

**RBVRR WOMEN'S COLLEGE(AUTONOMOUS)**

**Narayanguda, Hyderabad.**

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Academic Year(2013-2014)**

<b>Agenda</b>	<b>Minutes of the Meeting</b>	<b>Action Taken Report</b>
<b>25<sup>th</sup> October, 2013</b>		
Introduction of reconstituted IQAC Members	<ul style="list-style-type: none"><li>• The Chairperson of the IQAC chaired the Meeting. The Chairperson has introduced all the members.</li><li>• The role of IQAC and its importance was discussed.</li><li>• The IQAC is advised to study guidelines and role of IQAC as provided NAAC.</li></ul>	The IQAC interacted with departments to collect the information for preparation of AQAR.
<b>27<sup>th</sup> January, 2014</b>		
<ol style="list-style-type: none"><li>1. A brief Report on the activities undertaken by the IQAC.</li><li>2. To discuss the role of IQAC in quality enhancement of the Institution.</li><li>3. To discuss the plan of action for the initiatives to be undertaken by the IQAC for the year.</li><li>4. Any other matter</li></ol>	<ol style="list-style-type: none"><li>1. A brief report on the activities undertaken by the IQAC is presented.</li><li>2. The role of IQAC in quality enhancement of the Institution is discussed</li><li>3. The plans of the IQAC are:<ol style="list-style-type: none"><li>a. Determining the schedule for the flow of data and info to IQAC. Communication the pattern &amp; schedule to all the depts. and units, of the Institution.</li><li>b. Creating Quality Circles</li><li>c. Establishing the MIS</li><li>d. Setting benchmark in the various NAAC criteria.</li><li>e. Monitoring the performance against benchmarks.</li><li>f. Organizing workshops &amp; training programmes to the staff.</li><li>g. To promote Research Culture and Activities in the college</li><li>h. To promote Industry &amp; institution linkages.</li><li>i. To plan for the introduction of research programmes (MPhil/PhD)</li></ol></li></ol>	<ol style="list-style-type: none"><li>1. Design the formats for data collection for both quantitative and descriptive.</li><li>2. Creation of the Quality Circles in the following areas in process:<ol style="list-style-type: none"><li>i. Academic</li><li>ii. Administrative &amp; Infrastructure</li><li>iii. Student Support</li></ol></li><li>3. Expert meetings were conducted with e-Soft for establishing MIS.</li><li>4. Benchmarks set in the various NAAC Criteria</li><li>5. One day workshop on "Research Methodology" was conducted.</li></ol>