



# ST.ANN'S COLLEGE FOR WOMEN

(Autonomous)

Affiliated to Osmania University

Accredited A<sup>+</sup> Grade by NAAC (3<sup>rd</sup> Cycle), College with Potential for Excellence by UGC  
Santoshnagar Colony, Mehdiapatnam, Hyderabad - 500 028.

## Notice

The following members are identified as members of IQAC for the year  
2019-20

S.No.	Name	
1.	Dr. Sr. P. Amrutha	Chairperson, Principal
2.	Sr. Y. Theresamma	Correspondent Representative from Management
3.	Prof. K. Girija Mangatayaru	Dept. of Chemistry Palamuru University, Mahaboobnagar Representative from Academia
4.	Mr. Venkataramaiah	Director, Youth for Action Representative from Industry
5.	Mr. Badrinath Chitti	Director, Engineering, Eximius Design India Pvt. Ltd. -Representative from Industry
6.	Mr. J. Srinivas	Technical Officer "C" DRDO, Kanchan Bagh, Parent member
7.	Mr. C. Bhaskar	Asst. Municipal Commissioner, GHMC, Hyderabad - Parent Member
8.	Ms. Gargi Debnath	Associate Project Analyst- Deloitte Alumni Member
9.	Dr. Smita Asthana	IQAC Coordinator, Dean Academics Reader in Chemistry
10.	Ms. Srikala	Head, Department of Statistics
11.	Ms. Santoshi	Department of Mathematics
12.	Ms. Aparna	Department of Computer Science
13.	Ms. Saritha Samuel	Department of English
14.	Ms. Rajeswari	Department of MCA
15.	Ms. Krishna Priya	Department of Microbiology
16.	Ms. Indira Priyadarshini	Department of Business Management
17.	Ms. Lydia	Department of Computer Science
18.	Ms. Popy	Centre for Women Studies
19.	Ms. Mahitha	SQAC President, Member (UG)
20.	Mrs. Shobha	Administrative support

  
PRINCIPAL

ST. ANN'S COLLEGE FOR WOMEN  
MEHDIPATNAM, HYDERABAD 28.

## IQAC Meeting - I

**Date: 04-06-2019**

**Venue: Conference Hall**

**Time: 12.30 pm**

### Agenda

1. Plans for Faculty Recharge Program
2. Schedule for Departmental Meetings
3. Finalisation of Academic and Administrative Committees for the year
4. Freshers Induction Program

### Members present

- |                         |   |   |
|-------------------------|---|---|
| 1. Dr. Smita Asthana    | - | IQAC Coordinator, Dean Academics, Reader in Chemistry |
| 3. Dr. D. Sarala        | - | Head, Department of Physics & Electronics             |
| 4. Ms. D. Srikala       | - | Head, Department of Statistics                        |
| 5. Ms. Suma Reddy       | - | Department of Commerce                                |
| 6. Ms. Ch.Jyothi        | - | Head, Department of Microbiology                      |
| 7. Ms. K. Saritha       | - | Department of English                                 |
| 8. Ms. Santoshi Misra   | - | Department of Mathematics                             |
| 9. Ms. Aparna Bulusu    | - | Department of Computer Science                        |
| 10. Ms. K Rajeswari     | - | Department of MCA                                     |
| 11. Ms. K.Krishna Priya | - | Department of Microbiology                            |
| 11. Lt. Lydia Marina    | - | Department of Computer Science                        |
| 12. Ms. Popy Devi Nath  | - | Director, Centre for Women Studies                    |

### Minutes of the meeting

1. Faculty Recharge Program is scheduled for 11/06/2019. The responsibilities were discussed and finalised.
2. Departmental meetings schedule was discussed and it was decided to finalise in consultation with Ms Meena, Dean, Admin.

3. Suggestions and modalities of constituting Academic and Administrative Committees for the year were discussed. It was decided to invite staff members to indicate their area of interest and accordingly the committees can be finalised.
4. Dr Smita and Ms Meena will look into this matter.
5. Student Induction program is schedules for 27<sup>th</sup> and 28<sup>th</sup> june and four sessions will be held as follows –
  - a. Physical sciences
  - b. Life Sciences
  - c. BA
  - d. B Com and BBA
6. IQAC members, along with Parents Association will coordinate the event.

#### **Action Taken Report**

- ✓ Faculty Recharge Program – organised on 11/06/2019
- ✓ Schedule for Departmental Meetings – The schedule had been prepared and finalized in consensus with the Dean, Admin.
- ✓ Finalisation of Academic and Administrative Committees – has been carried out in the way it has been proposed and the committees were finalized.
- ✓ Fresher's Induction Program – conducted on 20/06/2019 & 21/06/2019

### **IQAC Meeting - II**

**Date: 02-07-2019**

**Venue: Conference Hall**

**Time: 2.10 pm**

#### **Agenda**

1. Prayer
2. Opening remarks
3. Introduction of new members
4. Plans for Annual report 18 – 19
5. Entry Feed Back
6. Plan of action, Inputs and Suggestions from members
7. Calendar of meetings

