



SARDAR PATEL COLLEGE

14, Padmarao Nagar, Secunderabad - 500 025.
Re-Accredited 'B' Grade by NAAC

(Affiliated to Osmania University, Hyderabad, T.S.)
(Sponsored and Managed Jointly by the Osmania Graduates' Association and Exhibition Society)
(Degree & P.G. College)

IQAC Minutes of Meeting 2022-23 Meetings conducted – 19

S.No	Date	Minutes of Meeting	Compliance
1	04-06-2022	<ul style="list-style-type: none">Review meeting on IIQAA orientation session by Mr. Santosh Vajpayee for SSRAcademic calendar 2022-23	<ul style="list-style-type: none">Academic calendar prepared and circulated to various departments.
2	06-06-2022	<ul style="list-style-type: none">Clarifications regarding Self study report for NAAC 3rd cycle.Documents related to paper setting under criteria 1 for each category need to be submitted for each year.Fields visits, projects, industrial tours to posted on the college website.Hyper linking need to be done for data template	<ul style="list-style-type: none">Departmental meeting was conducted to discuss research publications.Paper setting details were submitted to the IQAC coordinator.Hyperlinking was created for documents.
3	28-06-2022	<ul style="list-style-type: none">Informed all criteria in-charges to follow the modified NAAC SSR manual effective from June 2022	<ul style="list-style-type: none">Criteria in-charges started following the modified NAAC SSR manual.
4	29-06-2022	<ul style="list-style-type: none">Discussion regarding Revised NAAC manual and weightage of different metrics.	<ul style="list-style-type: none">Meeting was conducted to discuss Revised NAAC manual and weightage of different metrics.
5	10-08-2022	<ul style="list-style-type: none">Preparation of academic calendar 2022-23 for PG.A Proposal for installation of solar panels in the college.Campus placements & extension activities to be planned.Organizing student seminars on various issues.	<ul style="list-style-type: none">The Academic Calendar was prepared.Solar panels installed in the college.Students seminars organized.
6	17-08-2022	<ul style="list-style-type: none">All the criteria in-charges were informed to submit the related documents and proofs.The links to be uploaded on the website.	<ul style="list-style-type: none">Website committee member, informed that links of documents were uploaded.Appointments letters and

		<ul style="list-style-type: none"> Appointment letters, sanction letters and feedback to be submit duly signed by principal. 	sanction letters collected from academic session by criteria in-charges.
7	22-08-2022	<ul style="list-style-type: none"> The criteria in-charges updated their respective criteria work to Principal and IQAC coordinator. Minutes of the meetings of all the statutory bodies are to be upload on the website. 	<ul style="list-style-type: none"> Website in-charge was informed to upload the minutes of statutory committees.
8	27-08-2022	<ul style="list-style-type: none"> Discussion regarding SSR to be upload. All criteria members are informed to verify their respective criteria work and supporting documents. To instruct the Students to fill the details in the SSS through e-mail. 	<ul style="list-style-type: none"> SSR submitted in Principal presence by IQAC co-ordinator. 729 students uploaded under SSS.
9	29-08-2022	<ul style="list-style-type: none"> Parent Teacher meeting to be schedule. Result Analysis 	<ul style="list-style-type: none"> The Parent Teacher meeting was scheduled. Result analysis was done by all the departments.
10	02-09-2022	<ul style="list-style-type: none"> Discussion regarding DVV clarification. 	<ul style="list-style-type: none"> Weblinks were checked by website committee. Criteria members checked the respective documents uploaded.
11	12-09-2022	<ul style="list-style-type: none"> Discussion regarding extended profile and criteria 7. 	<ul style="list-style-type: none"> Extended profile and all criteria information and documents verified.
12	11-10-2022	<ul style="list-style-type: none"> New committees for the academic year 2022-23 Discussion regarding students involvement in clubs and cells. Alumni meet to be planned. 	<ul style="list-style-type: none"> New committee was formed for the academic year 2022-23.
13	12-11-2022	<ul style="list-style-type: none"> Discussion regarding the DVV and remarks with all criteria in-charges. 	<ul style="list-style-type: none"> Affected metrics identified by the criteria incharges.
14	28-11-2022	<ul style="list-style-type: none"> Preparation of all the required documents for Peer team visit. H.o.D's PPT preparation 	<ul style="list-style-type: none"> Departmental files, registers, MoU's, UGC journals list, Result Analysis kept ready. Lesson plans and question banks submitted to academic coordinator.
15	02-12-2022	<ul style="list-style-type: none"> Peer team visit on 28th & 29th December date confirmation was communicated to all staff members. 	<ul style="list-style-type: none"> Qualitative metric documents of all the five academic year 2017-2022 were kept ready by criteria members.

16	03-12-2022	<ul style="list-style-type: none"> In continuation with previous day discussion on criteria 4th, 5th, 6th and 7th. 	<ul style="list-style-type: none"> All the criteria in-charges checked their criteria related documents.
17	18-01-2023	<ul style="list-style-type: none"> Appointed New Coordinator Introduction of Criteria in-charges Discussion regarding AQAR 2021-22 preparation. 	<ul style="list-style-type: none"> Criteria incharges started doing criteria work.
18	10-03-2023	<ul style="list-style-type: none"> Discussion done on the suggestions and recommendations given by the NAAC committee members for the overall development of the institution. Current status and perspective plan for the AQAR submission 	<ul style="list-style-type: none"> Criteria members updated their respective criteria information to IQAC Coordinator.
19	04-05-2023	<ul style="list-style-type: none"> Final review of AQAR 2021-2022 by Management and Principal. AQAR 2021-2022 to be submitted. 	<ul style="list-style-type: none"> AQAR 2021-2022 submitted.



IQAC

Coordinator



Principal
PRINCIPAL
Sardar Patel College
 Padmarao Nagar, Secunderabad