



St. Ann's College for Women
(Autonomous), Affiliated to Osmania University
NAAC Accredited with 'A' Grade (4th cycle), CPE by UGC
Mehdipatnam, Hyderabad- 500 028, Telangana, India



The following members are identified as members of IQAC for the year 2024-25

S.NO	NAME	DESIGNATION
1	Dr. Sr. A. Vijaya Rani	Principal, Chairperson
2	Sr. Maria Rani	Correspondent, Representative from Management
3	Prof. Raja Shekar Bellamkonda	Senior Professor, School of Management Studies, University of Hyderabad, Hyderabad Academician
4	Mr. Mario David	Vice President - Human Resources JP Morgan and Chase, Hyderabad Industry Representative
5	Mr. Harshavardhan Gaddalae	Managing Director, Medha Research and Consulting Pvt. Ltd., Hyderabad Industry Representative
6	Prof. C. A. Tomy	Professor, Department of Philosophy University of Hyderabad, Hyderabad Parent Representative
7	Ms. Anney Sushma Swaraj	Application Analyst, Providence Global Center, Hyderabad Alumni Representative
8	Dr. Smita Asthana	IQAC Coordinator, Dean Academics & Reader in Chemistry
9	Dr. D. Srikala	Addl. IQAC Coordinator & Head, Department of Statistics
10	Dr. A. Mary Francina	Addl. IQAC Coordinator, Director MBA, Dean Student Affairs-PG
11	Dr. Santoshi Misra	Assistant Professor & Head, Department of Mathematics
12	Ms. Rajeswari	Assistant Professor, Department of Computer Science
13	Dr. Tasneem Jahan	Assistant Professor & Head, Dept. of Zoology
14	Ms. Indira Priyadarshini	Assistant Professor, Department of Business Management
15	Dr. Khairunnisa Amreen	Assistant Professor, Dept. of Chemistry
16	Ms. Kayal	Director, Centre for Women Studies
17	Ms. Santoshi Rupa	Assistant Professor, Dept. of Commerce
18	Ms. Nishath	Dean- Student Affairs (UG) & Head, Department of Arabic
19	Ms. Nazia Fatima	Assistant Professor, Dept. of Chemistry
20	Ms. Tuba Mateen	SQAC President
21	Ms. Rabia Amjad	SQAC Vice President

Principal
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IQAC Meeting- I

Date: 06/06/2024

NOTICE

IQAC Members are asked to attend the IQAC Meeting scheduled on 8th June 2024 at 11.30 am.

Agenda

- Preparations for External Audit
- Schedule of External IQAC meeting
- Consolidation of Annual Report
- Registrations for Generic Elective (GE) & Skill Enhancement Course (SEC)

Members:

- Dr. Srikala, Addl. IQAC Coordinator *Srikala*
- Dr. Santoshi Misra *Santoshi*
- Dr. A. Mary Francina *Francina*
- Ms. Saritha Samuel *Saritha*
- Dr. Tasneem Jahan *Tasneem*
- Ms. Nazia Fatima *Nazia*
- Ms. Nishath Fatima *Nishath*
- Ms. Popy Devi Nath *P. Devi*
- Ms. Indira Priyadarshini *B. Indira*
- Ms. Rajeswari *K. Rajeswari*
- Ms. S. Santhoshi Rupa *S. Santhoshi*
- Dr. Khairunnisa Amreen *Amreen*

Smita

Dr. Smita Asthana
Coordinator
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IQAC Meeting- I

Date: 08/06/24 Venue : Conference Hall Time : 11.30 am

Agenda

- Preparations for External Audit
- Schedule of External IQAC meeting
- Consolidation of Annual Report
- Registrations for Generic Elective (GE) & Skill Enhancement Course (SEC)

Minutes of the meeting:

The meeting commenced with a warm welcome by Dr. Sr. A. Vijaya Rani, Chairperson & Principal, who greeted all the members. This was followed by Dr. Smita Asthana, IQAC Coordinator, who presented the agenda and initiated the discussions on the above agenda points.

