



# ST. ANN'S COLLEGE FOR WOMEN

(Autonomous)

Affiliated to Osmania University

Accredited A+ Grade by NAAC (3<sup>rd</sup> Cycle), College with Potential for Excellence by UGC

ISO 9001 : 2015 ISO 14001 : 2015

Santoshnagar colony, Mehdiapatnam, Hyderabad - 500 028.

## NOTICE

The following members are identified as members of IQAC for the year  
**2023-24**

S.No.	Name	
1.	Dr. Sr. A. Vijaya Rani	Chairperson, Principal
2.	Sr. Daya Kumari	Correspondent Representative from Management
3.	Prof. K. Girija Mangatayaru	Dept. of Chemistry Registrar, Palamuru University, Mahaboobnagar Representative from Academia
4.	Mr. M.A. Muqeeth	Manager, (Telangana & AP Campus Recruitment), CSS Corp, Hyderabad Representative from Industry
5.	Mr. Badrinath Chitti	Consulting Director, Tripod Knowledge System Representative from Industry
6.	Dr. D. Rabindranath Solomon	Associate Prof., Head Dept. of Commerce Director, CSD & CP, BRAOU. Parent member
7.	Dr. Ghufran Rashid	Surgeon Parent Member
8.	Ms. Vaishnavi Kulkarni	Data Domain Chat Engineer WIPRO
9.	Dr. Smita Asthana	IQAC Coordinator, Dean Academics Reader in Chemistry
10.	Dr. D. Srikala	Addl IQAC Coordinator, Head, Department of Statistics
11.	Dr. Santoshi Misra	Dean Student Affairs, Department of Mathematics
12.	Dr. A. Mary Francina	Director, Dept. of MBA
13.	Ms. Saritha Samuel	Department of English
14.	Ms. Rajeswari	Department of computer Science
15.	Dr. Tasneem Jahan	Head, Dept. of Zoology
16.	Ms. Indira Priyadarshini	Department of Business Management
17.	Dr. Khairunnisa Amreen	Dept. of Chemistry
18.	Ms. Popy Nath	Centre for Women Studies
19.	Ms. Santoshi Rupa	Dept. of Commerce
20.	Dr. Nishath Fatima	Dept. of Nutrition
21.	Ms., Nazia Fatima	Dept. of Chemistry
22.	Ms. Taniya Raj	SQAC President, Member (UG)

**Dated : 15/06/2023**

**NOTICE**


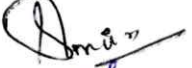

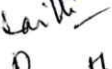

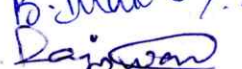





**IQAC Meeting I**


IQAC members are asked to attend the IQAC meeting, scheduled on 17/06/2023 at 11.30 am.

**Agenda of the meeting:**

- Progress of Annual Report
- Updation of Website & SALMS
- Proposal of Seminar on Research Methodology
- Activities for support staff and administration staff

**IQAC Members**

- ✓ Dr. Srikala 
- ✓ Dr. Santoshi 
- ✓ Dr. Mary Francina 
- ✓ Mrs. Saritha Samuel 
- ✓ Ms. Popy Devi Nath 
- ✓ Mrs. Indira Priyadarshini 
- ✓ Mrs. Rajeshwari 
- ✓ Mrs. S.Santhoshi Rupa 
- ✓ Dr. Tasneem 
- ✓ Ms. Nazia 
- ✓ Mrs. Nishath 

  
**Dr. Smita Asthana**  
Coordinator  
IQAC  
St. Ann's College for Women  
Mehdipatnam, Hyderabad-28.

## IQAC Meeting I

**Date:** 17/06/2023

**Venue:** Conference Hall

**Time:** 11.30 am.

### **Agenda of the meeting:**

- Progress of Annual Report
- Updation of Website & SALMS
- Proposal of Seminar on Research Methodology
- Activities for support staff and administration staff

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

The meeting started with Dr. Smita Asthana, IQAC Coordinator, welcoming all the members to yet another academic year and Mrs. Nishath, HoD, Arabic Dept. to the team IQAC.

Dr. Smita Asthana congratulated Dr. Srikala and Dr. Mary Francina for successful submission of data for India Today and The Week ranking surveys.

