

IQAC Minutes of Meeting



PROCEEDINGS OF IQAC

2022-2023

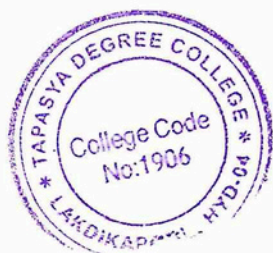


TAPASYA DEGREE COLLEGE,
LAKDI KA POOL, HYDERABAD
ORDER

Internal Quality Assurance Cell (IQAC) is formed at Tapasya Degree College, Lakdi Ka Pool, Hyderabad, with following members representing different stakeholder groups. This is as per the guidelines of National Assessment and Accreditation Council (NAAC).

Members of IQAC(2022-23)

Sno	Name	Designation	Representing group
1	Mr K. Prashanth Kumar	Principal Tapasya Degree College	Chairman
2	Mr. K. Srinivas Rao,	Director Tapasya Educational Institutions	Board of Management
3	Mr. M. Sateesh	Deputy General Manager- Degree Affairs	Senior Administration
4	Mr. Keshava Narayana	Head- Operations	Office Administration
5	Ms. V.K. Durga Reddy	Faculty of Computers	Faculty & IQAC Coordinator
6	Ms.Preeti Prada Dash	Faculty of Commerce	Faculty
7	Mr. N. Ramakrishna	Faculty of Management	Faculty
8	Mr Dayakar Burra	Faculty of Commerce	Faculty
9	Mr Srikanth Bakkad	Chief Financial Officer Pennar Industries Pvt Lid	Industry
10	Ms. Shiva Ranjani	Regional Manager, Magic Bus	Employer
11	Ms. Sreelekha	Home Maker	Parent
12	Mr.Zafar Khan	Local Corporator/ NGO President	Local Society
13	Mr.Mohammed Danish Ahmed Khan	B.Com Taxation	Alumni
14	Ms.A.Sadhvi	B.Com Final Year	Student



PRINCIPAL
Principal
TAPASYA DEGREE COLLEGE
Red Hills, Lakdikapool, Hyderabad-04

Objectives of IQAC:

- To enhance the quality of academic and administrative activities of the institution through continuous assessment and improvement processes.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To facilitate the creation of a learner-centric environment conducive for quality education and faculty development to foster innovative pedagogical practices.

Strategies:

- Implementing a robust quality assurance framework, IQAC ensures regular monitoring and evaluation of academic and administrative processes within the college.
- Promoting student-centric approaches through feedback mechanisms and grievance redressal systems, ensuring their active participation in shaping the educational environment.
- Encouraging interdisciplinary collaborations and industry linkages to align academic programs with current trends and industry requirements, enhancing the employability of graduates.
- Implementing mechanisms for continuous quality improvement through regular assessment, analysis, and feedback loops across all facets of institutional operations.
- Facilitating capacity building workshops and training sessions for faculty and staff to enhance their pedagogical skills, research capabilities, and administrative efficiency.
- Establishing benchmarks and performance indicators to measure progress and identify areas for improvement, fostering a culture of data-driven decision-making.
- Promoting research and innovation by providing resources and support for faculty members and students to undertake interdisciplinary projects and scholarly activities.

Functions:

- Develop and implement policies and practices for maintaining academic quality standards across departments and programs.
- Coordinate internal and external quality assessment processes, including regular audits, peer reviews, and accreditation evaluations.
- Facilitate faculty development initiatives to enhance teaching effectiveness, research productivity, and professional growth.
- Monitor and evaluate the effectiveness of administrative processes and support services to ensure efficiency and student satisfaction.



- Collect and analyse data on student performance, faculty workload, infrastructure utilization, and other relevant metrics to inform decision-making and quality enhancement strategies.
- Foster a culture of continuous improvement by promoting innovation, best practices, and collaborative efforts among stakeholders to address emerging challenges and opportunities.



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Ref.No: TDC/IQAC/2022-23/14

CIRCULAR

Date:26-7-2022

This is to inform all the IQAC members that there will be a meeting scheduled on 29-7- 2022. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 29-7-2022

Time: 10:00 AM

Agenda of this meeting is :

1. Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on status of Mentor Dairy
3. Discussion on NAAC Related work with IQAC co-ordinators.
4. Improvement in academic and administrative process.


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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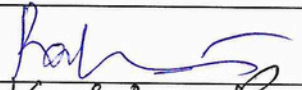
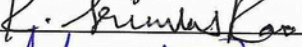

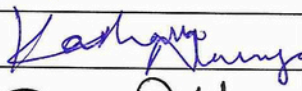
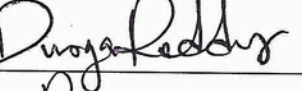
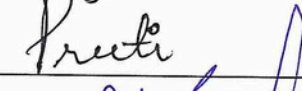
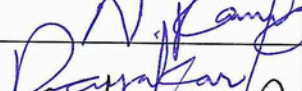
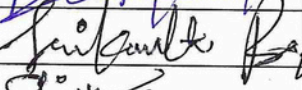
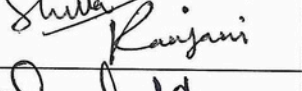
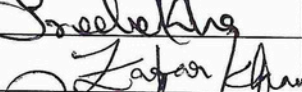
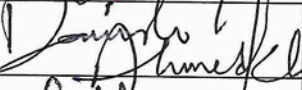



Minutes of Meeting

Minutes of Meeting of IQAC held on 29-7-2022

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signatures
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Mr. Keshava Narayana	Office Administration	
5	Ms. V.K. Durga Reddy	Faculty & IQAC Coordinator	
6	Ms. Preeti Prada Dash	Faculty	
7	Mr. N. Ramakrishna	Faculty	
8	Mr. Dayakar Burra	Faculty	
9	Mr. Srikanth Bakkad	Industry	
10	Ms. Shiva Ranjani	Employer	
11	Ms. Sreelekha	Parent	
12	Mr. Zafar Khan	Local Society	
13	Mr. Mohammed Danish Ahmed Khan	Alumni	
14	Ms. A. Sadhvi	Student	




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The resolutions made in the meeting are presented below.

1. Planning the requirements for the even semester of 2022-23 and preparation of academic documents like Lesson Plans and Time -tables.

The principal discussed the even semester planning. Instructed all the HODs to allocate subjects to the faculty, lesson plan and time table preparation in advance. Safety precautions to follow during physical classes.

2. Discussion on Mentor Dairy.

Principal and IQAC Co Ordinator discussed on mentor diary status and suggested to collect the details of respective students to fill the mentor dairy.

3. Discussion on NAAC related work with IQAC Co-Ordinator's

Discussed with NAAC coordinators regarding the preparation of finalized formats for supporting documents.

4. Improvement in academic and administrative process

The principal stressed upon maintaining quality in all the academic and administrative process.

Action Taken Report :

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Plan for the even Semester of 2022-23 documents preparation such as Lesson Plans and Time Tables	29-7-2022	Collected information from Various Departments and Prepared Lesson Plans and Time Table.	8-8-2022
2.	Discussion on Mentor Dairy Status	29-7-2022	Verified the Status of Mentor Dairy	16-8-2022
3.	Discussion on NAAC related work with IQAC members	29-7-2022	Conducted meeting with all IQAC members.	17-8-2022
4.	Improvement in Academic and Administrative Processes	29-7-2022	Reviewed	19-8-2022



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Ref.No: TDC/IQAC/2022-23/28

CIRCULAR

Date:19-9-2022

This is to inform all the IQAC members that there will be a meeting scheduled on 21-9- 2022. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

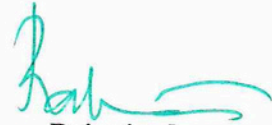
Venue: Seminar Hall

Date: 21-9-2022

Time: 10:00 AM

Agenda of this meeting is :

1. Status of syllabus completion.
2. Discussion on NAAC work.
3. Club Activities



Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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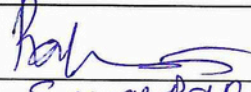
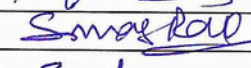
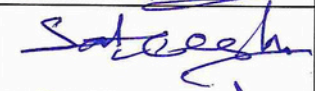
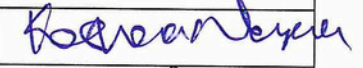
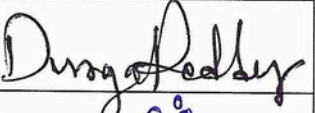


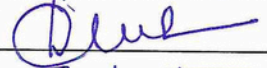
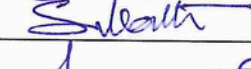

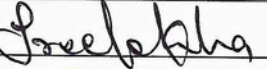
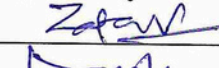
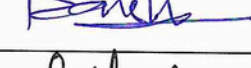

Minutes of Meeting

Minutes of Meeting of IQAC held on 21-9-2022

Time: 10:00 AM 1:00 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signatures
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Mr. Keshava Narayana	Office Administration	
5	Ms. V.K. Durga Reddy	Faculty & IQAC Coordinator	
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14	Ms. A. Sadhvi	Student	




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The resolutions made in the meeting are presented below.

1. Progress of Syllabus Completion

The status of syllabus completion should be monitored by the principal monitored and suggest to deliver of the right content to the students in virtual classes

2. Discussion on NAAC work

Discussion of the progress on NAAC worries and asking all the members to follow up on the progress of the works assigned to a different faculty in – charge.

3. Discussion on Improving the Student Participation in Club Activities

The Panel focused on improving the student participation in Club Activities by creating awareness of the activity way ahead of the date and encourage them to take part actively.

