



**HINDI MAHAVIDYALAYA**  
(Autonomous & NAAC Reaccredited)

**MINUTES OF IQAC MEETING**

**Date: 27-5-2017**

**Time: 11:30 AM**

The meeting was convened by Principal, Smt. Jyoti Hastak.

The following Members were present in the meeting:

1. Smt. Jyoti Hastak	-	Chairperson & IQAC Coordinator
2. Shri P.Giridhar	-	Head, Dept. of Commerce
3. Dr. Muktavani	-	Head, Dept. of Sanskrit
4. Dr. Rajasekhar	-	Head, Dept. of English
5. Dr. Surabhi Tiwari	-	Head, Dept. of Pol. Sci.
6. Smt. Pooja Kaushal	-	Head, Dept. of Chemistry
7. Dr. Rajanidhari	-	Head, Dept. of Hindi
8. Smt. Ashwini Sanpurkar	-	Head, Dept. of Commerce
9. Smt. Bindu	-	Head, Dept. of English
10. Smt. Saritha Mantri	-	Head, Dept. of Commerce
11. Smt. Nita Kulkarni	-	Head, Dept. of Biotechnology
12. Sri Laxminiwas Sharma	-	Management Nominee
13. Smt. S.Ashwini	-	Exam branch
14. Smt. P. Lavanya	-	Office Supdt.
15. Smt. Archana Joshi	-	Librarian
16. Ms. Pragathi Upadhyaya	-	Student
17. Ms. Meena Lakhu	-	Student
18. Sri Rajesh Malani, Businessman	-	Alumni
19. Sri Praveen Kulkarni	-	Chartered Accountant
20. Shri Sohanlal Kadel	-	Industrialist

The Agenda of the meeting and the Action Taken Report are as follows:

**Agenda 1: To discuss about the Academic Calendar for the Academic year 2017-2018.**

All the IQAC members have reviewed the Almanac, scheduled for the Academic year 2017-2018.

**Agenda 2: To discuss about the formalities to be followed for Online UG Admissions and PG Admissions.** The members informed the Administration Department to take care of official correspondence and other formalities to be made for Online UG and PG Admissions.

**Agenda 3: To start Preparation for 3<sup>rd</sup> Cycle of NAAC.**

The IQAC coordinator informed all the Teaching, Non-Teaching, Library and Examination Branch staff to keep all the departmental documents ready for the NAAC Peer team Inspection. Further the HODs are informed to prepare Department wise Power Point Presentations.

**Agenda 4: To start New UG & PG courses - B.Com(Computers), M.Com.**

The IQAC members informed the concerned departments to follow up the official correspondence to start new courses, UG - **B.Com(Computers)** & PG - **M.Com.**

**Agenda 5: To Discuss about the Skill Development Programme B.Vocation.**

The IQAC members discussed about the PG courses that B.Vocation Course Students will be after the completion of the Degree Programme. The members informed the B.Vocation Nodal Officer to pursue the issue with the UGC, New Delhi and Osmania University.

**Agenda 6: To Schedule and conduct Academic Council Meeting.**

The IQAC members noted the department-wise ratified syllabus and decided to conduct Academic Council meeting.

**Agenda 7: To discuss and plan Department-wise FDP programmes, Guest Lectures, field Trips.**

The members of IQAC discussed and scheduled department-wise FDP Programmes, Guest Lectures and Field trips to be conducted in the Academic year 2017-2018.

The Faculty members were motivated to participate, Workshops, seminars, conferences, Refresher and orientation programmes.

**Agenda 8: To promote Research Culture in the institution.**

The Faculty members are encouraged to publish papers, Articles in the Journals. Further, the Faculty members are motivated to apply for research projects. Guest Lectures are planned on Research methodologies.

**Agenda 9: To discuss and schedule community services, health Services, NCC and NSS programmes and other events.**

The members of IQAC discussed the programmes related to traffic awareness, Clean and Green, Health & Hygiene, Personality Development, NCC and NSS and Sports activities to be conducted in the Academic Year 2017-2018.

**Agenda 10: To discuss about the Industry Linkages to support On Job Training and Placement Assistance.** The members of IQAC discussed about the Industry Linkages to be signed for on Job Training and Placement Assistance.

*Irhasak*

**IQAC COORDINATOR**

*Irhasak*

**PRINCIPAL**

HINDI MAHA VIDYALAYA  
(AUTONOMOUS)  
Arts, Commerce & Science  
Nallakunta, Hyderabad-44. T.S.