## Members present

1. Dr. Sr. P Amrutha - Chairperson, Principal
2. Dr. Smita Asthana - IQAC Coordinator, Dean Academics, Reader in Chemistry
3. Ms. D. Srikala - Head, Department of Statistics
4. Ms. K. Saritha - Department of English
5. Ms. Santoshi Misra - Department of Mathematics
6. Ms. Aparna Bulusu - Department of Computer Science
7. Ms. K Rajeswari - Department of MCA
8. Ms. K.Krishna Priya - Department of Microbiology
9. Lt. Lydia Marina - Department of Computer Science
10. Ms. Popy Devi Nath - Director, Centre for Women Studies

## Minutes of the meeting

1. Dr. Sr. P Amrutha, Chairperson, Principal and Dr. Smita Asthana, IQAC Coordinator, Dean Academics, Reader in Chemistry, welcomed the committee members and appreciated the work done for the academic year 2018-19.
2. The three new committee members were welcomed to the team and were asked to actively contribute for the year 2019-20.
3. For the academic year 2018-19 Annual Report, Criteria wise work was allotted to the IQAC members  
Criteria 1 - Ms. D. Srikala  
Criteria 2 - Ms. K.Krishna Priya  
Criteria 3 - Ms. Aparna Bulusu  
Criteria 4 - Lt. Lydia Marina  
Criteria 5 - Ms. Santoshi Misra  
Criteria 6 - Ms. K. Saritha  
Criteria 7 - Ms. Popy Devi Nath  
IQAC Reports - Ms. K Rajeswari
4. The following members were given responsibility to conduct the activities for the academic year 2019-20.  
Ms. D. Srikala & Ms. Popy Devi Nath - National Seminar in March  
Ms. K Krishna Priya - SAKSHAM and IPR Cell  
Ms. Aparna Bulusu & Lt. Lydia Marina - Inter Collegiate FDP in 1st week of Aug

Ms. Santoshi Misra & Ms. K. Saritha - Youth Summit 2K20

5. A CCE funded 2-3 days workshop for Principals and IQAC Coordinators is planned.
6. The members were asked to look for a foreign collaboration.
7. Plans were discussed for Institutional visit/Audit by Mother Superior General, CSSA on 13<sup>th</sup> August 19.
8. It was proposed to Apply for ISO Certification .
9. Next IQAC meeting would be held on 3<sup>rd</sup> Aug 2019 at 10:00 am.
10. Ms Aparna will coordinate entry level feed back through Google forms.
11. Departments were to be appraised of updating course profiles.
12. Ihe IQAC coordinator will meet the committees and review their plans for the year.
13. The calendar of meetings was prepared.

Event	Month
IQAC	June
Deans	June
Heads	June
IQAC	july
Deans	August
IQAC	august
IQAC	Sep
IQAC	Nov.
Deans	Nov.
BOS	Dec. – Feb.
IQAC	Jan
Heads	Jan
GBM	Feb
IQAC	March
ACM	March
Finance Committee	March
GBM	April

### **Action Taken Report**

- ✓ Plans for Annual report 2018 – 19 - preparation of criteria-wise reports and IQAC report has been allotted to IQAC members and the content extracted from the department and committee reports has been forwarded
- ✓ Entry Feed Back \_ Ms.Aparna who was assigned the work of coordinating the entry level feedback for the year 2019-20 is checking the existing questionnaire for any changes to be made.

- ✓ Plan of action, Inputs and Suggestions from members – proposed few activities to be carried out by IQAC, discussed the possibility of initiating collaborations with the universities abroad and applying for ISO certification.
- ✓ Calendar of meetings – a tentative calendar has been prepared

### IQAC Meeting - III

**Date: 28-08-2019**

**Venue: Conference Hall**

**Time: 1.30 pm**

#### Agenda

1. Review of Annual report 18 – 19
2. Paramarsh plans
3. Plans for non- teaching staff

### Members present

- |                         |   |   |
|-------------------------|---|---|
| 1. Dr. Sr. P Amrutha    | - | Chairperson, Principal                                |
| 2. Dr. Smita Asthana    | - | IQAC Coordinator, Dean Academics, Reader in Chemistry |
| 3. Dr. D. Sarala        | - | Head, Department of Physics & Electronics             |
| 4. Ms. D. Srikala       | - | Head, Department of Statistics                        |
| 5. Ms. K. Saritha       | - | Department of English                                 |
| 8. Ms. Santoshi Misra   | - | Department of Maths                                   |
| 9. Ms. Aparna Bulusu    | - | Department of Computer Science                        |
| 10. Ms. K Rajeswari     | - | Department of MCA                                     |
| 11. Ms. K.Krishna Priya | - | Department of Microbiology                            |
| 11. Lt. Lydia Marina    | - | Department of Computer Science                        |
| 12. Ms. Popy Devi Nath  | - | Director, Centre for Women Studies                    |

### Minutes of the meeting

- **Paramarsh** proposal, UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions to Promote Quality Assurance in Higher Education, was submitted on 23<sup>rd</sup> Aug 19.