Action Taken Report :

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about the completion of Syllabus on Time	21-9-2022	Principal and Faculty members organized a meeting and Syllabus status were taken and planned about completing syllabus on time.	26-9-2022
2.	Discussion on NAAC Work	21-9-2022	IQAC members and NAAC members discussed about collecting the data regularly and planned for compiling the data on time.	29-9-2022
3.	Discussion on Improving the Student Participation in Club Activities	21-9-2022	Club In-charges and Faculty members discussed and planned about improving the student participation.	3-10-2022



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Ref.No: TDC/IQAC/2022-23/41

CIRCULAR

Date:23-1-2023

This is to inform all the IQAC members that there will be a meeting scheduled on 25-1-2023. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 25-1-2023

Time: 10:00 AM

Agenda of this meeting is :

1. Preparation of Academic documents like lesson plans, time-tables for odd semester
2. Discussion on Placements.
3. Discussion on CRT Classes.

Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board



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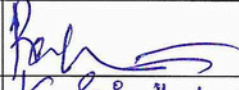
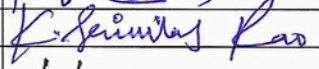
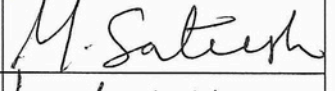
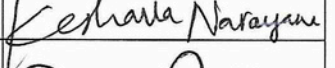


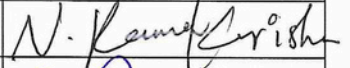
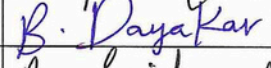
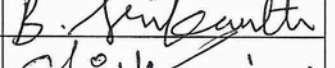
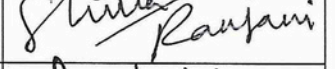

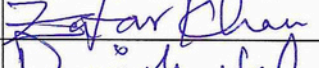
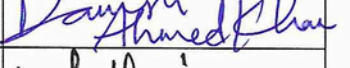

Minutes of Meeting

Minutes of Meeting of IQAC held on 25-1-2023

Time: 10:00 AM 1:00 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signatures
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
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14	Ms. A. Sadhvi	Student	



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TAPASYA DEGREE COLLEGE
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The resolutions made in the meeting are presented below.

- 1. Preparation of Academic documents like lesson plans, time-tables for odd semester**
Discussed about Preparing Time Tables and Lesson Plans for the odd semester classes.
- 2. Discussion on Placements.**
Training and Placement Officer, Placement In- charges and Faculty members discussed about the coming placement drives and planned about accommodating the plan in action.
- 3. Discussion on CRT Classes.**
Training and Placement Officer and Faculty members discussed and planned about organizing CRT Classes to make students ready for facing the interviews.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about Preparation of Time tables and Lesson plans	25-1-2023	Principal and Faculty members organized a meeting and planned the Time table and Lesson Plans for the odd semester	30-01-2023
2.	Discussion on Placements	25-1-2023	TPO and Placement In charges alongside faculty planned about the coming placement drives.	31-01-2023
3.	Discussion on CRT Classes	25-1-2023	TPO and Faculty members discussed and Planned CRT Classes and it's communication to the other Stakeholders	7-02-2023




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pRef.No: TDC/IQAC/2022-23/51

CIRCULAR

Date:23-3-2023

This is to inform all the IQAC members that there will be a meeting scheduled on 25-3-2023. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 25-3-2023

Time: 10:00 AM

Agenda of this meeting is :

1. Status of syllabus completion.
2. Discussion on NAAC work.
3. Discussion on Students participation in Placements and CRT Classes.

Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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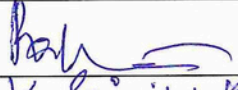
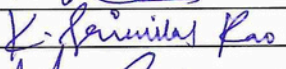

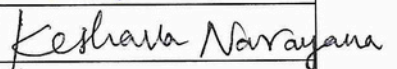
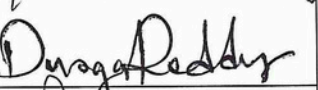
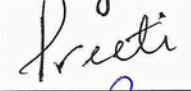
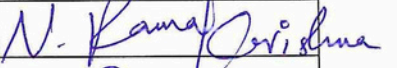

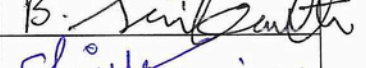
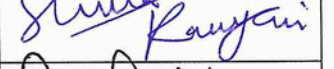

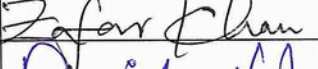

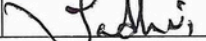
Minutes of Meeting

Minutes of Meeting of IQAC held on 25-3-2023

Time: 10:00 AM 1:00 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signatures
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Mr. Keshava Narayana	Office Administration	
5	Ms. V.K. Durga Reddy	Faculty & IQAC Coordinator	
6	Ms. Preeti Prada Dash	Faculty	
7	Mr. N. Ramakrishna	Faculty	
8	Mr. Dayakar Burra	Faculty	
9	Mr. Srikanth Bakkad	Industry	
10	Ms. Shiva Ranjani	Employer	
11	Ms. Sreelekha	Parent	
12	Mr. Zafar Khan	Local Society	
13	Mr. Mohammed Danish Ahmed Khan	Alumni	
14	Ms. A. Sadhvi	Student	





PRINCIPAL
TAPASYA DEGREE COLLEGE
Red Hills, Lakdikapool, Hyderabad-504

The resolutions made in the meeting are presented below.

1. Status of syllabus completion.

Syllabus status was discussed and made plans about completing the syllabus on time.

2. Discussion on NAAC work.

NAAC Work status is collected and discussed about further data collections required.

3. Discussion on Students participation in Placements and CRT Classes.

Management and Faculty discussed about improving the number of students enrolled for CRT Classes thus by planning to increase placement number.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about syllabus completion.	25-3-2023	Principal and Faculty members organized a meeting discussed about the syllabus status and planned about completing it on time.	29-3-2023
2.	Discussion on NAAC Work	25-3-2023	IQAC and NAAC members discussed about the data collection for NAAC.	3-4-2023
3.	Discussion on Students participation in Placements and CRT Classes.	25-3-2023	TPO and Faculty members discussed and Planned about improving the number of Students enrolled in CRT, thus by increasing the Placement numbers.	17-4-2023



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Red Hills, Lakdikapool

Quality Assurance Initiatives



PROCEEDINGS OF IQAC

2021-2022



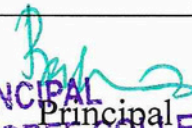
TAPASYA DEGREE COLLEGE,
LAKDI KA POOL, HYDERABAD
ORDER

Internal Quality Assurance Cell (IQAC) is formed at Tapasya Degree College, Lakdi Ka Pool, Hyderabad, with following members representing different stakeholder groups. This is as per the guidelines of National Assessment and Accreditation Council (NAAC).

Members of IQAC (2021-22)

Sno	Name	Designation	Representing group
1	Mr. K. Prashanth Kumar	Principal Tapasya Degree College	Chairman
2	Mr. K. Srinivas Rao,	Director Tapasya Educational Institutions	Board of Management
3	Mr. M. Sateesh	Deputy General Manager- Degree Affairs	Senior Administration
4	Mr. Keshava Narayana	Head- Operations	Office Administration
5	Mr. N. Ramakrishna	Faculty of Management	Faculty & IQAC Coordinator
6	Ms. V.K. Durga Reddy	Faculty of Computers	Faculty
7	Mr. Dayakar Burra	Faculty of Commerce	Faculty
8	Mr. Srikanth Bakkad	Chief Financial Officer Pennar Industries Pvt Lid	Industry
9	Ms. Shiva Ranjani	Regional Manager, Magic Bus	Employer
10	Ms. Sreelekha	Home Maker	Parent
11	Mr. Zafar Khan	Local Corporator/ NGO President	Local Society
12	Mr. Mohammed Danish Ahmed Khan	B.Com Taxation	Alumni
13	Ms. A. Sadhvi	B.Com Final Year	Student




PRINCIPAL
Principal
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Red Hills, Lakdikapool, Hyderabad-04

Objectives of IQAC:

- To enhance the quality of academic and administrative activities of the institution through continuous assessment and improvement processes.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To facilitate the creation of a learner-centric environment conducive for quality education and faculty development to foster innovative pedagogical practices.

Strategies:

- Implementing a robust quality assurance framework, IQAC ensures regular monitoring and evaluation of academic and administrative processes within the college.
- Promoting student-centric approaches through feedback mechanisms and grievance redressal systems, ensuring their active participation in shaping the educational environment.
- Encouraging interdisciplinary collaborations and industry linkages to align academic programs with current trends and industry requirements, enhancing the employability of graduates.
- Implementing mechanisms for continuous quality improvement through regular assessment, analysis, and feedback loops across all facets of institutional operations.
- Facilitating capacity building workshops and training sessions for faculty and staff to enhance their pedagogical skills, research capabilities, and administrative efficiency.
- Establishing benchmarks and performance indicators to measure progress and identify areas for improvement, fostering a culture of data-driven decision-making.
- Promoting research and innovation by providing resources and support for faculty members and students to undertake interdisciplinary projects and scholarly activities.

Functions:

- Develop and implement policies and practices for maintaining academic quality standards across departments and programs.
- Coordinate internal and external quality assessment processes, including regular audits, peer reviews, and accreditation evaluations.
- Facilitate faculty development initiatives to enhance teaching effectiveness, research productivity, and professional growth.
- Monitor and evaluate the effectiveness of administrative processes and support services to ensure efficiency and student satisfaction.



