

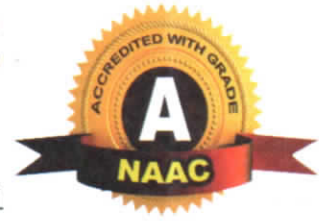


NISHITHA DEGREE COLLEGE

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H.No.5-8-797/2, Beside Police Commissionerate, Kanteshwar Road,
Nizamabad, Telangana – 503 003, Contact No. 08462-225799/229711



MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 29.08.2020

Time: 3.00pm.

Venue: Room No. 10

Agenda

1. Attending Webinars on NEP-2020
2. DOST-2020 Admission Process
3. Conduct of Online Classes.
4. Submission of AQAR for the year 2019-2020
5. Review of different Committees.

Minutes

1. The NAAC Coordinator welcomed the members and informed the agenda.
2. All the staff members were instructed to attend the Webinars of National Education Policy 2020.
3. All the Committee Members of Admission Process are instructed to go through the Rules and Regulations of DOST 2020 Admission Process.
4. All the Heads of the Departments are instructed to Start UG and PG online Classes should commence from 1st September 2020 and allotment of Subjects and submit the workload to Time-Table preparation Committee.
5. All the Department Heads are instructed to organize and conduct the webinars for students and staff and update the same on the college website.
6. IQAC Coordinator has informed NAAC Criteria in charges to prepare & Submit the soft copies of AQAR for the year 2019-2020.
7. IQAC Coordinator also instructed to all the staff members to attend various FDPs, Workshops, Conferences, Webinars organized by professions bodies like AICTE, ATAL Academy, UGC, TSCHE, NAAC and enrich the knowledge.
8. Finally, Vote of thanks proposed by IQAC Coordinator

Action taken Report

Sno	Plan of Action	Action Taken
1	Attending NEP 2020 Webinars	All the staff members attended NEP 2020 webinars and enriched the elements of NEP.
2	Conduct of Online Classes	Online Classes were conducted by the staff members through ZOOM and Google Meet

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MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 14.09.2020

Time: 3.00pm.

Venue: Room No. 10

Agenda

1. Conduct of Online Classes
2. Allocation of new responsibilities to senior staff members.
3. Motivating Students to Attend online classes and taking online attendance.

Minutes

1. The IQAC Coordinator, welcomed the Chairman, Director, Principal and Conveners of various committees
2. IQAC Coordinator informed the agenda of the meeting.
3. All the staff members are informed to conduct the online classes regularly on time as per time-table.
4. The responsibility of IQAC Coordinator is allotted to Mr. Manoj Kumar Gelda, Associate Professor, Department of Commerce.
5. Mr. U. Satynarayana, Assistant Professor, Department of Computer Science appointed as Training and Placement Officer.
6. Mr. Krishna Prasad was made in charge of Examination Branch.
7. Mr. K Raghuvver, Associate Professor, Department of Computer Science have been given responsibilities of Academic Coordination.
8. Mr. G Srinivas, Assistant Professor was given responsibility of Head, Department of Computer Science.

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MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 06.10.2020

Time: 2.30pm.

Venue: Room No. 10

Agenda

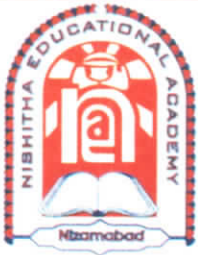
1. To provide a model format of event/ competition report to the conveners.
2. To read out the plan of action by the conveners of various committees.
3. To conduct maximum events by the committee through online mode.

Minutes

1. The IQAC Coordinator, Mr. Manoj Kumar Gelda welcomed the Principal, Vice-Principal, Conveners of various committees and NAAC Coordinator.
2. Mr. Manoj Kumar Gelda informed the agenda of the meeting.
3. The IQAC Coordinator, Mr. Manoj Kumar Gelda informed certain aspects of conducting the events, writing the report of the event with an objective and outcome.
4. He informed not to personalize any event and confine it to one committee; instead it can be shown by other committees and the departments, if it is applicable to them.
5. Every committee should conduct a meeting before planning the event or competition.
6. Involving all the committee members in conducting activities/ events/ competitions. After the completion of every event the convener has to submit the report to any of the coordinators.
7. The IQAC Coordinator suggested the NSS Officer, to observe World Earth Day in the campus and organize few programs relating to that day.
8. Maintain the list of students attending the events/ guest lectures and placements.
9. Maintain a separate register for the committee and write the minutes of the meetings along with the signatures of the attendees.
10. The Career Counselor has to maintain a register and take the whereabouts of the students. (Name, Class, Roll. No, Signature, Career Query and Counseling)