Then Dr. Smita Asthana discussed the following points

- Informed Dr. Srikala and Dr. Mary Francina to complete Annual report consolidation by 30<sup>th</sup> June,2023
- Informed Ms. Rupa and Ms. Popy to complete the reports of activities organized for administration staff.
- Suggested Ms. Rajeswari to coordinate with MIS and LMS and update the website on a priority basis.
- Delegated the responsibility of conducting a seminar on Research Methodology to Dr. Tasneem and Mrs. Nishath
- Recommended to conduct an event for teaching as well as non-teaching staff by the end of July, 2023
- Informed that IQAC full meeting with all the external members proposed to organize tentatively on 15<sup>th</sup>, July 2023
- Informed Dr. Santoshi and Ms. Saritha to review IQAC notes

The meeting concluded with best wishes for academic year by Dr. Smita Asthana.

**Members Present**

- ✓ Dr. Smita Asthana, IQAC Coordinator
- ✓ Dr. Srikala, Addl. IQAC Coordinator
- ✓ Dr. Santoshi
- ✓ Dr. Mary Francina
- ✓ Mrs. Saritha Samuel
- ✓ Ms. Popy Devi
- ✓ Mrs. Indira Priyadarshini
- ✓ Mrs. Rajeshwari
- ✓ Mrs. S.Santhoshi Rupa
- ✓ Dr. Tasneem
- ✓ Ms. Nazia
- ✓ Mrs. Nishath

*Smita Asthana*

*Srikala*

*Santoshi*

*Francina*

*Saritha Samuel*

*P. Popy Devi*

*Indira Priyadarshini*

*Rajeshwari*

*S.Santhoshi Rupa*

*Tasneem*

*Nazia*

*Nishath*

**Proposed Action Plan/Action Taken Report :**

- Dr. Srikala & Dr. Francina are working on college annual report to complete it by the proposed date – June 30
- Reports of activities for administrative staff were made ready by Ms. Rupa & Ms. Popy Devi Nath
- Ms. Rajeshwari contacted technical support person to update MIS, LMS and ICT team was met to update the website.
- Dr. Tasneem & Mrs. Nishath exploring the possibility of a seminar and on Research Methodology.
- NAAC funded seminar is postponed to March/April 2024.
- Dr. Santoshi & Mrs. Saritha are reviewing IQAC notes for IQAC meeting.

*S. Smita Asthana*  
Principal

St. Ann's College For Women  
(Autonomous)  
Mehdipatnam, Hyderabad-28

*Smita Asthana*  
Coordinator  
IQAC

St. Ann's College for Women  
Mehdipatnam, Hyderabad-28

**Dated: 14/07/2023**

**NOTICE**

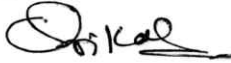










**IQAC Meeting II**


IQAC members are asked to attend the IQAC meeting scheduled on 18/07/2023 at 2pm.

**Agenda of the meeting:**

- Planning & Preparation of External IQAC meeting

**IQAC Members**

- ✓ Dr. Srikala 
- ✓ Dr. Santoshi 
- ✓ Dr. Mary Francina 
- ✓ Mrs. Saritha Samuel 
- ✓ Ms. Popy Devi Nath 
- ✓ Mrs. Indira Priyadarshini 
- ✓ Mrs. Rajeshwari 
- ✓ Mrs. S.Santhoshi Rupa 
- ✓ Dr. Tasneem 
- ✓ Ms. Nazia 
- ✓ Mrs. Nishath 

  
Dr. Smita Asthana  
Coordinator  
IQAC  
St. Ann's College for Women  
Mehdipatnam, Hyderabad-28.

## IQAC Meeting II

**Date:** 18/07/2023

**Time:** 2 pm

**Venue:** Conference Hall

### Agenda of the meeting:

- Planning & Preparation of External IQAC meeting

### Minutes of the meeting:

The meeting started with Dr.Smita Asthana , IQAC Coordinator, welcomed all the members and informed that the date of IQAC full quorum meeting is fixed on 22/07/2023 at 10 am in blended mode and discussed the following points about the schedule of the External IQAC Meeting

- Meeting starts with Prayer
- Suggested the members to present the points briefly Criteria wise
- Dr. Smita will present Institutional Highlights
- Examination details by Dr. Santoshi
- Feedback by Mrs. Rupa
- Draft Annual Report by Dr. Srikala
- New Courses and programs
- Plans for year 2023-34
- Inputs and discussion by external members
- Vote of thanks by Mrs. Indira
- Refreshments are to be arranged by Dr. Tasneem & Mrs. Indira

### Members Present

- ✓ Dr. Smita Asthana, IQAC Coordinator
- ✓ Dr. Srikala, Addl. IQAC Coordinator
- ✓ Dr. Santoshi
- ✓ Dr. Mary Francina
- ✓ Mrs. Saritha Samuel

*Smita Asthana*  
*Srikala*  
*Santoshi*  
*Mary Francina*

*Saritha Samuel*

- ✓ Ms. Popy Devi *P. Popy*
- ✓ Mrs. Indira Priyadarshini *B. Indira*
- ✓ Mrs. Rajeshwari *K. Rajeshwari*
- ✓ Mrs. S. Santhoshi Rupa *S. Santhoshi Rupa*
- ✓ Dr. Tasneem *Tasneem*
- ✓ Ms. Nazia *Nazia*
- ✓ Mrs. Nishath *Nishath*

**Action Taken Report :**

The delegated responsibilities were taken up diligently by the members of IQAC for a smooth conduct of IQAC meeting and it was conducted on the scheduled date: 22<sup>nd</sup> July, 2023.