**HINDI MAHAVIDYALAYA**  
(Autonomous & NAAC Reaccredited)

**MINUTES OF IQAC MEETING**

**Date: 31-7-2017**

**Time: 11:00 AM**

Principal, Smt. Jyoti Hastak welcomed all the Members and reviewed the points discussed in previous meeting:

The meeting was convened by Principal, Smt. Jyoti Hastak.

1. Smt. Jyoti Hastak	-	Chairperson & IQAC Coordinator
2. Shri P.Giridhar	-	Head, Dept. of Commerce
3. Dr. Muktavani	-	Head, Dept. of Sanskrit
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9. Smt. Bindu	-	Head, Dept. of English
10.Smt. Saritha Mantri	-	Head, Dept. of Commerce
11.Smt. Nita Kulkarni	-	Head, Dept. of Biotechnology
12.Sri Laxminiwas Sharma	-	Management Nominee
13.Smt. S.Ashwini	-	Exam branch
14.Smt. P. Lavanya	-	Office Supdt.
15.Smt. Archana Joshi	-	Librarian
16.Ms. Pragathi Upadhyaya	-	Student
17.Ms. Meena Lakhu	-	Student
18.Sri Rajesh Malani, Businessman	-	Alumni
19.Sri Praveen Kulkarni	-	Chartered Accountant
20.Shri Sohanlal Kadel	-	Industrialist

The Agenda of the meeting and the Action Taken Report are as follows:

**1. To Discuss about the Preparation for 3<sup>rd</sup> Cycle of NAAC.**

- The NAAC peer team visit for 3<sup>rd</sup> cycle of Accreditation was on 8th and 9<sup>th</sup> September 2017, an IQAC meeting was conducted to reviewed the documents of various departments.
- The PPTs of all the departments were reviewed. The PPT of the Institution was also reviewed by all the members of the committee.
- All the documents of various departments are reviewed by the Principal and the IQAC Coordinator.
- The Members informed and invited all the stake holders on the days of peer team visit.
- The Examination Department were informed to keep all the records ready for the inspection.

- The Refreshment Committee members were intimated to make the necessary arrangements.
- The Finance departments members are intimated to prepare the budget for the arrangements to be made for the Inspection Committee. Further, they are informed to make necessary arrangements for the members of the Inspection team.
- The IT department was informed to take care of the ICT facilities of all the Departments.
- The NCC Cadets are informed to make necessary arrangements for the welcome march.
- The NSS Volunteers are informed to maintain Serene campus .

**2. To note the Admission status for the academic year 2018-19.**

The IQAC members noted the admission status for the academic year 2018-19. The Pg Admissions were in progress.

**3. To conduct Orientation Programme.**

The Orientation programme for the UG I year students was scheduled in 1<sup>st</sup> week of August 2017.

**4. To organise Alumni meet**

The members of the committee decided to conduct Alumni Meet in the month of December 2017.

**5. To discuss about the preparations for conducting the UG - I/ III & V semester Examinations.**

The Members of the IQAC Committee discussed and reviewed the arrangements made to conduct UG

**- I/ III & V semester Examinations.**

**6. To discuss about the UG - II / IV& VI semesters examinations results.**

The members of the committee noted the UG - II/IV& VI semester examinations results. The members discussed the measures to be taken for improving the student results. The members also suggested to take remedial classes for the academically weak students.

*Jahastak*  
**IQAC COORDINATOR**

*Jahastak*  
**PRINCIPAL**

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**MINUTES OF IQAC MEETING**

**Date: 4/12/2017**

**Time: 11:00 AM**

Principal, Shri P.Giridhar welcomed all the Members and reviewed the points discussed in previous meeting

The meeting was convened by Principal, Shri P.Giridhar.

1. Shri P.Giridhar	-	Chairperson & IQAC Coordinator
2. Dr. Muktavani	-	Head, Dept. of Sanskrit
3. Dr. Rajasekhar	-	Head, Dept. of English
4. Dr. Surabhi Tiwari	-	Head, Dept. of Pol. Sci.
5. Dr. N. Ravi Kumar	-	Head, Dept. of B.Voc.
6. Smt. Pooja Kaushal	-	Head, Dept. of Chemistry
7. Dr. Rajanidhari	-	Head, Dept. of Hindi
8. Smt. Ashwini Sanpurkar	-	Head, Dept. of Commerce
9. Smt. Bindu	-	Head, Dept. of English
10.Smt. Saritha Mantri	-	Head, Dept. of Commerce
11.Smt. Nita Kulkarni	-	Head, Dept. of Biotechnology
12.Sri Laxrhiniwas Sharma	-	Management Nominee
13.Smt. S.Ashwini	-	Exam branch
14.Smt. P. Lavanya	-	Office Supdt.
15.Smt. Archana Joshi	-	Librarian
16.Ms. Pragathi Upadhyaya	-	Student
17.Ms. Meena Lakhu	-	Student
18.Sri Rajesh Malani, Businessman	-	Alumni
19.Sri Praveen Kulkarni	-	Chartered Accountant
20.Shri Sohanlal Kadel	-	Industrialist