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11. The Coordinator informed that Faculty Exchange program was conducted by the Department of Commerce and the other departments also should think about it.
 12. Research Committee should maintain the record of Research papers presented and published in the Journals, Books written and Guest lectures given by the faculty.
 13. NSS Outreach programs to be conducted in coordination with Women Empowerment Cell
 14. The Extension program participation certificates and the outreach program participation certificates will be verified during the DVV process.
 15. Add on Certificate programs to be conducted, details of each program along with the summary/report of each should be submitted along with outcome.
 16. The Student Progression Committee has to maintain the No. of Students appeared, Passed out, failed and reasons for the failure. The Failed students will be given Coaching through Remedial classes.
 17. The Women Empowerment Cell has to organize Gender Equity programs based on Rights/Obligations and Opportunities.
 18. The Infra Structure Maintenance Committee has to ensure the facilities provided to Divyangans, i.e, Washrooms, lift, software, ramp, wheel chair and Scribe during examinations.
 19. The Faculty Development Program Committee should organize the programs for Administrative staff.
 20. Any brochure / Flier should comprise of Objectives & Outcomes and be focused on the name of IQAC.
 21. The Conveners of various committees responded positively and informed about their plan of action.
 22. The Vote of thanks proposed by Mr. Manoj Kumar Gelda.
- Meeting adjourned.

Action taken Report

Sno	Decision	Action Taken
1	Procedure for documentation of an event	All the committees are following the same
2	Designing plan of action by committees	All the committees have submitted their plan of action for the academic year.
3	To observe World Earth Day	NSS and Eco Club Conducted Mr. Earth and Ms. Earth Competition on 22nd April 2021

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MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 16.04.2021

Time: 2.30pm.

Venue: Room No. 10

Meetings with Heads of the Departments

Agenda

1. To project every department in a unique way.
2. To distribute the checklist as per NAAC.
3. To take the suggestions for further improvements.
4. To review the placements during Pandemic lockdown period.

Minutes:

1. IQAC Coordinator presided the meeting with the following points:
 - a) The departments have to project themselves in a unique way.
 - b) **70%** of the checking will be done through **online assessment** and **30%** will be done through **peer team visit**.
 - c) For every program / event / competition conducted by the department / club, documentary evidence is compulsory.
 - d) The HOD's should give their presentation that should include faculty achievements and students' achievements.
 - e) All the HOD's should know about every criterion.
 - f) The field trips have to be encouraged by the Heads of the Departments. One HOD should take the lead of organizing the field visits.
 - g) The Vice-Principal (Academic) has come up with a proposal to organize a virtual conference.
 - h) Commerce department HOD advised the convener of Seminars & Workshops committee to organize Student Development Programs.
 - i) The HOD's has to motivate the students to join in SWAYAM online certificate courses and should take a photocopy of the certificate after completion.
 - j) IQAC Coordinator told to conduct a Parent-Teacher Meeting.
 - k) Every department has to maintain the list of books in their respective department libraries concerned.


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- l) The performance based appraisal form will be circulated to all the teaching staff members at the end of every academic year.
2. K. Raghuvver, Vice-Principal(Academic) suggested to maintain a Research profile of every faculty member, which contains
 - a) Research Articles published
 - b) Research Papers presented.
 - c) Books Published
 - d) Chapters Edited and any other
3. Vote of thanks was proposed by Manoj Kumar Gelda, Coordinator, IQAC.

Action taken Report

Sno	Decision	Action Taken
1	Conducting Student development Programs	Student development Programmes on "Entrepreneurship Skills" and "Practical Approach in Tax Filing" are held
2	Organizing National Conference	A Virtual National Conference is Organized.
3	Maintaining Research Profile of Faculty	Maintained Research Profile of all the Faculty





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MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 08.05.2021

Time: 2.30pm.

