

RBVRR WOMEN'S COLLEGE (AUTONOMOUS)
Narayanguda, Hyderabad.

INTERNAL QUALITY ASSURANCE CELL(IQAC)
Academic Year(2019-2020)

Agenda	Minutes of the Meeting	Action Taken Report
29th June, 2019		
1. Action Taken Report on the minutes of the previous meeting held 18th March, 2019.	1: (i)To submit the draft of reframed Vision and Mission for finalization	Prepared the draft of reframed Vision and Mission.
	(ii)To prepare the medium term plan as per the timeline i.e., 31st July, 2019	In finalization.
	(iii)To develop a system outlining the roles and responsibilities of HoDs and other units of the College as per the timeline i.e., 31st July, 2019.	System for outlining the roles and responsibilities of HoDs and other units of the college is prepared.
	(iv)(a) To constitute the Planning and Monitoring Committee comprising of the Secretary cum Correspondent, GC member, GB member, Principal, IQAC Coordinator and other members as suggested by the Management. The monitoring to be undertaken on quarterly basis.	Constituted the Planning and Monitoring committee with the suggested composition.
	(b) To bring the Committees, Cells, Centres/Clubs and other units under the ambit of the Planning and Monitoring Committee.	Committees/Cells/ Centres/ Clubs included under the ambit of the Planning and Monitoring Committee.
	(c) To develop key criteria to monitor the achievement of the reframed vision and mission.	Prepared key criteria to monitor the achievement of the reframed vision and mission of the College.
	(v) To prepare a hierarchy of proposals, along with expenditure and utility, to increase the reach of the website by the department of computer science.	Hierarchy of proposals to increase the reach of the website is prepared by the Dept. of Computer Science.

	(vi)(a) To form a new registered Alumni Association with new nomenclature.	Continuing with existing Alumni association
	(b) Principal to prepare a detailed program to tap the Alumni.	Action Plan is prepared
	(vii)(a) To obtain approval of the constitution and functions of the Parent-Teacher Association by the Governing Body.	
	(b) To engage parents through organizing various activities such as Games, lectures by eminent parents, etc. and enlisting their contribution through sharing of expertise in various areas.	Action plan is prepared to engage parents.
	(viii) (a) To identify areas of expertise in the college which can be offered for training/ consultancy to organizations.	Conducted meeting with HODs
	(b) To explore offering Corporate Training in collaboration with reputed organization/ eminent scholars.	Meetings organized with HoDs: The areas identified are Business Management, English Language Skills, Horticulture, Analytical techniques in chemistry.
2. To discuss the following items: i) Identify areas for tapping CSR funds of the industry.	2. (i) Identify areas for tapping CSR funds of the industry. The Head of the Departments/Units may identify the areas requiring funds for development & prepare proposals for seeking CSR Funds from the Industry.	Meeting conducted with HoDs.
ii) Identify target communities/groups to plan college outreach activities.	ii) Identify target communities/groups to plan college outreach activities. To target the outreach activities in collaboration with NGO towards the following: a) A Slum in the neighbourhood b) Self Help Groups(SHG) c) Orphanages/Shelter Homes, Proposed to map the above	The Centre for Community Development has prepared the action Plan

	mentioned groups in terms of size, nature and needs.	
iii) Collaborations with NGOs/Industry/Institutions	(iii) Collaborations with NGOs/ Industry/Institutions Forging collaborations is stipulated in the departmental action plan.	The departments action plan are reviewed by the Planning and Monitoring Committee.
iv) LMS and e-resources techniques	(iv) LMS and e-resources techniques Orientation programmes on LMS may be organized for the faculty.	Orientation programmes on LMS was organized for the faculty on 5 th November, 2019 by Stumagz.
3. IQAC Action Plan for the academic year 2019-2020.	3.(a)To conduct Orientation Program/Workshop on functioning of the College for Non-Teaching Staff along with the administration and Faculty.	Conducted Orientation Program on functioning of the College for <ul style="list-style-type: none"> • Faculty and Administration – 13th Sep, 2019. • Non-Teaching-17th Dec, 2019
	(b) The formats/templates prepared by the IQAC may be studied for any further improvements.	The formats/templates prepared by the IQAC with necessary improvements.
4. Any other matter with the permission of the chair.	4. (i)The College Newsletter is to be prepared on a regular basis.	College Newsletter is to be prepared on a regular basis.
	(ii)Action to be taken on the Feedback analysis/Report generated.	Action has been taken on the Feedback analysis/ Report generated
	(iii)Design a Performance Appraisal System with quantitative and qualitative parameters.	Prepared a Performance Appraisal System with quantitative and qualitative parameters.(as per UGC CAS)
	(iv) It is suggested to include 'Negotiation Skills' as a part of Soft Skills/ Communication Skills/ Personality Development programs offered in the College.	The placement officer agreed to include it as a part of the program.
	(v) To study the possibility of introducing a system providing students an option to verify their marks, prior to the declaration of the result. (Inline with MANUU)	Communicate to the Examination Branch

