

Internal Quality Assurance Cell (IQAC)

IQAC Meeting -1

Date: 09-08-2021

NOTICE

All the IQAC members are hereby informed that the first meeting (internal) of IQAC for the academic year 2021-22 on 12-08-2021 at 4 pm online – Zoom platform with the agenda as below:

Agenda:

1. Introduction of new members
2. Webinar on Outcome Based Education and Research funding opportunities for faculty
3. Hands - on workshop on Google suite for Administrative staff
4. Calendar of institutional meetings
5. Ann Chronicle and IQAC Chronicle

Minutes of the meeting

Date: 12-08-2021

Time: 4 pm

Online: Zoom Platform

Members present

1. Dr.Smitha Asthana
2. Ms.Srikala
3. Dr.Santoshi
4. Dr.Mary Francina
5. Ms.Saritha Samuel
6. Dr.Amreen
7. Ms.Popy Devi
8. Ms.Indira Priyadarshini
9. Ms.Rajeshwari
10. Dr.Poonam
11. Ms.S.Santhoshi Rupa

Minutes:

The meeting started with Dr. Smitha Asthana, IQAC Coordinator, thanking the members for their cooperation and coordination in completing all the IQAC activities in the last academic year and also welcomed the new members into the Team IQAC. Coordinator discussed the following points:

- ✓ Ms. Srikala, Ms. Rajeswari, Dr. Kahirunnissa Amreen and Ms. Popy were asked to plan a national level webinar on Outcome Based Education and Research Funding Opportunities.
- ✓ Ms. Rajeswari was asked to plan for an Intercollegiate Hands - on workshop on Google suite for Admin staff will be organized by ICT centre.
- ✓ Ms. Shobha was given the responsibility of updating Ann Chronicle and IQAC Chronicle.
- ✓ Calendar of institutional meetings was finalized.

Action Taken Report

- Identified the resource persons for two national level webinars under uGC Scheme-Paramarsh and dates and titles are finalized in collaboration with two of our mentee colleges
 - 1. Understanding Outcome Based Education & Curriculum Mapping** in collaboration with one of the mentee college - Villa Marie Degree College, Somajiguda, Hyderabad. Date: 17-09-2021; Time: 3 – 5.30 pm
 - 2. Hybrid Research-Uncovering Greater Insights and Funding Avenues** in collaboration with St. Mary's Centenary Degree College, Secunderabad. Date: 23-09-2021; 2-5 pm
- Two day intercollegiate hands-on workshop for administrative staff titled **Digital Skills for Effective Office Management** on 24th and 25th September 2021 from 11.00 am to 1.00 pm.

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Mehdipatnam, Hyderabad.



Quality connect

Calendar of meetings Academic Year 2021-2022

S.No.		Date
1.	Deans'	August , September, December, April
2.	Heads	August, January
3.	Staff	August , January, April
4.	IQAC	August , September, October, November, March, May
5.	Departmental meetings	August , April
6.	Planning and Evaluation	September, October, December, January
7.	Administrative Staff	September
8.	Committees/Cells/Clubs	September
9.	Faculty wise heads	September
10.	ISO Audit	September
11.	Star College/DBT	September
12.	Internal Audit	October
13.	Coffee with Coordinator	January
14.	Board of Studies	January / February
15.	Academic Council	April
16.	Finance Committee	April
17.	Committee meetings	April
18.	Governing Body	June

Dr. Smita Asthana
IQAC Coordinator

Dr. Sr. P. Amrutha
Principal

IQAC Meeting -2

Date: 07-09-2021

NOTICE

All the IQAC members are hereby informed that the second meeting (internal) of IQAC for the academic year 2021-22 on 11-09-2021 at 4 pm online – Zoom platform with the agenda as below:

Agenda

- ISO audit schedule
- New format of annual report
- AQAR first draft
- Internal and external audits
- Identify International collaborations
- NIRF

Minutes of the meeting

Date: 11-09-2021

Time: 4 pm

Online: Zoom Platform

Members Present

- ✓ Dr.Smitha Asthana
- ✓ Ms.Srikala
- ✓ Dr.Santoshi
- ✓ Dr.Mary Francina
- ✓ Ms.Saritha Samuel
- ✓ Dr.Amreen
- ✓ Ms.Popy Devi
- ✓ Ms.Indira Priyadarshini
- ✓ Ms.Rajeshwari
- ✓ Dr.Poonam
- ✓ Ms.S.Santhoshi Rupa

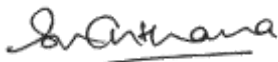
Minutes :

Dr. Smita Asthana, IQAC Coordinator has discussed the following:

- Preparedness for ISO Audit which is scheduled on 15/09/2021
- The new format of annual report will be shared with departments and expecting filled annual reports from the departments in the next 3 weeks.
- AQAR draft should be prepared by 1st November, 2021.
- Internal Audit is proposed before last week of October then External Audit will be scheduled.
- Suggested Dr. Francina to seek International Collaborations to initiate Student Exchange program or Faculty Exchange Program.
- Suggested Ms. Santoshi to check for NIRF announcement.