*S. Ann's*  
*Principal*

**St. Ann's College For Women**  
(Autonomous)  
Mehdipatnam, Hyderabad-28

*S. Ann's*  
*Coordinator*  
*IQAC*

**St. Ann's College for Women**  
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**Accredited 'A+' Grade (3<sup>rd</sup> Cycle)**  
**CPE by UGC Mehdiapatnam, Hyderabad-500028**

**EXTERNAL INTERNAL QUALITY ASSESSMENT COMMITTEE (IQAC)**  
**MEETING**

**MINUTES OF THE MEETING**

**Date: 22<sup>nd</sup> July 2023**

**Time: 9:30 AM – 11:00 AM**

**Mode: Hybrid**

**Venue: Conference Hall**

External IQAC meeting was held on 22<sup>nd</sup> July 2023 at 9:30 am in hybrid mode

**Agenda of the meeting**

- Prayer and Opening remarks
- Minutes of the previous meeting, Action taken report
- Highlights and Report of the year 2022 – 23
- Examinations
- Plans for the year 2023 – 24
- New courses
- Feed Back
- Any other matter
- Inputs from members
- Vote of thanks









**Members Present**




### External Members

1. **Prof. K. Girija Mangatayaru**, Registrar, Palamuru University
2. **Dr. D. Rabindranath Solomon**, Head, Dept. of Commerce & Director, Centre for Skill Development and Career Planning (CSD & CP), Dr. BR Ambedkar Open University
3. **Mr. Mario David**, Vice President- Human Resources, JP Morgan and Chase
4. **Mr. M.A. Muqeeth**, Manager, (Telangana & AP Campus Recruitment), CSS Corp.
5. **Dr. Ghufuran Rashid**, Surgeon, Parent Member
6. **Ms. Vaishnavi Kulkarni**, Data Domain Annual Chat Engineer, Alumni Member

### Internal Members


1. **Dr. Sr. P. Amrutha**, Chairperson, Principal, St. Ann's College for Women 
2. **Sr. Daya Kumari**, Correspondent, St. Ann's College for Women
3. **Dr. Smita Asthana**, IQAC Coordinator, Dean Academics, St. Ann's College for Women 
4. **Dr. D. Srikala**, Addl. IQAC Coordinator, Head, Department of Statistics 
5. **Dr. Santoshi Misra**, Dean Student Affairs, Head, Dept. of Mathematics 
6. **Dr. A. Mary Francina**, Director, Dept. of Business Management & Dean Student Affairs (PG) 
7. **Ms. Saritha Samuel**, Assistant Professor, Dept. of English 
8. **Ms. Rajeswari**, Assistant Professor, Dept. of computer Science 
9. **Dr. Tasneem Jahan**, Head, Dept. of Zoology 

10. **Ms. Indira Priyadarshini**, Assistant Professor, Dept. of Business Management 

11. **Ms. Popy Nath**, Head, Centre for Women Studies 

12. **Ms. Santoshi Rupa**, Assistant Professor Dept. of Commerce 

13. **Dr. Nishath Fatima**, Head, Dept. of Arabic 

14. **Ms. Nazia Fatima**, Head, Dept. of Chemistry 

### MINUTES

- Meeting commenced with prayer followed by welcome address and opening remarks by **Dr. Sr. P. Amrutha, Principal**.
- **Dr. Smita Asthana, IQAC coordinator and Dean Academics** presented institutional highlights of the Academic year 2022-23 showcasing two videos on Institutional and student activities.
- **Dr. Santhoshi, Dean Student Affairs** presented the minutes of previous meeting, action taken report, results of R20 batch of UG and R 21 batch of PG, examination reforms and plans for the Academic year 2023-24.
- **Ms. Santoshi Rupa** presented the feedback (SAFIRE) St. Ann's Feedback and institution reflections taken from students and action taken report.
- **Dr. D. Srikala** presented the achievements of 2022-23 and highlighted about the OBE 2.0 (Outcome Based Education), St. Ann's Learning Management System (SALMS), Faculty and Student App, St. Ann's Mart Self Help Group (SMART), Faculty Awards.
- **Ms. Summaiya and Ms. Shreya** from SQAC cabinet presented a brief report of SQAC activities conducted during the year 2022-23 and also presented SQAC Plans for the year 2023-24.

