



# 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 2018-19.

S.No.	Name	
1.	Dr. Sr. P. Amrutha	Chairperson, Principal
2.	Sr. Y. Theresamma	Correspondent
3.	Dr. Saroja	Principal, Madina Degree & PG College, Hyderabad
4.	Mr. Venkataramaiah	Director, Youth for Action, Hyderabad
5.	Mr. Mohammed Nahal	Consultant, Campus Lead, ADP, Hyderabad
6.	Shri. J. Srinivas	Parent, Technical Officer "C" DRDO, Kanchan Bagh, Hyderabad
7.	Smt. Lydia Srilata Sagar	Parent
8.	Ms. Gargi Debnath	Alumni , Associate Project Analyst- Deloitte
9.	Dr. Smita Asthana	IQAC Coordinator, Dean Academics , Reader in Chemistry
10.	Mrs. D. Sarala	ICT Coordinator, Dept. of Phy. and Elec.
11.	Ms. Srikala	Head, Department of Statistics
12.	Ms.Ch. Jyothi	Department of Microbiology
13.	Ms. Suma Reddy	Department of Commerce
14.	Ms. Rajeswari	Department of MCA
15.	Ms. Saba Firdous	Department of Maths
16.	Ms. Aparna	Department of Computer Science
17.	Ms. Saritha Samuel	Department of English
18.	Ms. Garima Agrawal	SQAC President, Member (UG)
19.	Mrs. Shobha	Administrative support

Principal

\* St. Ann's College for Women  
Mehdiapatnam, Hyd-28,

## I. IQAC Meeting

**Date :** 14-7-2018

**Venue :** Conference Hall

**Time :** 1.00 pm

### Agenda

1. Prayer and Welcome
2. Orientation Programs
3. Committees' and Departmental reports and Plans – Review
4. Schedule of IQAC and Other meetings
5. Annual Report of the year 2017 – 18
6. Plans for the year 2018 – 19
7. Theme of the year activities

### Minutes of the meeting

1. The meeting commenced with the IQAC Coordinator Dr Smita welcoming the members for the meeting with a resolve to put in the best efforts for the year ahead.
2. Members reviewed the reports of all the departments, committees, cells, clubs and centres and noted the major academic events.
3. Tentative schedule of statutory bodies', deans, heads, committees, staff, IQAC, Coffee with Coordinators and admin staff meeting was discussed.
4. Responsibilities of preparing annual report and AQAR were shared and time lines were prepared.
5. Departmental Plans were grouped as under Life Sciences, Restructured Courses, Physical Sciences, English and Second Languages , Social Sciences, PG programs and Committees.
6. Activities on 'Entrepreneurship' were reviewed.
7. Plans for forthcoming Peer team visit were discussed.

## Action Taken


1. Schedule of meetings were finalised.

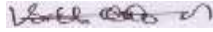
Sr. No.	Meeting Head	Schedule
1	General Staff	June, September, January 2019, April 2019
2	Deans'	June, August, November, March
3	Heads'	June, September, November, January, March
4	Committee Convenors	June, April
5	Governing Body	November, April 2019
6	Academic Council	April 2019
7	CPE cell	November
8	Coffee with Coordinator	November
9	IQAC	July, August, November, January 2019, March 2019, April 2019
10	Audit	April

2. Preparation of annual report was divided criteria wise as follows-

Part A	Dr Smita
Criteria I	Ms Suma
Criteria II	Ms Srikala. Ms Jyothi
Criteria III	Ms Aparna
Criteria IV	Ms Rajeshwari
Criteria V	Ms Sarala
Criteria VI	Ms Saba
Criteria VII	Ms Sarita
Plans	Dr Smita

3. Principal's presentation for Peer Team was outlined.

  
**Dr. Smita Asthana,**  
**IQAC Coordinator**

  
**Dr.Sr.P.Amrutha**  
**Principal & Chair person**

## II. IQAC Meeting

**Date : 04-08-2018**

**Venue : Conference Hall**

**Time : 10.00 am**

### **Agenda**

1. Prayer
2. Opening remarks
3. Minutes of the earlier meetings and Action taken
4. Report of the year 2017 – 18
5. Plans for the year 2018 – 19
6. Feedback analysis and Action Taken
7. Draft AQAR & Annual Report 17 – 18
8. Inputs and Suggestions from members
9. Any other matter
10. Vote of thanks

### **Minutes of the meeting**

1. The 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. Ms.Srikala 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 2017-18 and activities conducted by various Clubs and Committees.
4. This was followed by the presentations of the departmental academic/non academic activities 2017-18 and plans for the year 2018-19.
  - Department of English, Languages and Social Sciences – Ms.Saritha
  - Department of Commerce and Business Management – Ms. Suma
  - Department of Biological Sciences – Ms.Jyothi
  - Department of Physical Sciences – Ms.Aparna
  - Departments of PG – Ms.Rajeswari

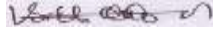
4. Ms.Saba presented a report of **IQAC events** for the year 2017-18 and plans for the year 2018-19.
5. A report on **Feedback analysis and Action taken** was presented by Ms.Srikala.
6. **SQAC activities** of the year 2017-18 and plans for 2018-19 were presented by Ms.Garima Agarwal, President, SQAC
7. The external members were appreciative of the college rankings and results achieved in 2017-18.
8. Mr.Venkat gave the following suggestions-
  - a. To provide **hands on training** to Commerce and Management students.
  - b. To have courses on **machine learning & data analytics**, Management development programs for MBA students and collaborate with reputed institutions.
  - c. To expose Management students to **live projects**.
  - d. To incorporate case studies on farmers' income into the curriculum.
9. Dr.Saroja suggested that **NUTRIMIX** project (best practice of Nutrition Dept ) should be escalated to a larger scale and develop entrepreneurship skills among students.
10. Ms .Gargi, (alumnus) made a few suggestions
  - a) To introduce a course in **Journalism and Mass Communication**.
  - b) To give insights into **GST & Income Tax Filing**.
  - c) **Career guidance** for students during admission into College.
11. Ms. Srikala proposed vote of thanks.

### Action taken

1. It is proposed to advise the departments of Commerce and Management to organise students' workshop/training programs.
2. MBA students are working on live projects.
3. Department of Computer Science to explore the possibilities of starting COC/IDC on machine learning & data analytics

4. Department of Nutrition exploring the escalation of Nutripreneurship project.
5. Seminar Committee is advised to organise career counselling seminars.

  
**Dr. Smita Asthana,**  
IQAC Coordinator

  
**Dr.Sr.P.Amrutha**  
Principal & Chair person

### III. IQAC Meeting

**Date : 02-11-2018**

**Venue : Conference Hall**

**Time : 1.30 pm**

#### **Agenda**

1. Report of the year 2017 – 18 - Draft
2. AQAR Draft
3. National Seminar
4. ICT Workshop
5. Program for admin and Support Staff
6. Round table meet

#### **Minutes of the meeting**

1. Final draft of annual report was presented by members I/C and it would be edited and finalized by the coordinator. It was decided to limit the number of photos in the report.
2. Preparation of AQAR was divided among the members as follows.

Part A	Dr Smita
Criteria I	Ms Suma
Criteria II	Ms Srikala. Ms Jyothi
Criteria III	Ms Aparna
Criteria IV	Ms Rajeshwari

Criteria V	Ms Sarala
Criteria VI	Ms Saba
Criteria VII	Ms Sarita

3. The draft should be kept ready by 15/11/18
4. Ideas were invited for the theme of IQAC National seminar to be held in march 2019.
5. Coffee with Coordinator was planned on 21<sup>st</sup> and 22<sup>nd</sup> November.
6. IQAC with ICT centre propose to organize an intercollegiate a faculty level workshop.
7. Ms Suma has taken up the responsibility of organizing a intercollegiate renewal program for administrative.

### Action Taken

Planning and Evaluation committee will meet on 9<sup>th</sup> November (Friday) at 10.00 am in the conference hall for a Round Table Meeting with Sr. Alphonsa Ex-Principal, St. Francis College, Hyderabad

1. Feasibility of starting
  - a. PG programs
  - b. UG Programs
  - c. Diplomas
  - d. Certificate courses
  - e. Twinning programme

### Round Table Meet

**Date : 09-11-2018**

**Time : 10.00 am**

**Venue : Conference Hall**

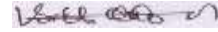
### Programme

- 1. Prayer**
- 2. Welcome**
- 3. Introductions**
- 4. Preamble**

5. Future vision for higher education institutions – programmes and courses
6. Discussions and proposals
7. Any other matter



**Dr. Smita Asthana,  
IQAC Coordinator**



**Dr.Sr.P.Amrutha  
Principal & Chair person**

#### IV. IQAC Meeting

**Date : 07-01-2019**

**Venue : Conference Hall**

**Time : 2.00 pm**

#### **Agenda**

1. IQAC National Seminar
2. Youth Summit
3. Plans for admin and Support Staff

#### Minutes of the meeting

- Planning and delegation of work for the two day IQAC **National Seminar** on the theme '**Entrepreneurship**' on 22<sup>nd</sup> & 23<sup>rd</sup> March 2019 was discussed.
  - Day I
    - Inaugural session
    - Technical sessions (Paper presentations and Case studies)
  - Day II
    - Panel discussion
    - Technical sessions (Paper presentations)
  - Seminar Coordinators:  
Ms.Suma Reddy and Ms.Jyothi
- Youth Summit on '**Youth for Change**' is to be organised in 2nd week of February. It will be a Lecture series by invited speakers from different walks of life and an intercollegiate cultural competitions.
  - Organizing Committee: Ms.Srikala and Ms.Saritha



- Workshop on ‘Safety measures in laboratories for support staff .  
Organizing Committee:  
Ms.Saba  
Ms.Rajeswari
- Admin staff Seminar in the last week of March.
- Annual IQAC meeting in the first week of April.