- Under the Paramarsh scheme of the University Grants Commission (UGC), launched by HRD minister Ramesh Pokhriyal 'Nishank', the leading institutions will provide regular mentoring to five non-accredited institutes to secure the National Assessment and Accreditation (NAAC) grade certification.
- Progress of the annual report has been discussed.
- **Laughter club** to organize activities in quadrangle during break time i.e 12:00 to 12:30 pm , coordinated by Mrs. Aparna Bulusu.
- On 13<sup>th</sup> Sep 18, Ms. Krishna Priya was asked to conduct an orientation session on **‘Good Laboratory Practices and Interpersonal Relationships’** for all inter collegiate non teaching staff.
  - Session I on Interpersonal Relationships by Ms. Manasa A, Certified Trainer
  - Session II on Good Laboratory Practices by Mr. Mallikarjuna M, Dept. of Biochemistry, Global Hospitals.

### **Action Taken Report**

- ✓ Review of Annual report 2018 – 19 – progress of the annual has been reviewed; doubts in few criteria were clarified by the coordinator.
- ✓ Paramarsh plans – Dr.Smita Asthana, Coordinator has explained the significance of the UGC scheme-Paramarsh and elucidated the plans towards it.
- ✓ Plans for non- teaching staff – The date, the sessions and the respective speakers have been identified.

### **IQAC Meeting - IV**

**Date: 16-09-2019**

**Venue: Conference Hall**

**Time: 1.30 pm**

#### **Agenda**

1. Peer IQAC meeting plans
2. Establishment of IIC

### **Members present**

- |                      |   |   |
|----------------------|---|---|
| 1. Dr. Sr. P Amrutha | - | Chairperson, Principal                                |
| 2. Dr. Smita Asthana | - | IQAC Coordinator, Dean Academics, Reader in Chemistry |



4. Ms. D. Srikala	-	Head, Department of Statistics
5. Ms. K. Saritha	-	Department of English
8. Ms. Santoshi Misra	-	Department of Mathematics
9. Ms. Aparna Bulusu	-	Department of Computer Science
10. Ms. K Rajeswari	-	Department of MCA
11. Ms. K.Krishna Priya	-	Department of Microbiology
11. Lt. Lydia Marina	-	Department of Computer Science
12. Ms. Popy Devi Nath	-	Director, Centre for Women Studies

### Minutes of the meeting

1. Dr. Smita Asthana, IQAC Coordinator, Dean Academics, Reader in Chemistry, welcomed the committee members and appreciated the members for completing IQAC report in time.
2. Ms. Krishna Priya was congratulated for a successful orientation session on **‘Good Laboratory Practices and Interpersonal Relationships’** for all inter collegiate non teaching staff.
3. Dr. Smita Asthana gave the following responsibilities to the committee members for the Peer IQAC meeting to be conducted on 21<sup>st</sup> Sep 2019.
  - Lt. Lydia - Minutes of the previous meeting and follow up action taken.
  - Presentations of the departmental academic/non academic activities 2018-19 and plans for the year 2019-20.
    - Department of English, Languages and Social Sciences – Ms.Saritha
    - Department of Commerce and Business Management – Ms. Indira Priyadarshini
    - Department of Biological Sciences – Ms. Krishna Priya
    - Department of Physical Sciences – Ms.Santhoshi Misra
    - Departments of PG– Ms.Rajeswari
  - Lt. Lydia - Plans of various Clubs and Committees for year 2019-20.



- Ms. Srikala - Report of **IQAC events** for the year 2018-19 and plans for the year 2019-20.
  - Ms.Aparna - A report on online **Feedback analysis**.
  - **SQAC activities** - Ms.Mahitha, President, SQAC.
  - Ms. Popy – Vote of Thanks
4. The committee members were given briefing about Paramarsh scheme by Dr. Smita Asthana. The scheme is for **Mentoring National Accreditation and Assessment Council (NAAC) Accreditation Aspirant Institutions** to promote Quality Assurance in Higher Education.
  5. Dr. Smita Asthana also explained the members about IIC (**INSTITUTION'S INNOVATION COUNCIL**). Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of IIC is to encourage, inspire and nurture young students by supporting them to work with new ideas while they are in formative years.

#### MAJOR FOCUS OF IIC-

- To create a vibrant local innovation ecosystem
- Start-up/ entrepreneurship supporting Mechanism in HEIs
- Prepare institute for Atal Ranking of Institutions on Innovation Achievements Framework (ARIIA)
- Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas
- Develop better Cognitive Ability amongst Technology Students

#### **Action Taken Report**

- ✓ Peer IQAC meeting plans – tentative date for the meeting has been fixed as 21<sup>st</sup> Sept.2019. The various responsibilities were distributed to the members of IQAC and the flow of the meeting has been discussed.
- ✓ Establishment of IIC – The coordinator shared with the team that St.Ann's received IIC establishment certificate and explicated about IIC; its importance in contributing to country's GDP growth.