- Collect and analyse data on student performance, faculty workload, infrastructure utilization, and other relevant metrics to inform decision-making and quality enhancement strategies.
- Foster a culture of continuous improvement by promoting innovation, best practices, and collaborative efforts among stakeholders to address emerging challenges and opportunities.



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Ref.No: TDC/IQAC/2021-22/10

CIRCULAR

Date:19-7-2021

This is to inform all the IQAC members that there will be a meeting scheduled on 21-7-2021. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 21-7-2021

Time: 10:00 AM

Agenda of this meeting is :

1. Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on status of Mentor Dairy
3. Discussion on NAAC Related work with IQAC coordinators.
4. Discussion on Orientation Sessions and Cultural activities.


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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Red Hills, Lakdikapool, Hyderabad-04




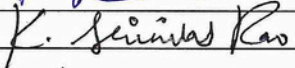

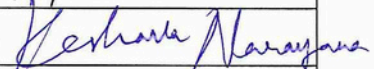

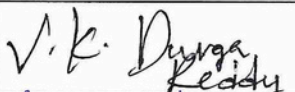
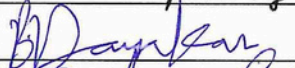
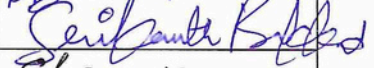

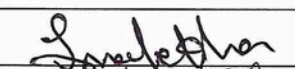
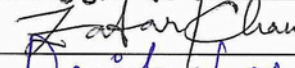
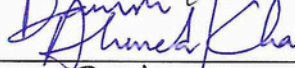
Minutes of Meeting

Minutes of Meeting of IQAC held on 21-7-2021

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signatures
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Mr. Keshava Narayana	Office Administration	
5	Mr. N. Ramakrishna	Faculty & IQAC Coordinator	
6	Ms. V.K. Durga Reddy	Faculty	
7	Mr. Dayakar Burra	Faculty	
8	Mr. Srikanth Bakkad	Industry	
9	Ms. Shiva Ranjani	Employer	
10	Ms. Sreelekha	Parent	
11	Mr. Zafar Khan	Local Society	
12	Mr. Mohammed Danish Ahmed Khan	Alumni	
13	Ms. A. Sadhvi	Student	




PRINCIPAL
TAPASYA DEGREE COLLEGE
Red Hills, Lakdikapool, Hyderabad

The resolutions made in the meeting are presented below.

1. Preparation of Academic documents like lesson plans, time-tables for semester

Discussed and Planned about the preparation of academic Documents such as Lesson Plan and Time tables for the even semester.

2. Discussion on status of Mentor Dairy

Mentors need to be assigned and Mentorship Dairy need to be prepared and updated regularly.

3. Discussion on NAAC Related work with IQAC coordinators.

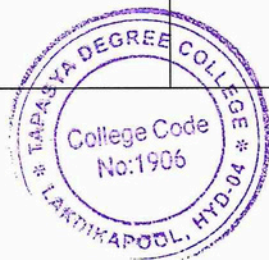
NAAC Work need to be distributed and assigned among the faculty members and IQAC Members.


4. Discussion on Orientation Sessions and Cultural activities.

Orientation classes need to be conducted and cultural activities to be discussed and planned for even semester.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Preparation of Time Tables and Lesson Plans for even semester.	21-7-2021	Management and Faculty members discussed and planned the time tables and lesson plans for even semesters.	26-07-2021
2.	Discussion on Mentor Dairy Status	21-7-2021	Assigned Mentors and Mentor Diaries.	29-07-2021
3.	Discussion on NAAC related work with IQAC members	21-7-2021	Conducted meeting with all IQAC members and faculty who were part of NAAC.	3-08-2021
4.	Discussion on Orientation Classes and Cultural events.	21-7-2021	Management, faculty and Students organized a meeting and planned for both.	9-8-2021




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Ref.No: TDC/IQAC/2021-22/26

CIRCULAR

Date:18-9-2021

This is to inform all the IQAC members that there will be a meeting scheduled on 21-9-2021. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 21-9-2021

Time: 10:00 AM

Agenda of this meeting is :

1. Discussion about roles and responsibilities of IQAC members.
2. Discussion about syllabus completion.
3. Discussion on improving College Infrastructure.

Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board



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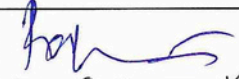
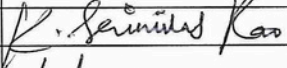

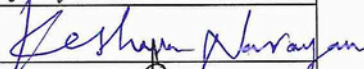


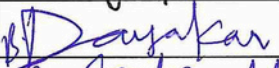


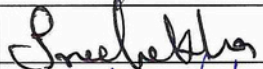
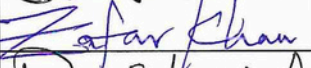
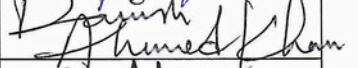

Minutes of Meeting

Minutes of Meeting of IQAC held on 21-9-2021

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signatures
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Mr. Keshava Narayana	Office Administration	
5	Mr. N. Ramakrishna	Faculty & IQAC Coordinator	
6	Ms. V.K. Durga Reddy	Faculty	
7	Mr. Dayakar Burra	Faculty	
8	Mr. Srikanth Bakkad	Industry	
9	Ms. Shiva Ranjani	Employer	
10	Ms. Sreelekha	Parent	
11	Mr. Zafar Khan	Local Society	
12	Mr. Mohammed Danish Ahmed Khan	Alumni	
13	Ms. A. Sadhvi	Student	




PRINCIPAL
TAPASYA DEGREE COLLEGE
Red Hills, Lakdikapool, Hyderabad-11

The resolutions made in the meeting are presented below:

1. Discussion about roles and responsibilities of IQAC members.

Management, IQAC members, faculty members who were part of NAAC discussed about the roles and responsibilities of IQAC members.

2. Discussion about syllabus completion.

Management and Faculty members discussed about the syllabus completion for the even semester.

3. Discussion on improving College Infrastructure.

Management, IQAC and faculty members were discussed about the improvements required in infrastructure.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about roles and responsibilities of IQAC members.	21-9-2021	Management and IQAC members discussed and assigned roles and responsibilities of IQAC members.	25-9-2021
2.	Discussion about Syllabus completion.	21-9-2021	Syllabus status was collected from Faculty members and discussed about the plan to conclude syllabus on time.	29-9-2021
3.	Discussion on Improving College Infrastructure	21-9-2021	Management and IQAC members discussed and arranged the new infrastructure required.	4-10-2021



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Estd : 2014

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Ref.No: TDC/IQAC/2021-22/49

CIRCULAR

Date:24-1-2022

This is to inform all the IQAC members that there will be a meeting scheduled on 27-1-2022. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 27-1-2022

Time: 10:00 AM

Agenda of this meeting is :

1. Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on assigning and maintenance of Mentor Dairy
3. Discussion on NAAC Related work with IQAC coordinators.
4. Discussion on CRT Classes.


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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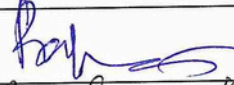
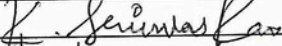
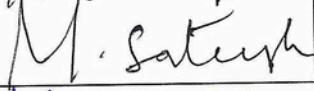
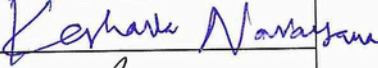
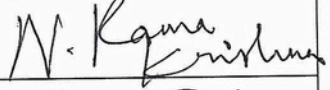
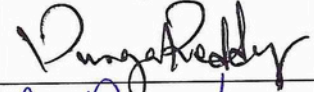
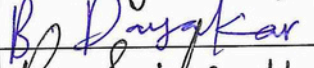
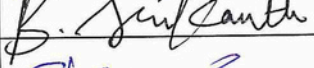

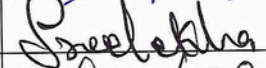
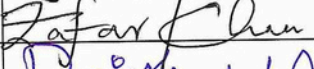
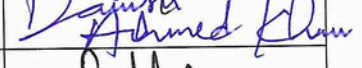
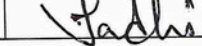
Minutes of Meeting

Minutes of Meeting of IQAC held on 27-1-2022

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signatures
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Mr. Keshava Narayana	Office Administration	
5	Mr. N. Ramakrishna	Faculty & IQAC Coordinator	
6	Ms. V.K. Durga Reddy	Faculty	
7	Mr. Dayakar Burra	Faculty	
8	Mr. Srikanth Bakkad	Industry	
9	Ms. Shiva Ranjani	Employer	
10	Ms. Sreelekha	Parent	
11	Mr. Zafar Khan	Local Society	
12	Mr. Mohammed Danish Ahmed Khan	Alumni	
13	Ms. A. Sadhvi	Student	



PRINCIPAL
TAPASYA DEGREE COLLEGE
Red Hills, Lakdikapool, Hyderabad-04

The resolutions made in the meeting are presented below.

1. Preparation of Academic documents like lesson plans, time-tables for semester

Discussed about academic documents preparation such as Lesson Plans and Time Table preparation.

2. Discussion on assigning and maintenance of Mentor Dairy

The Principal Discussed about assigning and maintenance of Mentor Dairy.

