



# KASTURBA GANDHI DEGREE & PG COLLEGE FOR WOMEN

WEST MARREDPALLY, SECUNDERABAD, TELANGANA - 500026

(Sponsored & Managed Jointly by the Osmania Graduates' Association And The Exhibition Society, Hyderabad)  
(Affiliated to Osmania University)



## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting 2023-2024

Date	Minutes of the meeting	Compliance
21-06-2023	<ol style="list-style-type: none"><li>1. Appreciated IQAC team and staff for successful submission of SSR (2017-2022)</li><li>2. Members are notified that Student Satisfaction Survey(SSS) by NAAC has begun on 20th of June</li><li>3. Discussed on process of DVV through which NAAC seeks clarification within 15 days of submission</li><li>4. Documenting of data for the academic year 22-23 i.e post SSR submission</li><li>5. Preparation of Academic Calendar for 2023-24</li></ol>	<ol style="list-style-type: none"><li>1. Self Study Report for the 4th Cycle of NAAC Accreditation process was submitted on 17th June 2023.</li><li>2. Staff are asked to be vigilant of SSS and inform respective student batches to keep checking their mail box for timely response</li><li>3. Staff were informed that upon submission of SSR, NAAC will review and asks for clarifications via DVV and all the departments, constituted committees are asked to be available to provide the required data</li><li>4. As data for SSR is captured till academic year 2021-22, staff were informed to continue to maintain documents of the latest completed academic year. Staff to coordinate with the Website updation Team to reflect their activities on the college website.</li><li>5. Core Committee members were informed to work with respective criteria coordinators, HoDs and other committees and prepare action plan for the current academic year</li></ol>

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26-08-2024	<ol style="list-style-type: none"><li>1. Review of earlier meeting minutes</li><li>2. Members were intimated about successful clearing of DVV process and also clearing the pre-qualifier stage and expected inspection dates by Peer Team in October 2023</li><li>3. Proposed to form committees for smooth execution of NAAC inspection and be ready with departmental presentations</li><li>4. Proposed to conduct Mock inspection for self assessment and improvisation</li><li>5. HoDs to continue with regular events of their departments</li><li>6. Proposed to conduct FDP programs on National Education Policy to create a detailed awareness on NEP 2020 and Teaching Methodologies</li></ol>	<ol style="list-style-type: none"><li>1. Members were briefed with minutes of earlier meeting and action taken report was presented</li><li>2. The institution proceeded with fee payment as per norms of NAAC. The departments were given guidelines on files and supporting documents to be maintained by each department, committees, Administration etc</li><li>3. Various Committees like Reception, Invitation, Hospitality, Discipline, Media etc were formed and assigned duties. Departments were asked to prepare their respective presentations on guidelines given by IQAC. Content for Principal and IQAC Powerpoint Presentation is in process.</li><li>4. Experts were identified as Ms.Shailaja Raj from St.Francis college and Dr.Prasad, Consultant and proposed dates were sought for conducting mock inspection.</li><li>5. Each Department is in process of executing their action plans and organizing events like guest lectures, club activities, commemorating important days etc.</li><li>6. IQAC team has identified resource person and finalized date for the program as 22nd September 2023. The Department of Business Management has initiated to conduct FDP with the theme "Storytelling As Pedagogical tool for Effective Student Engagement" in October tentatively.</li></ol>
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5-12-2023	<ol style="list-style-type: none"><li>1. Institution to be alert for PTV and be prepared in every means and Proposed to organize a centralized exhibition by all departments.</li><li>2. Proposed to purchase Laptop, projectors and a Smart TV for the board room</li><li>3. To continue to do activities aligned with college calender</li><li>4. Proposed to organize a National seminar after the Peer Team Visit.</li><li>5. To plan for activities to celebrate Golden Jubilee of the institution</li></ol>	<ol style="list-style-type: none"><li>1. With the given three proposed dates for PTV (17 &amp; 18 of October, 7th and 8th of November, NAAC seems to select the date in December. The Departments are instructed to be ready for PTV any moment. A Committee to coordinate Central Exhibition was constituted. A Committee was given responsibility to coordinate with Alumni, parents and other stakeholders for interaction with Peer Team during their visit. Cultural Committee to coordinate with students for cultural performance on the day of PTV</li><li>2. A Note for purchase of ICT equipment was prepared and put up to the management for the approval.</li><li>3. Capacity building activities for students, training programmes to non-teaching staff , career counselling sessions are all in progress</li><li>4. Departments of Commerce and Statistics along with IQAC are to identify the theme for Seminar and plan the logistics.</li><li>5. As the Institution has completed 50 years of its existence, Management and staff are coming up with plans and activities to celebrate the moment</li></ol>
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27-1-2024	<ol style="list-style-type: none"><li>1. Congratulated the Team on receiving A+ grade and appreciation for their untiring efforts during the 4th cycle of accreditation process</li><li>2. Proposal to participate in India Today MDRA best colleges survey like every year</li><li>3. To work on recommendations of NAAC Peer Team</li><li>4. To motivate faculty and management and drive institution towards applying for autonomy.</li><li>5. Review on activities conducted as per college calendar</li></ol>	<ol style="list-style-type: none"><li>1. Peer Team Visit was scheduled on 10th and 11th of January and the two-day visit was a grand success. The college received mail declaring A+ Grade in the 4th cycle of NAAC on 17th of January. Management congratulated all its stakeholders and appreciated staff and students for the success and wished to continue the momentum for future and attain great heights.</li><li>2. Departments are asked to compile data as per the given proforma with a keen focus on weaker areas as identified by the previous year survey.</li><li>3. IQAC needs to analyse the criteria wise score received , consider the recommendations of the Peer Team and draft its plan of action for the next cycle/year</li><li>4. IQAC team was instructed to visit near by autonomous colleges and get to understand the intricacies of its functioning. IQAC team was instructed to identify experts and organize awareness programs for preparedness towards autonomy</li><li>5. Departments were instructed to plan their activities keeping in view the requirements of assessment bodies like NAAC, NIRF, India Today Best Colleges Survey</li></ol>
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21-4-2024	<ol style="list-style-type: none"><li>1. Congratulated the institution for its ranking by Education World Magazine issue of April 2024</li><li>2. To decide on digital publicity for enhancing student admissions</li><li>3. Proposed to guide final year students in writing various entrance examination</li></ol>	<ol style="list-style-type: none"><li>1. Education World Magazine under the category of non-autonomous colleges ranked our college as 2nd in Telangana, 27th in India. Management congratulated the staff for their success.</li><li>2. The management has decided to opt for digital publicity of college for students across India to opt for our college in the DOST site. It was decided to opt for scrolling and audio advertisement in a reputed TV channel in addition to brochure, flyer and banner and also to use whatsapp groups for college publicity.</li><li>3. Faculty were instructed to guide final year students who are opting for higher education or placements accordingly. Library is instructed to display competitive examination books and also post dates of various important exams.</li></ol>
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