



MARWADI SIKSHA SAMITHI
Ramnath Guljarilal Kedia College of Commerce
(Affiliated to Osmania University, NAAC Re-Accredited)
3-1-336, Esamia Bazar, Opp. New Chaderghat Bridge, Hyderabad- 500027.

FIRST MEETING OF IQAC WITH CONVENERS & COORDINATOR: 2023-2024

Date: 18-8-2023

Time: 2.15 pm.

Venue: Auditorium

Agenda

1. To discuss on the action plan of various committees/clubs for 2023-2024
2. To put forth various IQAC initiatives for the academic year 2023-2024
3. To discuss any other matter with the permission of the chair.

S.No	Attendees	Designation
1.	CA SB Kabra	Management member
2.	Prof. Vandana Samba	Principal, Director-Research
3.	Dr. Ramsha Khaliq	Coordinator
4.	Dr. N Srinivas Kumar	Faculty member
5.	Dr. KVS Sudhakar	Faculty member
6.	Mrs.Kamlesh Mittal	Faculty member
7.	Mrs. Syeda Baseer Unissa Begum	Faculty member
8.	Mr.Kuldip Rai	Faculty member
9.	Mr .Rushiswarudu	Faculty member
10.	Mrs. A Meena	Faculty member
11.	Mr .E Madhu	Faculty member
12.	Mrs. Priya Ratnalikar	Faculty member
13.	Mr. Srinivas Naidu	Faculty member
14.	Mr. Jalaj Kumar	Faculty member
15.	Mr. Ramakanth	Librarian
16.	Mr.Surya prakash	Sr. Accountant.
17.	Mrs. P. Vijaya Lakshmi	Accountant UG
18.	Mrs. P. Udaya Sree	Research Cell Office Incharge
19.	Mr. K.V.N.B. Ravi Kumar	IT Head & Sys. Admin
20.	Mr. Sunil Kalavati	Office. Supdt

Minutes

1. IQAC Coordinator welcomed the Principal, Conveners of Committees, Coordinators of Various Criteria to the first IQAC meeting.
2. The IQAC Coordinator has explained the need and importance of quality maintenance
 - a. Principal presided over the meeting and conveyed the following.
 - b. Faculty to post the circulars in all groups for any inter-college events and the same to be checked before posting.
 - c. All the Conveners/Co-Conveners should accompany the students to the class

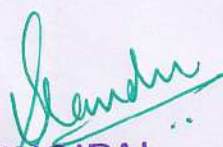
- rooms for campaigning about the events.
- d. All necessary reports to be submitted to NAAC/IQAC whenever they are asked for.
3. IQAC Coordinator has given power point presentation with regard to various proposals for 2023-2024 for quality enhancement. They are –
- Action Plans to be submitted in Soft and Hard copies to IQAC.
 - Review reports of Action plans to be submitted at the end of every year.
 - All the Committees/ Clubs to submit the reports to IQAC and respective Criteria Coordinators at the end of every semester.
 - Mentor-Mentee files to be prepared for 2023-2024 in new format with retrospective effect.
 - Integration of Committees where common objectives are served.
4. Formal vote of thanks was given by the IQAC Coordinator.

The meeting is adjourned.

Action Taken Report

Sl.no	Plan of Action	Action Taken
1	Preparation for MoU with Prakasam Institute of Development Studies	MoU done with Prakasam Institute of Development Studies on 14-07-2023
2	Guidelines on Project Report Preparation and Submission Program for Faculty and Principals was Proposed.	Guidelines on Project Report Preparation and Submission Program conducted on 13-07-2023
3	Workshop to be conducted for female student for self-defense.	YODDHA Workshop -The Female Fighter, organized on 14-08-2023
4	Faculty Development Program for UG and PG Faculties proposed.	FDP was organized for faculties on Improving teachers' effectiveness and innovative teaching methodology on 17-08-2023




PRINCIPAL
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MEETING OF IQAC WITH CO-ORDINATOR: 2023-2024

Date: 17-10-2023

Time: 2.30 pm.