- **Suggestions/Impressions by members**

- 1. **Mr. M. A. Muqeeth**

- Appreciated the institution for numerous and varied activities and events organized during the academic year 2022-23
    - Suggested to introduce vocational or add on courses on skill development through AI tools. He also asked to procure licensed tools.
    - Suggested to encourage students to have LinkedIn ID that will help them to enhance corporate networking.
    - Faculty should mentor students and encourage them to take up real time problems and come up with solutions that can attribute towards having hands on experience.

- 2. **Prof. K. Girija Mangatayaru**

- Enquired about the preparation for NAAC visit. She suggested the following
    - To plan meticulously for submission of SSR as 70% of evaluation is based on SSR and 30% of evaluation is done during the Peer Team visit.
    - Alumni contribution to the institution is the biggest value addition to the NAAC grading and evaluation. Therefore strengthen the alumni association activities.
    - PO/PSO/CO attainment- highlights the relevance to local area people and show how it is achieved.
    - Record the income generation through Incubation centre, ED Cell and MOU.
    - Concentrate on adoption of villages and outreach programs.

- Best Practices should be unique to the institution and St. Ann's College should act as role model to other institutions
- Extended best wishes for the NAAC peer team visit

### **3. Dr. Rabindranath Solomon**

- Congratulated the Principal and college for last year's achievements and appreciated the Action Taken Report from the previous year suggestions.
- Suggested to strengthen social outreach programs to train students on the culture of giving back to the society.
- Appreciated offering Skill oriented courses. Suggested to record how students were able to apply the skill in the job after they complete the course.
- Enquired about onscreen digital evaluation i.e. how examiners are identified, what kind of monitoring is done, how student grievances are resolved etc.
- Financial outlay of the projects funded by agencies for faculty Minor research projects can be mentioned and recorded.

### **4. Mr. Mario David**

- Appreciated the suggestions and inputs given by the other external members.
- Suggested that new industry norm is DEI (Diversity, Equity, and Inclusivity). Therefore students should be trained in DEI and adapt to current learning environment, so introduce self learning curriculum on DEI available online offered by course era, edX, Udemy, Great Learning etc.
- High potential women leadership programs can be introduced to train students for better roles in future.

### **5. Ms. Vaishnavi Kulkarni**

- Suggested the characteristics to be possessed by the present graduates-Spirit of teamwork, Global thinking, Time management, Digital literacy, Communication, Creativity, Networking and Socialising, Leadership.
- Meeting concluded with Principal appreciating the inputs given by the external members followed by formal vote of thanks proposed by Dr. Nishath Fatima, Head, Dept. of Arabic.

### **Action Taken Report /Plan of Action:**

- ✓ A seminar/workshop is planned to train the faculty to use Generative AI tools to use in teaching-learning process.
- ✓ PO/PSO/COs are being computed
- ✓ The institution is exploring the possibility of increasing the alumni funds and their contribution.
- ✓ Students are encouraged to do online courses and they are also made a part of the curriculum in some of the departments.

  
*Principal*

**St. Ann's College For Women**  
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**Dated: 24/07/2023**

**NOTICE**

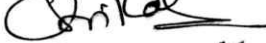

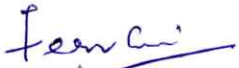
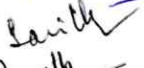







**IQAC Meeting III**

IQAC members are asked to make it convenient to attend a meeting at 2.10 pm today in conference hall.

**Agenda of the meeting:**

- Updation of the college Website

**IQAC Members**

- ✓ Dr. Srikala 
- ✓ Dr. Santoshi 
- ✓ Dr. Mary Francina 
- ✓ Mrs. Saritha Samuel 
- ✓ Ms. Popy Devi Nath 
- ✓ Mrs. Indira Priyadarshini 
- ✓ Mrs. Rajeshwari 
- ✓ Mrs. S.Santhoshi Rupa 
- ✓ Dr. Tasneem 
- ✓ Ms. Nazia 
- ✓ Mrs. Nishath 



**Dr. Smita Asthana**  
Coordinator  
IQAC  
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Mehdipatnam, Hyderabad-28.