Action Taken Report

1. **Team IQAC has facilitated ISO audit and** has been completed successfully with some suggestions from the Audit Team. The College received ISO-Certifications ISO 9001 : 2015 on institutional quality and ISO 14001 : 2015 on Environmental awareness and efforts .
2. Internal Audits were completed successfully.
3. Work on Annual Report and AQAR is in progress.



Dr. Smita Asthana
IQAC Coordinator



Dr. Sr. P. Amrutha
Principal

IQAC Meeting -3

Date: 20-10-2021

NOTICE

All the IQAC members are hereby informed that the third meeting (internal) of IQAC on 26-10-2021 at 4 pm online – Zoom platform with the agenda as below:

Agenda

1. Allotment of criteria wise work to prepare annual report
2. Tentative date of IQAC meeting with external members
3. Any other matter

Minutes of the meeting

Date: 26-10-2021

Time : 4 pm

Venue : Online (Zoom)

Members Present

- ✓ Dr.Smitha Asthana
- ✓ Ms.Srikala
- ✓ Dr.Santoshi
- ✓ Dr.Mary Francina
- ✓ Ms.Saritha Samuel
- ✓ Dr.Amreen
- ✓ Ms.Popy Devi
- ✓ Ms.Indira Priyadarshini
- ✓ Ms.Rajeshwari
- ✓ Dr.Poonam
- ✓ Ms.S.Santhoshi Rupa

Minutes

Dr. Smita Asthana discussed the following points:

- Meeting with external members in the month of November/ Dec, 2021.
- Informed to identify two external members, preferably academicians to be a part of IQAC.

- Suggested not to give any college related reports to anyone without the permission of Principal.
- Criteria wise work allotment was done
 - Ms. Rajeshwari-Criteria-I
 - Dr.Francina & Ms. Poonam-Criteria-II
 - Dr.Amreen & Ms. Indira -Criteria -III
 - Ms. Rupa-Criteria-IV
 - Ms.Popy-Criteria-V
 - Ms Sarita – Criteria - VI
 - Ms. Santoshi-Criteria-VII
- Include data from August 2020 to 30th July, 2021 in IQAC Annual report.
- By 15th November, IQAC Annual report draft should be prepared.
- IQAC meeting with all members is tentatively scheduled on 6-11-2021 or 13-11-2021.
- Suggested IIC to collaborate with any other Department or IQAC.

ATR/Compliance Report

- Date for IQAC meeting was fixed as 13-11-2021 at 3 pm; online mode
- Annual report work is in progress.
- As per the suggestion, IIC and IQAC jointly commemorated National Education Day on 11-11-2021 and the following were organized:
 - Invited talk on **Building Competencies in Blended Teaching & Learning: A Step by Step Approach**, by Prof. K. Srinivas, Head, ICT and Project Management Unit, NIEPA, New Delhi.
 - Portrait making competition on Sri Maulana Abul Kalam Azad.
 - Quiz on National Education Policy 2020.



Dr. Smita Asthana
IQAC Coordinator



Dr. Sr. P. Amrutha
Principal



IQAC Meeting -4

Date: 06-11-2021

NOTICE

All the IQAC members are hereby informed that meeting of IQAC (with external members) for the academic year 2021-22 on 13-11-2021 at 3 pm online – Zoom platform with the agenda as below:

Agenda

1. Prayer
2. Opening remarks
3. Minutes of the previous meeting
4. Highlights and Report of the year 2020 – 21
5. Plans for the year 2021 – 22
6. Feed Back
7. Inputs from members
8. Any other matter
9. Vote of thanks