### **Action Taken-**

1. National Level Faculty Enrichment Program on “Smart Teaching ad Learning” on 18<sup>th</sup> & 19<sup>th</sup> December 2018 organised by ICT and IQAC . The Keynote address was given by Dr. Venkatesh Choppelli, Associate Professor, IIIT, Hyderabad. The technical session will completely online lecture with interactions by Dr. Sameer, Senior Project Research Scientist, IIT, Bombay.
2. Youth Summit held on 15<sup>th</sup> February 2019 The speakers were
  - Endowment Lecture** on ‘Entrepreneurial Skills....  
Speaker: Sridhar Iriventi – Founder Director, Gobhaarati Agro Industries & Services Private Ltd., Director of Ira Consulting, Hyderabad.
  - Panel Discussion** on different career opportunities by
    - Mr.Mohammed Musharraf Ali Faruqui, Additional Commissioner of GHMC, IT, Hyderabad
    - Ms. Deepthi Ravula, CEO, Women Entrepreneurship Hub, Hyderabad
    - Colonel Sunil Uniyal, Army Services
    - Ms.Julia Krast, Head of Project, GIZ
    - Ms.Meenakshi Jain, COO, Miles and Career Graph
    - Mr. E Venkat, Director, YFA, NGO
    - Ms. Shraddha Narayanan, Head of Operations, N Cold pressed
    - Mr. Abdul Mujeeb, Manager at Surge Impact, Hyderabad
3. Intercollegiate competition was held on the theme Entrepreneurship

4. Sessions on “Safe Space-Break the Myths, Know the facts” an Orientation session on Good Laboratory Practices and Interpersonal Relationships organised by IQAC for all the Lab and support staff on 13<sup>th</sup> September 2019.

  
**Dr. Smita Asthana,**  
**IQAC Coordinator**

  
**Dr.Sr.P.Amrutha**  
**Principal & Chair person**

### **V. IQAC meeting**

Date: 26.02.2019

Time: 2:00 pm

Venue: Conference hall

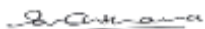
### **AGENDA**

1. Program schedule of the IQAC National Seminar on “Corporate Academia Partnership- Fostering Innovation and Entrepreneurship” on 25.3.2019
2. Academic Council and Governing Body Meetings – Date, Plan
3. Academic Audit

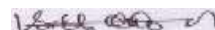
### **Minutes of the meeting**

1. The detailed program of National seminar was finalized as follows
  - Registrations- 9.00- 9.30 a.m.
  - Inaugural session & Keynote address- 9.30 -10.30
  - Tea break- 10.30-10.45a.m.
  - Technical session I & II 10.45-1.00 p.m.
  - Lunch - 1.00- 1.45
  - Technical session III & IV 1.45 -3.00 p.m.
  - Valedictory – 3.00 -3.45 p.m.
2. Delegation of work – The responsibilities were assigned as follows -

- Einvite, brochure, certificates and banner – Ms.Aparna&Ms.Rajeshwari
  - Registration desk- Ms.Saba
  - Refreshments & Lunch - Ms.Srikala&Ms.Saritha
  - AV Room arrangements - Dr. Sarala
  - Mementoes, green greetings- Ms. Suma &Ms.Rajeshwari
3. Dates for academic council and governing body meetings were tentatively fixed for 29.03.19 and 12.04.19
  4. Internal Academic audit is scheduled for 15.04.19 and external Peer Team audit on 18.04.19



**Dr. Smita Asthana,  
IQAC Coordinator**



**Dr.Sr.P.Amrutha  
Principal & Chair person**

## VI. IQAC meeting

Date :26-03-2019

Time: 2.30PM

Venue: Conference Hall

### Agenda

1. Yearend meetings – department, Committees, Heads, Staff.
2. Academic audit – Internal - Plans
3. Peer team Academic Audit – Plans

## Minutes

Internal Audit and External Audit

**Date : 15-04-2019  
onwards**

**Time – 11.15 am**

Department	Audit Team	Time
II Languages (Arabic, Hindi, French, Sanskrit, Telugu)	Dr. Radhika Ms. Suma Reddy	11.15 am
Physics and Electronics		12.00 noon
Social Sciences (Economics Political	Mrs. Meena	11.15 am

Science, History, Public Administration)	Mrs. Srikala	
Commerce		12.00 noon
Biotechnology	Mrs. Mahitha Mrs. Saritha	11.15 am
Biochemistry		11.30 am
Genetics		11.45 am
Microbiology		12.00 noon
Chemistry (UG & PG)	Dr. Nirmala Mrs. Rajeshwari	11.15 am
Nutrition		11.45 am
Computer Science		12.00 noon
M.Com		12.15 pm
Maths (UG & PG)	Mrs. Ch. Jyothi Mrs. Santoshi	11.15 am
MBA		11.30 am
MCA		11.45 am
Botany		12.00 noon
Zoology	Mrs. Auradha Mrs. Aparna Mrs. Keerthi	11.15 am
English		11.30 am
BBM		11.45 am
Statistics		12.00 noon
Administrative Office	Dr. N.V. Kavitha Dr. G. Angela	

### External Academic Audit- 2019

Date : 18-04-2019

Time 9.30 pm

S.No.	Name	
1.	Dr. Sr. P. Amrutha	Chairperson, Principal
2.	Prof. A. Sudhakar	Dean, Faculty of Commerce, Dr. B.R. Ambedkar Open University, Hyderabad
3.	Dr. P.Saroja	Principal, Madina Degree and PG College, Hyderabad
4.	Dr. Smita Asthana	IQAC Coordinator, Dean Academics , Reader in Chemistry

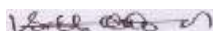
## Ground and First Floor

S.No.	Time	Department	Room. No
1.	10.30 – 10.40 am	Zoology	32
2.	10.40 – 10.50 am	Biotechnology	31
3.	10.50 – 11.00 am	Biochemistry	35
4.	11.00 – 11.10 am	Chemistry	16-20
5.	11.10 – 11.20 am	Nutrition	29
6.	11.20 -11.30 am	Genetics	28
7.	11.30 -11.40 am	Microbiology	123
8.	11.40- 11.50 am	Computer Science	121
9.	11.50-12.00 noon	Botany	112
10.	12.00 – 12.10 pm	Second Languages	136
11.	12.10-12.20 pm	Library	104
12.	12.20 - 12.30 pm	Report writing	
13.	12.30-12.45 pm	Exit Meeting	

## Second & Third Floor

S.No.	Time	Department	Room. No
1.	10.30 – 10.40 am	Statistics	228
2.	10.40 – 10.55 am	Commerce	215
3.	10.55 – 11.05 am	Physics & Electronics	218
4.	11.05 – 11.15 am	Maths	221
5.	11.15 – 11.25 am	English	302
6.	11.25-11.35 am	BBM	233 A
7.	11.35 -11.45 am	Social Sciences	212
8.	11.45 -11.55 am	Physical Education	39
9.	11.55- 12.05 pm	MBA	S1
10.	12.05-12.15 pm	MCA	S2
11.	12.15 – 12.30 pm	Report Writing	
12.	12.30 - 12.45 pm	Exit Meeting	

  
**Dr. Smita Asthana,**  
**IQAC Coordinator**

  
**Dr.Sr.P.Amrutha**  
**Principal & Chair person**



# St Ann's College for Women

(Autonomous)

Internal Quality Assurance Cell



Quality connect

## IQAC members 2012-13

1.	Dr. Sr. K. Anthonamma	Principal & Chairperson
2.	Sr. Anthonamma.P	Representative from Management & Correspondent
3.	Sr. P. Amrutha	Representative from Management & Vice Principal
4.	Dr. V.P. Gulati	Representative from Industry Tata Consultancy Services
5.	Fr. Francis Xavier	Representative from Academia Correspondent, Andhra Loyola College
6.	Shri. Pankaj Trivedi	Parent Member Chartered Accountant
7.	Dr. Vishwanadham	Parent Member
8.	Ms. Deepa Jaiswal	Alumni Member Scientist , Z.S.I.
9.	Dr. Ms. Radhika	Alumni Member Scientist. B. NIN
10.	Ms. Monisha Gupta	Alumni Member Company Secretary
11.	Dr. Smita Asthana,	Coordinator Dept. of Chemistry
12.	Dr. N.V. Kavitha	Dept. of Commerce
13.	Mrs. D. Sarala	Dept. of Physics & Electronics
14.	Dr. Mrs. Priyamvada	Dept. of Zoology
15.	Dr. Swarna Kumari	Dept. of Physics & Electronics
16.	Mrs. Radhika,	Dept. of Chemistry
17.	Ms. Manjula Rao,	Dept. of French
18.	Mrs. Lata Subramanya,	Dept. of Psychology
19.	Mrs. Rani George,	Dept. of Nutrition
20.	Mrs. Uma	Dept. of M.C.A.
21.	Ms. Arshia Fatima B.Com III year	Student Member
22.	Ms. Samiha Siddiqua B.Sc. II year	Student Member
23.	Mrs. Shobha	Administrative Support
24.	Mr. Nelson	Technical Support



# St Ann's College for Women

(Autonomous)