Venue: Online

Agenda

1. Some words on Covid-19 Situation – regarding safety of staff and students.
2. Conduct of Online Classes for UG and PG students (taking report from Principal Sir and K . Raghuvver Sir.
3. Making Phone Calls and motivating for irregulars students not attending online classes.
4. Department Heads should conduct webinars and workshops on new Subjects of B.Sc Data Science and B.Com Business Analytics Subjects.
5. NAAC is conducting Webinars on “Assessment and Accreditation Process of NAAC” – NAAC Incharges and Departmental Heads must Register and Attend the Webinars – Get the information and clarify the Doubts.
6. Departmental Heads must Conduct Webinars, Online Workshops, Guest Lectures for UG and PG students and faculty in coordination with Sri. Raju Sir.
7. All the Departmental Heads must maintain the Documentation of Each and every activity conducted in the department.
8. All Senior Faculty Members must try to become the Member of Board of Studies in respective Department in Telangana University.
9. Motivating the staff for Writing and Publishing Research Articles in Scopus and UGC listed Journals.
10. All the staff members are instructed to updated their knowledge on thrust areas and technologies by attending Online Faculty Development Programs, Workshops, Webinars, etc.
11. Senior Staff Members are instructed to subscribe and take membership of respective subject Associations, Professional Bodies.
12. Conduct of Webinars by NSS Incharge, Awareness on NSS, Women Empowerment Cell - Awareness Webinars on Intellectual Property Rights, Gender Sensitization and Equality, Critical Thinking, Communication and Soft Skills, Environmental Science, Cyber Crime, Human Values and Ethics, Women Empowerment, Health Problems, Traffic Rules – Road Safety, Ragging, Women Safety and Covid-19, etc.
13. Staff should advise about introduction of Value Added Courses beyond the syllabus.
14. Any other issues to be discussed with the permission of Chairman.

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MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 19.08.2021

Time: 4.00pm.

Venue: Room No. 10

Agenda

1. Review of 2(f) and 12(B) recognition to UGC.
2. Review of Permanent Affiliation to Telangana University.
3. Approval for Applying for Autonomous Status for the College.
4. All the staff members are informed to be ready with departmental documents.
5. Smt. K. Swapna, Associate Professor, Department of Commerce was given responsibility of autonomous work coordination.

Minutes of the Meeting

1. IQAC Coordinator Welcomed Chairman, Academic Coordinator, Vice Chairman, Director, Principal and staff Members.
2. As per the Vision of Chairman Sri. C. Vinaya Kumar College should be recognized under section 2(f) and 12(B) of UGC Act and also accorded with Autonomous Status.
3. Smt. K. Swapna has been appointed as Incharge for Autonomous work.
4. All the staff members are informed to coordinate with Autonomous Incharge and work towards Autonomous Status.
5. Mr. K Raghuvver, Mr. Manoj Kumar Gelda were asked to download the application for 2(f) and 12(B) recognition, Rules and Regulation and Application for Grant of Autonomous Status to the College and also Applying for Permanent Affiliation to the Telangana University.

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Action taken Report

Sno	Decision	Action Taken
1	Reminder for 2(f) recognition to UGC	Proposal was forwarded to UGC for 2(f)
2	Reminder for Permanent Affiliation to Affiliating University	Proposal was forwarded to the Registrar of Telangana University for Grant of Permanent Affiliation.
3	Applying for 12(B) recognition to UGC	Application was forwarded to UGC for 12 B through Telangana University.
4	Applying for Grant of Autonomous Status to the College	Application was forwarded for grant of Fresh Autonomous Status through Telangana University.

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MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 06.10.2021

Time: 4.00pm.


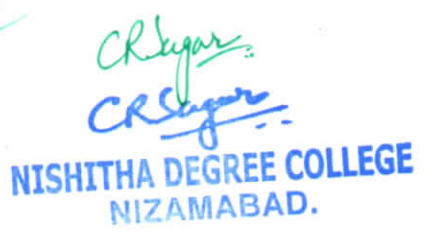
Venue: Room No. 10

Agenda

1. Preparation for Autonomous Inspection in the month of November 2021.
2. College recognition under section 2(f) of UGC Act and getting Permanent Affiliation from Telangana University.
3. Purpose of 12(B) and Autonomous Status to the students and staff.
4. Deciding Various Committees for Autonomous Inspection.
5. Preparation of Presentation of Principal, Faculty of Commerce and Faculty of Science.

Minutes of the Meeting

1. IQAC Coordinator Welcomed Chairman, Academic Coordinator, Vice Chairman, Director, Principal and staff Members.
2. Chairman Sri. C. Vinaya Kumar informed in the meeting regarding the college was recognized under section 2(f) by UGC on 9th September 2021.
3. Chairman asked Principal and Director to apply for Permanent Affiliation from affiliated university and then apply for 12 B recognition.
4. Director Dr. O. M. Shaik has stated the benefits and facilities under 12 B recognition to the faculty and staff members.
5. K. Swapna has read out the committees established for the autonomous inspection and allotted the work to the respective committees.
6. Sri. Manoj Kumar Gelda and Sri. G. Srinivas asked to prepare the Presentation of Faculty of Commerce and Faculty of Science in view of Autonomous Inspection having all the details.

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MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 25.11.2021

Time: 2.30pm.