## IQAC Meeting III

**Date: 24/07/23**

**Venue: Conference Hall**

**Time: 2.10 pm**

### Members Present

- ✓ Dr. Smita Asthana, IQAC Coordinator
- ✓ Dr. Srikala, Addl. IQAC Coordinator
- ✓ Dr. Mary Francina
- ✓ Ms. Saritha Samuel
- ✓ Ms. Popy Devi
- ✓ Ms. S.Santhoshi Rupa
- ✓ Dr. Tasneem
- ✓ Ms. Nazia

*Srikala*  
*Tasneem*

*Saritha*

*P. Popy*

*S. Santhoshi Rupa*

*Tasneem*

### Agenda of the meeting:

- Updation of college website

### Minutes of the meeting:

A quick meeting was conducted by Dr. Smita Asthana, IQAC Coordinator to know the status of Website Update.

- Mentioned that college website must be updated with all the departmental activities
- Informed members to verify all the tabs on website and get to know where data is missing
- Specified to review the tabs
- Instructed members to gather all the required data and update the site at the earliest


The meeting was ended with to consider the work as prior basis and complete the task at the earliest.


*Smita Asthana*  
Coordinator  
IQAC

### **Proposed Plan of Action/Action Taken Report:**

The team planned and started the college website updation work by collecting the data from various departments, committees, significant alumni and other aspects of the college.

- Home, About the college, LMS & e-resources tabs – Dr. Francina
- IQAC, NAAC, Centers of Excellence, Student Clubs & Alumni tabs – Dr. Srikala
- NIRF & Staff Awards - Dr. Santoshi
- Departments – Mrs. Nishath, Dr. Tasneem, Ms. Nazia, Ms. Rupa, Ms. Rajeswari
- Placements, Gold Medals, Books Authored, etc., by Ms. Popy, Mrs. Indira and Mrs. Saritha

  
*Principal*  
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*Coordinator*  
**IQAC**  
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01/08/2023

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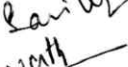







**IQAC Meeting IV**

IQAC members are asked to make it convenient to attend a meeting on 3<sup>rd</sup> Aug. 2023  
at 2 pm in Conference Hall.

**Agenda of the meeting:**

Review of the college website updation

**IQAC Members**

- ✓ Dr. Srikala 
- ✓ Dr. Santoshi 
- ✓ Dr. Mary Francina 
- ✓ Mrs. Saritha Samuel 
- ✓ Ms. Popy Devi Nath 
- ✓ Mrs. Indira Priyadarshini 
- ✓ Mrs. Rajeshwari 
- ✓ Mrs. S.Santhoshi Rupa 
- ✓ Dr. Tasneem 
- ✓ Ms. Nazia 
- ✓ Mrs. Nishath 



Dr .Smita Asthana

Coordinator  
IQAC

St. Ann's College for Women  
Mehdipatnam, Hyderabad-28.

**IQAC Meeting IV**

**Date: 03/08/23**

**Venue: Conference Hall**

**Time: 2 pm**

**Agenda of the meeting:**

- Review of the college website updation.

**Members Present**

- ✓ Dr. Smita Asthana ( IQAC Coordinator) *Smita Asthana*
- ✓ Dr. Srikala *Srikala*
- ✓ Dr. Mary Francina *Mary Francina*
- ✓ Ms. Saritha Samuel *Saritha Samuel*
- ✓ Ms. Popy Devi *P. Popy Devi*
- ✓ Ms. S.Santhoshi Rupa *S. Santhoshi Rupa*
- ✓ Dr. Tasneem *Tasneem*
- ✓ Ms. Nazia *Nazia*
- ✓ Ms. Rajeshwari *Rajeshwari*
- ✓ Mr. O.Ravi Kumar *O. Ravi Kumar*

**Minutes of the meeting:**

Dr. Smita Asthana, the IQAC Coordinator, called a brief meeting to discuss the status of the website update.

- Members presented the progress of the work with regard to the college website.
- Directed the IQAC members to check every tab on the website and to verify the availability of the required data and add the latest data or information
- Suggested to review all the activities are included on the website
- Instructed that all departmental actions need to be published on the website.
- Gave members instructions to collect the necessary information and update the website as soon as possible.
- Ms. Rajeswari, ICT committee convener was instructed to take up this work along with ICT team and monitor the progress of the work.

**Proposed Plan of Action/Action Taken Report:**

IQAC & ICT teams coordinated and trying to update the college website, wherever the data/information has to be added.

*S. Smita Asthana*  
Principal

**Date : 01/11/2023**

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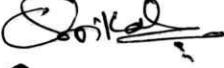


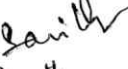







**IQAC Meeting V**


IQAC members are asked to make it convenient to attend a meeting on 3<sup>rd</sup> Nov. 2023 at 2 pm in Conference Hall.