Internal Quality Assurance Cell



Quality connect

## IQAC meetings : 2012-13

<b>Agenda</b>	<b>Minutes of the meeting</b>	<b>Action Taken Report</b>
<p><b>I. Date : 08-06-2012</b></p> <ol style="list-style-type: none"> <li>Plans of the departments and committees</li> <li>Almanac and Exam Schedule</li> <li>Orientation to staff and students - re NAAC visit</li> <li>New programs</li> <li>Preparation for Autonomy</li> <li>Any other matter</li> </ol>	<ol style="list-style-type: none"> <li>Plan of all the departments and committees were approved.</li> <li>No new newsletters should be brought out in printed form, they should go for online version.</li> <li>Departments of Arabic, Botany, Computer Science and Statistics should submit the financial viability and budget for the new certificate courses planned.</li> <li>Almanac and exam schedule was finalized.</li> <li>Since the college has decided to go for autonomy a small team was constituted to prepare and submit the proposal.</li> <li>Nutrifesta 2013 should be an intercollegiate</li> </ol>	<ol style="list-style-type: none"> <li>25-06-2012, Student Orientation, Career counseling and foundation courses</li> <li>29<sup>th</sup> June 2012 and 25<sup>th</sup> August 2012, Interactions and feedback from parents,</li> <li>1<sup>st</sup> September 2012, Interactions and feedback from Alumni</li> </ol>
<p><b>II. Date : 26-06-2012</b></p> <ol style="list-style-type: none"> <li>Constitution of Autonomy /Planning and Evaluation committee</li> </ol>	<ol style="list-style-type: none"> <li>Autonomy committee was constituted with following members.               <ol style="list-style-type: none"> <li>Dr. Smita Asthana</li> <li>Dr. NV Kavitha</li> <li>Mrs. D Sarala</li> <li>Mrs. Meena</li> <li>Mrs. C. Vijayvalli</li> <li>Mrs. Radhai</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>Committee met and chalked out plan of action</li> </ol>
<p><b>III. Date : 15-07-2012</b></p> <ol style="list-style-type: none"> <li>AQAR 2011-12</li> <li>Student seminar</li> <li>Annual plans of the departments and committees - Review</li> <li>Orientation to PG staff and students</li> <li>Results</li> </ol>	<ol style="list-style-type: none"> <li>AQAR draft was presented and suggestions to make it more concise were made note of.</li> <li>It was proposed to hold one seminar of general interest for all the three year students.</li> <li>Plans of the departments and committees submitted in the departmental meetings were reviewed and finalized .</li> <li>Final year results were discussed and it was decided that Principal will speak to the departments who need to improve their results. ( Chemistry, Physics, Economics)</li> </ol>	<ol style="list-style-type: none"> <li>A seminar titled 'Our Tomorrow' was conducted for all final year 21<sup>st</sup> July, 2012.</li> <li>A seminar on 'Career Opportunities' was organized for final year students, 23<sup>rd</sup> July, 2012.</li> <li>A seminar on 'Positive thinking &amp; 'Wellness' was organized for first year . 24<sup>th</sup> July 2012</li> <li>The students and faculty members attended a lecture "I am born with wings" by former President of India <b>Dr. A.</b></li> </ol>



# St Ann's College for Women

(Autonomous)

## Internal Quality Assurance Cell



Quality connect

		<b>P. J. Abdul Kalam , 30<sup>th</sup> July 2012</b>
<b>IV. Date : 18-08-2012</b> 1. Finalization of visit schedule for Peer Team 2. Progress of syllabus	1. The peer team visit is scheduled from 13 <sup>th</sup> to 15 <sup>th</sup> September 2012 . Steering committee was entrusted to make the institutional presentation. 2. Course completion report for the first term submitted by the heads was reviewed in Heads' meeting.	1. The progress of syllabus as per schedule.
<b>V. Date:11-02-2013</b> 1. AQAR report for academic year 2012 – 2013. 2. Schedule for faculty seminar by IQAC. 3. Topics for faculty seminar.	1. IQAC would like to place on record the excellent grade of 'A' with CGPA of 3.41 received from NAAC as a celebration of the efforts and management, staff and IQAC . 2. Dr. Smita informed the members that the AQAR report for the year 2012-2013 should be submitted to NAAC by 30 <sup>th</sup> April 2013. 3. Suggestions were invited for dates for the faculty seminar. After discussion the following tentative dates were agreed upon ( 14 <sup>th</sup> , 15 <sup>th</sup> , 16 <sup>th</sup> March, 2013 ) keeping in view the availability of the resource persons. 4. Wellness being the theme of the year, members suggested the following topics for the seminar: <ul style="list-style-type: none"><li>▪ Stress management</li><li>▪ Student counseling</li><li>▪ Personality assessment</li><li>▪ Financial wellness</li><li>▪ Health check up</li></ul>	1. Dr. Kavitha will arrange for the demonstration of clickers.





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## Internal Quality Assurance Cell



Quality connect

<p><b>VI. Date:07-03-2013</b></p> <ol style="list-style-type: none"> <li>1. Review of work done in 2012-2013.</li> <li>2. Planning for the academic year 2013-2014.</li> <li>3. Seminar preparation</li> </ol>	<ol style="list-style-type: none"> <li>1. A hard copy of the report is also available at IQAC.</li> <li>2. To facilitate documentation of various activities by the departments, it was decided to maintain a diary/register in the IQAC office to record the seminars, workshops and conferences organized by departments.</li> <li>3. The feasibility of live transmission of events in the auditorium will also be examined.</li> <li>4. It was decided to have student representation in all committees.</li> <li>5. A proposal was also made to initiate peer mentorship.</li> <li>6. The schedule for the IQAC seminar on 15<sup>th</sup> and 16<sup>th</sup> March, 2013 was discussed.</li> </ol>	<ol style="list-style-type: none"> <li>1. AQAR report for the academic year 2011-2012 was submitted online.</li> <li>2. Diary maintained.</li> <li>3. Students nominated to all committees.</li> </ol>
<p><b>VII. Date : 09-03-2013</b></p> <ol style="list-style-type: none"> <li>1. Plan for Internal Academic Audit</li> <li>2. IQAC Seminar – 15<sup>th</sup>&amp; 16<sup>th</sup> March 2013</li> <li>3. SWOT analysis</li> <li>4. Exit Feedback analysis report</li> </ol>	<ol style="list-style-type: none"> <li>1. Senior heads of the departments were identified to conduct the internal academic audit.</li> <li>2. Departments were asked to update the files by 21<sup>st</sup> March.</li> <li>3. The audit will be held from 2<sup>nd</sup> to 4<sup>th</sup> April 2013</li> </ol>	<ol style="list-style-type: none"> <li>1. All plans finalized for the seminar</li> <li>2. Faculty seminar Session I - Talk on Autonomy by Dr. Francis Xavier, Session II - Lifestyle wellness Session III - Financial wellness, Session IV - Demonstration of use of clickers &amp; Quiz</li> </ol>
<p><b>VIII. Date : 02-04-2013</b></p> <ol style="list-style-type: none"> <li>1. Academic Audit</li> <li>2. Theme of the year 2013-14</li> <li>3. Plans for the year 2013-14</li> </ol>	<ol style="list-style-type: none"> <li>1. List of files updated.</li> <li>2. Youth for Change was decided as theme for the year 2013-14</li> <li>3. Departments plans for the year 2013-14 were consolidated and committee convenors were also to be asked to send their reports and plans .</li> </ol>	<p>IQAC sent an updated list of files for Internal Academic Audit and department wise visit schedule.</p>

**Principal**

**IQAC Coordinator**



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## IQAC Members 2013 – 14

1.	Dr. Sr. K. Anthonamma	Principal & Chairperson
2.	Sr. Anthonamma.P. Correspondent	Representative from Management
3.	Sr. P. Amrutha Vice Principal	Representative from Management
4.	Dr. V.P. Gulati Tata Consultancy Services	Representative from Industry
5.	Fr. Francis Xavier Correspondent, Andhra Loyola College, Vijayawada	Representative from Academia
6.	Shri. Pankaj Trivedi Chartered Accountant	Parent Member
7.	Dr. Viswanadham Ophthalmologist	Parent Member
8.	Ms. Deepa Jaiswal Scientist , Z.S.I.	Alumni Member
9.	Dr. Ms. Radhika Scientist. B. NIN	Alumni Member
10.	Ms. Monisha Gupta Company Secretary	Alumni Member
11.	Dr. Smita Asthana, Dept. of Chemistry	IQAC Coordinator
12.	Dr. Kavitha ,Head, Dept. of Commerce	Member
13.	Mrs. D. Sarala, Physics & Electronics	Member
14.	Dr. Mrs. Priyamvada, Head, Dept. of Zoology	Member
15.	Mrs. Radhika, Dept. of Chemistry	Member
16.	Ms. Manjula Rao, Dept. of French	Member
17.	Mrs. Lata Subramanya, Head, Dept. of Psychology	Member
18.	Mrs. Rani George, Dept. of Nutrition	Member
19.	Mrs. Uma, Head, Dept. of M.C.A.	Member
20.	Ms. Arshia Fatima, B.Com III year	Student Member
21.	Ms. Samiha Siddiqua B.Sc. II year	Student Member
22.	Mrs. Shobha	Administrative Support
23.	Mr. Nelson	Technical Support



