

## Minutes of Meeting

03.08.2022

A meeting is convened by the IOAC coordinator in the staff room at 2:30 PM.

### Agenda:

1. SSR Preparation
2. Make an abstract of the activities done by the concerned department.
3. To conduct departmental activities
4. Discussion on best practices
5. Reorganization of IOAC.

### Resolutions and Action Taken -

1. The IOAC should focus on preparation of SSR.
2. Decision is taken to make an abstract of the activities done by the concerned department from 2017.
3. Decision is taken that each department should at least conduct 3 departmental activities every semester.
4. Following ideas are given as best practices for the AY. 2022-23
  1. Terrace Garden - (Medicinal plants)
  2. S-Mall
  3. Reconstruction of Rain water Pits
  4. Having LED lights in the campus
 Decision is taken to reconstruct Rain water harvesting pits and replace the existing lamps with LED lights.
5. IOAC to be reorganized including student representative, Administrative officers, Subject Experts, One from local community
6. Swachh Gaurav Drive to be conducted effectively.

## Members present:

1. Ch. Sneemitha *Sneemitha*
2. Chandrika. P *Chandrika*
3. Vijaya Laxmi *Vijaya*
4. K.S. Deepika *Deepika*
5. S. Sushma *Sushma*
6. V. Udayasree *Udaya*
7. D. Swapna *Swapna*
8. E. Swapna *ES*
9. Ch. Priyanka *ChPriyanka*
10. P. Manjula *Manju*
11. J. Praveena *JP*
12. A. Mangs *AMangs*
13. Sangeetha *Sangeetha*
14. Sreetha *Sreetha*
15. Vijetha *Vij*

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## Meeting Minutes

17.10.2022

An IOAC Meeting is convened by the Principal at 4:00 PM. The following points have been discussed:-

### Agenda:

1. Syllabus file (2017-2022)
2. Old Question papers
3. Departmentwise Result analysis
4. Conduct of at least 2 departmental meetings / Subject Forums
5. Guest lectures
6. Participating in voting.

### Resolutions and action taken:

- Faculty has to file Syllabus copies from 2017 till date.
- Old Question papers to be filed properly.
- Departmentwise Result analysis to be made
- Each department should strengthen their department by sharing ideas and at least 2 meetings should be conducted
- HODs to organize 2 Guest lectures, 1- Seminar, 1- Field trip at least
- ELC to see to it that all students register for voting and take part in voting.
- Computer lab usage by Non-IT students to facilitate them with Basic computer knowledge.

## Members Present:

1. Ch. Sreemitha Suf
2. Chandrika Anz
3. Vijayalaxmi @ W
4. K.S. Deepika bekeyi
5. S. Sushma S
6. E. Swapna ES
7. D. Swapna Swapna
8. P. Mangula Manju
9. J. Praveena Deep
10. Snelha Snelha
11. Vjella Vj
12. A. Mang Ahraya
13. Sangeetha Sangeetha
14. Ch. Priyanka Chpriyanka

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# Meeting Minutes

07.01.2023

A meeting is convened by Principal with the IQAC members in the Principal Chamber at 3:00 PM.

## Agenda

1. MOU with GDC, Medak.
2. Criteria wise work to be done.
3. Important days to be celebrated as usual.
4. Outreach Programme to be conducted.
5. Academic audit to be done.
6. Faculty Empowerment strategies to be focused on.
7. Eco club to be properly maintained.

## Resolutions and Action taken

1. Arrangements to be made for an MOU with GDC, Medak. Vice Principal to prepare for the MOU and look into the arrangements.
2. Criterion-wise work to be submitted on every weekend.
3. Important days should be celebrated as usual and reports to be submitted to the IQAC coordinator.
4. Faculty is instructed to be prepared for the Academic Audit.
5. Ramp & <sup>stairs</sup> to be constructed for the Physically handicapped.
6. Green initiatives to be taken up seriously.

## Members Present:

1. Ch. Sneetha, Sneetha
2. Vijayalaxmi, Vijayalaxmi
3. Chandrika, Chandrika
4. S. Snehma, Snehma
5. D. Swapna, Swapna
6. E. Swapna, Swapna
7. J. Praveena, Praveena
8. P. Manjula, Manjula
9. Sneetha, Sneetha
10. Vijeltha, Vijeltha
11. A. Manja, Manja
12. Ch. Priyanka, Priyanka
13. Sanjeetha, Sanjeetha

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## MEETING MINUTES

09.03.2023

An TOAC Meeting is convened by the undersigned in the Principal's chamber at 3:00 PM.

Agenda:

1. Feedback of the stakeholders on the Curriculum to be collected, analyzed and submitted.
  2. Faculty is encouraged to write articles.
  3. Faculty empowerment strategies to be focussed on.
  4. FLC to see to it that all the students above 18 years of age are registered voters.
  5. Progress of NAAC work.
  6. Smart board to be used by all the departments.
1. Faculty / incharge of Criterion 1 is asked to collect the feedback and do the analysis and submit the report to the Principal / TOAC co-ordinator.

2-

Resolutions and Action taken:

2. Faculty is instructed / encouraged to try writing articles at least one in a year. They are asked even to motivate students to write articles and be involved in project works.
3. Care taker is instructed to look into enrollment of students for voting.
4. Faculty is asked to submit the progress of their NAAC work.
5. ICT tools / smart board to be used for interesting and effective teaching-learning.

6. Clubs to be carried on effectively.
7. Green initiatives to be focused on
8. Conducting Internal Assessment as per University schedule.
9. Focus on Extension activities
10. Encouraging the students to enroll in NPTEL/SWAYAM at the earliest.

#### Members present:

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|-------------------|------------|
| 1. Ch. Sneetha    | Sny        |
| 2. Vijaya laxmi   | Vij        |
| 3. Chandrika. P   | Chp        |
| 4. S. Sneha       | S          |
| 5. Ch. Priyanka.  | Chpriyanka |
| 6. D. Swapna      | Swapna     |
| 7. E. Swapna      | E          |
| 8. J. Praveena    | Jp         |
| 9. P. Manjula     | Manju      |
| 10. Vijetha       | Vij        |
| 11. Sneetha       | Sneetha    |
| 12. A. Manja      | AManja     |
| 13. Sangeetha     | Sangeetha  |
| 14. P. Mallareddy | Mallareddy |

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