

**SREE NARAYANA TRAINING COLLEGE, NEDUNGANDA**

**IQAC MINUTES & ACTION TAKEN REPORT, 2019-'20**

The academic year 2019-20 was an eventful, action packed year for the IQAC especially in the context of the final preparation for the third cycle of accreditation. This is a brief report on the action taken for the proposals raised by IQAC during the Year 2019-'20.

IQAC Meetings during the Academic Year were held on 01/07/2019, 29/06/2019, 04/07/2019, 08/07/2019, 16/07/2019, 26/07/2019, 31/08/2019, 16/09/2019, 28/12/2019, 12/03/2020, 08/06/2020, 19/06/2020, 23/06/2020 & 06/06/2020. The details and reports are given below.

<b>Sr. No</b>	<b>Date</b>	<b>Agenda of discussion &amp; Issues proposed by IQAC</b>	<b>Whether Approved by the Committee or not</b>	<b>Action Taken and Present Status</b>
1.	01/07/2019	Admission Proceedings and Preparation of Academic Calendar	Approved	Admission completed as per NCTE and University norms and 100% seats filled. Academic Calendar was prepared and uploaded in the college website. According to it, important events, curricular, co-curricular, extracurricular and extension activities were prepared. It was also decided that each Head of the Department (HoD) would plan departmental calendar related to classes accordingly.
2.	29/06/2019	Preparation of Annual Teaching Plans, Annual Report (AQAR) of IQAC Preparation and Submission- Work Distribution.	Approved	Department wise - Annual Teaching Plans prepared. AQAR works were distributed criteria wise. IQAC coordinator is the Incharge of AQAR.

3.	04/07/2019	Result Analysis., Sending proposal to get financial assistance for the national/state level seminars, Projects etc.	Approved	Result Analysis was done. Staff members were encouraged by IQAC in sending proposal to get financial assistance for the national/state level seminars, Projects etc.
4.	08/07/2019	AQAR Preparation- criteria wise discussion and preparation.	Approved	IQAC coordinator distributed the questionnaires of each criterion to staff members. Decided that the concerned members of the criterion meet every day for an hour and prepare the report.
5.	16/07/2019	Infrastructural improvement including ICT facilities	Approved	Under process
6.	26/07/2019	Publication works of Research Journal of the College 'Gurujyothi Research and Reflections, a biannual interdisciplinary research journal with ISSN 0976 0865	Approved	Published the current issue of the College Journal
7.	31/08/2019	Monitoring and Evaluation of various aspects of AQAR preparation	Approved	Evaluated the progress of AQAR preparation and IQAC Coordinator initiated the progress with necessary help.
8.	16/09/2019	Preparation for Feedback Survey among Stakeholders	Approved	NAAC Student Satisfaction Survey and other Questionnaires were made ready after discussion for collecting feedback from various stakeholders as per NAAC. Necessary data were collected and further analysis was done.
9.	28/12/2019	Presentation of Report of Criterion I, discussion and consolidation. Preparation of the Departmental Profile	Approved	Discussion on Report of Criterion I was done and further modifications were done. All HoDs were directed to prepare

				the departmental profile.
10.	12/03/2020	Presentation of Report of Criterion II, discussion and consolidation. Feedback from Alumni on Curriculum and Teaching Learning & Evaluation process	Approved	Discussion on Report of Criterion II was done and modifications were done as per suggestions of members. Feedback from Alumni on Curriculum and Teaching Learning & Evaluation process Collected, analysed and necessary steps taken
11.	08/06/2020	Presentation of Report of Criterion III, discussion and consolidation.	Approved	Discussion on Report of Criterion III was done and further modifications were done.
12	19/06/2020	Presentation of Report of Criterion IV, discussion and consolidation.	Approved	Discussion on Report of Criterion IV was done and necessary modifications were done.
13.	23/06/2020	Presentation of Report of Criterion V &VI discussion and consolidation.	Approved	Discussion on Report of Criterion VI was done and adequate changes were done.
14.	06/07/2020	Presentation of Report of Criterion VII, discussion and consolidation. Formation of Various Committees. TET Orientation Seminar	Approved	Discussion on Report of Criterion IV was done and necessary modifications were done. Various committees were formed. Seminar on TET Orientation was organized with the Resource collaboration of an external faculty.

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12	19/06/2020	Presentation of Report of Criterion IV, discussion and consolidation.	Approved	Discussion on Report of Criterion IV was done and necessary modifications were done.
13.	23/06/2020	Presentation of Report of Criterion V &VI discussion and consolidation.	Approved	Discussion on Report of Criterion VI was done and adequate changes were done.
14.	06/07/2020	Presentation of Report of Criterion VII, discussion and consolidation. Formation of Various Committees. TET Orientation Seminar	Approved	Discussion on Report of Criterion IV was done and necessary modifications were done. Various committees were formed. Seminar on TET Orientation was organized with the Resource collaboration of an external faculty.

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