## IQAC Meeting - V

**Date: 19-09-2019**

**Venue: Conference Hall**

**Time: 1.30 pm**

### Agenda

1. Peer IQAC meeting - Agenda
2. IIC sub-units, Constitution of teams

### Members present

1. Dr. Sr. P Amrutha	-	Chairperson, Principal
2. Dr. Smita Asthana	-	IQAC Coordinator, Dean Academics, Reader in Chemistry
4. Ms. D. Srikala	-	Head, Department of Statistics
5. Ms. K. Saritha	-	Department of English
8. Ms. Santoshi Misra	-	Department of Maths
9. Ms. Aparna Bulusu	-	Department of Computer Science
10. Ms. K Rajeswari	-	Department of MCA
11. Ms. K.Krishna Priya	-	Department of Microbiology
11. Lt. Lydia Marina	-	Department of Computer Science
12. Ms. Popy Devi Nath	-	Director, Centre for Women Studies

### Minutes of the meeting

1. Dr. Smita Asthana, IQAC Coordinator, Dean Academics, Reader in Chemistry, welcomed the committee members and discussed the following activities to be done.
2. The agenda for the IQAC meeting to be held on 21<sup>st</sup> Sep 19 was discussed,
  - Prayer
  - Opening remarks
  - Minutes of the earlier meetings and Action taken
  - Report of the year 2018 – 19
  - Plans for the year 2019 – 20
  - Feedback analysis and Action Taken

- Draft Annual Report 18 – 19
  - Inputs and Suggestions from members
  - Any other matter
  - Vote of thanks
3. The constitution of Institution's Innovation Council (IIC) was nominated by IQAC coordinator. It has representation of members from faculties, students and experts from regional ecosystem. Following are the member representation in an IIC with division of work and responsibility as below.
1. President – Perform the role as Head of Council. Initiate, identify and form the council and assign the role and responsibility to members
  2. Vice-President – Assists the President in planning, guiding and monitoring the timely execution of the planned activities of the council
  3. Convenor – Immediate point of contact and coordination. (preferably Incubation in charge of institute or Faculty with Entrepreneurship Experience or interest)
  4. Innovation activity coordinator (Faculty) – Primary responsible for organising and coordinating after Innovation promotion activities and extend support to other activities.
  5. Start-up activity Coordinator (Faculty) - Primary responsible for organising and coordinating after Start-up promotion activities and extend support to other activities.
  6. Internship Coordinator (Faculty) - Primary responsible for organising and coordinating after Internship opportunity and engage student in Start-ups, innovation labs and incubation centre etc. to promote innovation activities and extend support to other activities.
  7. IPR activity Coordinator (Faculty) - Primary responsible for organising and coordinating after IPR mentoring, awareness opportunity to promote innovation activities and extend support to other activities.
  8. Social Media Coordinator (Faculty) - Primary responsible for organising and coordinating after social media promotion and public relation and effectively communicating regarding various activities undertaken to promote innovation activities and extend support to other activities.

9. ARIIA Coordinator (Faculty) - Primary responsible for creating repository and advising on more innovation and startup activities in campus to increase the ranking in ARIIA and also extend support to other activities.
10. NIRF Coordinator (Faculty) - Primary responsible for creating repository and advising on more innovation and Research activities in campus to increase the ranking in NIRF and also extend support to other activities.

### **Action Taken Report**

- ✓ Agenda for Peer IQAC meeting – Dr. Smita Asthana, IQAC Coordinator, Dean Academics, Reader in Chemistry gave the agenda and flow of the meeting to be held on 21<sup>st</sup> Sept.2019
- ✓ IIC sub-units, Constitution of teams - The coordinator explained about different mandatory activities under IIC, designated the coordinators for the same and the team is ready to take it further.

## **IQAC Meeting VI**

**Date: 21-09-2019**

**Venue: Conference Hall**

**Time: 09.00 am**

### **Agenda**

1. Prayer
2. Opening remarks
3. Minutes of the earlier meetings and Action taken
4. Report of the year 2018 – 19
5. Plans for the year 2019 – 20
6. Feedback analysis and Action Taken
7. Draft Annual Report 18 – 19
8. Inputs and Suggestions from members
9. Any other matter
10. Vote of thanks

## Members present

1. Dr. Sr. P. Amruth  
Principal  
Chairperson
2. Sr.Y. Theresamma  
Correspondent  
Representative from Management
3. Mr. E. Venkataramaiah  
Director, Youth for Action , NGO  
Representative from Industry
4. Mr. Badrinath Chitti  
Consulting Director for Start ups  
Representative from Industry
5. Shri. J. Srinivas M.Sc.  
Technical Officer “C”  
DRDO, Kanchan Bagh, Hyderabad  
Parent
6. Ms. Gargi Bednath  
Enabling Consultant  
Deloitte, Hyderabad  
Alumni
7. Dr.Smita Asthana  
Dean Academics,  
Reader in Chemistry  
IQAC Coordinator
8. Mrs.Srikala  
Head, Dept. of Statistics  
Member
9. Ms. Santoshi  
Dept.of Mathematics  
Member
10. Ms.Aparna  
Dept. of Computer Science  
Member
11. Ms.Saritha Samuel  
Dept.of English  
Member
12. Mrs.Indira Priyadarshini  
Dept. of BBA  
Member
13. Mrs.Rajeswari  
Dept. of M.C.A  
Member
14. Lt. Lydia  
Dept. of Computer Science  
Member
15. Ms Popy  
Director, Centre for Women Studies  
Member
16. Dr.Khairunnisa Amreen  
Dept. of Chemistry (PG)  
Member
17. SQAC President  
Member
18. Mrs.Shobha  
Administrative Support