3. Discussion on NAAC Related work with IQAC coordinators.

IQAC Chairman and members discussed the data to be collected for NAAC

4. Discussion on CRT Classes.

TPO and Placement In charges discussed about conducting CRT Classes.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Preparation of Academic documents like Lesson Plans and Time Tables	27-1-2022	The Principal discussed with faculty members and planned Lesson Plans and Time Tables.	31-01-2022
2.	Discussion on assigning and maintenance of Mentor dairy.	27-1-2022	Principal discussed with the faculty members and assigned mentors and directed towards maintenance of Mentor dairy regularly.	7-02-2022
3.	Discussion on NAAC related work with IQAC coordinators.	27-1-2022	IQAC Coordinators discussed with mebers and faculty who were part of NAAC on collection and compiling the data required for NAAC.	15-02-2022



4.	Discussion on CRT Classes.	27-1-2022	TPO and Placement In-charges discussed with the principal and faculty members about conducting CRT Classes.	9-02-2022
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Ref.No: TDC/IQAC/2021-22/57

CIRCULAR

Date:21-3-2022

This is to inform all the IQAC members that there will be a meeting scheduled on 23-3-2022. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 23-3-2022

Time: 10:00 AM

Agenda of this meeting is :

1. Discussion about Placement Drive.
2. Discussion about Improvement in Academic and Administrative Process.
3. Discussion on Add-on Courses.


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

PRINCIPAL
TAPASYA DEGREE COLLEGE
Red Hills, Lakdikapul, Hyderabad 04



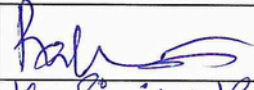
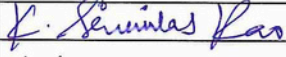

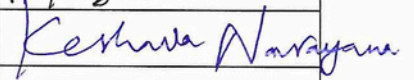
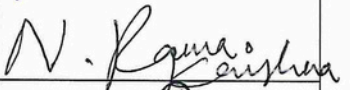
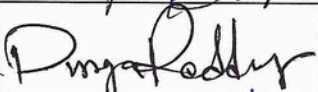
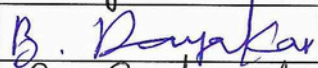

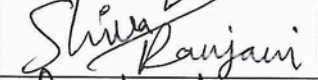
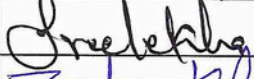
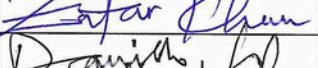
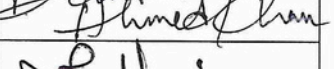

Minutes of Meeting

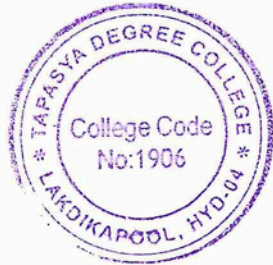
Minutes of Meeting of IQAC held on 23-3-2022

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signatures
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Mr. Keshava Narayana	Office Administration	
5	Mr. N. Ramakrishna	Faculty & IQAC Coordinator	
6	Ms. V.K. Durga Reddy	Faculty	
7	Mr. Dayakar Burra	Faculty	
8	Mr. Srikanth Bakkad	Industry	
9	Ms. Shiva Ranjani	Employer	
10	Ms. Sreelekha	Parent	
11	Mr. Zafar Khan	Local Society	
12	Mr. Mohammed Danish Ahmed Khan	Alumni	
13	Ms. A. Sadhvi	Student	




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Lakdikapool-04

The resolutions made in the meeting are presented below.

1. Discussion about Placement Drive.

TPO discussed with Faculty members about improving the number of Students to enroll for Placement Drives.

2. Discussion about Improvement in Academic and Administrative Process.

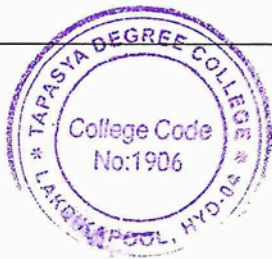
The principal discussed with Faculty members and Admin Staff to improve the existing Academic and Administrative Process.

3. Discussion on Add-on Courses.

Principal addressed the faculty members to encourage the students to enroll for the Add-on courses.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about Placement Drive.	23-3-2022	TPO addressed the faculty members and Placement In-charge to encourage the number of students to enroll for Placements.	29-03-2022
2.	Discussion about Improvement in Academic and Administrative Process.	23-3-2022	The principal addressed both academic and admin department and planned new and effective methodologies.	31-03-2022
3.	Discussion on Add-on Courses.	23-3-2022	The Principal and Faculty members discussed and Planned on Improving number of students to enroll for Add-on Courses.	6-04-2022



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Quality Assurance Initiatives



PROCEEDINGS OF IQAC

2020-2021



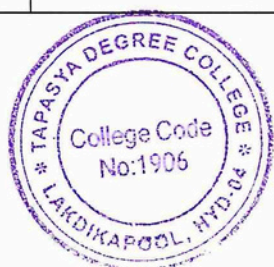
TAPASYA DEGREE COLLEGE,
LAKDI KA POOL, HYDERABAD

ORDER

Internal Quality Assurance Cell (IQAC) is formed at Tapasya Degree College, Lakdi Ka Pool, Hyderabad, with following members representing different stakeholder groups. This is as per the guidelines of National Assessment and Accreditation Council (NAAC).

Members of IQAC(2020-21)

Sno	Name	Designation	Representing group
1	Mr K. Prashanth Kumar	Principal Tapasya Degree College	Chairman
2	Mr. K. Srinivas Rao,	Director Tapasya Educational Institutions	Board of Management
3	Mr. M. Sateesh	Deputy General Manager- Degree Affairs	Senior Administration
4	Ms. Manasa Badigineni	Faculty of Management	Faculty & IQAC Coordinator
5	Mr. Ramana Rao	Faculty of Commerce	Faculty
6	Mr Srikanth Bakkad	Chief Financial Officer Pennar Industries Pvt Lid	Industry
7	Ms. Shiva Ranjani	Regional Manager, Magic Bus	Employer
8	Ms. Sreelekha	Home Maker	Parent
9	Mr.Zafar Khan	Local Corporator/ NGO President	Local Society
10	MD.Taufeeq	B.Com Taxation	Alumni
11	Mr. S. Mallikarjun	B.Com FirstYear PRINCIPAL	Student



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Objectives of IQAC:

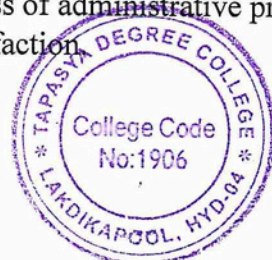
- To enhance the quality of academic and administrative activities of the institution through continuous assessment and improvement processes.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To facilitate the creation of a learner-centric environment conducive for quality education and faculty development to foster innovative pedagogical practices.

Strategies:

- Implementing a robust quality assurance framework, IQAC ensures regular monitoring and evaluation of academic and administrative processes within the college.
- Promoting student-centric approaches through feedback mechanisms and grievance redressal systems, ensuring their active participation in shaping the educational environment.
- Encouraging interdisciplinary collaborations and industry linkages to align academic programs with current trends and industry requirements, enhancing the employability of graduates.
- Implementing mechanisms for continuous quality improvement through regular assessment, analysis, and feedback loops across all facets of institutional operations.
- Facilitating capacity building workshops and training sessions for faculty and staff to enhance their pedagogical skills, research capabilities, and administrative efficiency.
- Establishing benchmarks and performance indicators to measure progress and identify areas for improvement, fostering a culture of data-driven decision-making.
- Promoting research and innovation by providing resources and support for faculty members and students to undertake interdisciplinary projects and scholarly activities.

Functions:

- Develop and implement policies and practices for maintaining academic quality standards across departments and programs.
- Coordinate internal and external quality assessment processes, including regular audits, peer reviews, and accreditation evaluations.
- Facilitate faculty development initiatives to enhance teaching effectiveness, research productivity, and professional growth.
- Monitor and evaluate the effectiveness of administrative processes and support services to ensure efficiency and student satisfaction.



- Collect and analyse data on student performance, faculty workload, infrastructure utilization, and other relevant metrics to inform decision-making and quality enhancement strategies.
- Foster a culture of continuous improvement by promoting innovation, best practices, and collaborative efforts among stakeholders to address emerging challenges and opportunities.



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Ref.No: TDC/IQAC/2020-21/15

CIRCULAR

Date:22-7-2020

This is to inform all the IQAC members that there will be a meeting scheduled on 27-7-2020. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 27-7-2020

Time: 10:00 AM

Agenda of this meeting is:

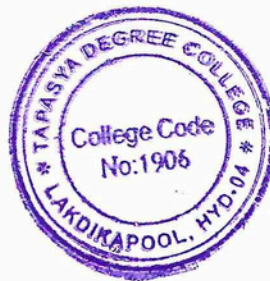
1. Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on assigning Mentors and Maintenance of Mentor
3. Discussion on NAAC Related work with IQAC coordinators.
4. Discussion on Planning Cultural activities.


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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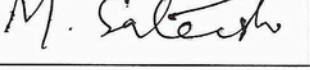
Minutes of Meeting

Minutes of Meeting of IQAC held on 27-7-2020

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signature
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Ms. Manasa Badigineni	Faculty & IQAC Coordinator	
5	Mr. Ramana Rao	Faculty	
6	Mr. Srikanth Bakkad	Industry	
7	Ms. Shiva Ranjani	Employer	
8	Ms. Sreelekha	Parent	
9	Mr. Zafar Khan	Local Society	
10	MD. Taufeeq	Alumni	
11	Mr. S. Mallikarjun	Student	

The resolutions made in the meeting are presented below.

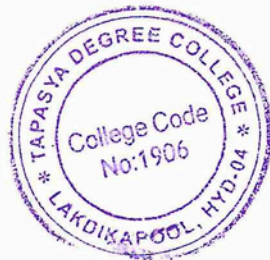
1. Preparation of Academic documents like lesson plans, time-tables for semester

Need to prepare -academic Documents such as Lesson Plan and Time tables for the even semester with the concerned Faculty and Admin Staff.

2. Discussion on Assigning Mentors and Maintenance of Mentor Dairy

Mentors need to be assigned and Mentorship Diary need to be prepared and updated regularly.

