

GOVERNMENT COLLEGE FOR WOMEN, KOLAR

MINUTES OF MEETING
2020-21

IQAC

2021

DEPARTMENT OF COLLEGIATE EDUCATION

2020-21 IQAC Meeting

YEAR	2020-21
MEETING NUMBER	01
DATE	15 th , October, 2020
STAKE HOLDER	ACADEMIC STAFF and HOD's
VENUE	SEMINAR HALL

Agenda

1. To structure quality assurance cell Committee as per NAAC guidelines
2. To discuss the role, functions and frequency of meetings of IQAC.
3. To discuss and decide the responsibilities of the members of IQAC.
4. To discuss the plan of action for academic year 2020-21.
5. Action Plan of Various cell, Committees, departments and units.
6. To present IQAC calendar of events
7. To review the NAAC visit results and preparation for NAAC
8. To constitute Various Committees, cell and forums.
9. To Conduct Induction/ Orientation programme for first year students.
10. Know your college (KYC)
11. To organize to conduct Bridge course classes.
12. Any other matter with the permission of chair.

Minutes:

1. To structure quality assurance cell committee as per NAAC guidelines.

After the discussion and valuable inputs from all the staff members, it was decided to constitute IQAC Committee as per the NAAC guidelines for academic year 2020-21.

IQAC committee constituted with following members

S L No.	NAME	Particulars	Position in the Cell
1	Dr. D.E. Gangadhar Rao	Principal, GCW Kolar	Chair Person
2	Mr. Subramani	Senior Administrative Officer	Member
3	Ms. Brunda Devi. A	HOD, Department of Economics &	NAAC Coordinator.

4	Prof. Ramakrishna Gowda	HOD Department of Physics	Member
5	Prof.Padma. N	HOD Department of Botany	Member
6	Prof.K. Seenanaik	HOD Department of physics	Member
7	Prof. Brinda Devi	HOD Department of Economics	Member
8	Dr.N.L. Vijaya	HOD Department of Commerce	Member
9	Prof.CA Ramesh	HOD, Department of Kannada	Member
10	Prof. Khamar Fathima	HOD, Department of Urdu	Member
11	Smt. Sumana	CDC Representative	Member
12	Mr. B.V. Suresh Babu	Nominees from Local Society	Member
13	Mr. Nageshwar Prasad		Member
14	Dr. Sailaja.K.S	Alumni Representative	Member
15	Prof. KR Jayashree		Member
16	Kumari Mounika	Student Representative	Member
17	Mr.Balachandra K.B	Parent Representative	Member
18	Mr.Manohar Member FKCCI		Member
19	Smt.V. Manjula Bhimrao Secretary KRVP District Committee, Kolar.	Industrial/Employer Representative	Member
20	Mr. RD Janardhan Assistant Professor of Commerce	IQAC Coordinator	Coordinator

2.To discuss the role, functioning and frequency of meeting of IQAC

The IQAC Coordinator outlined the role, functioning and frequency of meeting of IQAC.

It was decided that IQAC cell shall meet twice in each semester.

3 To discuss and decide the responsibilities of members of IQAC.

- To ensure quality in academics by conducting regular teacher training programs, workshops and seminars.

- To co-ordinate the documentation of various programs /activities leading to quality improvement.
- To co-ordinate in preparation of the Annual Quality Assurance Report [AQAR] to be submitted to NAAC based on quality parameters.
- To initiate timely and efficient execution and decisions of IQAC committee.
- To plan and execute the quality related activities of the institutions.

4. To discuss the plan of action for academic year 2020-21.

After discussion and valuable inputs from all the staff members it was decided to go for following plan of action for academic year 2020-21.

- To create online Google forms for Student Satisfactory Survey (SSS) and overall feedback for different stakeholders
- To register Alumni Association
- To introduce new add-on, certificate and value-added courses.
- To sign-up new MOA's, MOC's and MOU, s with various SHG, s, NGO, s, Government bodies and Industries.
- To conduct Seminars, Workshops, Special lectures at various levels.
- To initiate Green Campus Drive and conduct Green Audit.
- To establish Language Lab and Accent Training workshops

5. Action Plan of Various cell, Committees, departments and units.

IQAC has informed the concerned cells and departments to prepare and submit the action plan for this academic year within a week.