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**IQAC meetings : 2013-14**

<b>Agenda</b>	<b>Minutes of the meeting</b>	<b>Action Taken Report</b>
<p><b>I. Date :10-06-2013</b></p> <ol style="list-style-type: none"> <li>Review of plans of the departments and committees</li> <li>Almanac and Exam Schedule</li> <li>New programs – Add-on Courses</li> <li>Student orientations and plans for I term</li> <li>Student orientations for PG students and plans for I term</li> <li>Submission of AQAR</li> <li>Any other matter</li> </ol>	<ol style="list-style-type: none"> <li>Plan of all the departments and committees were discussed and approved. Departments were asked to submit the estimated expenditure for the year.</li> <li>Almanac and exam schedule was finalized.</li> <li>A schedule of Heads, Committees, Add-on Courses, General Staff and IQAC meetings was finalized.</li> <li>It was proposed to start the peer mentorship programme with a orientation /workshop by inviting an expert. This was to be held in August.</li> <li>Induction programme for first year students was fixed for 27<sup>th</sup> June 2013.</li> <li>It was decided to prepare a hard copy of the annual report and online AQAR 2012-13 to be finalized by July end.</li> <li>Research cell report and policies were discussed</li> </ol>	<ol style="list-style-type: none"> <li>Induction program for young faculty was organised on 'What makes one a St Ann's faculty', Quality enhancement and Autonomy, 17-06- 2013</li> <li>Student Orientation, Career counseling and foundation courses, 26<sup>th</sup> June 2013</li> <li>Interactions and feedback from parents, Alumni, 27-06-2013,31-8-2013</li> <li>Awareness on social networking sites- 16<sup>th</sup> July 2013</li> <li>Focus on ACEBOOK, "30 years of success". Official Face book page of St. Ann's was launched . 23<sup>rd</sup> July2014,</li> <li>Research cell review7<sup>th</sup> August 2013</li> <li>Submission of AQAR 2012-13, 14-08- 2013</li> <li>"Career opportunities – Plan Ahead" , Student Seminar, 16- 09-2013</li> <li>1 year student exchange programme interviews, 21<sup>st</sup> September 2013</li> <li>Proposal for CPE to UGC, 26<sup>th</sup> September 2013</li> <li>6 week students exchange program interview – US consulate proposal, 26-09-2013</li> </ol>
<p><b>II. Date : 30-09-2013</b></p> <ol style="list-style-type: none"> <li>Thirty year celebrations - Institution, Departments</li> <li>Seminars on</li> </ol>	<ol style="list-style-type: none"> <li>It was propose to have spread over celebrations from October to December</li> <li>In view of Autonomy in near future a series of guest lectures are</li> </ol>	<ol style="list-style-type: none"> <li>'Autonomy" Dr.Chित्रalekha Ramachandran, Dean, Academics, 16<sup>th</sup> November 2013</li> <li>Autonomy – Perspective</li> </ol>



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<p>Autonomy</p> <ol style="list-style-type: none"> <li>Entry level feedback analysis report</li> <li>Student seminars</li> </ol>	<p>planned to orient all the staff members.</p> <ol style="list-style-type: none"> <li>Seminar committee propose to organize seminars on communications skills and mentorship for students.</li> </ol>	<p>and Plans' Dr.Shymala Kanakarajan, Vice Principal, Ethiraj College for Women, Chennai, 19-10-2013</p> <ol style="list-style-type: none"> <li>Presentation at UGC regarding CPE Grant, 20<sup>th</sup> November 2013</li> <li>Interpersonal skills on empowering young minds with Positive attitudes – on 21&amp; 22-11-013</li> </ol>
<p><b>III. Date : 28-11-2013</b></p> <ol style="list-style-type: none"> <li>Annofesta '13 and intercollegiate competitions</li> <li>Review of Academic output</li> <li>Coffee with Coordinator - Schedule</li> </ol>	<ol style="list-style-type: none"> <li>Annofesta, Award function and Christmas celebrations are planned from 21<sup>st</sup> to 23<sup>rd</sup> December.</li> <li>It was proposed to approach parents, Alumni and philanthropist for instituting gold medals for our students.</li> <li>Coffee with Coordinator proposal accepted.</li> <li>Course completion report for the first term submitted by the heads was reviewed and found to be on par with the proposed schedule</li> </ol>	<ol style="list-style-type: none"> <li>Coffee with Coordinator is scheduled from 15<sup>th</sup> to 30<sup>th</sup> October 2013</li> </ol>
<p><b>IV. Date : 03-02- 2014</b></p> <ol style="list-style-type: none"> <li>Internal Audit – plans</li> <li>IQAC – New members</li> <li>Format of annual report</li> <li>Plans for the year 2014-15</li> <li>Theme of the year</li> <li>Plans –AQAR</li> </ol>	<ol style="list-style-type: none"> <li>It was decided to keep the PPT on the activities of the year 12-13 and plans for 13-14 ready for external audit and work was distributed to the members</li> <li>IQAC members in internal audit team plan and schedule was finalized</li> <li>Departments were sent the format of Annual Report to get the data for AQAR and Annual Report s.</li> <li>Heads were informed to submit the plans for the year 2014-15 and give their suggestions regarding the theme of the year .</li> </ol>	<ol style="list-style-type: none"> <li>Year of the report ppt ready.</li> <li>Annual report format sent to departments.</li> </ol>
<p><b>V. Date : 05-02-2014</b></p> <ol style="list-style-type: none"> <li>Academic Audit – modalities</li> <li>Completion of files</li> <li>Evaluation of Activities</li> <li>SWOT Analysis</li> <li>Exit feedback analysis</li> </ol>	<ol style="list-style-type: none"> <li>Principal and Internal audit team members presented their reports.</li> <li>Sr. Principal and Dr. Smita presented their impressions and suggested the departments of Physics and statistics to organize more academic events</li> <li>Review of Social Science ,Center for</li> </ol>	<ol style="list-style-type: none"> <li>Internal Audit,5<sup>th</sup> to 10<sup>th</sup> April 2014</li> <li>Principal to discuss reports in departmental and gen staff meeting.</li> </ol>



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report	Women Studies, Sanskritii will be done in June 2014. 4. SWOT Analysis and Exit feedback analysis report discussed.	
<b>VI. Date : 10-3-2014</b> 1. Visit Schedule for External Audit 2. National Seminar – Dates , Topic 3. India Today Data 4. Theme of the year	1. External Audit Tentative visit schedule finalized - Floor wise visit schedule 2. National seminar between 15 <sup>th</sup> to 26 <sup>th</sup> March 2014 3. Institutional data should be kept ready for India Today survey 4. Theme of the year was finalized "Innovation"	1. National seminar on <b>e-Content Development</b> Dr.Sandhya Kode, IIIT, Prof., Vasuki, UOH, Mr. M. Kumar CDAC. Dr.Misra, New Delhi, 19 <sup>th</sup> & 20 <sup>th</sup> March, 2014 2. External Academic Audit by CCE, 24 <sup>th</sup> March 2014 3. Faculty level seminar on <b>Application of Unicode in languages</b> 28 <sup>th</sup> March 2014 4. Plans to be made for Theme of year 2014-15 "Innovation"

**Principal**

**IQAC Coordinator**



# St Ann's College for Women

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## IQAC Members -2014-15

1.	Dr. Sr.P. Amrutha	Principal & Chairperson
2.	Sr. Anthonamma.P.	Correspondent, Representative from Management
3.	Dr. V.P. Gulati Tata Consultancy Services,	Representative from Industry
4.	Fr. Francis Xavier Correspondent, Andhra Loyola College	Representative from Academicia
5.	Shri. Pankaj Trivedi Chartered Accountant	Parent Member
6.	Dr. Viswanadham Ophthalmologist	Parent Member
7.	Ms. Deepa Jaiswal Scientist , Z.S.I.	Alumni Member
8.	Dr. Ms. Radhika Scientist. B. NIN	Alumni Member
9.	Ms. Monisha Gupta Company Secretary	Alumni Member
10.	Mrs. Radhai Dept. of Physics & Electronics	Coordinator
11.	Mrs. D. Sarala Head, Dept. of Physics & Electronics	Member
12.	Mrs. Radhika Head, Dept. of Chemistry	Member
13.	Mrs. Meena Pathange Head, Dept. of Nutrition	Member
14.	Dr. Rani George Dept. of Nutrition	Member
15.	Mrs. Vijayavalli Dept. of Chemistry	Member
16.	Mrs. Rema Head, Dept. of English	Member
17.	Mrs. Bala Theresa Head, Dept. of Library & Information Science	Member
18.	Ms. Manjula Rao Head, Dept. of French	Member
19.	Mrs. Lata Subramanya Head, Dept. of psychology	Member
20.	Ms. Naazia Head, Dept. of MBA	Member
21.	Mrs. Shobha	Administrative support