**Agenda of the meeting:**

- IQAC team introduction and interaction with the Principal, Dr. (Sr). A.Vijaya Rani
- Plans for Month wise activities under IQAC

**IQACMembers**

- ✓ Dr. Srikala 
- ✓ Dr. Santoshi 
- ✓ Dr. Mary Francina 
- ✓ Mrs. Saritha Samuel 
- ✓ Ms. Popy Devi Nath 
- ✓ Mrs. Indira Priyadarshini 
- ✓ Mrs. Rajeshwari 
- ✓ Mrs. S.Santhoshi Rupa 
- ✓ Dr. Tasneem 
- ✓ Ms. Nazia 
- ✓ Mrs. Nishath 

  
Dr. Smita Asthana  
Coordinator  
IQAC  
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## IQAC Meeting V

**Date: 03/11/2023**





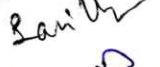





**Venue: Conference Hall**

**Time: 2 pm**

### Agenda of the meeting:

- Plans for Month wise activities under IQAC

### Members Present

- ✓ Dr. (Sr). A.Vijaya Rani, Principal & Chair Person
- ✓ Dr. Smita Asthana, IQAC Coordinator 
- ✓ Dr. Srikala 
- ✓ Dr. Mary Francina 
- ✓ Dr. Santoshi 
- ✓ Ms. Saritha 
- ✓ Ms. Rajeshwari 
- ✓ Ms. S.Santhoshi Rupa 
- ✓ Dr. Tasneem 
- ✓ Ms. Nazia 
- ✓ Dr. Nishath 

### Minutes of the meeting:

Dr. Smita Asthana, gave opening remarks and members introduced themselves to the Principal.

The Principal interacted with the members and asked the individual role and responsibility in IQAC. She mentioned that, IQAC team has to come with innovative ideas and thoughts towards quality enhancement. The team has to be quick and prompt in data/information collection from various departments, committees and cells of the college and she conveyed her Best Wishes to the team IQAC

IQAC coordinator gave the following responsibilities:

- Advised to organise a workshop for auxiliary staff
- Instructed to conduct a workshop/seminar on computer related and effective communication skills to administration staff
- Suggested to organise a FDP on Digital Teaching & Learning
- Proposed to organise a National Seminar on OBE or NEP or any other appropriate theme and advised to apply for sponsorship

The meeting is concluded by mentioning that the planned activities are to be carried out.

**Proposed Plan of Action/Action Taken Report:**

IQAC team started planning for the proposed events and tentative dates and titles are as below:

- National Seminar on Digital Teaching- Learning Techniques in March/April 2024.
- Intercollegiate Seminar on Effective Communication Skills for Administrative Staff in a workshop in collaboration with Department of English in September/October 2023.



**Principal**  
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**Coordinator**  
**IQAC**  
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**Date: 02/01/2024**

**NOTICE**



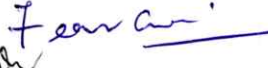
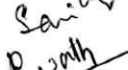







**IQAC Meeting VI**

IQAC members are asked to make it convenient to attend a meeting on 3<sup>rd</sup> January, 2024 at 12 Noon in Conference Hall.

**Agenda of the meeting:**

- Data compilation and documentation
- Review of annual report
- Alumni & Parent Database for NAAC visit
- NAAC Sponsored Seminar
- College Website Updation

**IQAC Members**

- ✓ Dr. Srikala 
- ✓ Dr. Santoshi 
- ✓ Dr. Mary Francina 
- ✓ Mrs. Saritha Samuel 
- ✓ Ms. Popy Devi Nath 
- ✓ Mrs. Indira Priyadarshini 
- ✓ Mrs. Rajeshwari 
- ✓ Mrs. S.SanthoshiRupa 
- ✓ Dr. Tasneem 
- ✓ Ms. Nazia 
- ✓ Mrs. Nishath 



Dr. Smita Asthana

Coordinator  
IQAC

St. Ann's College for Women  
Mehdipatnam, Hyderabad-28.

