

## MEETING HELD ON 11<sup>th</sup> APRIL 2020

The meeting of IQAC was held on 11<sup>th</sup> April 2020. The meeting held on line with the Zoom App the inconvenience due to the Covid-19 lockdown.

- 1) The agenda for meeting was to conduct the on line classes and handle the situation during pandemic conditions.
- 2) For students it was suggested to conduct Essay Writing competition on the topic. Webinars have to be conducted for the students.
- 3) During meeting it is decided to distribute the mask and sanitizer among the common people and create the awareness about the importance of hygiene and sanitizing and be safe with the mask.

The awareness is propagated through the students of Bi Bi Raza Degree college around the college campus.

- 4) At the meeting it was felt that to seek the involvement about the online classes for students the parent meeting need to be conducted for using of smart phone and they should arrange for the same for their words to smooth conduct of classes.
- 5) Vaccination have to be given for students and people around.

All the staff members were present in the online meeting through Zoom App and all agreed with the Agenda of the meeting during pandemic conditions.

**The following staff members were present in the meeting with chairperson.**

- |                       |   |             |
|-----------------------|---|-------------|
| 1) Dr. Zeba Parveen   | - | Chairperson |
| 2) Dr. Kaneez Fatima  | - | Coordinator |
| 3) Dr. Nayyar Jahan   | - | Member      |
| 4) Mrs. Shabana Begum | - | Member      |
| 5) Dr. B. Jyoti       | - | Member      |
| 6) Dr. Asma Tabassum  | - | Member      |

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*ZB*

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**Bi Bi Raza Degree College**  
**For Women (Arts & Science)**  
**GULBARGA**

## MEETING HELD ON 24<sup>th</sup> SEPTEMBER 2020

The meeting of Internal Quality Assurance cell was held on 24<sup>th</sup> September 2020 at 12.30pm at principals chamber to discuss the following agenda.

- 1) The meeting convened with well come speech by Dr. Zeba Parveen Chairperson of IQAC and IQAC coordinator Dr. Kaneez Fatima briefed about the AQAR report submission of 2018-19.
- 2) Confirm and read the minutes of proceeding of last meeting.
- 3) Informed about the successful submission of AQAR report of 2018-19, and forwarding the letter to NAAC through HEI portal regarding extension of RAR for third cycle submission.
- 4) All the staff members were informed about the submission of details for preparation of AQAR report for the year 2019-20.
- 5) Chairperson suggested for the webinar for Alumni on the topic "Role of Alumni in College development".
- 6) Inclusion of students for the SSS for the year 2019-20, and record have to be maintained in the graphical manner.
- 7) All the members and chairperson of the IQAC committee were present in the meeting.

**The following staff members were present in the meeting with chairperson.**

- |                        |   |             |
|------------------------|---|-------------|
| 1) Dr. Zeba Parveen    | - | Chairperson |
| 2) Dr. Kaneez Fatima   | - | Coordinator |
| 3) Dr. Nayyar Jahan    | - | Member      |
| 4) Mrs. Shabana Begum- | - | Member      |
| 5) Dr. B. Jyoti        | - | Member      |
| 6) Dr. Asma Tabassum   | - | Member      |
| 7) Mrs. Wahaja Muneera | - | Member      |

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## MEETING HELD ON 6<sup>th</sup> MARCH 2021

- 1) The meeting convened with well come speech by Dr. Zeba Parveen Chairperson of IQAC and IQAC coordinator Dr. Kaneez Fatima readout the Agenda of meeting.
- 2) Review of minutes of IQAC meeting and subsequent action taken.
- 3) Review of Academic result and Action plan for improvement of results for all department.
- 4) Resources and infrastructure requirement for addition of new ad-on courses.
- 5) Review of feedback from all stakeholders, students, patents, Alumni and Employer.
- 6) Review of Library books digitalization, issue and return procedures.
- 7) Review of Industry Institute Interaction and waste plastic dispose off at plastic industry.
- 8) E-AQAR submission and difficulties.
- 9) Any other point with permission from the chair.
- 10) Discuss about the publication of papers in Magazine.

All the members and chairperson of the IQAC were present in the meeting.

**The following staff members were present in the meeting with chairperson.**

- |                       |   |             |  |
|-----------------------|---|-------------|--|
| 1) Dr. Zeba Parveen   | - | Chairperson |  |
| 2) Dr. Kaneez Fatima  | - | Coordinator |  |
| 3) Mrs. Shabana Begum | - | Member      |  |
| 4) Dr. B. Jyoti       | - | Member      |   |
| 5) Dr. Nayyar Jahan   | - | Member      |  |
| 6) Dr. Asma Tabassum  | - | Member      |  |

  
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**INTERNAL QUALITY ASSURANCE CELL MEETING HELD ON**  
**7<sup>th</sup> MAY 2021**

- 1) The meeting held online with the Zoom App. Inconvenience due to Covid-19 lockdown.
- 2) The agenda of meeting is to discuss about the online classes, difficulties of the students, for Online Classes.
- 3) The chairperson directed the staff members for online faculty development programme, workshop, seminars conducted & online for attending.
- 4) In the meeting it was decided to conduct online programmes according to green calendar like, wetland day, world environment day, science day, water day etc.
- 5) During the crisis period of pandemic the students of the college were given consistent counselling under the guidance of staff, counselling cell in association with IQAC.
- 6) IQAC have to conducted workshop for LMS (Basics and advanced level) training during lockdown period (Online Training)
- 7) NAAC work under progress for all criteria's, paper work for different activities and uploaded in the website time to time is directed by the principal to all the staff members.
- 8) Current status and perspective plan for the development of the college administration with quality initiative.
- 9) Review of Academic activities, results & action plan for improvement.

All the members and chairperson of the IQAC were present in the meeting.

**The following staff members were present in the meeting with chairperson.**

- |                       |   |             |  |
|-----------------------|---|-------------|--|
| 1) Dr. Zeba Parveen   | - | Chairperson |  |
| 2) Dr. Kaneez Fatima  | - | Coordinator |  |
| 3) Mrs. Shabana Begum | - | Member      |   |
| 4) Dr. B. Jyoti       | - | Member      |   |
| 5) Dr. Nayyar Jahan   | - | Member      |  |
| 6) Dr. Asma Tabassum  | - | Member      |   |

  
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