## Minutes of the meeting

1. The Annual IQAC meeting commenced with the Chairperson, Dr.Sr.P.Amrutha, Principal welcoming the members for the meeting and was followed by the introduction of all the members.
2. Lt. Lydia read out the minutes of the previous meeting and follow up action taken.
3. Dr.Smita Asthana presented a report of the **Institutional Highlights** of the academic year 2018-19.
4. This was followed by the presentations of the departmental academic/non-academic activities 2018-19 and plans for the year 2019-20.
  - Department of English, Languages and Social Sciences – Ms.Saritha
  - Department of Commerce and Business Management – Ms. Indira Priyadarshini
  - Department of Biological Sciences – Ms. Krishna Priya
  - Department of Physical Sciences – Ms.Santhoshi Misra
  - Departments of PG– Ms.Rajeswari
5. Lt Lydia briefed on plans of various Clubs and Committees for year 2019-20.
6. Ms.Srikala presented a report of **IQAC events** for the year 2018-19 and plans for the year 2019-20.
7. A report on online **Feedback analysis** was presented by Ms.Aparna.
8. **SQAC activities** of the year 2018-19 and plans for 2019-20 were presented by Ms.Mahitha, President, SQAC.
9. The external members were appreciative of the college NAAC Grade, results achieved and the activities undertaken by various departments in 2018-19.
10. Mr. Badrinath Chitti congratulated us about the success and growth of the college, and gave the following suggestions,
  - a) The college portal can be used as a business opportunity
  - b) To derive quality matrix of different parameters.

c) To give nutrition students real time opportunity as nutrition specialists in hospitals of twin cities.

d) To work on anti-plastic awareness and to make a difference in the society.

11. Mr. J. Srinivas gave the following suggestions,

a) To include more quality/academic based activities like brain storming

b) Water harvesting

c) To avoid single use plastic

12. Ms .Gargi, (alumnus) was also suggesting to create more awareness on hazards of Plastic and she was in favour of bridge the gap feature for all the departments.

13. Ms.Poppy proposed vote of thanks.

### **Action Taken Report**

In response to the suggestions and inputs given by the peer IQAC members, the following initiatives and/or decisions were decided upon:

- ✓ In line with idea of using the college portal for business opportunities, IIC is active; establishing an incubation center, IPR cell, and planning to organise Ideathon, motivating lectures by start-up leaders in the industry to initiate startup culture in the college.
- ✓ IQAC of the college is always in action to improve the quality parameters
- ✓ Students from the nutrition department are already in place for real time experience, still the suggestion has been forwarded to the head of the department.
- ✓ Though the college tries to maintain plastic free campus, in line with the suggestion of all the peer members, Dharani club, NSS and various other clubs and departments of the college are planning for more awareness programs against the usage of single use plastics.
- ✓ Possibility of water harvesting pits is being explored.
- ✓ The conduction of more academic oriented activities is being suggested to the faculty.



## IQAC Meeting - VII

**Date: 16-11-2019**

**Venue: Conference Hall**

**Time: 2.30 pm**

### Agenda

1. National Seminar
2. FDP

### Members present

- |                         |   |   |
|-------------------------|---|---|
| 1. Dr. Sr. P Amrutha    | - | Chairperson, Principal                                |
| 2. Dr. Smita Asthana    | - | IQAC Coordinator, Dean Academics, Reader in Chemistry |
| 4. Ms. D. Srikala       | - | Head, Department of Statistics                        |
| 5. Ms. K. Saritha       | - | Department of English                                 |
| 8. Ms. Santoshi Misra   | - | Department of Mathematics                             |
| 9. Ms. Aparna Bulusu    | - | Department of Computer Science                        |
| 10. Ms. K Rajeswari     | - | Department of MCA                                     |
| 11. Ms. K.Krishna Priya | - | Department of Microbiology                            |
| 11. Lt. Lydia Marina    | - | Department of Computer Science                        |
| 12. Ms. Popy Devi Nath  | - | Director, Centre for Women Studies                    |

### Minutes of the meeting

Dr. Smita Asthana, IQAC Coordinator, Dean Academics, Reader in Chemistry, welcomed the committee members and discussed the following activities to be done.

1. Ms. Aparna, member of ICT, was asked to work on a Faculty development program (FDP) in the month of January 2020. The FDP was to be organized in collaboration with IQAC.
2. The members were asked to visit MHRD website regularly for updates,
3. IQAC National seminar responsibility was given to Ms. Srikala and Ms. Santhoshi. The seminar was planned to be held in the month of March 2020.

4. The department of Psychology and Laughter club was asked to conduct a lunch time activity for the staff and students.
5. The faculty orientation program agenda and responsibility was discussed by Dr. Smita Asthana.
6. The Paramarsh scheme inauguration and mentorship program details were planned by the committee members.

### **Action Taken Report**

- ✓ National Seminar - Ms. Srikala and Ms. Santhoshi initiated the preparations for the national seminar that was planned to be held in the month of March 2020.
- ✓ FDP – Ms.Aparna started planning and identifying the resource persons for the proposed FDP.

