

TTWRDC (BOYS) BOATH AT ADILABAD

IQAC - MINUTES OF MEETING

May 2022

10.05.2022

Deputy secretary (Acad) of TTWREIS conducted zoom meeting regarding NAAC registration. On the same day principal along with the staff meeting was conducted and formed the Composition of IQAC team members. The particulars as follows:

S. No	Name	Designation	Position
1	P.Lakshmi Prasanna	Asst.Prof.in Hindi	Chairperson
2	K.Anusha	Asst.Prof.in Commerce	IQAC Co-ordinator
3	B. Ravi	Asst.Prof.in Commerce	Member
4	Dr. M. Shiva Krishna	Asst.Prof.in Chemistry	Member
5	N. Shireesha	Asst.Prof.in Telugu	Member
6	V. Sriman	Asst.Prof.in Botany	Member
7	D.Anjali	Asst.Prof.in Mathematics	Member
8	Mumtaz Begum	Asst.Prof.in Economics	Member
9	P.Laxman	Asst.Prof.in Political Science	Member
10	Dr.G.Mahesh	Asst.Prof.in Telugu	Member
11	V.Gangadhar	Regional Co-ordinator	Management Representative
12	B.Bhoju	Administrative Officer	Senior AO
13	K.Ravinder Reddy	Superintendent	Senior AO
14	Thodasam Chandhu	RIMS Medical Officer	Nominee from Local Society
15	B.Shiva Teja	Student	Student Representative
16	T.Amul	Alumni	Alumni Representative
18	O.Lakhan	Police Constable	Stake Holder

20.05.2022

- IQAC Coordinator along with the vice principal and team members of the NAAC were asked to visit near by the Govt. Degree College (Men) Adilabad to gather the information about NAAC Records that should be maintained at the Institutional level.

Action Taken Report of May Month

- Committee was framed for NAAC at college level
- Visited Mapped GDC sciences Adilabad College to know about NAAC procedures and requirements.

June 2022:

03.06.2022

- Head office has conducted "orientation program on NAAC preparations" program from 14.06.2022 to 29.06.2022 and 01.07.2022 to 08.07.2022. All the team members have participated in the program.
- A model SSR was downloaded and criterion wise worksheets are distributed to the team members.
- NAAC relevant videos are shared in the group.
- Team members were informed to gather the data of their respective criterion areas.

Action Taken Report of June Month

- Criterion wise worksheets were completed by criteria members.
- All the Team members have submitted the respective Data in each Criteria .

July 2022:

29.07.2022

- As per the instructions of head office dated: 29.07.2022 following issues are discussed.
- Maintenance of Teaching dairies, teaching points, PMR, students' attendance registers etc. from 2017-18 to 2021-22.
- All the staff are informed to complete at least one FDP per Sem and MOOC by students in the Swayam portal, Staff and students list will be submitted soon.

Action Taken Report of July Month:

- All the faculty has maintained Teaching Dairies, PMR, Student Attendance Sheets etc
- Most of the faculty have enrolled in various FDP courses.

August 2022:

01.08.2022

- IIQA preparation for the year 2021-22.
- Under curricular aspects 2021-22 students' data is required.
- Action plan for each department for the academic year 2022-23 were informed to submit
- Under teaching learning and evaluation result analysis from 2017-18 to 2021-22 were asked to submit.
- Work assigned to team members in their respective areas for the next meeting.

Action Taken Report of August Month

- Curricular Aspects of Students were submitted
- Action plan was submitted by all the Departments
- Result Analysis was submitted by Examination Branch

September 2022:

22.09.2022

Meeting was conducted to know about the work progress in NAAC

- a) Under curricular aspects all student's data particulars from 2017-21 were asked to submit.
- Webinars information for the last 5 years
 - No diploma courses / certificate courses were planned for the last 5 years. From this year onwards planning for certificate courses.
 - sports achievements record from 2017-2022
- b) Under Teaching learning evaluation aspects following information is asked to submit by concerned criteria members.
- Result analysis from 2017 to 2021
 - Average enrollment percentage for the last 5 years
 - Percentage of programs in which CBCS/Elective courses has been implemented.
- c) Under research innovations and extensions to the following work was assigned to Criteria members.
- No. of extensions and outreach programs conducted
 - Formation of NSS&NCC Units in the campus
 - Various programs under NSS Unit

- Information about awards received by the teachers at the society level/state/national/ international

d) Under infrastructure and learning resources

- Information gathered about infrastructure facilities available in the campus

e) Under students support and progression criteria following information need to be submitted

- sports and cultural activities information was gathered
- Alumni Formation

f) Under Governance, leadership & management - implementation of E governance in areas of operation were asked to submit:

- Quality assurance initiatives of the institution including regular meeting of internal quality of assurance cell information

g) Under institutional values and best practices following information need to be submitted:

- list of gender equity promotion programs organized by the institution during the last 5 years information

Action Taken Report of September Month:

- Webinars information for the last 5 years was submitted
- From this year onwards planning for certificate courses was started
- sports achievements record from 2017-2022 was submitted
- Result analysis from 2017 to 2021 were submitted.
- Average enrollment percentage for the last 5 years was submitted
- Percentage of programs in which CBCS/Elective courses has been implemented.
- Formation and Registration of NSS&NCC Units was done
- Various programs under NSS Unit were conducted
- Information about awards received by the teachers at the society level/state/ national/ international were submitted
- Infrastructure facilities, Sport Achievements details were submitted
- Alumni Formation has been done
- Quality Assurance Initiatives has been taken up.
- Gender Equity promotion Activities were done .

November 2022:

01.11.2022

Meeting was conducted to collect the following Information

- New courses with in the 5 years.
- seats filled reservation policy the last 5 years.

- Research Projects sponsored by GOVT/NON GOVT sources in the institution during the last 5 years.
- Information about the institution has adequate facilities for sports, games, yoga center & cultural activities.
- Percentage of classrooms and seminar halls with ICT facilities such as smart class.
- Average percentage of students benefited by guidance for competitive examinations & career counselling offered by the institution during the last 5 years.
- Implementation of e- governance in areas of operation.
- Faculty empowerment strategies.
- Information about facilities such as 1) Safety & security 2) Counselling 3) Common Room.
- Total annual power requirement.

22.11.2022

Meeting was conducted about work progress in NAAC.

- All the NAAC Team members are here by informed to attend the meeting on NAAC progress work.

23.11.2022

Meeting was conducted to know about work progress in NAAC regarding:

- Planning to conduct seminars/ workshops with collaboration.
- Research publications information to be submitted by the end of the month.
- FDP, SDP Certifications to be produced by the end of the month.

Action Taken Report of November Month :

- Information regarding Research activities, infrastructure facilities were submitted.
- Faculty empowerment strategies has taken up
- Students progression details were submitted by concerned Department.
- Faculty has published their Research Articles in various journals.
- FDP Certificates has been produced.
- Work progress of NAAC has been submitted by concerned criterion members



IQAC Co-ordinator

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Vice -Principal



Principal
Principal

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