6. To present IQAC calendar of events.

The calendar of events prepared was tabled and approved by the members present in the meeting.

7. To review the NAAC visit results & preparation for NAAC re-accreditation:

- Since the college is going for NAAC it was decided to work on the SSR as early as possible.
- The Principal sought the opinions of the faculty members for the prospective plans to go for re-accreditation.

8. To constitute Various Committees, cells, forums and Criteria Conveners.

Various Committees, Cells, Forums & Criteria Conveners have been constituted for the smooth functioning of the institution.

9. To Conduct Induction/ Orientation programme for first year students.

It was decided to conduct Induction/Orientation program within this month.

10. Know your college (KYC)

Know Your College (KYC) as a part of orienting the freshers to appraise the students about the academic, physical and the student-centric amenities available in the organization.

11. Bridge course classes: To conduct the bridge course, an integral part of induction program to bridge the gap between PUC and Higher education aspirations in the second/third week of the academic year.

12. Any other matters with the permission of the chair.

The meeting was concluded as these matters were discussed.

S.No	DECISION	ACTION TAKEN
01	To constitute quality assurance cell as per NAAC guidelines	We have constituted IQAC committee
02	To discuss the role, functions and frequency of meetings of IQAC.	IQAC coordinator has briefed about the role and functions also importance of IQAC.
03	To discuss and decide the responsibilities of members of IQAC.	IQAC coordinator has explained the duties and responsibilities to be discharged by IQAC members.
04	To discuss the plan of action for academic year 2019-20.	The plan of action has been presented and approved by the panel.
05	Action Plan of Various cell, Committees, departments and units.	The HODs and Conveners of various departments and cells have been informed to submit the action plan.
06	To present IQAC calendar of events	The calendar of events has been presented in the meeting.
07	To review the NAAC visit	The result has been analyzed and decided

	results and preparation for NAAC	to take the necessary steps to go for re-accreditation.
08	To constitute Various Committees, cell and forums	constituted
09	To Conduct Induction/ Orientation programme For first year students.	conducted
10	Know your college (KYC)	conducted
11	Bridge course classes.	All the departments have conducted bridge courses for first year students as per IQAC instructions.

The following members attended the meeting

Sl.No	NAME
1	PROF. A M NAGRAJA
2	PROF. AMARNARYAN M
3	PROF. ANAND RAMAIAH SETTY B R
4	PROF. ASHWATH G R
5	PROF. BRUNDADEVI A
6	DR. SOWMYA
7	DR. MANJULA K R
8	DR. MURGAN K
9	DR. SEENAPPA L
10	DR. SHIVAPPA G
11	DR.MANJUNATH H.C
12	DR. RAMAKRISHNA GOWDA
13	DR.VIJAYA N.L
14	PROF. GANGARAJ M
15	PROF. HEMAMALINI B.V

16	PROF. K. SEENANAİK
17	PROF. KHAMAR FATIMA
18	PROF. SATHISH BP
19	PROF. PADMA
20	PROF. RAMESH C.A
21	PROF. S VIJAY KUMAR
22	PROF. SATHISH K.V
23	PROF. SHAMEEM TARA



Principal

Govt. College for Women

Kolar-563101

SECOND IQAC MEETING

YEAR	2020-21
MEETING NUMBER	02
DATE	23 rd October, 2020
STAKE HOLDER	ACADEMIC STAFF& HODs
VENUE	SEMINAR HALL

AGENDA

1. To maintain Department Profiles.
2. To maintain individual profiles.
3. To conduct Certificate Courses and Value-added courses at Department level.
4. Preparation for NAAC process
5. AQAR 2019-20
6. Any other matter with the permission of chair

Minutes

The principal chaired the meeting and warmly welcomed all the Staff members and Agenda of the meeting was taken up one by one.