## IQAC Meeting VI

**Date: 03/01/2024**

**Venue: Conference Hall**

**Time: 12 Noon**

### Agenda of the meeting:

- Data compilation and documentation
- Review of annual report
- Alumni & Parent Database for NAAC visit
- NAAC Sponsored Seminar
- College Website Updation

### **Members Present:**

- ✓ Dr. Smita Asthana ( IQAC Coordinator) *Smita Asthana*
- ✓ Dr. Srikala *Srikala*
- ✓ Dr. Santoshi *Santoshi*
- ✓ Dr. Mary Francina *Mary Francina*
- ✓ Ms. Saritha Samuel *Saritha Samuel*
- ✓ Ms. Popy Devi *P. Popy Devi*
- ✓ Ms. Indira Priyadarshini *Indira Priyadarshini*
- ✓ Ms. Rajeshwari *Rajeshwari*
- ✓ Ms. S.Santhoshi Rupa *S. Santhoshi Rupa*
- ✓ Dr. Tasneem *Tasneem*
- ✓ Ms. Nazia *Nazia*
- ✓ Dr. Nishath *Nishath*

### Minutes of the meeting:

Dr. Smita Asthana , IQAC Coordinator has

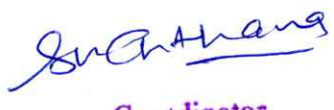
- instructed that the documentation of IQAC has to be updated and verified for 2018-23
- suggested to create IQAC tab in SALMS to update college data in the required format and entrusted that job to Ms. Rajeshwari and Dr. Mary Francina
- advised members to verify IQAC details are updated on the website for last 5 years
- instructed to collect Alumni details
  - Ms. Rajeshwari- B.Sc Physical sciences

- Dr. Tasneem & Ms. Nazia – B.Sc Life Sciences
  - Ms. Rupa & Ms. Indira – B.Com & BBA
  - Ms. Popy & Ms. Saritha – Social Sciences
  - Ms. Nishath- Languages
  - Dr. Mary Francina – PG
- Suggested Dr. Srikala & Dr. Amreen to plan for a NAAC or any other funding agencies.

**Proposed Plan of Action/Action Taken Report:**

- ✓ IQAC members started checking the documentation and trying to complete the work by the end of February, 2024.
- ✓ Dr. Mary Francina and Ms. Rajeswari contacted the college LMS provider and had an initial discussion about IQAC tab in LMS to collect the data online from various departments, committees, clubs and cells of the college.
- ✓ Dr. Srikala and Ms. Shobha are updating IQAC data in website for the years 2018-23.
- ✓ Dr. Srikala and Dr. Amreen are checking the possibilities of applying for funding for a seminar/conference – NAAC/TSCHE
- ✓ The assigned faculty started collecting alumni database for a meeting with NAAC Peer team during NAAC Peer Team visit to the college.

  
Principal  
**St. Ann's College For Women**  
(Autonomous)  
Mehdipatnam, Hyderabad-28

  
Coordinator  
IQAC  
**St. Ann's College for Women**  
Mehdipatnam, Hyderabad-28.



**Dated: 08/02/2024**

**NOTICE**

**IQAC Meeting VII**


The following IQAC members are asked to make it convenient to attend a meeting on 12<sup>th</sup> February, 2024 at 2 pm in Conference Hall.

**Agenda of the meeting:**

- Identification of National Seminar Theme
- Progress of Alumni & Parent Database for NAAC visit

**IQACMembers**

- ✓ Dr. Srikala 
- ✓ Dr. Santoshi Misra 
- ✓ Dr. Mary Francina 
- ✓ Dr. Amreen 
- ✓ Ms. Nazia 
- ✓ Ms. Indira Priyadarshini 

  
Dr. Smita Asthana  
Coordinator  
IQAC  
St. Ann's College for Women  
Mehdipatnam, Hyderabad.

## IQAC Meeting VII

**Date: 10/02/2024**


**Venue: Conference Hall**

**Time: 12 Noon**


### Agenda of the meeting:

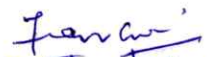
- Identification of National Seminar Theme
- Progress of Alumni & Parent Database for NAAC visit


### Members Present:


✓ Dr. Smita Asthana ( IQAC Coordinator) 

✓ Dr. Srikala 

✓ Dr. Santoshi 

✓ Dr. Mary Francina 

✓ Ms. Indira Priyadarshini 


✓ Ms. Nazia 

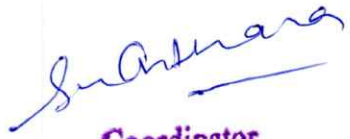
### Minutes of the meeting:

- Dr.Smita Asthana, IQAC Coordinator invited theme suggestions from the members. Following thoughts were presented by the members:
  - ✓ Digital Teaching – Learning Techniques
  - ✓ Indian Knowledge Systems
- After a thorough discussion, the team narrowed down to the theme of Digital – Teaching Learning Strategies.
- Dr. Srikala and Dr. Amreen mentioned that the proposal can be submitted to TSCHE, and is ready with formats to apply.
- Ms. Nazia and Ms. Indira shared that the process of procuring database of alumni and parents is in progress.