3. Discussion on NAAC Related work with IQAC coordinators.



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NAAC Work need to be distributed and assigned among the faculty members and IQAC Members.

4. Discussion on Planning Cultural activities.

Cultural activities to be discussed and planned for even semester.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Preparation of Time Tables and Lesson Plans for even semester.	27-7-2020	Principal and Faculty members discussed and planned the time tables and lesson plans.	30-7-2020
2.	Discussion on Mentor Dairy Status	27-7-2020	Principal Assigned Mentors and instructed about Mentor Diaries.	4-8-2020
3.	Discussion on NAAC related work with IQAC members	27-7-2020	Conducted meeting with IQAC members and NAAC members	13-8-2020
4.	Discussion on Orientation Classes and Cultural events.	27-7-2020	Management, faculty and Students organized a meeting and planned for both.	19-8-2020



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Ref.No: TDC/IQAC/2020-21/29

CIRCULAR

Date:22-9-2020

This is to inform all the IQAC members that there will be a meeting scheduled on 24-9-2020 . All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 24-9-2020

Time: 10:00 AM

Agenda of this meeting is:

1. Discussion on Syllabus Completion.
2. Discussion on Improving Club Activities participants.
3. Discussion on Improving the number of Students to enroll for Add-on Courses.

Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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Minutes of Meeting

Minutes of Meeting of IQAC held on 24-9-2020


Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signature
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	K. Srinivas Rao
3	Mr. M. Sateesh	Senior Administration	M. Sateesh
4	Ms. Manasa Badigineni	Faculty & IQAC Coordinator	Manasa
5	Mr. Ramana Rao	Faculty	Ramana Rao
6	Mr. Srikanth Bakkad	Industry	B. Srikanth
7	Ms. Shiva Ranjani	Employer	Shiva Ranjani
8	Ms. Sreelekha	Parent	Sreelekha
9	Mr. Zafar Khan	Local Society	Zafar Khan
10	MD. Taufeeq	Alumni	MD. Taufeeq
11	Mr. S. Mallikarjun	Student	S. Mallikarjun




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The resolutions made in the meeting are presented below:

1. Discussion about syllabus completion.

The Principal and Faculty members discussed about the syllabus completion for the even semester.

2. Discussion on Improving Club Activities participants.

Club In-charges discussed and planned about improving the number of students participation in the Club activities with the Faculty members and Admin Staff.

3. Discussion on Improving the number of Students to enroll for Add-on Courses.

Need to discuss on Improving the number of Students to enroll for Add-on Courses with faculty members and concerned Mentors.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about syllabus completion.	24-9-2020	Principal and Faculty members discussed and planned about completing the Syllabus on time.	28-9-2020
2.	Discussion on Improving Club Activities participants.	24-9-2020	Club In-charges discussed and planned to encourage students to participate in club activities with Faculty and Admin team.	29-9-2020
3.	Discussion on Improving the number of Students to enroll for Add-on Courses.	24-9-2020	Principal discussed with faculty members to encourage the students to enroll in Add-on Courses.	3-10-2020



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Ref.No: TDC/IQAC/2020-21/51

CIRCULAR

Date:27-1-2021

This is to inform all the IQAC members that there will be a meeting scheduled on 29-1-2021. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 29-1-2021

Time: 10:00 AM

Agenda of this meeting is:

1. Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on NAAC Related work with IQAC coordinators.
3. Discussion on Planning CRT Classes and Placements


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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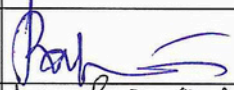
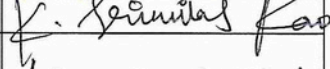

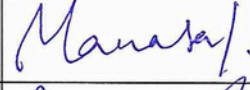

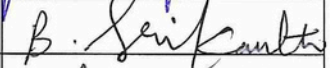
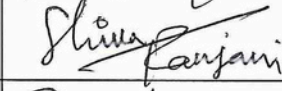

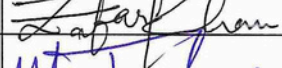
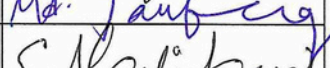
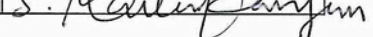
Minutes of Meeting

Minutes of Meeting of IQAC held on 29-1-2021

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signature
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Ms. Manasa Badigineni	Faculty & IQAC Coordinator	
5	Mr. Ramana Rao	Faculty	
6	Mr. Srikanth Bakkad	Industry	
7	Ms. Shiva Ranjani	Employer	
8	Ms. Sreelekha	Parent	
9	Mr. Zafar Khan	Local Society	
10	MD. Taufeeq	Alumni	
11	Mr. S. Mallikarjun	Student	




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The resolutions made in the meeting are presented below.

1. Preparation of Academic documents like lesson plans, time-tables for semester

Need to discuss and plan the academic document such as lesson plans and time table for the odd semester.

2. Discussion on NAAC Related work with IQAC coordinators.

IQAC members need to discuss with NAAC Coordinators about data collection and compiling the data.

3. Discussion on Planning CRT Classes and Placements

Need to discuss and plan CRT classes and Placement drives.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Preparation of Academic documents like lesson plans, time-tables for semester.	29-1-2021	Principal and Faculty members discussed and planned the time tables and lesson plans for the odd semester.	3-2-2021
2.	Discussion on NAAC Related work with IQAC coordinators.	29-1-2021	IQAC Coordinators discussed and instructed the NAAC members regarding data collection and compiling.	5-2-2021
3.	Discussion on Planning CRT Classes and Placements.	29-1-2021	TPO and Placement In-charges planned the CRT Classes and Placement Drives.	10-2-2021



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Ref.No: TDC/IQAC/2020-21/72

CIRCULAR

Date:20-3-2021

This is to inform all the IQAC members that there will be a meeting scheduled on 22-3-2021. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 22-3-2021

Time: 10:00 AM

Agenda of this meeting is:

1. Discussion on Syllabus Completion.
2. Discussion on Improving Academic and Administrative Processes.
3. Discussion on Industrial Visits.

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

Principal

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Red Hills, Lakdikapool, Hyderabad-04




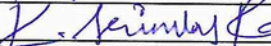
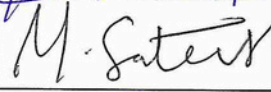
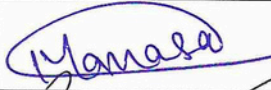
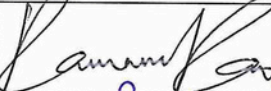
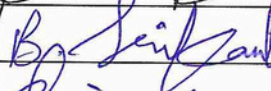
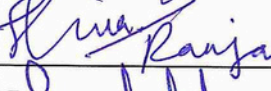
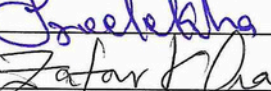
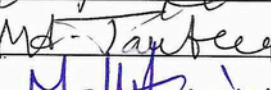
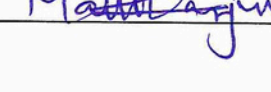

Minutes of Meeting

Minutes of Meeting of IQAC held on 22-3-2021

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signature
1	Mr. K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Ms. Manasa Badigineni	Faculty & IQAC Coordinator	
5	Mr. Ramana Rao	Faculty	
6	Mr. Srikanth Bakkad	Industry	
7	Ms. Shiva Ranjani	Employer	
8	Ms. Sreelekha	Parent	
9	Mr. Zafar Khan	Local Society	
10	MD. Taufeeq	Alumni	
11	Mr. S. Mallikarjun	Student	



PRINCIPAL
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Red Hills, Lakdikapool, Hyderabad-04

The resolutions made in the meeting are presented below:

1. Discussion on Syllabus Completion.

Need to discuss about Syllabus status and need to plan about completing it on time.

2. Discussion on Improving Academic and Administrative Processes.

Faculty members and Admin team need to discuss about improving the methodologies to improve their processes with the Principal and Management.

3. Discussion on Industrial Visits.

Principal and Mentors need to discuss and plan about Industry visits for the odd semester.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on Syllabus Completion.	22-3-2021	Principal and Faculty members discussed and planned about completing the Syllabus on time.	25-3-2021
2.	Discussion on Improving Academic and Administrative Processes.	22-3-2021	Principal and Management discussed and planned about improving the Academics and Admin Process.	27-3-2021
3.	Discussion on Industrial Visits.	22-3-2021	Principal discussed with faculty members and planned Industrial visits.	30-3-2021



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Red Hills, Lakdikapool, Hyderabad-04

Quality Assurance Initiatives



PROCEEDINGS OF IQAC

2019-2020



TAPASYA DEGREE COLLEGE,
LAKDI KA POOL, HYDERABAD
ORDER

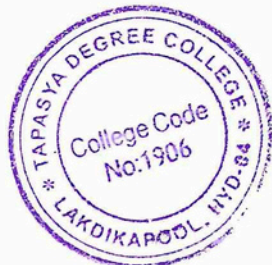
Internal Quality Assurance Cell (IQAC) is formed at Tapasya Degree College, Lakdi Ka Pool, Hyderabad, with following members representing different stakeholder groups. This is as per the guidelines of National Assessment and Accreditation Council (NAAC).

