



SIVA SIVANI DEGREE COLLEGE

Affiliated to Osmania University

Minutes of Meeting of IQAC

Date: 27.04.2024

Time: 12:15 PM

Venue: Seminar Hall

Agenda:

The Heads of Departments (HODs) are requested to actively participate in discussing plans for the next semester. The agenda includes:

- Syllabus Planning: HODs to plan and discuss syllabus for the next semester.
- Syllabus Allotments: Discussion on allotments of the syllabus.
- Study Material Preparation: Preparing study material for all subjects.
- Exam Conductance: Planning for conducting exams in a smooth manner.
- Programs and Events: Planning report for celebrating various programs and events.
- Campus Recruitment Training (CRT): Discussion on improvements and new implications.
- Placement Department Report: Review of placement activities.
- Examination Department Report: Review of examination-related activities.
- Charity and Community Service Report: Review of charity and community service activities.
- Faculty Development Programs (FDPs): Planning and execution report.
- ED Cell Semester Report: Comprehensive report on ED cell activities.
- Next Semester Planning: Planning for industrial visits, guest lectures, seminars, and value-added courses for all departments.

Proceedings of the Meeting:

The meeting commenced with the IQAC Coordinator, Mr. Y Ananda Reddy, welcoming the Principal and Committee Conveners.

- Welcome Address: Mr. Y Ananda Reddy, IQAC Coordinator, welcomed the Principal, Committee and Club Conveners.
- Presidential Address: The Principal applauded the conveners' efforts and outlined the meeting's agenda.
- BOG Appreciation: The Principal shared that the Board of Governors (BOG) praised the faculty for organizing various programs.
- Conveners' Responsibilities: Conveners must attend with co-conveners to discuss program details and dates.
- Next Semester Planning: HODs discussed and shared their plans for the upcoming semester, including syllabus planning, allotments, and study material preparation.
- Syllabus Planning and Allotments: HODs discussed and finalized syllabus planning and allotments for the next semester.
- Study Material Preparation: HODs were instructed to prepare study material for all subjects, ensuring timely completion and distribution.
- Conducting Exams Smoothly: The Examination Department presented a plan to conduct exams smoothly, and HODs offered suggestions for improvement.
- Celebrating Various Programs and Events: The Cultural Committee presented a plan to celebrate various programs and events, and HODs suggested new ideas for consideration.
- Campus Recruitment Training (CRT) Improvements: The CRT department presented a report on improvements and new implications, and HODs offered suggestions for further enhancement.
- Placement Department Report: The Placement Department presented a report on placement activities, and HODs discussed strategies to improve placement rates.
- Examination Department Report: The Examination Department presented a report on examination-related activities, and HODs discussed ways to improve the examination process.



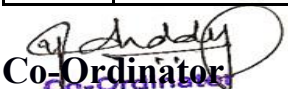
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- Charity and Community Service Report: The Charity and Community Service Committee presented a report on their activities, and HODs appreciated their efforts.
- Faculty Development Programs (FDPs) Planning and Execution: The FDP committee presented a report on planning and execution, and HODs discussed strategies to improve faculty development.
- ED Cell Semester Report: The ED Cell presented a comprehensive report on their activities during the semester.
- Planning for Next Semester: HODs discussed and planned for industrial visits, guest lectures, seminars, and value-added courses for all departments.

Plan of Action and Action Taken Report of IQAC:

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1	Syllabus Planning and Implementation: Implement planned syllabus for the next semester.	Syllabus Planning and Implementation: HODs have implemented planned syllabus for the next semester.
2	Study Material Preparation: Prepare and distribute study material for all subjects.	Study Material Preparation: Study material has been prepared and distributed for all subjects.
3	Exam Conductance: Conduct exams in a smooth and efficient manner.	Exam Conductance: IQAC played a vital role and the Exams have been conducted smoothly and efficiently.
4	Campus Recruitment Training (CRT) Improvements: Implement improvements and new implications in CRT.	CRT Improvements: Improvements and new implications have been implemented in CRT.
5	Faculty Development Programs (FDPs): Conduct FDPs for faculty development and upskilling.	FDPs: FDPs have been conducted for faculty development and upskilling.
6	Industrial Visits, Guest Lectures, and Seminars: Organize industrial visits, guest lectures, and seminars for all departments.	Industrial Visits, Guest Lectures, and Seminars: Industrial visits, guest lectures, and seminars have been organized for all departments.
7	Value-Added Courses: Introduce value-added courses for all departments.	Value-Added Courses: Value-added courses have been introduced for all departments.
8	Charity and Community Service: Promote charity and community service activities.	Charity and Community Service: Charity and community service activities have been promoted.
9	ED Cell Initiatives: Support ED cell initiatives for entrepreneurship development.	ED Cell Initiatives: ED cell initiatives have been supported for entrepreneurship development.


Co-Ordinator
IQAC
Siva Sivani Degree College
NH-44, Kompally, Sec'bad, TG-100.




Chairperson
PRINCIPAL
Siva Sivani Degree College
Kompally, Medchal-Malkajgiri(Dt)-500100