Minutes of the meeting

Date: 13-11-2021 **Time: 3 pm** **Venue : Online (Zoom platform)**

Members Present

- | | |
|--|--------------------------------|
| 1. Dr. Sr. P. Amrutha
Principal | Chairperson |
| 2. Sr.G. Pushpa Leela
Correspondent | Representative from Management |
| 3. Prof. K. Girija Mangatayaru
Dept. of Chemistry
Palamuru University, Mahaboobnagar | Representative from Academia |
| 4. Mr. M.A. Muqeeth
Manager, Campus Lead
GENPACT | Representative from Industry |
| 5. Mr. Badrinath Chitti | Representative from Industry |

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Consulting Director for
Tripod Knowledge Systems

- | | |
|--|------------------------|
| 6. Dr. Ghufran Rashid
Surgeon | Parent |
| 7. Ms. Vaishnavi Kulkarni
Data Domain Annual Chat Engineer
WIPRO | Alumni |
| 8. Dr.Smita Asthana
Dean Academics,
Reader in Chemistry | IQAC Coordinator |
| 9. Mrs.Srikala
Addl. IQAC Coordinator
Head Dept. of Statistics | Member |
| 10.Ms. Santoshi
Dept.of Mathematics | Member |
| 11.Ms.Saritha Samuel
Dept.of English | Member |
| 12.Mrs.Indira Priyadarshini
Dept. of BBA | Member |
| 13.Mrs.Rajeswari
Dept. of Computer Science | Member |
| 14.Ms Popy
Centre for Women Studies | Member |
| 15.Dr. Khairunnisa Amreen
Dept. of Chemistry | Member |
| 16.Ms. Mary Francina
Dept. of MBA | Member |
| 17.Ms. Santoshi Rupa
Dept. of Commerce | Member |
| 18.Poonam Singhal
Dept. of Nutrition | Member |
| 19.Ms. Nikitha Gandhi
SQAC President | Member |
| 20.Mrs.Shobha | Administrative Support |



Minutes:

- The IQAC external meeting commenced with opening remarks by Dr. Smita Asthana, Coordinator IQAC followed by Prayer and welcome address by Principal, Dr. Sr. P. Amrutha.
- Minutes of the previous meeting and Action taken report (ATR) was presented by Ms. D. Srikala, Addl. Coordinator, IQAC.
- Dr. Smita Asthana presented the Institutional highlights of the academic year 2020-21 and department and committee plans for 2021 – 22.
- Draft AQAR was presented.
- Criterion wise reports were presented by Ms Rajeshwari - I, Dr Francina - II, Dr Amreen -III, Ms Roopa – IV, Ms Santoshi – V, Ms Popy – VI & VII.
- IQAC Report and IIC events organized were presented by Ms. D. Srikala.
- Dr. Smita Asthana presented a brief report of SQAC activities conducted during the year 2020-21 and also presented IQAC and IIC Plans for the year 2021-22
- Dr. Poonam proposed vote of thanks.

Suggestions/Impressions by members

1. Mr M A Muqeeth

- Appreciated the galore of activities/events organized during the academic year 2020-21
- Suggested to encourage students to do a case study of the guest lectures in the STAR (Situation, Task, Action, Result) format which would help in enhancing their research skills and better placements opportunities.
- Successful conduction of internal and semester exams through online mode was highly appreciated.



2. Mr. Badrinath Chitti

- Appreciated the spirit and commitment of IQAC and the management for the volume of activities planned and executed during the academic year 2020
- Recommended to invite students from other institutions to get an exposure of the college culture under UGC Paramarsh Scheme or institutional initiative.
- Suggested staff and students of Chemistry/ Computer Science/ Electronics departments to take up multidisciplinary projects under Research and Innovation Council (RICH) of Hyderabad.
- To collaborate with Water bodies cleaning project.
- To try for a MoU with SANSKRIT ACADEMY OU, a well-known research Institute in the field of Sanskrit.
- Requested the management to migrate to web and cloud technology.
- Suggested to procure Stephen R Covey's book 'The 3rd Alternative' for staff and students.

3. Ms. Vaishnavi Kulkarni

- Suggested to inculcate leadership development skills in students for better communication.

ATR/ Compliance Report

In compliance with the IQAC meeting held on 13-11-2021, IQAC is looking into the feasibility of

- students taking up a case study/project of the guest lectures in the STAR (Situation, Task, Action, Result) format.
- life science departments are exploring the possible collaborative works.
- MoU with SANSKRIT ACADEMY OU, a well-known research Institute in the field of Sanskrit is in process.