### **IQAC Meeting - VIII**

**Date: 06-01-2020**

**Venue: Conference Hall**

**Time: 2.00 pm**

#### **Agenda**

1. Paramarsh Inauguration
2. Mentors meet
3. Mentees meet

### **Members present**

- |                         |   |   |
|-------------------------|---|---|
| 1. Dr. Sr. P Amrutha    | - | Chairperson, Principal                                |
| 2. Dr. Smita Asthana    | - | IQAC Coordinator, Dean Academics, Reader in Chemistry |
| 4. Ms. D. Srikala       | - | Head, Department of Statistics                        |
| 5. Ms. K. Saritha       | - | Department of English                                 |
| 8. Ms. Santoshi Misra   | - | Department of Maths                                   |
| 9. Ms. Aparna Bulusu    | - | Department of Computer Science                        |
| 10. Ms. K Rajeswari     | - | Department of MCA                                     |
| 11. Ms. K.Krishna Priya | - | Department of Microbiology                            |
| 11. Lt. Lydia Marina    | - | Department of Computer Science                        |

12. Ms. Popy Devi Nath - Director, Centre for Women Studies

### Minutes of the meeting

1. Dr. Smita Asthana, IQAC Coordinator, Dean Academics, Reader in Chemistry, welcomed the committee members and discussed the plans for Paramarsh scheme implementation.
2. A mentors meet to be organised in February/March to discuss the implementation of Paramarsh scheme, UGC guidelines, financial aspects etc
3. Representatives of all mentor colleges in state will be invited.
4. Ice breaking meets with members of mentee institutions will be organised in March, 2020.

### Action Taken Report

- ✓ Paramarsh Inauguration – Paramarsh Scheme has been formally inaugurated and a move has been made to start the implementation of Paramarsh Scheme.
- ✓ Mentors meet – The mentor institutions’ accreditation ambassadors were contacted and a tentative date has been fixed as 11<sup>th</sup> March 2020.
- ✓ Mentees meet – It has been decided to have a first meeting with mentee institutions on 5<sup>th</sup> March 2020.

### IQAC Meeting - IX

**Date: 04-03-2020**

**Venue: Conference Hall**

**Time: 2.00 pm**

### Agenda

1. FDP on SPSS
2. Paramarsh plan of action
3. Mentees meet
4. Panel of Resource Persons
5. Visit to colleges
6. Internal Academic Audit
7. External audit

## Members present

- |                         |   |   |
|-------------------------|---|---|
| 1. Dr. Sr. P Amrutha    | - | Chairperson, Principal                                |
| 2. Dr. Smita Asthana    | - | IQAC Coordinator, Dean Academics, Reader in Chemistry |
| 4. Ms. D. Srikala       | - | Head, Department of Statistics                        |
| 5. Ms. K. Saritha       | - | Department of English                                 |
| 8. Ms. Santoshi Misra   | - | Department of Maths                                   |
| 9. Ms. Aparna Bulusu    | - | Department of Computer Science                        |
| 10. Ms. K Rajeswari     | - | Department of MCA                                     |
| 11. Ms. K.Krishna Priya | - | Department of Microbiology                            |
| 11. Lt. Lydia Marina    | - | Department of Computer Science                        |
| 12. Ms. Popy Devi Nath  | - | Director, Centre for Women Studies                    |

## Minutes of the meeting

1. Ms Srikala will coordinate the FDP.
2. It was decided to prepare resource material for mentee institutions.
3. The IQAC will be represented by Dr Smita and Ms Srikala at the mentees meet.
4. Panel of resource persons was finalised and their consent was sought.
5. A time table was prepared for first round of visit to mentee colleges from 10<sup>th</sup> March to 20<sup>th</sup> March.
6. Plans were discussed for internal academic audit to be conducted in last week of March and external audit in first week of April.

## Action Taken Report

- ✓ FDP on SPSS –Date has been fixed as 16<sup>th</sup> March 2020, resource person has been identified and started the arrangements.
- ✓ Paramarsh plan of action – The detailed plan has been drawn – prepare resource material, visit mentee institutions with their consent and organize sessions throwing light into

national accreditation & assessment process and its importance to stand as an institution moving towards academic excellence and quality enhancement.

- ✓ Mentees meet – It has been decided that Dr Smita and Ms Srikala will be present in mentees meet and various arrangements towards that were taken care.
- ✓ Panel of Resource Persons – the senior faculty has been identified as resource persons for various criteria in national accreditation & assessment.
- ✓ Visit to colleges - A schedule has been drawn to visit mentee colleges, which has to be finalized with their consensus.
- ✓ Internal and External Academic Audits – Internal and external audits couldn't be carried out in March/April 2020, for the reason of outbreak of COVID 19 and a sudden lockdown. Proposed to conduct them online at later dates.

### IQAC Meeting - X

**Date: 22-04-2020**

**Venue: Online**

**Time: 2.00 pm**

#### Agenda

1. FDP on Assessment and Accreditation
2. Academic Audit
3. IQAC chronicle
4. Exit feed back

### Members present

- |                        |   |   |
|------------------------|---|---|
| 1. Dr. Smita Asthana   | - | IQAC Coordinator, Dean Academics, Reader in Chemistry |
| 2. Ms. D. Srikala      | - | Head, Department of Statistics                        |
| 3. Ms. K. Saritha      | - | Department of English                                 |
| 4. Ms. Santoshi Misra  | - | Department of Mathematics                             |
| 5. Ms. Aparna Bulusu   | - | Department of Computer Science                        |
| 6. Ms. K Rajeswari     | - | Department of MCA                                     |
| 7. Ms. K.Krishna Priya | - | Department of Microbiology                            |

8. Lt. Lydia Marina - Department of Computer Science  
9. Ms. Popy Devi Nath - Director, Centre for Women Studies

### Minutes of the meeting

1. It was proposed to conduct a three day National online FDP on Quality Assessment and Accreditation during 4<sup>th</sup> – 6<sup>th</sup> may. The team had discussed about the work to be done for FDP programme, such as – Title of the programme, Brochure, Google registration form, Feedback form, E-certificate, Selection of resource person and Survey.

