

RBVRR WOMEN'S COLLEGE (AUTONOMOUS)
Narayanguda, Hyderabad.
INTERNAL QUALITY ASSURANCE CELL(IQAC)
Academic Year(2015-2016)

Agenda	Minutes of the Meeting	Action Taken Report
31st August, 2015		
<p>1. Action Taken Report of the previous IQAC Meeting</p> <p>2. To discuss the future activities of the IQAC'</p> <p>3. Any other matter with the permission of the chair</p>	<p>1 Action Taken Report (ATR) of the previous IQAC Meeting</p> <p>NOTED with the following suggestions:</p> <p>a) The MIS Software which is under development was presented for suggestions. The following suggestions were made:</p> <ul style="list-style-type: none"> • To ensure the speedy completion of MIS • To ensure a backup plan for consistent performance of the software <p>b) To plan for an online feedback mechanism from various stakeholders.</p> <p>c) The Student Quality Circle will be constituted and will start functioning in September.</p> <p>d) A Committee for the newsletter should be constituted, comprising of faculty and students. The newsletter is biannual and will be launched on November 1st, 2015.</p> <p>e) A budget provision should be made for the preparation</p>	<p>1. a) The MIS will be deployed and will be implemented by 10th Feb, 2016.</p> <p>b) An online Feedback mechanism for Faculty and students has been created on MIS Home page.</p> <p>c) Student Quality Circle has been constituted and a series of meetings have been held.</p> <p>d) Newsletter committee has been constituted.</p> <p>e) Budget has been provided for launching Newsletter.</p> <p>f) Feedback Sub-Committee has been constituted to finalise the feed forms and collection mechanism.</p> <p>g) Action plan for establishing the cell and conducting the activities has been prepared under the guidance of Dr. Been, coordinator, SAHAYAM, OU.</p> <p>2. The IQAC has under</p>

	<p>of newsletter.</p> <p>f) A sub-committee should be constituted to decide the feedback forms for various stakeholders and the mechanism to collect the feedback.</p> <p>g) To collect the feedback from students at the end of each year, during the last day of Semester - end exams.</p> <p>h) The IQAC will prepare a report on the feedback and the action plan for future improvement.</p> <p>i) To use the Health Centre and the adjoining room for establishing a student Counseling Cell.</p> <p>2 To constitute a committee which will plan and conduct the academic audit, comprising of internal and external members.</p> <p>3 To prepare a note on the proactive role IQAC can undertake</p>	<p>taken a study on the Internal Academic Audit and Guidelines.</p> <p>3. Prepared a note on IQAC activities.</p>
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27th November, 2015

<ol style="list-style-type: none"> 1. Action taken report of the Previous IQAC meetings. 2. To review the activities of Student Quality Circle(SQC) 3. To review a consolidate report on Student Online Feedback 4. Any other matter with the permission of Chair. 	<ol style="list-style-type: none"> 1. It was decided to conduct meeting once in a Fortnight. 2. A consolidate report on online Feedback is prepared and submitted. 3. To conduct the next IQAC meeting in the month of Feb, 2016. 	<ol style="list-style-type: none"> 1. The SQC meetings were conducted twice in a month. 2. Necessary action was taken on the online feedback. 3. Conducted the meeting as planed on 12th February, 2016
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12th February, 2016

<ol style="list-style-type: none">1. Action Taken Report (ATR) of the previous IQAC Meeting held on 27th November, 2015.2. Internal Academic & Administrative Audit3. Any other matter with the permission of the chair	<ol style="list-style-type: none">1. Internal Academic Audit committee with the members is submitted for approval.2. The IQAC plan to monitor the activities of Committees/ Cells/ Centres/Clubs.	<ol style="list-style-type: none">1. The Internal academic and administrative audit was conducted on 19th and 20th February, 2016.2. The IQAC conducted a series of meetings with Committees/ Cells/ Centres/Clubs.
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19th April, 2016

<ol style="list-style-type: none">1. Action taken Report (ATR) of the previous IQAC Meetings.2. To discuss the present scheme for Financial assistance for Research3. To discuss on the MIS4. Any other matter with the permission of the chair.	<ol style="list-style-type: none">1. New Guidelines for Financial Assistance to promote research activities will formulated by RAC.2. It was resolved to modified few parameters in Forms and reports	<ol style="list-style-type: none">1. The RAC has formulated the new guidelines for Financial Assistance to the Faculty for research activities.2. In the MIS, suggested modifications done.
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