1. To maintain Department Profile.

It is Instructed to all Head of the Departments to maintain department profiles which includes Academic calendar, Syllabus Copy, Workload, Departmental timetable, Attendance register of Guest faculties, Plan of Action, Departmental Result Analysis, Department Library issue and Stock Register, Book list, Reference Book lists, Students list, Combination wise student strength, Students' Achievement list, Government notices, circulars, meetings

proceedings conducted at department level, Question Banks, Assignments, co-curricular activities etc.

2. To maintain individual profiles.

It is instructed to all the staff members to maintain individual profiles which includes Teaching/Curriculum Plan, Individual Time table, Work-diary, Attendance register, Individual Result Analysis, Academic achievements, Syllabus completion Report. etc.

3. To Conduct Certificate Courses and Value-added courses.

It has been decided to conduct following Certificate courses and Value-added courses for this academic year.

Department	Certificate Course
● Commerce Department	Stock market, Tally
● Computer Science	Office Automation
● Kannada Department	Kannada for non- Kannada
speakers	
● English Department	Spoken English

Value added Courses

- Tailoring
- Embroidery
- Photography
- English Typing Skills
- Kannada Typing Skills

4. Preparation for NAAC process

It has been planned to prepare SSR by July, 2021 to go for re-accreditation.

5. AQAR 2019-20

Principal Dr. D.E Gangadhar Rao explained the needful action for the preparation of AQAR-2019-20

The following actions were taken

- Updating Personal profiles
- Updating Department profiles
- The needful data for AQAR should be collected within
- **AQAR 2019-20:**The Criteria wise coordinators has been allotted to prepare AQAR 2018-19. The following criteria wise co-ordinators are

Criteria I- Prof. Seenana Naik

Criteria II- Dr.N.L.Vijaya

Criteria III- Prof. Padma

Criteria IV- Prof. Brinda devi

Criteria V- Dr. Gangadhar Rao

Criteria VI- Prof. C. A Ramesh

Criteria VII- Prof. Shivappa

6. Any other matter with the permission of chair

The meeting was concluded as there no other matter to be discussed.


ACTION TAKEN REPORT

Sl.no	Decision	Action taken
1	Head of the Departments to maintain department profiles.	The Principal & IQAC has been monitoring the maintenance of the files and the update of the documents.
2	Staff members to maintain individual profiles.	The individual profiles are being submitted in hard & soft copies to IQAC.
3	To conduct following Certificate courses and Value-added courses	Various Certificate & Value-added courses have been conducted
4	Preparation for NAAC process	IQAC & the NAAC Steering Committee has started the process of SSR preparation.
5	AQAR 2019-20	It was decided to appoint conveners and members criteria-wise to work on AQAR.

Following members were present at the meeting

Sl.no	NAME
1	PROF. A M NAGRAJA
2	PROF. AMARNARYAN M
3	PROF. ANAND RAMAIAH SETTY B R
4	PROF. ASHWATH G R
5	PROF. BRUNDADEVI A
6	PROF. MUNIRAJU

7	DR. MANJULA K R
8	DR. MURGAN K
9	DR. SEENAPPA L
10	DR. SHIVAPPA G
11	DR.MANJUNATH H.C
12	DR. RAMAKRISHNA GOWDA
13	DR.VIJAYA N.L
14	PROF. GANGARAJ M
15	PROF. HEMAMALINI B.V
16	PROF. K. SEENANAIAK
17	PROF. KHAMAR FATIMA
18	PROF. SATHISH B.P
19	PROF. PADMA
20	PROF. RAMESH C.A
21	PROF. S VIJAY KUMAR
22	PROF. SATHISH K.V
23	PROF. SHAMEENTARA
24	PROF. SHOBHA K.V
25	PROF.SUMATHI S
26	MR. SUBRAMANI


Principal
Govt. College for Women
Kolar-563101

THIRD IQAC STAFF MEETING

YEAR	2020-21
MEETING NUMBER	03
DATE	14 th January, 2021
STAKE HOLDER	HOD & ACADEMIC STAFF
VENUE	SEMINAR HALL

AGENDA

1. On job trainings.
2. To sign MOUs, MOAs and MOCs with the collaborative agencies.
3. First Aid awareness camp- BADWE FOUNDATION
4. Workshop on Ecological awareness - NSS and IQAC
5. Awareness program on vocation training IQAC and placement cell
6. Workshop on preparation of SSR JD, special officers & SQAC Special Officers
7. Civil service coaching academy
8. Any other matter with the permission of chair.