2. Internal Academic Audit will be conducted in first week of July. It was proposed to be conducted in online mode.

**i. Dates 6<sup>th</sup> – 11<sup>th</sup> July 2020**

**ii. Distribution of departments –**

- a. Physical Sciences – Ms Santoshi
- b. Biological Sciences – Ms Amreen
- c. Languages – Ms Sarita
- d. Social Sciences – Ms Popy
- e. Commerce, BBA – Ms Indira
- f. PG – Ms Rajeshwari
- g. Committees – Ms Lydia
- h. Centers of Excellence – Ms Aparna

**iii. Report to be submitted by 14<sup>th</sup> August 2020.**

3. Exit feedback from the outgoing batch will be taken after their final exams are conducted.

### Action Taken Report

- ✓ FDP on Assessment and Accreditation – Ms.D.Srikala & Ms.Aparna were designated as coordinators and given the responsibilities of making the arrangements. The title has been fixed as **Quality Enhancement in Higher Educational Institutions – Future Vision during**

May4-6<sup>th</sup> May 2020. The keynote speaker has been identified as Dr. Anil Kumar Challa, Department of Biology, University of Alabama, Birmingham, AL. USA, and Center for Advancement of Research Skills Dr. Reddy's Institute of Life Sciences. The other arrangements are in place.

- ✓ Academic Audit – the dates for online internal and external academic audits have been decided, departments' and committees' audit was distributed to IQAC members, and the department and committee reports have been sent to the respective members for the audit purpose.
- ✓ IQAC chronicle – Ms. Rajeswari was given the responsibility of preparing IQAC chronicle and the work has been started.
- ✓ Exit feedback – Ms.Aparna was delegated the responsibility of taking online exit feedback. She reviewed the existing questionnaire and finalized it after discussing with the coordinator.

### IQAC Meeting - XI

**Date: 27/10/20**

**Venue: Online**

**Time 4 pm**

### A G E N D A

- 1. Prayer**
- 2. Internal Audit report**
- 3. External Peer team audit**
- 4. Peer IQAC meeting on 7/11/20 – Agenda**
- 5. Any other matter**

#### Members present

- |                       |   |   |
|-----------------------|---|---|
| 1. Dr. Sr. P Amrutha  | - | Chairperson, Principal                                |
| 2. Dr. Smita Asthana  | - | IQAC Coordinator, Dean Academics, Reader in Chemistry |
| 3. Ms. D. Srikala     | - | Head, Department of Statistics                        |
| 4. Ms. K. Saritha     | - | Department of English                                 |
| 5. Ms. Santoshi Misra | - | Department of Maths                                   |



- |                            |   |                                    |
|----------------------------|---|------------------------------------|
| 6. Ms. Aparna Bulusu       | - | Department of Computer Science     |
| 7. Ms. K Rajeswari         | - | Department of MCA                  |
| 8. Lt. Lydia Marina        | - | Department of Computer Science     |
| 9. Ms. Popy Devi Nath      | - | Director, Centre for Women Studies |
| 10. Dr. Khairunnisa Amreen | - | Department of Chemistry (P.G.)     |

## Minutes of the meeting

1. The internal audit reports were discussed by the respective members and few issues were clarified.
2. The coordinator Dr.Smita Asthana invited the members to suggest members for external audit
3. Dr. Smita Asthana gave the following responsibilities to the committee members for the Peer IQAC meeting to be conducted on 7<sup>th</sup> Nov. 2020.
  - Lt. Lydia - Minutes of the previous meeting and follow up action taken.
  - Ms.Aparna - report on Criteria 1 and 2
  - Dr.Amreen - report on Criteria 3 and 4
  - Ms.Santoshi – report on report on Criteria 5 and Committees
  - Ms.Saritha - A report on Criteria 6 and 7
  - Ms.D. Srikala - IQAC Report 2019-20 & Plans for 2020-21
  - Ms.Indira – Academic plans for the year 2020-21
  - Ms.Rajeswari – Plans for non-academic activities
  - Lt. Lydia – Committee plans
  - Ms.Aparna - A report on online **Feedback analysis**.

## Action Taken Report

- Internal Audit report – The reports have been submitted
- External Peer team audit – Prof.Saroja & Dr.N.V.Kavitha were identified as the external peer team

- Peer IQAC meeting on 7/11/20 – Agenda was given by the coordinator and criteria wise presentations were allotted to IQAC members. The data / information for the preparation of the presentations has been sent to the members.

