

### **January 2023:**

04.01.2023

Meeting was conducted about work progress in NAAC for the following details

- Action plan Report from 2017-2022(soft copies) department wise & sem wise accept physics.
- Teaching notes/material soft copies.
- PMR(soft copies) subject wise.
- Subject forum minutes of meeting soft copies for the last 5 years.
- Articles/ Research papers/ National & international publications.
- Number of extension and outreach programs conducted for the last 5 years.

### **Action Taken Report of January month:**

- Action plan by all the Departments was submitted
- Teaching material, PMR in Soft Copies were submitted
- Forum Minutes of meeting were submitted all the Departments.
- Outreach Programs were conducted according to calendar of events

### **February 2023:**

03.02.2023

- NAAC meeting was conducted with the principal, vice-principal and all criteria members has assured to submit the pending work.

25.02.2023

Meeting was conducted to know about work progress in NAAC

NAAC team members are hereby informed to attend the review meeting along with work progress in following areas:

- Action plan for all years from 2017-2022.
- Teaching notes & material by Departments.
- PMR Soft copies.
- Action plans for certificate courses
- Subject forum minutes of meeting soft copies.
- Affiliation certificates from 2017-2022.
- Articles/Research papers/ National & international publications data uploaded.

### **Action Plan for February Month:**

- Affiliation certificates were submitted by Examination Branch.
- Certificate courses enrolled details were submitted
- Forum meetings were submitted

**March 2023:**

06.03.2023

Meeting was conducted to know about work progress in NAAC.

- NAAC review meeting as per the circular of events by the Gurukulam society.

31.03.2023

Meeting was conducted about work progress in NAAC.

- NAAC review meeting conduct by relevant records of assigned work.

**Action Plan for March Month:**

- Relevant Records were attached and submitted
- Circular of events by gurukulam is followed.

**July 2023:**

03.07.2023

Meeting was conducted about work progress in NAAC.

- NAAC review meeting was conducted by the pending work and submission of records.

**Action plan for July Month:**

- Pending work and records was submitted.

**August 2023:**

24-08-2023

- Details of Academic Inspection were discussed
- Updation of NAAC Records need to be submitted by all Criteria members

28-08-2023

Meeting was conducted and informed to submit the following details :

- Submission of CBCS programs
- Details of students enrolled in certificate Courses
- Details of students admitted in current year
- Research projects by students
- Library maintenance and Conduction of Book exhibition
- Soft skill Development classes
- Faculty empowerment strategies
- Best practices of the Institution

### **Action Plan for August Month:**

- Soft skill Development classes were followed by academic Calendar
- Book exhibition was conducted by Librarian
- Research projects of all classes were submitted.
- Details of Best Practices was also submitted.

### **September 2023**

01-09-2023

- All the faculty were informed to submit strength wise particulars
- Result Analysis of 2022-2023 need to be submitted by all faculty members.
- All the lecturers were informed to follow Action Plan and Academic Calendar.
- NSS and NCC Program Officer were informed to conduct extension activities.
- Botany faculty were informed to prepare QR Codes for the plants in College.
- Details of all Text books /Reference Books and expenditure must be furnished by each Criteria
- Percentage of Students must be benefited by scholarships
- All the faculty members were informed to produce details of Student Progression to Higher education
- Maintenance of Mentor -Mentee system by all the faculty
- Cultural Activities must be conducted by concerned Incharges

04.09.2023

- Action plans must be submitted by all faculty members
- Subject wise Forum Meetings must be conducted.
- SSS must be submitted by all House masters

23.09.2023

- Completion of Qualitative and Quantitative metrics by all Criterion members.
- Arrangements regarding NAAC Audit Inspection.
- Paper Code and Paper Title of all Departments need to be submitted in excel.

27.09.2023

- All the faculty were informed to submit information about workshops, conference, and seminars in each Department.
- Lecturers were informed to submit the details of Awards for presentation of papers at International/National /State level
- Submission of Artilces in Peer viewed journals

29.09.2023

- All the lecturers were informed to submit the format-II (Faculty proforma, IQAC Feedback form by students)
- Submission of Quantitative metrics by all the Criteria Members

**Action Taken Report of September month :**

- Strength wise details were submitted by all faculty
- Result Analysis details were submitted by all faculty members
- Feedback forms were submitted by all students to concerned faculty members
- Submission of Criteria work was done
- Details of Awards was submitted by faculty.
- Mail and Contact details of all students were collected for SSS purpose.
- NAAC Audit Inspection was successfully conducted.
- NSS and NCC activities were conducted at college level .

**November 2023**

6-11-2023

- Suggestions were given to maintain Department wise Activity Registers
- Lecturers were informed to collect student feed back forms
- Faculty were informed to plan for certificate courses department wise
- Conduction of Remedial Classes, slip tests and records should be maintained.
- Automation of Library should be completed
- Formation of MOUs with other colleges
- Publication of Research Articles by all teaching faculty.
- Club Activities must be conducted and maintenance of its records must be maintained
- Various Committees must be formed at college level.
- Maintenance of cleanliness in the campus by GNM and workers
- Planning and Implementation of Kitchen Garden.
- Updation of Result Analysis from 2017-2023 by CGC Co-ordinator

**Action Taken Report of November Month**

- Feedback forms were collected from students
- Slip Tests, Remedial classes were conducted according to Time Table
- Automation of Library has been Completed.
- Club Activities were conducted and records were maintained.
- Anti-Ragging Committee, Grievance Redressal Cell, Career Guidance Cell, Student Development Cell, and Panacea Centre were formed.
- Healthy Thursday is conducted every week

## December 2023

15.12.2023

- Completion of NAAC work in each Criteria ( I to VII )
- Introduction of SOP and Manual
- Maintenance of Department wise library
- Submission of work on 18.12.2023 by 4 pm.

16.12.2023

- Completion of Departmental Records by each Department
- Assigning Project work and seminars
- Verification of Records by Principal

27.12.2023

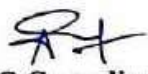
- Completion of Qualitative metrics in each Criteria
- Completion of Quantitative metrics in each Criteria
- Work progress and submission of above work.

30.12.2023

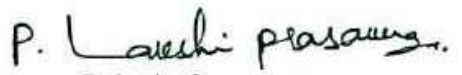
- Completion of Departmental Records
- Suggestions were given regarding conduction of quiz and seminars

### Action Taken Report of December month

- Completed all the NAAC work regarding each Criteria.
- Submitted Departmental Records by each Department.
- Project works were assigned to students
- Conducted Quiz and seminars by all the Departments.

  
IQAC Co-ordinator  
IQAC Co-ordinator  
TTWRDC (Boys) Boath  
at Adilabad.  
Adilabad.

  
Vice -Principal

  
Principal  
Principal  
TTWRDC (Boys) Boath  
at Adilabad.  
Adilabad.