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- College library has procured the book by Stephen R Covey's book 'The 3rd Alternative', as suggested by Mr. Badrinath
- Collaboration with Water bodies cleaning project may not be feasible as the conditions are not conducive due to COVID-19
- planning to organise workshops on Communication Skills.

Dr. Smita Asthana
IQAC Coordinator

Dr. Sr. P. Amrutha
Principal

IQAC Meeting -5

Date: 28-02-2022

NOTICE

All the IQAC members are hereby informed that meeting of IQAC (for the academic year 2021-22 on 02-03-2022 at 2 pm with the agenda as below:

Agenda

1. National seminar with NAAC support
2. Workshop on Outcome Based Education.
3. International Women's Day celebrations
4. Any other

Minutes of the meeting:

Date: 02-03-2022

Time: 2 pm

Venue : Conference Hall

Members Present

- ✓ Dr.Smitha Asthana
- ✓ Ms.Srikala
- ✓ Dr.Santoshi
- ✓ Dr.Mary Francina
- ✓ Ms.Saritha Samuel
- ✓ Dr.Amreen
- ✓ Ms.Popy Devi
- ✓ Ms.Indira Priyadarshini



- ✓ Ms.Rajeshwari
- ✓ Dr.Poonam
- ✓ Ms.S.Santhoshi Rupa

Minutes :

The meeting started with Dr.Smitha Asthana, IQAC Coordinator, congratulated Dr.Santoshi and Dr.Mary Francina for successfully submitting NIRF and India Today Ranking Forms.

Dr.Smitha Asthana discussed the following points:

- Suggested Ms. Saritha and Dr.Mary Francina to plan and organize a National Webinar in support with NAAC on NEP 2020.
- Ms.Srikala, Ms.Rajeshwari and Ms.Indira are asked to plan a workshop on Outcome Based Education.
- Advised Ms.Popy and Ms.Rupa to organize an event on the occasion of International Womens' Day.

ATR/ Compliance Report

- Ms. Saritha and Dr.Mary Francina finalized the theme of National Webinar as NEP 2020 and tentatively to be organised in the month of May, 2022 and submitted the proposal to NAAC office for the same.
- Conduction of workshop on Outcome Based Education and has been moved to next academic year during August/September 2022, due to the unavailability of resource persons.
- International Womens' Day was celebrated on March 8th, 2022 and women achievers were felicitated – alumni and outsider.

Dr. Smita Asthana
IQAC Coordinator

Dr. Sr. P. Amrutha
Principal



IQAC Meeting -6

Date: 16-05-2022

NOTICE

All the IQAC members are hereby informed that meeting of IQAC for the academic year 2021-22 on 18-05-2022 at 2 pm with the agenda as below:

Agenda

- External Audit of the college
- Annual reports format to the departments
- MoUs with other colleges

Minutes of IQAC meeting

Date: 18-05-2022

Time: 2 pm

Venue : Conference Hall

Members Present

- ✓ Dr.Smitha Asthana
- ✓ Ms.Srikala
- ✓ Dr.Santoshi
- ✓ Dr.Mary Francina
- ✓ Ms.Saritha Samuel
- ✓ Dr.Amreen
- ✓ Ms.Popy Devi
- ✓ Ms.Indira Priyadarshini
- ✓ Ms.Rajeshwari
- ✓ Dr.Poonam
- ✓ Ms.S.Santhoshi Rupa

Minutes ;

The meeting started with Ms. Rajeshwari informed about her experience of Internal audit in the Psychology department. Dr.Amreen has discussed about calculation of Scopus, Web of science, copyrights and patents.

Then Dr.Smitha Asthana discussed the following points:

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- External audit is scheduled on 23/05/2022.
- Ms.Srikala will send the entire schedule of the external audit.
- Informed the members about Governing body meeting scheduled on 11th June, 2022
- Notified that Annual report format will be shared shortly.
- IQAC Annual meet is proposed on July last week or August first week for the year 2022-23.
- Proposed MoUs with those colleges and suggested to plan couple of activities with those colleges.
- Notified that Dr.Poornima will coordinate for MoU and Ms. Suvarchala will coordinate Cluster colleges' events.

Action Taken Report

External audit was smoothly conducted on 23/05/2022 and the external peer members were appreciative of the academic and co-curricular activities carried out during the year 2021-22.

- Annual report format has been shared with the departments.
- Activities with MoU and Cluster colleges will be planned and organised in the year 2022-23.



Dr. Smita Asthana
IQAC Coordinator



Dr. Sr. P. Amrutha
Principal