Venue: Auditorium

Agenda

1. To receive Criteria Wise Activities and Reports.
2. To follow procedures under each criteria, while submitting the reports by the committee convenors.
3. To discuss any other matter with the permission of chair.

S.No	Attendees	Designation
1.	Prof. Vandana Samba	Principal, Director-Research
2.	Dr. Ramsha Khaliq	Coordinator
3.	Dr. N Srinivas Kumar	Faculty member
4.	Dr. KVS Sudhakar	Faculty member
5.	Mrs. Kamlesh Mittal	Faculty member
6.	Mrs. Syeda Baseer Unissa Begum	Faculty member
7.	Mr.K Anil Kumar	Faculty member
8.	Mr.Rushiswarudu	Faculty member
9.	Mrs. A Meena	Faculty member
10.	Mr.E Madhu	Faculty member
11.	Mrs. Priya Ratnalikar	Faculty member
12.	Mr. Srinivas Naidu	Faculty member
13.	Mr. H Ramakanth	Librarian
14.	Mr. Surya prakash	Sr. Accountant.
15.	Mrs. P. Vijaya Lakshmi	Accountant UG
16.	Mrs. P. Udaya Sree	Research Cell Office Incharge
17.	Mr. K.V.N.B. Ravi Kumar	IT Head & Sys.Admin
18.	Mr. Sunil Kalavati	Office. Supdt

Minutes

1. The IQAC Coordinator welcomed the Principal, Convenors of Various Criteria to the meeting.
2. The previous meeting minutes were read by IQAC Coordinator.
3. The IQAC Coordinator has informed all the Criteria Heads to follow up with the respective criteria activities for the AY 2023-2024.
4. It is informed by IQAC Coordinator to get the reports from the concerned committees as per the new formats which were given in the last meeting.
5. It is instructed by the Principal that all necessary reports to be submitted to NAAC/IQAC whenever they are asked for.

Formal vote of thanks was given by the IQAC Coordinator.

The meeting is adjourned.

Action Taken Report

Sl.no	Plan of Action	Action Taken
1	Industrial Visit for MBA, MCA and BBA Students	An Industrial visit to the National Remote Sensing Center (NRSC) was organized on 29-08-2023 for MBA, MCA and BBA Students
2	Industrial Visit for UG Students	An Industrial visit to Hindustan Coca-Cola Beverages Pvt.Ltd, Kukatpally on 30-09-2023 for UG Students.
3	IT and Soft skill Program for MCA Students	Magic bus India foundation conducted Training on IT and soft skills to MCA students from 11-09-2023 to 19-09-2023
4	Health and Hygiene program for girl students.	An orientation session on Health and Hygiene was organized on 5-10-2023, by Kiran Hospitals
5	Student Development Program on Cyber-crimes.	A Student Development Program on Cybercrime was organized in collaboration with Hyderabad Management Association on 11-10-2023




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MEETING OF IQAC WITH CO-ORDINATOR: 2023-2024

Date: 18-5-2024

Time: 2:00 pm

Venue: Auditorium

Agenda

1. Mid-Year Review of Action Plans and Initiatives
2. Strengthening Industry-Academia Collaboration
3. Stakeholder Feedback Collection and Analysis

S.No	Attendees	Designation
1.	Prof. Vandana Samba	Principal, Director-Research
2.	Dr. Ramsha Khaliq	Coordinator
3.	Dr. N Srinivas Kumar	Faculty member
4.	Dr. KVS Sudhakar	Faculty member
5.	Mr. K Srihari	Faculty member
6.	Mrs. Syeda Baseer Unissa Begum	Faculty member
7.	Mr. Kuldip Rai	Faculty member
8.	Mrs. Sonali Dutta	Faculty member
9.	Mrs. A Meena	Faculty member
10.	Mr.E Madhu	Faculty member
11.	Mr. Srinivas Naidu	Faculty member
12.	Mr.Jalaj Kumar	Faculty member
13.	Mr. Ramakanth	Librarian
14.	Mr.Surya prakash	Sr. Accountant.
15.	Mrs. P. Vijaya Lakshmi	Accountant UG
16.	Mrs. P Udaya Sree	Research Cell Office Incharge
17.	Mr.K.V.N.B. Ravi Kumar	IT Head & Sys.Admin
18.	Mr. Sunil Kalavati	Office.Suptd