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**IQAC Meetings : 2014-15**

<b>Agenda</b>	<b>Minutes of the meeting</b>	<b>Action taken</b>
<b>I. Date : 09-07-2014</b> 1. Plan of Activities of departments and committees - 2014-15 2. Student Orientations 3. Departmental meetings and result analysis 4. Orientation for PG students 5. Any other matter	1. Departmental and committee were reviewed and finalized . Schedule of Departmental meeting and result analysis was also chalked out and the IQAC coordinator will prepare a consolidated report. 2. Student orientation about the matters of attendance and discipline and additional courses were planned year wise. 3. Questionnaires were to be given to parents on induction day and feedback was to be collected 4. Themes of student seminars were discussed. 5. List of mentors was finalized	1. Student Orientation, Career counseling and foundation courses, 26 <sup>th</sup> June 2014 2. Interactions and feedback from parents, Alumni, 26 <sup>th</sup> June 2014 and August 2014 3. lectures on Soft Skills, 9 <sup>th</sup> & 18 <sup>th</sup> of July 2014
<b>II. Date : 4-08-2014</b> 1. AQAR – 2013-14 2. Annual Report 3. Plans for Autonomy inspection 4. Entry level feedback, SWOC, Exit feed - back analysis Report	1. Final AQAR was reviewed and approved in deans meetings. 2. Tentative autonomy visit by UGC team is schedule for 18th & 19 <sup>th</sup> August 2014 3. Institutional presentation will be given by Sr. Anthony , Principal and Dr. Smita Asthana. 4. Feedback reports discussed.	1. A seminar on was organized for allfinal year students on on the topic Roles, relationships and Rules. 7 <sup>th</sup> August, 2014 2. Autonomy Inspection 18 <sup>th</sup> & 19 <sup>th</sup> August 2014 3. Submission of AQAR 2013-14 01-09 2014
<b>III. Date : 5-09-2014</b> 1. Plan for Term 2. Preparation of Annual Report	1. It was decided to make an exhaustive annual report it should contain all academic and Co-curricular activities and plan for the coming year . 2. Interview schedule was finalized to identify the students for the student exchange program by US consulate 3. It was decided to conduct Students seminars for all the students in the areas of motivation and goal setting. 4. Annofesta and Award function plans were discussed	1. 6 week students exchange program interview – US consulate proposal, 26 <sup>th</sup> October 2014 2. I year student exchange programme interviews, 5 <sup>th</sup> December 2014 3. A student Seminar on positive thinking, 16 <sup>th</sup> October, 2014. 4. Self motivation – Student Seminar, 24-09-2014
<b>IV. Date : 09-12-2014</b> 1. Completion of Annual Report	1. Annual report was completed and presented to Deans and the	1. Annual report printed and sent to library.



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<p>2013-14</p> <ol style="list-style-type: none"> <li>2. Plan for National Seminar/workshop</li> <li>3. Intercollegiate events , Annofesta, Award function</li> </ol>	<p>Management . The same was approved and two hard copies will be printed.</p> <ol style="list-style-type: none"> <li>2. The following themes were proposed for the national seminar /workshop <ul style="list-style-type: none"> <li>• Student centric learning</li> <li>• Role of teacher as goal setter</li> </ul> </li> <li>3. It was proposed to hold the seminar in in 2<sup>nd</sup> or 3<sup>rd</sup> week of March</li> <li>4. Award function scheduled on 22<sup>nd</sup> December 2014</li> </ol>	<ol style="list-style-type: none"> <li>2. Annofesta and award function organized and gold medals awarded.</li> </ol>
<p><b>V. Date : 05-02-2015</b></p> <ol style="list-style-type: none"> <li>1. Plan for National seminar /workshop</li> <li>2. Annual report for the year 2014-15</li> <li>3. Academic audit</li> <li>4. Feed Back</li> <li>5. SWOC Analysis</li> </ol>	<ol style="list-style-type: none"> <li>1. Theme of workshop was class room dynamics and the date is 19<sup>th</sup>&amp; 20<sup>th</sup> March</li> <li>2. Proposals from Centre for Women's Studies regarding Women's Day celebration were finalized</li> <li>3. Departments were also to be advised to up date their documents for internal and external audit</li> <li>4. Feed back forms Safire and Exit feed back forms to be sent to all departments.</li> <li>5. Psychology department will carry out SWOC analysis and submit report by June.</li> </ol>	<ol style="list-style-type: none"> <li>1. Women's day celebrated.</li> <li>2. Feed back data collected and analysed.</li> </ol>
<p><b>VI. Date : 25-02-2015</b></p> <ol style="list-style-type: none"> <li>1. Preparation – National workshop</li> <li>2. Sub committees</li> <li>3. Technical session details</li> </ol>	<ol style="list-style-type: none"> <li>1. National workshop on "Pedagogy in Transition :Changing Classroom Dynamics - Day wise schedule was finalized with resource persons, session incharges and moderators</li> <li>2. All the logistics and hospitality planning was discussed and finalized</li> </ol>	<p>National Seminar with the following speakers.</p> <ul style="list-style-type: none"> <li>• Keynote address – Dr.Vishnu Vardhan Reddy, Director, EMRC, OU</li> <li>• Release of e- souvenir</li> <li>• <i>Dr.Guru murthy Kasinathan, Director, IT for Change, In Special Consultative Status with the United Nations , ECOSO</i></li> <li>• <i>Dr.Rajendra Mishra, Director, Instructional Media Centre, MANUU</i></li> <li>• <i>Dr.M.U. Paily, ,Ph.D., Professor of Education, Regional Institute of Education (NCERT), Manasagangothri, Mysore – 570006</i></li> </ul>





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<b>VII. Date: 06-04-2015</b> 1. Academic Audit 2. Theme of the year 3. Week survey / India Today Data 4. Exit level feedback report 5. Any other matter	1. Internal Audit schedule and teams were finalized and given job description 2. Suggestions were invited regarding theme of the year 2015-16 3. The college got invitation to apply for ranking by THE WEEK and India today	1. Academic audit conducted 2. Theme of the year was finalized for 2015-16 " Skill Development" 3. Data submitted to India Today and WEEK
<b>VIII. Date:09-04-2015</b> 1. Report – Internal Academic Audit	1. Internal audit team members the presented the departmental reports in presence of Management and Deans. 2. Annual reports from 16 departments were collected and reviewed. 3. All the reports should be consolidated by 30 <sup>th</sup> June 2015	1. Principal decided to bring out certain issues in annual staff meeting regarding documentation .

Principal

IQAC Coordinator



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**IQAC Members 2015-16**

<b>S.No.</b>	<b>Name</b>	
1.	Dr. Sr. P. Amrutha	Chairperson, Principal
2.	Sr. G. Pushpa Leela	Correspondent Representative from Management
3.	Dr. Saroja	Representative from Academia Principal, Madina College
4.	Dr. V.P. Gulati	Vice President TCS, Hyderabad
5.	Mr.Suboth Thodupaunuri	Representative from Industry Consultant, Deloitte &Touche AERA India Pvt. Ltd.,
6.	Shri .Khaja Shafiuddin Ahmed	Parent member
7.	Shri. Satyanarayana	Parent member
8.	Dr.Deepa Agarwal	Alumni member, Consultant Nutritionist, Tanvir Hospital & Apollo Cradle
9.	Dr.Smita Asthana	IQAC Coordinator and Dean Academics Reader in Chemistry
10.	Dr. K. Radha	Head, Department of Chemistry (PG)
11.	Mrs. Srikala	Head, Department of Statistics
12.	Mrs.Ch. Jyothi	Department of Microbiology
13.	Mrs. Suma Reddy	Department of Commerce
14.	Mrs. Rajeswari	Department of MCA
15.	Mrs. Bhanu	Department of Political Science
16.	Ms. Zainab	SQAC President Student (Degree)
17.	Ms. P.V. Sindhu	Student (PG)
18.	Mrs.Shobha	Administrative support



IQAC meetings: 2015-16

Agenda	Minutes of the meeting	Action Taken Report
<p><b>I. Date : 10-06- 2015</b></p> <ol style="list-style-type: none"> <li>1. New IQAC team</li> <li>2. College Almanac OU and Autonomous</li> <li>3. Annual Report for the year 2014-15</li> <li>4. Theme of the year</li> <li>5. Academic plans of the Departments</li> <li>6. Orientation and induction programs</li> </ol>	<ol style="list-style-type: none"> <li>1. The coordinator introduced the new members inducted in to IQAC in the year 2015-16.</li> <li>2. The members were given clarity of their Roles and responsibility.</li> <li>3. Collection of department reports for preparing annual report and AQAR is in progress</li> <li>4. The meeting also discussed the Almanac of 2015-16</li> <li>5. The Almanac of OU as well as the Autonomous batch was briefed.</li> <li>6. The theme of the year was declared in the meeting as "Skill Enchantment"</li> <li>7. Academic plans of the Departments were reviewed and discussed in their respective departmental meetings.</li> <li>8. Orientation of II year and III year students on 17<sup>th</sup> June 2015 and induction program for I year students on 25<sup>th</sup> &amp; 26<sup>th</sup> June 2015</li> </ol>	<ol style="list-style-type: none"> <li>1. Student Orientation, Career counseling and foundation courses, 17<sup>th</sup> June 2015</li> <li>2. Lecture on CBCS by Prof. Ravindranath , Dean, UGC affairs, Osmania University, 13<sup>th</sup> June 2015</li> <li>3. Induction programme, 25<sup>th</sup> &amp; 26<sup>th</sup> June 2015</li> <li>4. Interactions and feedback from parents, Alumni, 25<sup>th</sup> &amp; 26<sup>th</sup> June 2015, 22<sup>nd</sup> August 2015</li> </ol>
<p><b>II. Date : 8-07- 2015</b></p> <ol style="list-style-type: none"> <li>1. AQAR for the year 2014-15</li> <li>2. BOS, Academic Council and Governing Body meetings and plans</li> </ol>	<ol style="list-style-type: none"> <li>1. The agenda of the meeting was primarily AQAR and plans for its compilation.</li> <li>2. IQAC will coordinate with the Autonomy committee regarding BOS, Academic Council and Governing Body meetings and plans</li> </ol>	<ol style="list-style-type: none"> <li>1. First draft of AQAR ready.</li> <li>2. Academic Council meeting held on 10<sup>th</sup> July 2015</li> <li>3. Governing body meeting held on 30<sup>th</sup> July 2015</li> </ol>
<p><b>III. Date : 01-08 2015</b></p> <ul style="list-style-type: none"> <li>• AQAR and Annual report</li> <li>• Distribution of the work , Plans for the year,</li> </ul>	<ol style="list-style-type: none"> <li>1. The Criterions were distributed each of members and assigned the task to</li> </ol>	<ol style="list-style-type: none"> <li>1. Orientation to PG students M.Sc., M.Com, 4<sup>th</sup> August 2015</li> </ol>