29th November, 2019

1. Presentation of Annual Quality Assurance Report(AQAR)2018-19	The completed AQAR (online) for the academic year 2018-19 is presented. It was suggested the AQAR be placed before the GB.	The AQAR is placed in the GB Meeting held on 5 th Dec, 2019 and it approved.
2. Report on Feedback Analysis	It was suggested that the Feedback analysis(SSS) be presented to the Staff and Action Taken Report be submitted by the principal to the Governing Body	The Feedback analysis (SSS) is presented to the Staff on 28 th Dec, 2019
3. Any other matter with the permission of the chair.	Preparation of Autonomy Inspection.	Prepared the plan with timelines for the autonomy inspection and involved in the preparation of the departmental PPTs and other aspects. Prepared documents and PPT of IQAC.

17th March 2020

1 Completion of Syllabus in view of Covid-19 scenario	To conduct online classes to complete syllabus of Semester II and Semester IV for PG Programs	The PG syllabus was completed online.
2 Conduct of Practical Examination(UG)	To continue the Practical Examination of UG programs.	The Practical Exams were conducted for UG
3 Any other matter with the permission of the chair.	The departments were requested to check the Program Outcomes & Course Outcomes aiming to achieve the Higher Levels of Bloom's Taxonomy.	

17th June 2020

Agenda	Minutes of the Meeting	Action Taken Report
1. Review of Action Taken Report on the Previous Meeting:	<p>The Principal has presented the action taken report on the resolutions of the meetings held on 29.11.2019 and 17.03.2020. The members have suggested that the college should</p> <ul style="list-style-type: none">(i) identify students who do not have access to Desktop Computer / Laptop / Smartphone facility for participating in Online Teaching,(ii) design appropriate strategy(ies) to reach out to students who do not have /cannot afford technical tools/facilities.	<ul style="list-style-type: none">(i) Survey was conducted to collect data(ii) All the students have Gadgets to attend online classes. Students who did not have gadgets have purchased.
2. Presentation of Activity Report of IQAC:	<p>The coordinator, IQAC, has presented a report on the activity of IQAC during the period March to June 2020. The members have suggested that the IQAC should</p> <ul style="list-style-type: none">(i) focus more on developing strategies to meet the challenges of virtual classroom, and methods to reduce the gap, if any, between in-person and online teaching,	<p>The Strategies evolved by IQAC are :</p> <ul style="list-style-type: none">1. Meetings with HoDs and Faculty were held for discussing on the online teaching and learning methods/tools which can be adopted.2. Conducted a 5–Day Virtual FDP to train teachers on Google Classroom and online Teaching and evaluation tools.3. An ICT committee is constituted to facilitate smooth conduct of online classes through providing technical guidance to faculty.4. Prepared ‘Guidelines for Online Teaching and Learning’, which include guidelines for<ul style="list-style-type: none">a. Completion of syllabus in limited timeb. Teachingc. Monitoringd. Evaluation

		<p>e. Student Engagement.</p> <ol style="list-style-type: none"> 5. Prepared guidelines for Students on '<i>Procedure for Online Classes</i>', which encourages students to reach out to faculty for guidance. 6. Use of Google Classroom by faculty to share reading materials & maintain connectivity with students, etc. 7. Mentoring to students 8. Meeting with librarians was conducted to provide e-resources. 9. Evolved a continuous Feedback mechanism with session wise feedback and online every fortnight. 10. Conduct of SQC meetings on <i>17th August, 2020 and 15th Sept, 2020.</i>
	<p>(ii) collect student feedback in a structured format on the efficacy of online classes and evaluation conducted recently during the lock-down period.</p>	<p>Feedback is collected.</p>
<p>3. Plan of Action for the Academic Year 2020-2021:</p>	<p>In the context of continued covid-19 epidemic, and a definite possibility of the regulatory authorities suggesting a blended learning mode in the colleges during the academic year 2020-2021, the members have suggested that IQAC should</p> <p>(a) Initiate discussion with HoDs to formulate the required policies, and the mechanism of their implementation, which are acceptable to the affiliating university and other regulatory authorities, on the following issues:</p> <p>(i) the starting date for</p>	<p>(a) HoDs meeting were organised</p> <ul style="list-style-type: none"> • <i>19th June, 2020</i> • <i>5th August, 2020</i> <p>(i) The classes started from 1st Sept - <i>TSCHE guidelines/ Osmania University</i></p>

