. To strengthen Hostel management by students , a study of model hostel suggested<br>15. CII,III,VI and VII in charges are requested to study again and improve the performance in their criteria respectively. |
| 10 | 03.01.2020 | Internal Academic Audit                                | Members are advised to get ready for the audit on 20 <sup>th</sup> 21 <sup>st</sup> .                                                                                                                                                                                                   |
| 11 | 06.01.2020 | Internal Examinations and Best Practices - suggestions | Internal Examinations – Transparency and confidentiality                                                                                                                                                                                                                                |
| 12 | 8.01.2020  | AQAR committees in charges meeting                     | Changed format of AQAR discussed with in charges                                                                                                                                                                                                                                        |
| 13 | 21.01.2020 | Internal Examinations and Best Practices - suggestions | Circular issued to Staff                                                                                                                                                                                                                                                                |
| 14 | 22.01.2020 | BoS Meeting for Academic Quality                       | Members asked to conduct Pre BoS Meetings and submit details to Academic Council incharge                                                                                                                                                                                               |

*Sakun*  
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