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<ul style="list-style-type: none"> <li>Orientation for PG students</li> </ul>	<p>compile documents mentioned each criteria .</p> <p>2. Orientation schedule for PG finalised.</p>	
<p><b>IV. Date : 13-08- 2015</b></p> <ol style="list-style-type: none"> <li>College Annual Report for the year 2014-15</li> <li>Schedule for dept. meetings</li> </ol>	<ol style="list-style-type: none"> <li>Each member briefed their given criteria and submitted the relevant documents.</li> <li>Dept./Committee meetings will be held between 1<sup>st</sup>sep to 15<sup>th</sup>sep and progress of syllabus will be reviewed.</li> </ol>	<ol style="list-style-type: none"> <li>The annual Report was put up online and a hard copy was documented</li> </ol>
<p><b>V. Dt.08.09.15.</b></p> <ol style="list-style-type: none"> <li>Plan IQAC meeting</li> <li>IQAC Plans for current academic year</li> <li>Faculty Induction program</li> </ol>	<ol style="list-style-type: none"> <li>The meeting was convened to discuss the upcoming activities of the IQAC.</li> <li>The new members are as follows : Industry -Deloitte Academics -Dr. Saroja Alumni-Dr. Deepa Agarwal Parent - Mr. Khaja Shafiuddin and Mrs. Satyanarayana P.G. College- Ms. Sindhu</li> </ol>	<ol style="list-style-type: none"> <li>IQAC plans circulated and implemented.</li> <li>Faculty induction program held.</li> </ol>
<p><b>VI. Date : 10-09-2015</b></p> <ol style="list-style-type: none"> <li>Activities as per the theme of the year</li> <li>Student seminars</li> <li>Coffee with coordinator</li> <li>Entry level feedback analysis</li> <li>Student exchange program</li> </ol>	<ol style="list-style-type: none"> <li>Activities such as seminars (regional, national), panel discussions, workshops should be conducted to fulfill the theme of the college for the year 2015-16 which is skill enhancement.</li> <li>Student seminars topics discussed.</li> <li>Coffee with coordinator-Academic review discussed.</li> <li>Entry level feedback analysis presented.</li> <li>Applications to be invited for exchange program and deans and Principal to interview.</li> </ol>	<ol style="list-style-type: none"> <li>Induction programme for PG student - 14<sup>th</sup> September</li> <li>Student Seminar – interpersonal Skills- One Step Close to Your Goal- 30<sup>th</sup> September 2015</li> <li>Coffee with coordinator-Academic review scheduled from 8<sup>th</sup> to 14<sup>th</sup> October 2015</li> <li>6 week students exchange program interview – US counsulate proposal-26<sup>th</sup> November 2015</li> </ol>
<p><b>VII. Date : 15-09- 2015</b></p> <ol style="list-style-type: none"> <li>Report of the year</li> <li>Any other matter</li> </ol>	<ol style="list-style-type: none"> <li>Later each of the IQAC members presented their main criterion of the annual</li> </ol>	<ol style="list-style-type: none"> <li>Communication skills course started by English Department.</li> </ol>



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	<p>report to the members present</p> <p>2. After presentations there were queries put forward by the members which were cleared by the coordinator</p> <ul style="list-style-type: none"> <li>• Mr. Subodh of Deloitte suggested that communication skills can be introduced as a career oriented course for the autonomous batch. It will help them improve their career prospects.</li> <li>• Dr. P Saroja, Principal, Madina Degree and PG College, had appreciated the efforts of the college in maintaining the academic quality and how the problem of attendance of students was handled</li> <li>• Mr. Khaja Shafiuddin Ahmed, the parent representative, was overwhelmed by the efforts taken by the college and also for including parents in the process of quality assurance.</li> </ul>	
<p><b>VIII. Date :01-11-2015</b></p> <ol style="list-style-type: none"> <li>1. Plans for II term</li> <li>2. Semester Exam Schedule</li> <li>3. Student Seminars</li> </ol>	<ol style="list-style-type: none"> <li>1. US student exchange program – 1 year, applications and interviews to be held.</li> <li>2. Annofesta and awards function will be held during 21<sup>st</sup> to 23<sup>rd</sup> December</li> <li>3. Theory and practical exam schedule were finalized for semester I students</li> <li>4. It was decided to organize the students seminars on Women empowerment</li> </ol>	<ol style="list-style-type: none"> <li>1. 1 year student exchange programme interviews- 1<sup>st</sup> December 2015</li> <li>2. Seminar on Women Empowerment – Strategy for tomorrow- 7<sup>th</sup> December 2015</li> </ol>
<p><b>IX. Date :18-01-2016</b></p>		



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<ol style="list-style-type: none"> <li>1. National seminar</li> <li>2. Ann Chronicle</li> </ol>	<ol style="list-style-type: none"> <li>1. Tentative dates for the national seminar were decided as 11 &amp; 12 -03-2016</li> <li>2. It was decided to consolidate yearly activities in Ann Chronicle</li> </ol>	<ol style="list-style-type: none"> <li>1. Ann Chronicle being compiled.</li> </ol>
<p><b>X. Date : 5-02-2016</b></p> <ol style="list-style-type: none"> <li>1. External Academic Audit</li> <li>2. Feed back forms</li> <li>3. SWOC analysis</li> </ol>	<ol style="list-style-type: none"> <li>1. Academic audit may be scheduled between 9<sup>th</sup> to 11<sup>th</sup> February 2016.</li> <li>2. Ann Chronicle for year 2015-16 released</li> <li>3. Action Plan :Audit begins with institutional presentation by Principal, IQAC Coordinator &amp; Deans, followed by documentation check , departmental visits and ends with exit meeting.</li> <li>4. Feed back/SWOC forms to be sent to departments.</li> </ol>	<ol style="list-style-type: none"> <li>1. External audit done and much appreciated by the team.</li> </ol>
<p><b>XII. Date : 05-03- 2016</b></p> <ol style="list-style-type: none"> <li>1. National seminar plans</li> </ol>	<ol style="list-style-type: none"> <li>1. National seminar on "Existence to Excellence in Higher Education – Changing Context and Global Perspective" - plans were finalized Brochure and invitation letters were sent. Minutes by minute schedule was finalized</li> </ol>	<p><b><u>Seminar held -</u></b>  <b>Guest Of Honour: Prof K Veera Reddy</b>, Former Vice Chancellor , Satavahana University  <b><u>Plenary Session</u></b>  <ol style="list-style-type: none"> <li>1. <b>Dr.Subramonium Ranga swamy</b> Professor of Eminence in Medical Education &amp; Former Vice chancellor Sri Ramachandra University, Porur, Channai.</li> <li><b>'Curriculum for Excellence'</b></li> <li>2. <b>Dr Sheela Ramachandran</b> Former Vice Chancellor, Avinashlingam University, Coimbatore</li> <li>3. <b>Prof A Ravindranath</b>, Dean – Development and UGC affairs, Osmania University, Hyderabad</li> <li>4. <b>Dr. P. Saroja, Principal</b>, Madina Group of Institutions,</li> </ol> </p>



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		Hyderabad <b>5. Dr Muktha</b> IQAC Coordinator, St Joseph College, Bangalore <b>Valedictory Address : Dr. V.P. Gulati, Vice President, TCS</b>
<b>XIII. Date : 25-03-2016</b> 1. Academic Council and Governing Body meeting 2. Feedback analysis and Report 3. SWOC analysis	1. IQAC and planning and evaluation committee will prepare notes and presentations for ACM and GBM 2. Meetings are scheduled in April. 3. Feedback analysis and report were discussed. 4. Department of Psychology coordinated the SWOC analysis and submitted the report.	1. Statutory bodies meetings held. 2. Reports presented to principal for further action 3. SWOC results were discussed in Deans meeting.

