



# SIVA SIVANI DEGREE COLLEGE

Affiliated to Osmania University

## Minutes of Meeting of IQAC

**Date: 27.05.2024**

**Time: 10:00AM**

**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.
- Faculty Allotment Report: Department-wise faculty allotment report by HODs.
- Study Material Preparation: Preparing study material for all subjects, with a subject-wise study materials completion report.
- Exam Conductance: Planning to conduct exams in a smooth manner, with an examination analysis report.
- Programs and Events: Planning report for celebrating various programs and events, with committee reports on various activities.
- Campus Recruitment Training (CRT): Discussion on improvements and new implications, with a focus on new implications and improvements.
- Placement Department Report: Review of placement activities, with a placements company-wise report.
- 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 Principal welcoming the Heads of Departments (HODs) and requesting their active participation in discussing plans for the next semester.
- Syllabus Planning: HODs presented and discussed their plans for syllabus planning for the next semester. The Principal and IQAC Coordinator provided guidance and support.
- Syllabus Allotments: HODs discussed and finalized syllabus allotments for the next semester.
- Faculty Allotment Report: HODs presented department-wise faculty allotment reports, highlighting faculty strengths and areas for development.
- Study Material Preparation: HODs reported on the preparation of study material for all subjects, with a focus on timely completion and distribution.
- Exam Conductance: The Examination Department presented a plan for conducting exams in a smooth and efficient manner, with an examination analysis report.
- Programs and Events: The Cultural Committee presented a plan for celebrating various programs and events, with committee reports on various activities.
- Campus Recruitment Training (CRT): The CRT department presented a report on improvements and new implications, with a focus on new implications and improvements.
- Placement Department Report: The Placement Department presented a report on placement activities, with a placements company-wise report.
- Examination Department Report: The Examination Department presented a report on examination-related activities.




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

Sl.no	Plan of Action	Action Taken Report
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. Study Material Preparation: Study material has been prepared and distributed for all subjects
2	Exam Conductance: Conduct exams in a smooth and efficient manner.	Exam Conductance: Exams have been conducted smoothly and efficiently.
3	Campus Recruitment Training (CRT) Improvements: Implement improvements and new implications in CRT.	CRT Improvements: Improvements and new implications have been implemented in CRT.
4	Faculty Development Programs (FDPs): Conduct FDPs for faculty development and upskilling.	With IQAC initiatives FDPs have been conducted for faculty development and upskilling.
5	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.
6	Value-Added Courses: Introduce value-added courses for all departments.	Value-Added Courses: Value-added courses have been introduced for all departments.
7	Charity and Community Service: Promote charity and community service activities.	Charity and Community Service: Charity and community service activities have been promoted.
8	ED Cell Initiatives: Support ED cell initiatives for entrepreneurship development.	ED Cell Initiatives: ED cell initiatives have been supported for entrepreneurship development.

  
**Co-Ordinator**  
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**Chairperson**  
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