



Bhavan's Vivekananda College

of Science, Humanities and Commerce

Sainikpuri

Reaccredited with 'A' Grade by NAAC

Autonomous College | Affiliated to Osmania University

Internal Quality Assurance Cell

21-08-2023

Notice

A meeting is scheduled at 3.30 pm on 23-08-2023 in the IQAC room to review the progress of the AQAR data collection for 2022-23 and to discuss the strategies to be adopted for quality improvement. All the criteria in-charges are instructed to be present for the meeting.

A handwritten signature in blue ink, appearing to read "B. Niraimathi".

Mrs B Niraimathi
IQAC Coordinator

Criteria in-charges & Dy. Coordinator/IQAC

S No	Criteria	Name of the in-charge	Signature
1	I	Mr G Mahesh Kumar	G. Moh
2	II	Dr K Suvarchala Rani	K. Suvarchala Rani
3	III	Dr J Sarada	J. Sarada
4	IV	Dr. MVS Mahendra	MVS Mahendra
5	V	Dr P Rajini	P Rajini
6	VI	Dr Sudha Singh	Sudha Singh
7	VII	Mrs S Vanitha	S Vanitha
8	-	Dr Y Aparna, Dy. Coordinator/IQAC	Y Aparna



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Minutes of Meeting held on 23rd August 2023

The meeting was conducted on 23rd August 2023, at 2:00 P.M. in the IQAC Coordinator's Chamber, with the primary focus on reviewing and updating the information pertaining to the Annual Quality Assurance Report (AQAR) for the academic years 2022-23 and 2023-24. The agenda included the points mentioned.

1. Update on Criteria Information for AQAR: 2022-23
2. Required Data for AQAR: 2023-24
3. Any Other Points

IQAC Coordinator, Ms. B. Niraimathi, extended a cordial welcome to the Criteria In-charges and commenced the meeting by underscoring the crucial need for meticulous data collection. She urged all Criteria In-charges to ensure the seamless transition from the previous academic year (2022-23) to the ongoing one (2023-24) and emphasized the subtle changes incorporated in the Self-Study Report (SSR) proforma.

1. Update on Criteria Information for AQAR: 2022-23

Ms. B. Niraimathi directed the Criteria In-charges to be vigilant in adopting these changes and to actively communicate any challenges or discrepancies encountered during the process. Notably, she stressed the faculty members to be well-acquainted with the QLMs and QNMs specific to their respective criteria. Additionally, Ms. B. Niraimathi advised the criteria incharges to make meticulous tabulation of statements related to QLMs, ensuring that no data was inadvertently omitted.

Acknowledging the potential challenges in data collection, Ms. B. Niraimathi encouraged open communication between Criteria In-charges and IQAC. She expressed appreciation for the proactive efforts of the Criteria 2 In-charge in expeditiously gathering and submitting data.

Dr. K. Suvarchala Rani, the Criteria 2 incharge, shared positive feedback on the effectiveness of the newly implemented data collection methodology. She commended the systematic approach that significantly eased the data collection process.

Ms. B. Niraimathi, co-ordinator, IQAC, invited the suggestions from Criteria In-charges regarding alternative methods or improvements to existing processes. Mahesh, the Criteria 1 In-charge, provided insights into the challenges faced within his criteria. Ms. Niraimathi, in response, offered practical recommendations and advised him to make a thorough review of the revised SSR template.

Transitioning to the update on Criteria 3, Ms. Niraimathi recommended the reconstitution of the research ethics committee and proposed an induction program for newly joined faculty members.

The discussion seamlessly flowed into Criteria 4, where the representative reported on the progress made. Ms. Niraimathi provided valuable suggestions, including the creation of an Excel sheet for QLM 4.4.2 and the collection of monthly faculty footfall data from the library. Dr. Sarada confirmed the implementation of these suggestions.

Highlighting the importance of sensitizing faculty to Standard Operating Procedures (SoPs), Ms. Niraimathi sought an update on Criteria 5 from Dr. Rajani, the respective In-charge. Dr. Rajani identified challenges in obtaining data related to cultural and sports activities, specifically highlighting the absence of data from the sports department as of the meeting date. Additionally, she identified a shortage in data related to 5.1.3.

Moving forward, the meeting addressed the status of Criteria 6. The Criteria 6 In-charge reported on the commencement of data collection, with an initial focus on Quality Livelihood Measures (QLMs) specific to Criteria 6. Ms. Niraimathi reiterated the importance of providing comprehensive information, leaving no metrics unaddressed.

Under the category of 'Any Other Points,' the Criteria 6 In-charge proposed the organization of a workshop for class IV employees of the college, seeking approval from Ms. Niraimathi, the IQAC Coordinator.

Further, Criteria 2 received guidance to establish a regular practice of collecting data related to Information and Communication Technology (ICT) tools and student-centric methods from every faculty member at the semester's end. The importance of conducting student satisfaction surveys at the conclusion of each semester was also stressed.

Criteria 4 In-charge, Mahindra, presented two suggestions:

1. Initiate Swayam and value-added courses for every student in the college.
2. Encourage faculty attending workshops or Faculty Development Programs (FDPs) to share innovative methods with their colleagues through a one-hour class.

The meeting concluded on a positive note at 4:00 P.M., with a shared commitment to ensuring the seamless execution of IQAC responsibilities and the continual enhancement of the institution's overall academic quality.