

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

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**  
**Academic Year(2016-2017)**

Agenda	Minutes of the Meeting	Action Taken Report
<b>20<sup>th</sup> June,2016</b>		
<ol style="list-style-type: none"> <li>1. To reconstitute the IQAC, with addition of new members in place of members who the college.</li> <li>2. To discuss the proposed plan of action, of IQAC, for the academic year 2016-17.</li> <li>3. To discuss the preparation for the oncoming NAAC reaccreditation.</li> <li>4. Any other matter.</li> </ol>	<ol style="list-style-type: none"> <li>1. To identify the faculty ,to reconstitute of IQAC.</li> <li>2. The proposed plan of action, of IQAC, for the academic year 2016-17 is approved.</li> <li>3. To begin the preparation of the RAR report in view of the next cycle of reaccreditation by NAAC.</li> </ol>	<ol style="list-style-type: none"> <li>1. The IQAC is reconstituted.</li> <li>2. Started preparation of AQAR report.</li> <li>3. Started preparation of RAR report.</li> </ol>
<b>19<sup>th</sup> October, 2016</b>		
<ol style="list-style-type: none"> <li>1. To review the activities undertaken by the IQAC</li> <li>2. To decide the future plan of action</li> <li>3. Any other matter</li> </ol>	<ol style="list-style-type: none"> <li>1. The activities undertaken by the IQAC is presented.</li> <li>2. Proposed IQAC activities are approved.</li> <li>3. Suggested a technician for the research centre and extension as consultancy.</li> </ol>	<ol style="list-style-type: none"> <li>1. The IQAC activities are appreciated.</li> <li>2. Planned Activities implemented.</li> <li>3. It was felt that a technician is required when the centre is open to external members.</li> </ol>
<b>20<sup>th</sup> February,2017</b>		
<ol style="list-style-type: none"> <li>1. Confirmation of the Minutes of the Previous Meeting</li> <li>2. Action Taken Report</li> <li>3. Items for consideration:               <ol style="list-style-type: none"> <li>3.1. Action Plan for Quality enhancement</li> <li>3.2.Preparation for NAAC</li> </ol> </li> <li>4. Any other Matter</li> </ol>	<ol style="list-style-type: none"> <li>1. The minutes were confirmed.</li> <li>2. Action taken report of the previous meeting is presented and noted the suggestions.</li> <li>3. A detailed action plan for Quality enhancement is prepared and presented.</li> </ol>	<ol style="list-style-type: none"> <li>1. The suggestions made on the action taken report were implemented.</li> <li>2. The items listed in the action plan for Quality enhancement were implemented.</li> <li>3. The data collection has began.</li> </ol>

	4. It was decided to collect the data for SSR preparation.	
<b>10<sup>th</sup> May, 2017</b>		
<ol style="list-style-type: none"> <li>1. Action Taken Report of the previous meeting</li> <li>2. To discuss on the new Framework of NAAC Assessment and Accreditation (A &amp; A)</li> <li>3. To discuss on submission of Letter of Intent (LOI).</li> <li>4. To evolve the plan of action for NAAC A &amp; A.</li> <li>5. Any other matter with the permission of the chair.</li> </ol>	<ol style="list-style-type: none"> <li>1. Action Taken report of the previous meeting presented was reviewed and approved.</li> <li>2. To examine in detail the new quality indicator framework with the help of experts and focus on data collection.</li> <li>3. Decided to wait for the new NAAC guidelines regarding submission of SSR.</li> <li>4. Conduct meetings with Heads of the Departments and faculty on the new QIF.</li> <li>5. Circulated formats to collect the data from the departments for the new QIF.</li> </ol>	<ol style="list-style-type: none"> <li>1. The new A&amp;A, the QIF was discussed and decided to collect data.</li> <li>2. Meetings with Heads of the Departments and faculty were conducted to prepare A&amp;A and related data collection.</li> <li>3. All the information related to A &amp; A is circulated to the departments.</li> <li>4. The Formats have been circulated to the departments.</li> </ol>