## IQAC Meeting - XII

**Date: 07-11-2020**

**Venue: Online**

**Time: 09.00 am**

### Agenda

1. Prayer
2. Opening remarks
3. Minutes of the earlier meetings and Action taken
4. Report of the year 2019 – 20
5. Plans for the year 2020 - 21
6. Feedback analysis and Action Taken
7. Draft Annual Report/AQAR
8. Inputs and Suggestions from members
9. Any other matter
10. Vote of thanks

## Members present

- |  |                                       |
|--|---------------------------------------|
| 1. Dr. Sr. P. Amrutha<br>Principal   | Chairperson                           |
| 2. Sr.Y. Theresamma<br>Correspondent   | Representative from Management        |
| 3. Prof. K. Girija Mangatayaru<br>Dept. of Chemistry<br>Palamuru University, Mahaboobnagar | Representative from Academia          |
| 4. Mr. E. Venkataramaiah<br>Youth for Action , NGO   | Representative from IndustryDirector, |
| 5. Mr. Badrinath Chitti<br>Consulting Director   | Representative from Industry          |

6. Shri. J. Srinivas M.Sc. Technical Officer ‘C’ DRDO, Kanchan Bagh, Hyderabad	Parent
7. Ms. Gargi Bednath Enabling Consultant Deloitte, Hyderabad	Alumni
8. Dr.Smita Asthana Dean Academics, Reader in Chemistry	IQAC Coordinator
9. Mrs.Srikala Head, Dept. of Statistics	Member
10. Ms. Santoshi Dept.of Mathematics	Member
11. Ms.Aparna Dept. of Computer Science	Member
12. Ms.Saritha Samuel Dept.of English	Member
13. Mrs.Indira Priyadarshini Dept. of BBA	Member
14. Mrs.Rajeswari Dept. of M.C.A	Member
15. Lt. Lydia Dept. of Computer Science	Member
16. Ms Popy Director, Centre for Women Studies	Member
17. Dr.Khairunnisa Amreen Dept. of Chemistry (PG)	Member
18. SQAC President	Member
19. Mrs.Shobha	Administrative Support

### Minutes of the meeting

- The IQAC meeting commenced with the Chairperson, Dr. Sr.P.Amrutha, Principal welcoming the members for the meeting and was followed by the introduction of all the members.
- Lt. Lydia read out the minutes of the previous meeting and follow up action taken.

- Dr.Smita Asthana presented a report of the **Institutional Highlights** of the academic year 2019-20. This was followed by the presentations of the departmental academic/non academic activities of 2019-20 and plans for the year 20 – 21.
- Lt Lydia presented a report on plans of various Clubs and Committees for year 2019-20.
- Ms. Srikala presented a report of **IQAC events** for the year 2019 - 20 and plans for the year 2020 - 21.
- A report on **Feedback analysis and Action taken** was presented by Ms. Aparna.
- **SQAC activities** of the year 2019 - 20 and plans for the year 2020 - 21 were presented by Ms. Mahitha, President, SQAC
- The draft IQAC Annual report and AQAR was presented and approved.
- The peer members appreciated the efforts and achievements of the departments in organizing various academic and non-academic activities. The members also congratulated the college for choosing “Scaling Challenges” as the theme of the year.
- Mr.Badrinath Chitti gave the following suggestions.
  - 5 year Project- clean Tank bund and few other lakes of Hyderabad through triggering awareness, connecting the Stake Holders, Government, Arts, Science, Engineering and Technology institutions, NGOs, General Public Help and Support to make it a Nation Building Project.

Appreciated the institution on following up on the feedback given by the members in the previous meeting.
- Mr. J. Srinivas appreciated the efforts of the management on the smooth conduct of online exams and gave the following suggestions.
  - a change of the title SQAC.
  - introduce a compulsory short course for students in taking notes and also a course in Concept Development.
- Mr. Venkataramaiah,
  - Appreciated the extensive professional work undertaken by the institution.
  - Suggested to go for SWOT analysis to improve ranking and reach top position.
- Prof. K. Girija appreciated the faculty on receiving Best Teacher and other institutional awards, Best Practices and various initiatives of the college. Her suggestions include:
  - To improve result of science students.
  - To introduce project work for final year M.Sc Chemistry students.

- Ms. Gargi Debnath appreciated the institution for mentoring other colleges under UGC Paramarsh Scheme. She gave the following suggestions.
  - To engage students effectively in online classes through innovative and interactive teaching methods.
  - To create online portal for students to access e books and board games.
  - To reiterate constantly on the theme of the year “Scaling Challenges” and organise innovative activities.
  
- Ms. Popy proposed vote of thanks.

### **Action Taken Report**

Initiatives towards the inputs and suggestions from peer members

- In response to Mr. Badrinath Chitti’s suggestion, Dharini Club of the college which has been actively involved in cleaning of the lakes is planning to take part in 5 year Project- clean Tank bund and few other lakes of Hyderabad through triggering awareness, connecting the Stake Holders, Government, Arts, Science, Engineering and Technology institutions, NGOs, General Public help and support to make it a Nation Building Project.
- As suggested by Mr. J. Srinivas, IQAC is planning to discuss with the faculty and representatives of stake holders about the short course in “Concept Development” and take it further.
- IQAC and the management always consider the SWOT/C analysis, but as indicated by Mr. Venkataramaiah, the IQAC decided to introspect further to reach top in the ladder.
- The suggestions of Prof.K.Girija have been communicated to the Heads of the respective departments.
- As Ms. Gargi Debnath, suggested the management and the faculty are putting all the efforts in every possible way to create and efficient teaching-learning process.