  
**Principal**

  
**IQAC Coordinator**



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## IQAC members 2016 – 17

1.	Dr. Sr. P. Amrutha	Chairperson, Principal
2.	Sr. Y. Theresamma	Correspondent Representative from Management
3.	Dr.Saroja	Representative from Academia Principal, Madina College
4.	Dr. V.P. Gulati	Representative from Industry , Vice President, TCS, Hyderabad
5.	Mr. Suboth Thodupaunuri	Representative from Industry Consultant, Deloitte & Touche AERA India Pvt. Ltd.,
6.	Shri .Khaja Shafiuddin Ahmed	Parent member
7.	Shri. Satyanarayana	Parent member
8.	Dr.Deepa Agarwal	Alumni member Consultant Nutritionist, Tanvir Hospital & Apollo Cradle
9.	Dr. Smita Asthana	IQAC Coordinator Dean Academics & Reader in Chemistry
10.	Dr. K. Radha	Head, Department of Chemistry (PG)
11.	Mrs. Srikala	Head, Department of Statistics
12.	Mrs.Ch. Jyothi	Department of Microbiology
13.	Mrs. Suma Reddy	Department of Commerce
14.	Ms. Rajeswari	Department of MCA
15.	Mrs. Bhanu	Department of Political Science
16.	Ms. Sara Mirza	SQAC President Student (Degree)
17.	Ms. P.V. Sindhu	Student (PG)
18.	Mrs. Shobha	Administrative support





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## IQAC meetings : 2016-17

<b>Agenda</b>	<b>Minutes of the meeting</b>	<b>Action Taken Report</b>
<p><b>I. Date : 10-06-2016</b></p> <ol style="list-style-type: none"> <li>1. Results</li> <li>2. Plans for the year first term June to October</li> <li>3. Department/ Committee meetings</li> <li>4. Review of committees</li> </ol>	<ol style="list-style-type: none"> <li>1. Good results in all departments at Osmania University Exams</li> <li>2. Orientation for II year students regarding COC, Exam rules on 10<sup>th</sup> June 2016</li> <li>3. Orientation for III year students regarding Add on Courses, Attendance on 11<sup>th</sup> June</li> <li>4. Induction program for I year students on 17<sup>th</sup>&amp; 18<sup>th</sup> June 2016</li> <li>5. SAKSHaM –Coaching for competitive exams – commencement</li> <li>6. Schedule for Departmental, Committee meetings finalized.</li> <li>7. Committee reports reviewed</li> <li>8. Almanac</li> </ol>	<ol style="list-style-type: none"> <li>1. Orientation - COC, AOC-10<sup>th</sup> June 2016</li> <li>2. orientation – AOC-11<sup>th</sup> June 2016</li> <li>3. I year Induction program- B.A., B.Sc. - 17<sup>th</sup> June 2016</li> <li>4. I year Induction program -B.Com., BBM - 18<sup>th</sup> June 2016</li> <li>5. COC implementation, 22<sup>nd</sup> June 2016</li> <li>6. SAKSHaM –Coaching for competitive exams – commencement,5<sup>th</sup> July 2016</li> <li>7. Research Centre meeting for recognition, review and proposals for the year, 14<sup>th</sup> July 2016</li> <li>8. Governing Body meeting, 16<sup>th</sup> August 2016</li> </ol>
<p><b>II. Date :22-06- 2016</b></p> <ol style="list-style-type: none"> <li>1. Draft of AQAR and Annual report</li> <li>2. Orientation for II &amp; III students</li> <li>3. Almanac for III year students</li> </ol>	<ol style="list-style-type: none"> <li>1. AQAR criteria work was distributed among the IQAC members .</li> <li>2. Dr. Smita presented the almanac for the 3<sup>rd</sup> year students.</li> <li>3. Orientation for II and III year finalized. Deans to give presentations.</li> </ol>	<ol style="list-style-type: none"> <li>1. IQAC members finalized the report of the year 2015-16 and plans for the year 2016-17</li> <li>2. Tests and Exam schedule for III year students was finalized</li> <li>3. Orientations held for COC IInd years</li> <li>4. Student events will be discussed with SQAC members and finalized.</li> </ol>
<p><b>III. Date : 20-06- 2016</b></p> <ol style="list-style-type: none"> <li>1. IQAC plans for the year <ol style="list-style-type: none"> <li>a. Annual report</li> <li>b. Online AQAR</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. The new SQAC will be inducted by 30<sup>th</sup> July.</li> <li>2. Ms Srikala will take up the analysis</li> </ol>	<ol style="list-style-type: none"> <li>1. Plans communicated to all departments and implemented.</li> </ol>



<p>c. SQAC induction d. New faculty induction program e. Preparation for reaccreditation f. Plans for Administrative and auxiliary staff g. Youth summit h. National conference i. Heads meet j. Faculty seminar</p> <p>2. Any other matter</p>	<p>of Entry and Exit student feedback and SWOT analysis along with Ms Nikhila of Dept. of Psychology.</p> <p>3. Heads and Faculty seminars will be organised for preparation of reaccreditation.</p> <p>4. The schedule of IQAC events was discussed and responsibilities were distributed as follows –</p> <ul style="list-style-type: none"> <li>• IQAC newsletter</li> <li>• Faculty immersion program</li> <li>• One day seminar for administrative staff and Auxiliary staff</li> <li>• Parents and other stake holders' meet will be held in Oct</li> <li>• Faculty Workshop on Reaccreditation</li> <li>• National seminar</li> </ul> <p>5. Internal Audit will be conducted in March first week.</p> <p>6. It was proposed to initiate a young faculty award and guidelines will be fixed after approval from the management.</p> <p>7. Young faculty immersion program was decided to be held on 2<sup>nd</sup> November with a guest lecture by prof. Sail Kumar</p>	<p>2. Seminars organised.</p>
<p><b>IV. Date : 29-07-2016</b></p> <p>1. Report of the year 2015-16 2. Plans for the year 2016-17 3. Inputs and suggestions from members</p>	<p>1. Dr. Smita Asthana, Dr. K. Radha and Ms. Sara Mirza presented a report for academic/non academic activities 2015-16.</p> <p>2. Mr. Suboth was appreciative of the activities and achievements of the year 2015-16. He was impressed by Career Oriented Courses and other academic and non academic plans for the year 2016-17 . He stressed on training the students in interpersonal / interview skills through JAM sessions, class room seminars etc., from 1 year onwards.</p> <p>3. Mr.Khaja Shafiuddin is very happy about the quality education</p>	<p>1. Placement cell conducted special training programs on how to conduct interview, resume writing as per the suggestions of the Mr. Subodh</p> <p>2. On Mr. Khaja's suggestion , Judo and Karate has been included as part of CCA.</p>



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	<p>provided by the St. Ann's College. He advised the institution to make 'Self -defence' training as an integral part of the curriculum.</p> <p>4. Dr.Deepa Agarwal suggested to organise International webinars, access to paid articles in different journals for students/faculty through library, inculcate book reading and sharing sessions habit for students.</p> <p>5. Dr.Saroja appreciated the management and faculty for the efforts in achieving 'Academic Excellence'.</p> <p>6. Dr.Deepa Agarwal assured assistance in getting the internships for the students</p>	
<p><b>V. Date : 07-09-2016</b></p> <ol style="list-style-type: none"> <li>1. Report on AQAR and Annual Report</li> <li>2. Seminar of Auxiliary Staff</li> <li>3. Seminar for Administrative staff</li> <li>4. National Seminar</li> <li>5. Workshop on Reaccreditation</li> <li>6. Orientation for PG students</li> <li>7. Coffee with coordinator</li> <li>8. Any other matter</li> </ol>	<ol style="list-style-type: none"> <li>1. AQAR was successfully submitted that to NAAC on 6<sup>th</sup> September 2016.</li> <li>2. Members reviewed the Annual Report</li> <li>3. The Theme for seminar for auxiliary staff was identified as soft skills or savings and managing finances.</li> <li>4. Intercollegiate workshop on reaccreditation is tentatively fixed for 9<sup>th</sup> November 2016. Ms. Srikala and Ms. Suma will coordinate the event</li> <li>5. Member were requested to come up with the themes for the national quality seminar to be held in February 2017.</li> <li>6. National seminar theme and resource persons were identified</li> <li>7. Letters inviting reports from the NAAC accredited colleges have been sent.</li> <li>8. Schedule for Coffee with coordinator were finalized</li> </ol>	<ol style="list-style-type: none"> <li>1. Submission of AQAR 2015-16 on 9<sup>th</sup> September 2016</li> <li>2. Auxillary staff seminar Awareness on Health – "Post Menopause", Interpersonal Skills and Time Management on 21<sup>st</sup> October 2016</li> <li>3. Coffee with coordinator from 26<sup>th</sup> October - 12<sup>th</sup> November</li> <li>4. Seminar –Curriculum design and evaluation on 26<sup>th</sup> October 2016</li> <li>5. Seminar for faculty – Qualities of a Best Teacher and Mentorship" on 2<sup>nd</sup> November 2016</li> <li>6. Administrative Staff seminar –Public Relations and Office Technology at Work place on 05<sup>th</sup> November 2016</li> </ol>



