

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

INTERNAL QUALITY ASSURANCE CELL(IQAC)
Academic Year(2014-2015)

Agenda	Minutes of the Meeting	Action Taken Report
30th June 2014		
<ol style="list-style-type: none"> 1. To discuss on the key areas for Creating Quality Circles. 2. To decide on the Feedback mechanism. 3. To define the role, functions and mechanism of the Counseling cell 4. To discuss the scope of Industry - Institution linkages. 5. To determine the IQAC activities /seminars/lectures. 6. To determine the list of manuals to be prepared. 7. To decide on the mechanism to ensure support and autonomy to IQAC. 8. Any other matter with the permission of the Chair. 	<ol style="list-style-type: none"> 1. The Following Quality Circles would be implemented with immediate effect: <ol style="list-style-type: none"> a) Student Quality Circle b) Extension and Socially responsible activities c) Infrastructure and Technical Facilities 2. The Existing Feedback mechanism will be reviewed during this year, and study the scope for any further improvements. 3. Establishment of Counseling cell with a professional Counsellor. 4. Collaborative activities with Industry-Institution such as conduct of joint Workshops/ Seminars, Sharing of expertise, Industry Tour, etc. 5. IQAC Plan to conduct Seminars/Lectures/Training for the Staff. 6. Identifying the various Academic and Administrative manuals. 7. Mechanism has been decided to ensure support and autonomy to IQAC 8. a)Prepare Elaborated Question Banks in each subject to enhance student learning. 	<ol style="list-style-type: none"> 1. Quality Circles are formed 2. Review of Feedback mechanism is under consideration 3. Establishment of Counseling cell is in process. 4. A Circular regarding Industry - Institution Linkages activities was sent to all the departments.

	b)To conduct Inter departmental activities, seminars and periodical academic audits.	
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27th May 2015

<ol style="list-style-type: none"> 1. Action Taken Report of the previous IQAC Meeting 2. To deliberate and decide the topic for the Seminar/ Workshop to be conducted by IQAC 3. To discuss the facilitative mechanisms for the conduct of activities/ programs. 4. Any other matter with the permission of the chair 	<ol style="list-style-type: none"> 1. ATR of previous meeting is noted with the following observations: <ol style="list-style-type: none"> a) To conduct IQAC Meeting once in a Three(3) months b) Student quality circle should be established c) Collection of Feedback from Parents/ Students/ Academic Peers in an approved Pro-forma at the end of each academic year by Feedback committee. Prepare consolidate report on Feedback analysis by IQAC. d) Conduct orientation session on IQAC and student role in Quality enhancement. 2. To conduct Seminar/workshop 3. To facilitate the mechanism for the conduct of activities and programs 4. IQAC coordinator should be involved in all academic quality parameters. 	<ol style="list-style-type: none"> 1. a) IQAC meeting conducted once in Three(3) Months. b) Circulars are sent to the departments to provide any two student representative names from all the streams. c) Feedback formats for collection of feedback from various stake holders is under process. d) Seminar on Role of students in Quality enhancement is planned to conduct in the month of November, 2015. 2. A seminar on “Implementation of CBCS in Colleges- Prospects and Challenges” in collaboration with TSCHE and ICSSR on 27th June, 2015.
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