Members of IQAC (2019-20)

Sno	Name	Designation	Representing group
1	Mr. K. Prashanth Kumar	Principal Tapasya Degree College	Chairman
2	Mr. K. Srinivas Rao,	Director Tapasya Educational Institutions	Board of Management
3	Mr. M. Sateesh	Deputy General Manager- Degree Affairs	Senior Administration
4	Ms. Manasa Badigineni	Faculty of Management	Faculty & IQAC Coordinator
5	Ms. Syeda Nafees Jahan	Faculty of Computers	Faculty
6	Mr. Ramana Rao	Faculty of Commerce	Faculty
7	Mr. Srikanth Bakkad	Chief Financial Officer Pennar Industries Pvt Lid	Industry
8	Ms. Shiva Ranjani	Regional Manager, Magic Bus	Employer
9	Ms. Sreelekha	Home Maker	Parent
10	Mr. Zafar Khan	Local Corporator/ NGO President	Local Society
11	Ms. Nalla Pranitha	B.Com General	Alumni
12	MD. Taufeeq	B.Com Taxation Final year	Student


Principal

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Red Hills, Lakdikapool, Hyderabad-04



Objectives of IQAC:

- To enhance the quality of academic and administrative activities of the institution through continuous assessment and improvement processes.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To facilitate the creation of a learner-centric environment conducive for quality education and faculty development to foster innovative pedagogical practices.

Strategies:

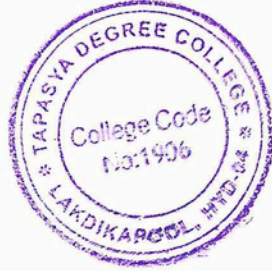
- Implementing a robust quality assurance framework, IQAC ensures regular monitoring and evaluation of academic and administrative processes within the college.
- Promoting student-centric approaches through feedback mechanisms and grievance redressal systems, ensuring their active participation in shaping the educational environment.
- Encouraging interdisciplinary collaborations and industry linkages to align academic programs with current trends and industry requirements, enhancing the employability of graduates.
- Implementing mechanisms for continuous quality improvement through regular assessment, analysis, and feedback loops across all facets of institutional operations.
- Facilitating capacity building workshops and training sessions for faculty and staff to enhance their pedagogical skills, research capabilities, and administrative efficiency.
- Establishing benchmarks and performance indicators to measure progress and identify areas for improvement, fostering a culture of data-driven decision-making.
- Promoting research and innovation by providing resources and support for faculty members and students to undertake interdisciplinary projects and scholarly activities.

Functions:

- Develop and implement policies and practices for maintaining academic quality standards across departments and programs.
- Coordinate internal and external quality assessment processes, including regular audits, peer reviews, and accreditation evaluations.
- Facilitate faculty development initiatives to enhance teaching effectiveness, research productivity, and professional growth.
- Monitor and evaluate the effectiveness of administrative processes and support services to ensure efficiency and student satisfaction.



- Collect and analyse data on student performance, faculty workload, infrastructure utilization, and other relevant metrics to inform decision-making and quality enhancement strategies.
- Foster a culture of continuous improvement by promoting innovation, best practices, and collaborative efforts among stakeholders to address emerging challenges and opportunities.



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Ref.No: TDC/IQAC/2019-20/13

CIRCULAR

Date:23-7-2019

This is to inform all the IQAC members that there will be a meeting scheduled on 25-7-2019 . All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 25-7-2019

Time: 10:00 AM

Agenda of this meeting is:

- 1.Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on Planning Cultural activities.
3. Discussion on NAAC Related work with IQAC coordinators.
4. Discussion on assigning Mentors and Maintenance of Mentor

Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board



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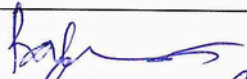
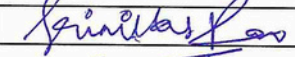

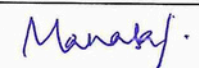
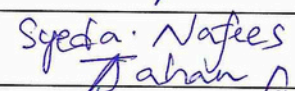
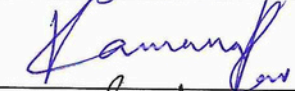
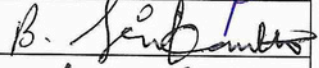

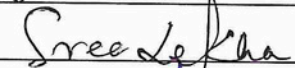
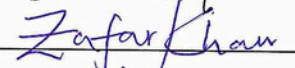
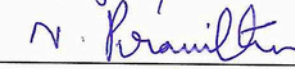

Minutes of Meeting

Minutes of Meeting of IQAC held on 25-7-2019

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signature
1	Mr K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Ms. Manasa Badigineni	Faculty & IQAC Coordinator	
5	Ms.Syeda Nafees Jahan	Faculty	
6	Mr. Ramana Rao	Faculty	
7	Mr Srikanth Bakkad	Industry	
8	Ms. Shiva Ranjani	Employer	
9	Ms. Sreelekha	Parent	
10	Mr.Zafar Khan	Local Society	
11	Ms.Nalla Pranitha	Alumni	
12	MD.Taufeeq	Student	




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Red Hills, Lakdikarool

The resolutions made in the meeting are presented below.

1. Preparation of Academic documents like lesson plans, time-tables for semester

Need to prepare -academic Documents such as Lesson Plan and Time tables for the even semester with the concerned Faculty and Admin Staff.

2. Discussion on Planning Cultural activities.

Cultural activities to be discussed and planned for even semester.

3. Discussion on NAAC Related work with IQAC coordinators.

NAAC Work need to be distributed and assigned among the faculty members and IQAC Members.

4. Discussion on Assigning Mentors and Maintenance of Mentor Dairy

Mentors need to be assigned and Mentorship Diary need to be prepared and updated regularly.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Preparation of Time Tables and Lesson Plans for even semester.	25-7-2019	Principal and Faculty members discussed and planned the time tables and lesson plans.	29-7-2019
2.	Discussion on Orientation Classes and Cultural events.	25-7-2019	Management, faculty and Students organized a meeting and planned for both.	31-7-2019
3.	Discussion on NAAC related work with IQAC members	25-7-2019	Conducted meeting with IQAC members and NAAC members	2-8-2019
4.	Discussion on Assigning Mentors and Mentor dairy maintenance.	25-7-2019	Principal Assigned Mentors and instructed about Mentor Diaries.	3-8-2019



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Ref.No: TDC/IQAC/2019-20/29

CIRCULAR

Date:24-9-2019

This is to inform all the IQAC members that there will be a meeting scheduled on 26-9-2019. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 26-9-2019

Time: 10:00 AM

Agenda of this meeting is:

1. Discussion on Syllabus Completion.
2. Discussion on Club Activities.
3. Discussion on Improving Stock in Library.


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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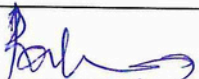
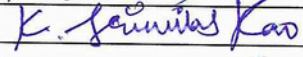

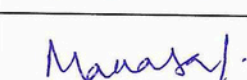
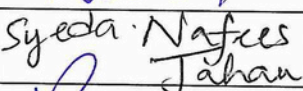
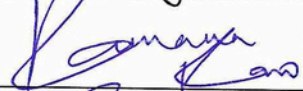
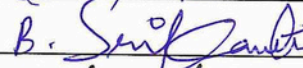
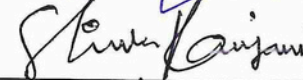
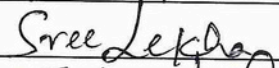

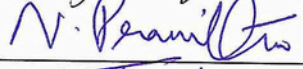

Minutes of Meeting

Minutes of Meeting of IQAC held on 26-9-2019

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signature
1	Mr K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Ms. Manasa Badigineni	Faculty & IQAC Coordinator	
5	Ms.Syeda Nafees Jahan	Faculty	
6	Mr. Ramana Rao	Faculty	
7	Mr Srikanth Bakkad	Industry	
8	Ms. Shiva Ranjani	Employer	
9	Ms. Sreelekha	Parent	
10	Mr.Zafar Khan	Local Society	
11	Ms.Nalla Pranitha	Alumni	
12	MD.Taufeeq	Student	

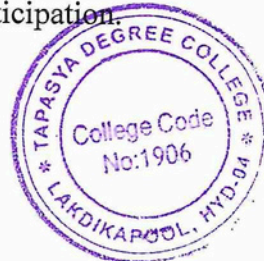
The resolutions made in the meeting are presented below:

1. Discussion on Syllabus Completion.

Need to discuss and plan Syllabus completion on time.

2. Discussion on Club Activities.

Club In-charges need to discuss with faculty members to improve Students participation and Out of the Box Club activities to increase student participation.




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3. Discussion on Improving Stock in Library.

Need to discuss and procure new volumes of books in Library.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about syllabus completion.	26-9-2019	Principal and Faculty members discussed and planned about completing the Syllabus on time.	28-9-2019
2.	Discussion on Improving Club Activities participants and planning new activities.	26-9-2019	Club In-charges discussed and planned to encourage students to participate in club activities with Faculty and Admin team and instructed to come up with new club activity ideas.	30-9-2019
3.	Discussion on Improving Stock in Library.	26-9-2019	Principal, Management and Librarian discussed and Procured new volumes of Books in the library.	1-10-2019




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Ref.No: TDC/IQAC/2019-20/37

CIRCULAR

Date:25-1-2020

This is to inform all the IQAC members that there will be a meeting scheduled on 28-1- 2020. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 28-1-2020

Time: 10:00 AM

Agenda of this meeting is:

1. Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on NAAC Related work with IQAC coordinators.
- 3 Discussion on improving usage of Technology in Academic and Administrative process.
4. Discussion on Planning CRT Classes and Placements


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

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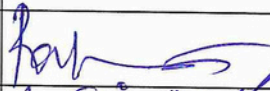
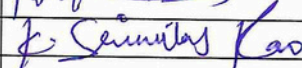

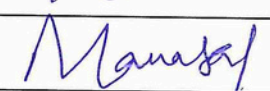
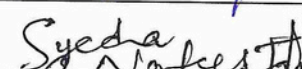
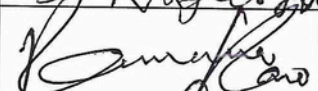
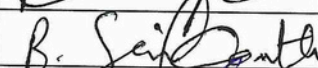
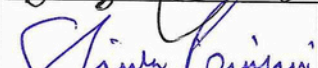
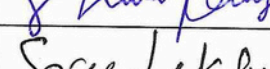
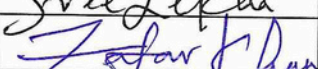
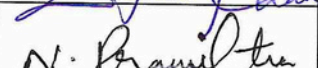
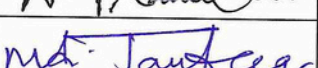
Minutes of Meeting

Minutes of Meeting of IQAC held on 28-1-2020

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signature
1	Mr K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Ms. Manasa Badigineni	Faculty & IQAC Coordinator	
5	Ms.Syeda Nafees Jahan	Faculty	
6	Mr. Ramana Rao	Faculty	
7	Mr Srikanth Bakkad	Industry	
8	Ms. Shiva Ranjani	Employer	
9	Ms. Sreelekha	Parent	
10	Mr.Zafar Khan	Local Society	
11	Ms.Nalla Pranitha	Alumni	
12	MD.Taufeeq	Student	




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Red Hills, Lakdikapool, Hyderabad

The resolutions made in the meeting are presented below.