Venue: Room No. 10

Meeting with Criteria Incharges, Department Heads and Administration Staff

Agenda:

1. To maintain the necessary records intact.
2. To distribute the check list as per NAAC.
3. To specify the lacunae in each criterion.
4. To know and share the problems of filling up the questionnaire.
5. To take the suggestions for further improvement.

Minutes:

1. IQAC Coordinator, presided over the meeting. He conveyed the following:
 - a. The Committees, who are organizing the events, have to take the cheques / vouchers for the prize winners from the office and get them duly signed by the students.
 - b. As far as the NAAC is concerned 70% checking will be done through Online and only 30% will be taken up through the peer team visit.
2. The Coordinator, NAAC informed the members, to update the files of the faculty belonging to the various disciplines.
4. The Office should maintain all the necessary records intact. The Coordinator has distributed a checklist to all the office staff.
5. The Office staff should cooperate with all the departments.
6. The Chairman Sir has suggested all the staff members to appear for NET and SLET Exams and Register for PhD Admissions.
7. Even Director of the College has explained the importance of Research Publications in UGC recognized Journals.

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8. The college management has resolved to regularized the pay scales.
9. Sri. U. Satyanarayana, Placement Officer has given details of increased trend of placements even on Covid-19 Pandemic.
10. IQAC coordinator has informed to the all the staff members to encourage UG and PG Students for applying internships to enrich knowledge and experience.
11. Faculty members of different Department has recommended to add more reference books and standard books in the library useful for staff and students and also suggested increase the library usage time.
5. The IQAC Coordinator proposed Vote of thanks.

Action taken Report

Sno	Decision	Action Taken
1	Updating of Faculty files	Updation is done
2	Maintenance of office records	Administrative Staff are maintaining the office record intact.

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MEETING WITH COORDINATORS (IQAC & NAAC)

Date: 05.12.2021

Time: 12.30pm.

Venue: Auditorium

Agenda

1. To specify the lacunae in each criterion.
2. To know and share the problems of filling up the questionnaire.
3. To discuss on the ways of presenting all the programs under each criterion in a unique way.
4. To discuss the requirement and new format and submitting AQAR 2020-2021.

Minutes of Meeting

- The NAAC Coordinator welcomed the members and informed the agenda.
- Sri. P. Prasad and Miss. Chandrakala , Co-Convener of Criterion – I explained that Student, Alumni feedback has to be taken, new Certificate courses should be introduced and our faculty members are not the registered members in other institutional bodies. These are points to be stressed in Criterion I.
- Smt. Ch. Sophia Rani and Sri. G. Anil Kumar, Convener, Criterion II informed about e- sources/ e- content development to be uploaded on the college website. A Continuous Evaluation process to be conducted from the first year itself, a Career Counseling Coordinator has to be appointed and a record should be maintained for the counseling.
- Smt. P. Shireesha and Miss. B Rekha , Convener, Criterion III informed that Faculty Exchange programme has to be implemented from this semester, as it is easy to do in online.
- Sri Manoj Kumar Gelda, IQAC Coordinator, responded that a letter has to be drafted and sent to the known colleges. If they accept to the invitation, we can implement it immediately.
- Convener of Criterion III mentioned that our institution should have collaborations with Industry/ other institutions, B- School etc.
- Sri. G. Srinivas , Convener, Criterion IV stated that the Budget allocation & expenditure format should be prepared by the A.O for maintenance and augmentation of infra structural facilities, New computers are to be placed in the Digital Library, e-content should be uploaded on the college website and sign boards are to be pasted on the rest rooms for Divyangans etc. These points are to be addressed by the management.

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- Sri. J. Ravi Kumar, Convener, Criterion V, mentioned about UG/PG scholarships, Career counseling should be taken up by the faculty and Alumni association has to be registered.
- Smt. Jansi Laxmi and Smt. K. Sunanda, Conveners, Criterion VI, informed that the Faculty should attend Refresher courses and Orientation programs, an Audit Committee should be formed to conduct an internal audit, and Parent Association should be strengthened to organize various activities of the college.
- Smt. D. Sagarika , Co-Convener, Criterion VII mentioned about the usage of Solar fans & lights in the campus as an alternative source of energy, maintaining a green campus – landscaping with the garden plants, Code of conduct to the students, parents and teachers has to be distributed and the abolition of plastic in the campus has to be encouraged as one of the best practices of the college.
- Finally, Vote of thanks proposed by Sri. Manoj Kumar Gelda.

Meeting is adjourned.

Action Taken Report

Sno	Decision	Action Taken
1	Faculty Exchange Programs to be initiated	Department of Commerce and Business Administration have conducted the Faculty exchange Programs.
2	Distribution of Code of Conduct to students, parents, Faculty	Uploaded on the website for reference.

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