Minutes

1. The IQAC Coordinator welcomed the Principal, Convenors of Various Criteria to the meeting.
2. The previous meeting minutes were read by IQAC Coordinator.
3. The IQAC Coordinator has informed all the Criteria Heads to review of action plan and initiatives with the respective criteria activities for the AY 2023-2024.
4. It is informed by IQAC Coordinator to get the reports from the concerned committees as per the new formats which were given in the last meeting.
5. It is instructed by the Principal that all necessary reports to be submitted to NAAC/IQAC whenever they are asked for.

6. Initiatives need to be planned to enhance partnerships with industries, including internships, MoUs, and guest lectures.
7. The Principal discuss the strategies for involving industry experts in curriculum enhancement and student mentoring.
8. Review was done on by IQAC Coordinator on feedback collection processes for students, faculty, alumni, and employers.

Formal vote of thanks was given by the IQAC Coordinator.

The meeting is adjourned.

Action Taken Report

Sl.no	Plan of Action	Action Taken
1	Preparation for MoU with Career craft consultants India private limited	MoU done with Career craft consultants India private limited on 01-02-2024
2	Bathukamma and Dandiya celebration	Bathukamma & Dandiya celebrations was done on 18-10-2023
3	MDP to be organized for MBA and MCA Students.	Management Development Program sponsored by NI-MSME on Technopreneur ship for sustainable development on 24-11-2023
4	The Alumni meet has to be organized for year 2023-24	The Alumni meet SAMAVAYA 2023-34 was organized on 27-02-2024
5	NAAC Peer Team Visit	On 23 and 24-02-2024 NAAC Peer Team Visit completed.
6	Project Orientation to UG Students	Project Orientation to UG Students was organized on 30-03-2024



[Signature]
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MEETING OF IQAC WITH CO-ORDINATOR: 2023-2024

Date: 24-6-2024

Time: 3:00 pm

Venue: Auditorium

Agenda

1. Capacity Building for Faculty and Staff.
2. Monitoring and Enhancing Student Support Systems
3. To discuss any other matter with the permission of chair.

S.No	Attendees	Designation
1.	CA SB Kabra	Management member
2.	Prof. Vandana Samba	Principal, Director-Research
3.	Dr. Ramsha Khaliq	Coordinator
4.	Dr. N Srinivas Kumar	Faculty member
5.	Mrs. Kamlesh Mittal	Faculty member
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Minutes

1. The IQAC Coordinator welcomed the Principal, Convenors of Various Criteria to the meeting.
2. The previous meeting minutes were read by IQAC Coordinator.
3. The IQAC Coordinator discussed about professional development programs, workshops, and skill enhancement training for faculty and administrative staff. Also to explore

collaboration with external resource persons and institutions for capacity-building initiatives.

4. It is informed by IQAC Coordinator to evaluate the effectiveness of existing student support mechanisms, including mentoring programs, counseling, and career guidance.
5. It is instructed by the principal that all necessary reports to be submitted to NAAC/IQAC whenever they are asked for.


Formal vote of thanks was given by the IQAC Coordinator.

The meeting is adjourned.

Action Taken Report

Sl.no	Plan of Action	Action Taken
1	Round table conclave is proposed	Data privacy and data protection round table conclave was organized on 10-04-2024
2	Faculty Orientation Program for MBA, MCA and UG Faculties	Orientation to faculty on preparation of Teaching Learning Plan (TLP)
3	Preparation for National Seminar	Forging Tomorrow's Triumph: Cutting -Edge Innovations and Insights Defining Future Business Trends in collaboration with Department of Business Management, Osmania University & Sponsored by ICSSR-SRC&TGCHS on 28th&29th June, 2024.




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