1. Preparation of Academic documents like lesson plans, time-tables for semester.

Need to discuss and plan for the preparation of academic documents such as lesson plans and time tables for the odd semester.

2. Discussion on NAAC Related work with IQAC coordinators.

IQAC Coordinators need to discuss and instruct NAAC members about the timely collection and compiling of data.

3 Discussion on improving usage of Technology in Academic and Administrative process.

Discuss and Plan about improving the Technology in both academic and administrative process to meet the industry needs and create tech literate students.

4. Discussion on Planning CRT Classes and Placements.

Discussions to be made on CRT Classes and conducting Placements in the odd semester.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Preparation of Academic documents like lesson plans, time-tables for semester.	28-1-2020	Principal and Faculty members discussed and planned the time tables and lesson plans for the odd semester.	3-2-2020
2.	Discussion on NAAC Related work with IQAC coordinators.	28-1-2020	IQAC Coordinators discussed and instructed the NAAC members regarding data collection and compiling.	6-2-2020
3.	Discussion on improving usage of Technology in Academic and Administrative process.	28-1-2020	Principal discussed and Planned about improving the Technology in both academic and	10-2-2020



			administrative process to meet the industry needs and create tech literate students.	
4.	Discussion on Planning CRT Classes and Placements.	28-1-2020	TPO and Placement In-charges planned the CRT Classes and Placement Drives for the odd semester.	12-2-2020



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Ref.No: TDC/IQAC/2019-20/59

CIRCULAR

Date:20-3-2020

This is to inform all the IQAC members that there will be a meeting scheduled on 24-3-2020. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 24-3-2020

Time: 10:00 AM

Agenda of this meeting is:

1. Discussion on Syllabus Completion.
2. Discussion on improving Infrastructural Facilities.
3. Discussion on Introducing new Teaching methodologies.

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board

Principal

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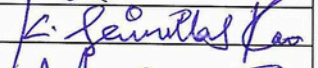

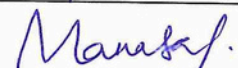
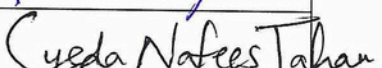
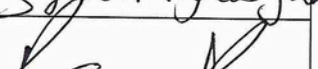
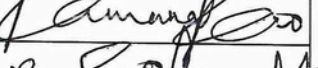

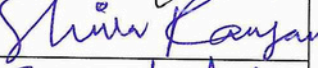
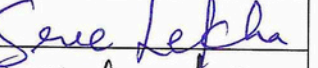

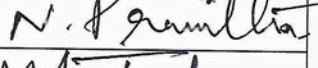
Minutes of Meeting

Minutes of Meeting of IQAC held on 24-3-2020

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Sno	Name	Designation	Signature
1	Mr K. Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	Ms. Manasa Badigineni	Faculty & IQAC Coordinator	
5	Ms.Syeda Nafees Jahan	Faculty	
6	Mr. Ramana Rao	Faculty	
7	Mr Srikanth Bakkad	Industry	
8	Ms. Shiva Ranjani	Employer	
9	Ms. Sreelekha	Parent	
10	Mr.Zafar Khan	Local Society	
11	Ms.Nalla Pranitha	Alumni	
12	MD.Taufeeq	Student	




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The resolutions made in the meeting are presented below:

1. Discussion on Syllabus Completion.

Need to discuss and plan on completing syllabus on time

2. Discussion on improving Infrastructural Facilities.

Discussion on improving infrastructural facilities in the college.

3. Discussion on Introducing new Teaching methodologies.

New teaching methodologies to be discussed and planned.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on Syllabus Completion.	24-3-2020	Principal and Faculty members discussed and planned about completing the Syllabus on time.	27-3-2020
2.	Discussion on Improving Infrastructural facilities.	24-3-2020	Principal and Management and operations Head discussed and made significant improvement to the Infrastructural facilities.	30-3-2020
3.	Discussion on Introducing new Teaching methodologies.	24-3-2020	Principal discussed with faculty members and planned new Teaching methods.	3-4-2020



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Quality Assurance Initiatives



PROCEEDINGS OF IQAC

2018-2019



TAPASYA DEGREE COLLEGE,
LAKDI KA POOL, HYDERABAD

ORDER

Internal Quality Assurance Cell (IQAC) is formed at Tapasya Degree College, Lakdi Ka Pool, Hyderabad, with following members representing different stakeholder groups. This is as per the guidelines of National Assessment and Accreditation Council (NAAC).

Members of IQAC (2018-19)

Sno	Name	Designation	Representing group
1	Mr. K Prashanth Kumar	Principal Tapasya Degree College	Chairman
2	Mr. K. Srinivas Rao,	Director Tapasya Educational Institutions	Board of Management
3	Mr. M. Sateesh	Deputy General Manager- Degree Affairs	Senior Administration
4	MS. Tulsi Singh	Faculty of Languages	Faculty & IQAC Coordinator
5	Ms. Manasa Badigineni	Faculty of Management	Faculty
6	Mr. Srikanth Bakkad	Chief Financial Officer Pennar Industries Pvt Lid	Industry
7	Ms. Shiva Ranjani	Regional Manager, Magic Bus	Employer
8	Ms. Sreelekha	Home Maker	Parent
9	Mr. Zafar Khan	Local Corporator/ NGO President	Local Society
10	Mr. Modi Sravanthi	B. Com General	Alumni
11	Md. Taufeeq	B. Com Taxation second year	Student




Principal

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Red Hills, Lakdi Ka Pool, Hyderabad-04

Objectives of IQAC:

- To enhance the quality of academic and administrative activities of the institution through continuous assessment and improvement processes.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To facilitate the creation of a learner-centric environment conducive for quality education and faculty development to foster innovative pedagogical practices.

Strategies:

- Implementing a robust quality assurance framework, IQAC ensures regular monitoring and evaluation of academic and administrative processes within the college.
- Promoting student-centric approaches through feedback mechanisms and grievance redressal systems, ensuring their active participation in shaping the educational environment.
- Encouraging interdisciplinary collaborations and industry linkages to align academic programs with current trends and industry requirements, enhancing the employability of graduates.
- Implementing mechanisms for continuous quality improvement through regular assessment, analysis, and feedback loops across all facets of institutional operations.
- Facilitating capacity building workshops and training sessions for faculty and staff to enhance their pedagogical skills, research capabilities, and administrative efficiency.
- Establishing benchmarks and performance indicators to measure progress and identify areas for improvement, fostering a culture of data-driven decision-making.
- Promoting research and innovation by providing resources and support for faculty members and students to undertake interdisciplinary projects and scholarly activities.

Functions:

- Develop and implement policies and practices for maintaining academic quality standards across departments and programs.
- Coordinate internal and external quality assessment processes, including regular audits, peer reviews, and accreditation evaluations.
- Facilitate faculty development initiatives to enhance teaching effectiveness, research productivity, and professional growth.
- Monitor and evaluate the effectiveness of administrative processes and support services to ensure efficiency and student satisfaction.



- Collect and analyse data on student performance, faculty workload, infrastructure utilization, and other relevant metrics to inform decision-making and quality enhancement strategies.
- Foster a culture of continuous improvement by promoting innovation, best practices, and collaborative efforts among stakeholders to address emerging challenges and opportunities.



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ISO 9001 : 2015 Certified Institution

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Ref.No: TDC/IQAC/2018-19/06

CIRCULAR

Date:23-7-2018

This is to inform all the IQAC members that there will be a meeting scheduled on 26-7-2018. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 26-7-2018

Time: 10:00 AM

Agenda of this meeting is:

- 1.Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on Planning Orientation sessions and Cultural activities.
3. Discussion on NAAC Related work with IQAC coordinators.
4. Discussion on assigning Mentors and Maintenance of Mentor

Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board



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Lakdikapul, Hyderabad-04

Minutes of Meeting

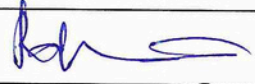
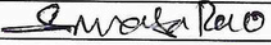



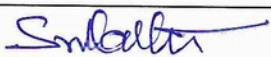
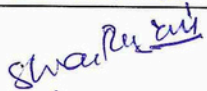
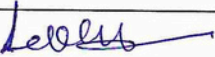
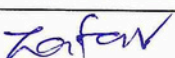
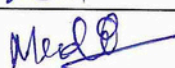
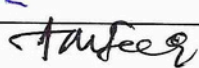
Minutes of Meeting of IQAC held on 26-7-2018

Time: 10:00 AM 12:30 PM


Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Members of IQAC (2018-19)

Sno	Name	Designation	Signature
1	Mr. K Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	MS. Tulsi Singh	Faculty of Languages	
5	Ms. Manasa Badigineni	Faculty of Management	
6	Mr. Srikanth Bakkad	Industry	
7	Ms. Shiva Ranjani	Employer	
8	Ms. Sreelekha	Parent	
9	Mr. Zafar Khan	Local Society	
10	Mr. Modi Sravanthi	Alumni	
11	Md. Taufeeq	Student	




PRINCIPAL
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Red Hills, Lakdikapool, Hyderabad-01

The resolutions made in the meeting are presented below.