The Agenda of the meeting and the Action Taken Report are as follows:

**Agenda 1: To note the 3<sup>rd</sup> cycle NAAC accreditation result.**

The members of the IQAC were informed that the college scored 2.57 CGPA and is graded B<sup>+</sup> in the 3<sup>rd</sup> cycle of NAAC accreditation.

The members discussed about the recommendations made by the NAAC peer team.

**Agenda 2: To approve the new IQAC Composition.**

The Principal Smt Jyoti Hastak retired on 30-10-2017 on Superannuation. Shri P.Giridhar has taken the charge as Principal. The IQAC Committee is reformed and approved.

**Agenda 3: To plan for the second semester.**

The IQAC members noted the Departmental Time Tables of the Second Semester. The faculty members were informed to conduct all the of departmental activities, Guest lectures, as per the schedule.

**Agenda 4: To note about the On Job training schedule of the Skill Development Courses.**

The IQAC Members noted the new Industry Linkages and the On Job training schedule the Skill Development Courses.

**Agenda5: To discuss about conducting various extension activities, field trips, sports & cultural activities.**

The IQAC Committee discussed with the Cultural committee members, Sports In-charge and the Faculty members to schedule and organise various sports events, cultural events, Departmental field trips.

P. 

**IQAC COORDINATOR**

P. 

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**HINDI MAHAVIDYALAYA**  
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**MINUTES OF IQAC MEETING**

**Date: 19/3/2018**

**Time: 11:00 AM**

Principal, Shri P.Giridhar welcomed all the Members and reviewed the points discussed in previous meeting:

The meeting was convened by Principal, Shri P.Giridhar.

1. Shri P.Giridhar	-	Chairperson & IQAC Coordinator
2. Dr. Muktavani	-	Head, Dept. of Sanskrit
3. Dr. Rajasekhar	-	Head, Dept. of English
4. Dr. Surabhi Tiwari	-	Head, Dept. of Pol. Sci.
5. Dr. N. Ravi Kumar	-	Head, Dept. of B.Voc.
6. Smt. Pooja Kaushal	-	Head, Dept. of Chemistry
7. Dr. Rajanidhari	-	Head, Dept. of Hindi
8. Smt. Ashwini Sanpurkar	-	Head, Dept. of Commerce
9. Smt. Bindu	-	Head, Dept. of English
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16.Ms. Pragathi Upadhyaya	-	Student
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18.Sri Rajesh Malani, Businessman	-	Alumni
19.Sri Praveen Kulkarni	-	Chartered Accountant
20.Shri Sohanlal Kadel	-	Industrialist

Agenda of the meeting and the Action Taken Report are as follows:

**Agenda 1: To collect the feedback from the students on the teachers.**

Feedback is collected from the students course-wise on all the faculty members by providing Questionnaires. The data so collected is analysed and necessary action is taken on the areas where some deficiencies are observed.

**Agenda 2: To discuss about the placement support and career counseling.**

It was resolved that to strengthen the placement cell. Links are to be established with many industries and to get registered with many consultancy Services, registered with Osmania University Placement Cell, to get in contact with Alumni who own business organizations, CA firms etc.

Also the staff members are advised to provide career guidance to the students regarding their further Educations and the job opportunities suitable for their profile.

**Agenda 3: To start Preparation for submission of Proposal for Renewal of Autonomous status.**

All the Teaching, Non-Teaching, Library and Examination Branch staff are informed to start preparation for submission of Proposal for Renewal of Autonomous status and provide data for the IQAC team for preparation of Autonomy renewal proposal.

**Agenda 4: To discuss about the preparations for the UG - II/ IV & VI Semester Practical and Theory Examinations.**

The Members of the IQAC Committee discussed and reviewed the arrangements made to conduct UG - II/ IV & VI semesters Theory and Practical Examinations.

*P. V. Srinivas*

**IQAC COORDINATOR**

*P. V. Srinivas*

**PRINCIPAL**

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