	online teaching,	
	(ii) reduction in curriculum without compromising on the program outcome,	<p>ii & iii) It was decided to complete the curriculum by apportioning the syllabus between 'Online Classroom Delivery' and 'Self-Learning'. Through this the students will be able to study the entire syllabi, without being overloaded with continuous online classes. The self-learning provides flexibility and learning skills.</p> <p>The following is the <i>Item No. 1(i)</i> from the guidelines prepared:</p> <p>Deliver the Course Content (syllabus) through determining the content for Live Classes and for Self-Learning. In view of the reduced semester duration(90 days to 70 days) and reduced No. of Classes Per Day(7 hours to 4 hours) for the Academic Year, 2020-2021,owing to Covid-19 Pandemic, it is resolved to conduct 75% of the syllabi through 'Live' Online Classes and 25% through Self-Learning.</p>
	(iii) apportionment of the curriculum for in-person teaching, online teaching and self-learning by students, keeping in view the limitations of the students for technology access,	
	(iv) identification of MOOCS for the courses in the curriculum and assigning credits,	The Departments has identified MOOCs Courses on various disciplines
	(v) recourse to MOODLE, GOOGLE classroom and other e-learning resources,	v) Adopted Google Classroom (LMS)/G-Suite and Learning e-resources
	(vi) conduct of virtual experiments in science subjects,	vi) The Departments will explore the virtual experiments that can be conducted for practicals and for practical exams
	(vii)reduction in the number of Internal Assessment Tests / Semester Examinations,	<p>vii) The Internal Assessment has been reduced from 4 to 3 as follows:</p> <p>The Internal Evaluation may comprise of Four(4) Assessment Tests. Out of</p>

		<p>which Two(2) Assessments will be on Self-Learning Topics and Two(2) Assessments for Self-Learning and the other topics also.</p> <p>The Best of Three(3) Tests may be considered, for calculating the average of Internal Marks secured by the student.</p>
	<p>(viii) mode of conducting online examinations, and exploring open-book system, multiple choice questions, assignments, etc.</p>	<p>viii) Keeping in view the requirements of each discipline as it has been decided to adopt the following(as stated in the guidelines) :</p> <p>The Internal Assessment Methods may be decided by the respective HoDs in consultation with the Faculty members. The students access to technical facilities, must be considered in deciding the type of Online Assessment(MCQs, Fill in the Blanks, Reasoning Tests, Short Answers, etc).</p> <p>Note: The Rubrics & weightages provided in Google Classroom(LMS) may be appropriately used to ensure objective assessment of Student Learning.</p>
	<p>(ix) mechanism to monitor the progress and quality of the online courses / recorded lessons.</p>	<p>ix) Monitoring Mechanisms:</p> <p>i) Feedback will be collected from the Students once in a fortnight(15 days). The Feedback Form will be designed by the IQAC(Link).The Analysis will be submitted in 2 days and Action will be taken in the next 2-3 days.</p> <ul style="list-style-type: none"> • <i>Feedback on Online Teaching Quality</i> • <i>Feedback from SQC</i> <p>ii) Monitoring the conduct of classes and completion of</p>

		<p>syllabi through Virtual Teaching Diary.</p> <p>iii) Format for Monitoring Evaluation, i.e., Levels of Learning assessed, learning outcomes achieved, will be designed by IQAC.</p> <p>iv) The HoDs will prepare the level of attainment of the Program/PSO, based on the course outcomes twice: mid-semester and end of semester.</p> <p>v) Student Attendance and participation will be monitored by the HoD.</p> <p>vi) The Final Feedback from the students will be collected at the end of the Semester.</p> <p>vii) The Feedback Analysis will be submitted for action to be taken.</p>
	<p>(b) <i>Encourage students to</i> (i) conduct webinars / programs through online platforms to make them future ready digitally,</p>	<p>(i) Meetings with committees/cells/centres were conducted for student engagement and development.</p> <ul style="list-style-type: none"> • Library Committee – 28/7/2020 • ‘Sahita’ – Psychological Counselling Centre – 28/7/2020 • Student Advisory Committees – 29/7/2020 • Women Empowerment Cells – 29/7/2020 • Placement Officer – 29/7/2020 • Centre for Health and Nutrition – 30/7/2020 • Research Advisory Committee – 30/7/2020 • Centre for Digital Literacy – 01/08/2020 • Centre for Financial Literacy – 01/08/2020

	(ii) connect with teachers and seek guidance from them in this crisis period	(ii) a. Guidelines for teachers and students include active student engagement by with teachers. b. Principal has sent message to, HoDs/Faculty on connecting with students actively and responding to their needs. c. Mentoring
	(c) Discuss with the Faculty the ways to collect session-wise feedback through Google Form.	It was decided that the faculty will collect feedback from each session through methods such as MCQs, Google form, etc. The college collects session wise feedback on Technical Aspects and Lecture.
	(d) Facilitate student engagement and development by collaborating with stakeholders.	The conduct of collaborative activities was discussed in the meetings of HoDs and other units.
	(e) Continue collaborative activities with Industry/Institutions in an online mode, wherever possible.	<i>Collaborative activities</i> conducted by the departments during June 2020 to till date.
4.	Any other matter with the permission of Chair The members have suggested that (a) The college may initiate action to apply for NBA accreditation	Will be initiated in the month of October 2020
	(b) List the advantages of partnership with COL(TEL) and cost to the college	Keeping in view the challenges of present pandemic, it is felt COL-TEL proposal will not be taken up for this academic year.
	(c) The college should conduct the IQAC meetings as per the mandate of NAAC / UGC without fail.	Implemented as resolved.