1. Preparation of Academic documents like lesson plans, time-tables for semester

Need to prepare -academic Documents such as Lesson Plan and Time tables for the even semester with the concerned Faculty and Admin Staff.

2. Discussion on Planning Orientation Sessions and Cultural activities.

Orientation sessions and Cultural activities to be discussed and planned for even semester.

3. Discussion on NAAC Related work with IQAC coordinators.

NAAC Work need to be distributed and assigned among the faculty members and IQAC Members.


4. Discussion on Assigning Mentors and Maintenance of Mentor Dairy

Mentors need to be assigned and Mentorship Dairy need to be prepared and updated regularly.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Preparation of Time Tables and Lesson Plans for even semester.	26-7-2018	Principal and Faculty members discussed and planned the time tables and lesson plans.	3-8-2018
2.	Discussion on Orientation Classes and Cultural events.	26-7-2018	Management, faculty and Students organized a meeting and planned for both.	14-8-2018
3.	Discussion on NAAC related work with IQAC members	26-7-2018	Conducted meeting with IQAC members and NAAC members	22-8-2018
4.	Discussion on Assigning Mentors and Mentor dairy maintenance.	26-7-2018	Principal Assigned Mentors and instructed about Mentor Diaries.	16-8-2018




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Ref.No: TDC/IQAC/2018-19/27

CIRCULAR

Date: 20-9-2018

This is to inform all the IQAC members that there will be a meeting scheduled on 24-9-2018 All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 24-9-2018

Time: 10:00 AM

Agenda of this meeting is:

1. Discussion on Syllabus Completion.
2. Discussion on Internships and Add-on Courses.
3. Discussion on Extension Activities.

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board




Principal

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TAPASYA DEGREE COLLEGE
Red Hills, Lakdikapul, Hyderabad-04

Minutes of Meeting



Minutes of Meeting of IQAC held on 24-9-2018

Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Members of IQAC (2018-19)

Sno	Name	Designation	Signature
1	Mr. K Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	MS. Tulsi Singh	Faculty of Languages	
5	Ms. Manasa Badigineni	Faculty of Management	
6	Mr. Srikanth Bakkad	Industry	
7	Ms. Shiva Ranjani	Employer	
8	Ms. Sreelekha	Parent	
9	Mr. Zafar Khan	Local Society	
10	Mr. Modi Sravanthi	Alumni	
11	Md. Taufeeq	Student	



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The resolutions made in the meeting are presented below:

1. Discussion on Syllabus Completion.

Need to discuss and plan Syllabus completion on time.

2. Discussion on Internships and Add-on Courses.

Mentors and Club In-charges need to discuss with faculty members to improve Students participation in Club activities and register actively for internships.

3. Discussion on Extension activities.

Need to discuss and focus on the contributions of college to social outreach and extension activities.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion about syllabus completion.	24-9-2018	Principal and Faculty members discussed and planned about completing the Syllabus on time.	3-10-2018
2.	Discussion on Increasing Student participation in Club Activities and Add-on courses.	24-9-2018	Mentors and Club In-charges discussed and planned to encourage students to participate in club activities and Add-on Courses.	5-10-2018
3.	Discussion on Extension activities.	24-9-2018	Principal, Management and faculty discussed and planned extension activities for the year.	8-10-2018



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Ref.No: TDC/IQAC/2018-19/39

CIRCULAR

Date:22-1-2019

This is to inform all the IQAC members that there will be a meeting scheduled on 24-1-2019. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 24-1-2019

Time: 10:00 AM

Agenda of this meeting is:

1. Preparation of Academic documents like lesson plans, time-tables for semester
2. Discussion on NAAC Related work with IQAC coordinators.
3. Discussion on Planning CRT Classes and Placements
4. Discussion on Preparation of Students for Competitive exams and Entrance Tests.


Principal

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board



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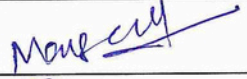

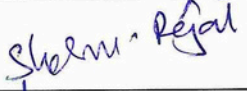

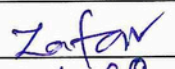
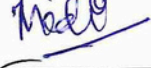

Minutes of Meeting of IQAC held on 24-1-2019

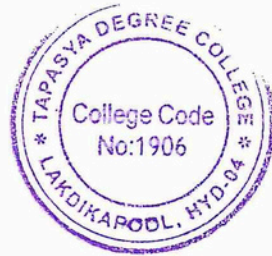
Time: 10:00 AM 12:30 PM

Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Members of IQAC (2018-19)

Sno	Name	Designation	Signature
1	Mr. K Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	MS. Tulsi Singh	Faculty of Languages	
5	Ms. Manasa Badigineni	Faculty of Management	
6	Mr. Srikanth Bakkad	Industry	
7	Ms. Shiva Ranjani	Employer	
8	Ms. Sreelekha	Parent	
9	Mr. Zafar Khan	Local Society	
10	Mr. Modi Sravanthi	Alumni	
11	Md. Taufeeq	Student	




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Red Hills, Lakdikapool, Hyderabad-04

The resolutions made in the meeting are presented below.

1. Preparation of Academic documents like lesson plans, time-tables for semester.

Need to discuss and plan for the preparation of academic documents such as lesson plans and time tables for the odd semester.

2. Discussion on NAAC Related work with IQAC coordinators.

IQAC Coordinators need to discuss and instruct NAAC members about the timely collection and compiling of data.

3. Discussion on Planning CRT Classes and Placements.

Discussions to be made on CRT Classes and conducting Placements in the odd semester.

4. Discussion on Preparation of Students for Competitive exams and Entrance Tests.

Need to plan and discuss conducting classes for Competitive exams and Entrance Tests.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Preparation of Academic documents like lesson plans, time-tables for semester.	24-1-2019	Principal and Faculty members discussed and planned the time tables and lesson plans for the odd semester.	4-02-2019
2.	Discussion on NAAC Related work with IQAC coordinators.	24-1-2019	IQAC Coordinators discussed and instructed the NAAC members regarding data collection and compiling.	6-02-2019
3.	Discussion on Planning CRT Classes and Placements.	24-1-2019	TPO and Placement In-charges planned the CRT Classes and Placement Drives for the odd semester.	8-02-2019




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4.	Discussion on Preparation of Students to Competitive Exams and Entrance Tests.	24-1-2019	Principal and Faculty discussed and outsourced the services of Trainer for competitive Exams and Entrance Tests.	11-02-2019
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Ref.No: TDC/IQAC/2018-19/53

CIRCULAR

Date:22-3-2019

This is to inform all the IQAC members that there will be a meeting scheduled on 25-3-2019. All the IQAC members are requested to attend the meeting. Details of the meeting are as follows:

Venue: Seminar Hall

Date: 25-3-2019

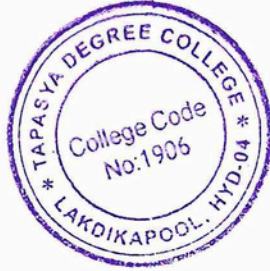
Time: 10:00 AM


Agenda of this meeting is:

1. Discussion on Syllabus Completion.
2. Discussion on NAAC with IQAC members.
3. Discussion on Industrial Visit.

Copy to:

1. All the Faculty Members
2. Administrative Officer.
3. All the IQAC Members.
4. Concern File
5. Notice Board


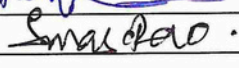

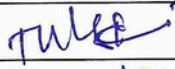



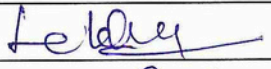






Principal
PRINCIPAL
TAPASYA DEGREE COLLEGE
Red Hills, Lakdikapul, Hyderabad-04


Venue: Seminar Hall

The following members attended the meeting of internal Quality Assurance Cell

Members of IQAC (2018-19)

Sno	Name	Designation	Signature
1	Mr. K Prashanth Kumar	Chairman	
2	Mr. K. Srinivas Rao,	Board of Management	
3	Mr. M. Sateesh	Senior Administration	
4	MS. Tulsi Singh	Faculty of Languages	
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10	Mr. Modi Sravanthi	Alumni	
11	Md. Taufeeq	Student	




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Red Hills, Lakdikapool, Hyderabad-04

The resolutions made in the meeting are presented below:

1. Discussion on Syllabus Completion.

Need to discuss and plan on completing syllabus on time

2. Discussion on NAAC with IQAC members.

Discussion on NAAC with IQAC members.

3. Discussion on Industrial Visit.

Planning to be made on Industrial visits.

Action Taken Report:

S.NO	Topic Discussed	Date of Discussion	Action Taken	Date of Closure
1.	Discussion on Syllabus Completion.	25-03-2019	Principal and Faculty members discussed and planned about completing the Syllabus on time.	29-03-2019
2.	Discussion on NAAC with IQAC members.	25-03-2019	IQAC members discussed and planned about the NAAC proceedings with NAAC members.	30-03-2019
3.	Discussion on Industrial Visit.	25-03-2019	Principal and Faculty members discussed and planned Industrial visits.	2-04-2019




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