Minutes

The principal chaired the meeting and warmly welcomed all the Staff members and Agenda of the meeting was taken up one by one.

1. **OJTs:** to conduct OJTs to the students it is instructed to the HODs to conduct OJTs for the students to have hands on experience during vacation to consolidate their theoretical knowledge.

2. To sign up MOUs, MOAs, MOCs, with the collaborative agencies:

It was decided to have collaboration with the external agencies for academic research, certificate courses such as OJTs, student-faculty exchange, training programs and resource sharing.

3. Workshop on Ecological awareness

IQAC decided to conduct an Ecological Awareness Program in association with NSS for the students.

4. Awareness program on vocation training:

IQAC decided to conduct an awareness program on vocation training program in association with the Placement Cell for the students.

5. Workshop on preparation of SSR:

IQAC decided to conduct a workshop on preparation of SSR by the expert in the area.

6. Civil service coaching academy

IQAC decided the establish Civil Service Coaching Academy in the college

7. Any other matter with the permission of chair

The meeting was concluded as there no other matter to be discussed.

ACTION TAKEN REPORT

Sl.no	Decision	Action taken
1	HODs to conduct OJTs for the students.	OJTs are being conducted by Commerce & Science departments.
2	To sign up MOUs, MOAs, MOCs, with the collaborative agencies:	Conducted meetings with UNNATI Foundation & Varshini Educational Trust for MOUs.

3	First Aid awareness camp- Sri Devaraj Urs Medical College	Planned to conduct on 20 th August, 2021
4	Workshop on Ecological awareness - NSS and IQAC	Decided to conduct on 26 th August, 2021
5	Awareness program on vocation training iqac and placement cell	Decided to conduct on 27 th August, 2021
6	Workshop on preparation of SSR JD, special officers & Mr. Sheshagiri	Decided to conduct on 28 th August, 2021
7	Civil service coaching academy	Decided to conduct on 18 th September, 2021.



Principal

Govt. College for Women

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FOURTH IQAC MEETING

YEAR	2020-21
MEETING NUMBER	4
DATE	14 th October, 2021
STAKE HOLDER	HOD's
VENUE	SEMINAR HALL

AGENDA: - Regarding Seminars and Workshops.

Meeting was held under the chairmanship of principal Dr. D.E. Gangadhar Rao, who briefly explained the guidelines for conducting the programs & preparation for DVV & PTV.

MINUTES:

1. The criteria conveners were informed to prepare for DVV.
2. The HoDs were informed to prepare the Department Files.
3. It was decided to inform the cell coordinators & office staff to maintain the files as per the NAAC requirements.

Following members were present at the meeting:

S L No.	NAME	DEPARTMENT
1	Dr. D.E. Gangadhar Rao	Principal, GCW Kolar
2	Prof. Brunda Devi	HOD, Department of Economics
3	Prof. Ramakrishna Gowda	Associate Professor, Department of Physics
4	Prof. Padma. N	HOD Department of Botany
5	Prof. K. Seenanaik	HOD Department of physics
6	Prof. Brinda Devi	HOD Department of Economics
7	Dr. N.L. Vijaya	HOD Department of Commerce & Management

8	Prof.CA Ramesh	HOD, Department of Kannada
9	Prof. Khamar Fathima	HOD, Department of Urdu
10	Prof. Shivappa	HOD, Department of History
11	Prof. R.D Janardhan	HOD, Department of English
12	Dr.K.R Manjula	HOD Department of Commerce
13	Prof. Seenappa.L	HOD Department of Mathematics
14	Prof.Murugan.K	HOD Department of Computer Science
15	Prof. Shameen tara	HOD Department of Zoology
16	Prof. S. Krishnappa	HOD Department of Zoology
17	Prof. Sowmya	IQAC Coordinator



Principal

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