**Proposed Plan of Action/Action Taken Report:**

- ✓ Dr. Srikala and Dr. Amreen mentioned that the proposal is almost ready to TSCHE and date is finalized as 29<sup>th</sup> April, 2024.
- ✓ Following sub-themes were decided for the seminar
  - AI as ICT Tool in Education
  - Digital Ethnography
  - Innovations in Distance Learning
  - Decentralized Assessment Strategies
  - Influence of Chat GPT on Teaching
  - Student Centric Curriculum Design and DevelopmentOr any other themes relevant to the topic.

  
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**Date : 30/03/2024**

**NOTICE**

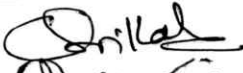


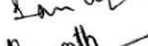
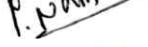






**IQAC Meeting VIII**

IQAC members are asked to make it convenient to attend a meeting on 01/04/2024 at 12 Noon in Conference Hall.

**Agenda of the meeting:**

- Planning & preparation of Annual Academic and Administration Audits - Internal & External
- Preparations for National Seminar scheduled on 29<sup>th</sup> April, 2024

**IQAC Members**

- ✓ Dr. Srikala 
- ✓ Dr. Santoshi 
- ✓ Dr. Mary Francina 
- ✓ Mrs. Saritha Samuel 
- ✓ Ms. Popy Devi Nath 
- ✓ Mrs. Indira Priyadarshini 
- ✓ Mrs. Rajeshwari 
- ✓ Mrs. S.Santhoshi Rupa 
- ✓ Dr. Tasneem 
- ✓ Ms. Nazia 
- ✓ Mrs. Nishath 



Dr. Smita Asthana

Coordinator  
IQAC

St. Ann's College for Women  
Mehdipatnam, Hyderabad-28.

## IQAC Meeting VIII

**Date: 01/04/2024**

**Venue: Conference Hall**

**Time: 12 Noon**

### Agenda of the meeting:

- Planning Annual Academic and Administration Audits (AAA) - Internal & External
- Preparations for the National Seminar scheduled on 29<sup>th</sup> April, 2024

### **Members Present:**

- ✓ Dr. (Sr). A.Vijaya Rani, Principal & Chair Person
- ✓ Dr. Smita Asthana ( IQAC Coordinator) *Smita Asthana*
- ✓ Dr. Srikala *Srikala*
- ✓ Dr. Santoshi *Santoshi*
- ✓ Dr. Mary Francina *Mary Francina*
- ✓ Ms. Saritha Samuel *Saritha*
- ✓ Ms. Popy Devi *P. Popy*
- ✓ Ms. Indira Priyadarshini *Indira Priyadarshini*
- ✓ Ms. Rajeshwari *Rajeshwari*
- ✓ Ms. S.Santhoshi Rupa *S. Santhoshi Rupa*
- ✓ Dr. Tasneem *Tasneem*
- ✓ Ms. Nazia *Nazia*
- ✓ Dr. Nishath *Nishath*

### Minutes of the meeting:

The meeting was a quick reminder for few important tasks.

- Sr. Principal asked IQAC team to gear up and take up the upcoming responsibilities with diligence – Internal Audit (AAA) and National seminar and


was happy to share that the college received funding from Telangana State Council of Higher Education (TSCHE) to organise the National Seminar.


The following points are mentioned by Dr. Smita Asthana, IQAC Coordinator:

- National Seminar is scheduled on 29/4/24 on the topic: **“Digital Teaching Learning Strategies, Advances & Challenges”**.
- Dr. Santoshi and Ms. Poppy Devi Nath were entrusted with the responsibility of planning internal audit during April second week and recommended to include the inputs clearly in audit proformas for the file verification and activities of the departments.
- After a thorough, it was decided to conduct External AAA in June, 2024.
- Informed the team that the
- Entrusted the responsibilities to the team to organize the seminar.

**Proposed Plan of Action/Action Taken Report:**

- ✓ Seminar brochure was prepared.
- ✓ Internal audit is planned during April 10-15, 2024.
- ✓ In consultation with and guidance from the IQAC Coordinator, Dr. Santoshi and Ms. Poppy Devi Nath made a well-planned schedule of the visits to the departments for audits. Teams were made for the same purpose and informed the HoDs about the same to keep the documentation ready for audit.
- ✓ Recommended inputs were incorporated clearly in audit proformas for the file verification and activities of the departments.
- ✓ Dr. Srikala and Dr. Amreen are making the preparations for TSCHE funded seminar along with other members

  
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