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		<p><b>7.</b> National Seminar Benchmarking practices for quality enhancement organized on 12-11-16</p>
<p><b>VI. Date : 25-11-2016</b></p> <ol style="list-style-type: none"> <li>1. Plan for Academic visit by CSSA</li> <li>2. Plans for II term November, December &amp; January</li> <li>3. Workshop on Life skills</li> </ol>	<ol style="list-style-type: none"> <li>1. IQAC members will prepare the visit schedule and presentation.</li> <li>2. Annofesta and Award function will be held from 21<sup>st</sup> to 23<sup>rd</sup> December</li> <li>3. Members will support the arrangements for International conference organised by Department of Chemistry and Botany</li> <li>4. It is proposed to organise a workshop on Life skills in collaboration with NCC in month of January</li> </ol>	<ol style="list-style-type: none"> <li>1. Administrative and Academic Audit by CSSA - Dr. Sr. K. Anthony Mary , Chennai , Sr. Y. Inyasamma, Ananthapur on 30<sup>th</sup> November 2016</li> <li>2. 21<sup>st</sup>, 22<sup>nd</sup> December 2016, Anno festa celebrations on</li> <li>3. 23<sup>rd</sup> December 2016, Award function</li> <li>4. workshop on life skills organised on 17<sup>th</sup> to 21<sup>st</sup> January 2017</li> <li>5. Student Seminar on Young Woman to Led Change was organized on 13<sup>th</sup> February 2017</li> <li>6. seminar of-Effective communication and Self Motivation for students organized on 15<sup>th</sup> February 2017</li> </ol>
<p><b>VII. Date : 17-02- 2017</b></p> <ol style="list-style-type: none"> <li>1. Academic council meeting – plans</li> <li>2. Proposal for NAAC sponsored seminar</li> <li>3. SWOC analysis</li> <li>4. Provincial Superior visit</li> <li>5. Internal Audit</li> <li>6. Feedback on Autonomy, Feedback proformas , Exit feed back</li> <li>7. Governing body meeting</li> <li>8. SWOC analysis</li> <li>9. Theme of the year</li> </ol>	<ol style="list-style-type: none"> <li>1. Agenda and notes for the Academic council &amp; Governing body meeting were discussed</li> <li>2. Mrs. Jyothi is entrusted with the responsibility of preparing the proposal for NAAC sponsored seminar</li> <li>3. Mrs. Srikala will work towards SWOC analysis and submit the report by 15<sup>th</sup> April</li> <li>4. Plans were finalised for Provincial Superior visit</li> <li>5. Internal Audit schedule and teams were finalised</li> <li>6. Formats for Feedback on Autonomy and other feedbacks</li> </ol>	<ol style="list-style-type: none"> <li>1. Academic Council meeting, 8<sup>th</sup> March 2017</li> <li>2. Audit by Provincial Superior CSSA on 11<sup>th</sup> March 2017</li> <li>3. Governing body meeting, 10<sup>th</sup> April 2017</li> <li>4. Yoga for All conducted on 18<sup>th</sup> April 2017</li> <li>5. Internal Academic Audit on 10<sup>th</sup> April 2017</li> <li>6. Seminar on courses through NPTEL and</li> </ol>



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	<p>were finalised and will be uploaded on the website</p> <ol style="list-style-type: none"><li>7. Plans were also made for Governing body meeting</li><li>8. It was decided to invite suggestions from the faculty regarding the theme of the year for the year 2017-18</li></ol>	<p>college registration was done</p> <ol style="list-style-type: none"><li>7. Theme of the year in 2017-18 was decided Go DigitAll</li><li>8. Institutional and Students' feedback – Online and Off line</li></ol>
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**Principal**

**IQAC Coordinator**



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## IQAC Members 2017-18

1.	Dr. Sr. P. Amrutha	Chairperson, Principal
2.	Sr. Y. Theresamma	Correspondent Representative from Management
3.	Dr.Saroja	Representative from Academia Principal, Madina College
4.	Mr.Venkataramaiah	Director, Youth for Action
5.	Mr. Suboth Thodupaunuri	Representative from Industry Consultant, Deloitte & Touche AERA India Pvt. Ltd.,
6.	Shri .Khaja Shafiuddin Ahmed	Engineer, Parent member
7.	Shri. Satyanarayana	Advocate, Parent member
8.	Dr. Deepa Agarwal	Alumni member Consultant Nutritionist, Tanvir Hospital & Apollo Cradle
9.	Dr. Smita Asthana	IQAC Coordinator, Dean Academics , Reader in Chemistry
10.	Dr. K. Radha	Head, Department of Chemistry (PG)
11.	Mrs. D. Sarala	Department of Physics & Electronics
12.	Ms. Srikala	Head, Department of Statistics
13.	Ms.Ch. Jyothi	Department of Microbiology
14.	Ms. Suma Reddy	Department of Commerce
15.	Ms. Rajeswari	Department of MCA
16.	Ms. Saba Firdous	Department of Maths
17.	Ms. Aparna	Department of Computer Science
18.	Ms. Zobia	SQAC President, Member (UG)
19.	Ms. Firdous Sultana	Member (PG)
20.	Mrs. Shobha	Administrative support



**IQAC Meetings: 2017**

<b>Agenda</b>	<b>Minutes of the meeting</b>	<b>Action Taken Report</b>
<p><b>I. Date : 9<sup>th</sup> June 2017</b></p> <ol style="list-style-type: none"> <li>1. Internal Audit</li> <li>2. External audit</li> <li>3. AQAR</li> <li>4. IQAC meeting</li> <li>5. Feed back reports</li> <li>6. Feedback analysis</li> <li>7. Orientation for II &amp; II year students</li> <li>8. External Audit</li> <li>9. Plans for the Academic year</li> <li>10. Any other matter</li> </ol>	<ol style="list-style-type: none"> <li>1. The agenda of the meeting was internal Audit, External Audit and plans for the preparation.</li> <li>2. The Internal Audit date was decided to be on 13<sup>th</sup> June and revisit Social Sciences departments on 14<sup>th</sup> June.</li> <li>3. The date for external Audit is tentatively in the III week of June</li> <li>4. Various feed back reports were discussed at length and corrective measures were suggested. The report will further be presented in Governing Body Meeting.</li> <li>5. It was proposed to organised conferences and workshops based on the theme of the year 'DigitAll'</li> </ol>	<ol style="list-style-type: none"> <li>1. Internal Audit on 13<sup>th</sup> June</li> <li>2. External Audit, 23<sup>rd</sup> June</li> <li>3. AQAR and Annual Report final draft ready</li> <li>4. Feedback reports was Consolidated to be presented in Governing body meeting</li> </ol>
<p><b>II. Date : 11-07-2017</b></p> <ul style="list-style-type: none"> <li>• Annual Report 2016-17 Draft</li> <li>• AQAR 2016-17</li> <li>• Date and Agenda for IQAC meeting               <ul style="list-style-type: none"> <li>○ Report of the year</li> <li>○ Plans for the year 2017-18</li> <li>○ New members in IQAC</li> </ul> </li> <li>• IQAC plans for the year 2017-18</li> </ul>	<ol style="list-style-type: none"> <li>1. Dr. Smita discussed about IQAC meeting scheduled on 22<sup>nd</sup> July 2017 between 9.30 am to 11.00 am .</li> <li>2. Dr. Smita also emphasized on conducting IQAC activities in the college premises month wise. The following were finalized               <ul style="list-style-type: none"> <li>○ Induction program for young faculty members- 29<sup>th</sup> July 2017.</li> <li>○ Seminars for Administrative , Non teaching and Auxiliary staff</li> <li>○ IQAC News letter</li> <li>○ National Seminar in the month of November</li> <li>○ Young faculty award and Excellence in research award should be finalized</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. IQAC meeting held on 22<sup>nd</sup> July</li> <li>2. IQAC plans for the year discussed and approved</li> <li>3. Annual Report 2<sup>nd</sup> draft ready</li> <li>4. AQAR final draft ready</li> <li>5. Departmental/ committee plans were discussed and approved</li> <li>6. TCS faculty development program was conducted on 27<sup>th</sup> to 29<sup>th</sup> August 2017</li> </ol>



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	<p>and should be given on the teachers day</p> <ul style="list-style-type: none"> <li>○ Round table conference for Autonomous and NAAC A Grade colleges in the month of February</li> <li>○ Feedback analysis reports to be kept ready</li> <li>● Annual report should be finalized by 15<sup>th</sup> July ,</li> <li>● AQAR should be submitted by 25<sup>th</sup> July 2017</li> <li>● 20 members should be identified for the training program in collaboration with TCS, Hyderabad</li> </ul>	
<p><b>III. Date : 22-07-2017</b></p> <ol style="list-style-type: none"> <li>1. Report of the year 2016-17</li> <li>2. Plans for the year 2017-18</li> <li>3. Inputs and suggestions from members</li> <li>4. Any other matter</li> </ol>	<ol style="list-style-type: none"> <li>1. Dr.Smita Asthana informed about the ranking on India Today and The Week - Hansa Research - Arts-Commerce-Science College Survey in 2017</li> <li>2. Presentation of academic/non academic activities 2016-17 and plans for the year 2017-18</li> <li>3. Mr.Venkat suggested to further enhance the quality of programs being offered. <ul style="list-style-type: none"> <li>● Offer dual degree/diploma program for MBA students in combination with fashion designing</li> <li>● Focus on a single best practice to build the St. Ann's brand</li> <li>● Encourage mobile based learning by including e-content (for eg. videos on operation management)</li> </ul> </li> <li>4. Ms. Saroja was very appreciative of the lake cleaning activities conducted by eco club</li> <li>8. She suggested that seminar be organised on natural narcotics in view of the recent news regarding drug usage</li> <li>9. Conduct a survey/study on impact of digitalisation and</li> </ol>	<ol style="list-style-type: none"> <li>1. The external members were very appreciative of the college ranking and the various awards conferred on faculty members.</li> <li>2. Dual degree plans to be discussed in heads meeting and Academic council.</li> <li>3. ICT centre took lead to develop video modules.</li> </ol>





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	cashless economy. <b>10.</b> Mr. Khaja Shafiuddin Ahmed, Parent member wished success for future endeavours.	
<b>IV. Date : 19-9-2017</b> 1. Plan for Administrative staff workshop 2. IQAC event book 3. Timeline for SSR Submission 4. Any other matter	1. Administrative staff workshop was planned on use of MS office 2. Timeline for SSR Submission was finalised 3. Governing body meeting should be held in 2 <sup>nd</sup> week of October <b>4.</b> College should register for NIRF as and when the advertisement issued.	1. Administrative staff workshop on 30 <sup>th</sup> August 2017 2. SSR to be submitted by 15 <sup>th</sup> November 3. NIRF Registered on 6 <sup>th</sup> October <b>4.</b> Governing Body meeting on 23 <sup>rd</sup> October

**Principal**

**IQAC Coordinator**