- Informed to schedule External IQAC meeting by the end of June, tentatively on 29th June 24 and instructed to identify new members from Academics, Corporate, NGO etc.,
- Informed to schedule External Audit by 22nd June 2024
- Instructed the members to complete consolidation of Annual Report by 15th July 2024 and guided the members to include Research, Seminars, Student participation in various events, Internships, field trips and so on.
- Recommended Dr. Santoshi to complete Generic Elective registrations and Ms. Rupa Santhoshi to complete Skill Enhancement Course at the earliest.
- For the External Audit & Annual Report Consolidation, below members were allotted Criteria Wise:



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- ✚ **External Audit Planning**- Dr. D. Srikala
- ✚ **Criteria I**- Ms. Raajeswari
- ✚ **Criteria II** – Dr. Santoshi Misra & Ms. Nazia Fatima
- ✚ **Criteria III**- Dr. Tasneem Jahan & Dr. Amreen Kharunissa
- ✚ **Criteria IV**- Ms. Santhoshi Rupa
- ✚ **Criteria V**- Ms. Nishath Fatima & Ms. Indira Priyadarshini
- ✚ **Criteria VI**- Ms. Nazia Fatima
- ✚ **Criteria VII**- Ms. Popy Devi Nath
- ✚ **IQAC report & Plans**- Dr. Smita Asthana & Dr. A. Mary

Francina

The meeting concluded with the Chair instructing all members to complete the assigned tasks as per the schedule.

Resolutions/ Action Taken Report

- **Resolved** to conduct the External IQAC Meeting tentatively on 29th June 2024 and identify new external members from academia, industry, NGO, corporate sectors etc.,
- **Resolved** to conduct the External Academic Audit by 22nd June 2024.
- **Resolved** that the Annual Report should be consolidated and completed by 15th July 2024, incorporating research activities and seminars, field trips etc.,
- **Resolved** that Dr. Santoshi will complete the Generic Elective registrations and Ms. Rupa Santhoshi to complete Skill Enhancement Course by first week of July.
- **Resolved** to assign responsibilities for the External Audit and Annual Report consolidation as follows; Dr. D. Srikala – External Audit Planning; Ms. Rajeswari – Criterion I; Dr. Santoshi and Ms. Nazia Fatima – Criterion II; Dr. Tasneem and Dr. Amreen – Criterion



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III; Ms. Rupa – Criterion IV; Ms. Nishath Fatima and Ms. Indira – Criterion V; Ms. Nazia Fatima – Criterion VI; Ms. Popy Devi Nath – Criterion VII; and Dr. Smitha Asthana – IQAC Report and Action Plan.

S. Annana
Dr. Smita Asthana

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

Members Present:

- Dr. Sr. A. Vijaya Rani *SV*
- Dr. Smita Asthana *S. Annana*
- Dr. D. Srikala, Addl. IQAC Coordinator *Srikala*
- Dr. Santoshi Misra *S. Misra*
- Dr. A. Mary Francina *M. Francina*
- Ms. Saritha Samuel *S. Samuel*
- Dr. Tasneem Jahan *T. Jahan*
- Ms. Nazia Fatima *N. Fatima*
- Ms. Nishath Fatima *N. Fatima*
- Ms. Popy Devi Nath *P. Devi Nath*
- Ms. Indira Priyadarshini *B. Indira*
- Ms. Rajeswari *K. Rajeswari*
- Ms. S. Santhoshi Rupa *S. Rupa*
- Dr. Khairunnisa Amreen *A. Amreen*

Dr. Sr. A. Vijaya Rani
Principal
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Principal
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IQAC Meeting – II

Date: 22/06/2024

NOTICE

IQAC Members are asked to attend the IQAC Meeting scheduled on
26th June 2024 at 2.00 pm

Agenda

- Preparation for NAAC peer team visit
- Preparation of External Audit
- Schedule of External IQAC meeting

Members:

- Dr. Srikala, Addl. IQAC Coordinator *Srikala*
- Dr. Santoshi Misra *Santoshi*
- Dr. A. Mary Francina *Francina*
- Ms. Saritha Samuel *Saritha*
- Dr. Tasneem Jahan *Tasneem*
- Ms. Nazia Fatima *Nazia*
- Ms. Nishath Fatima *Nishath*
- Ms. Popy Devi Nath *P. P. Nath*
- Ms. Indira Priyadarshini *P. Indira*
- Ms. Rajeswari *Rajeswari*
- Ms. S. Santhoshi Rupa *S. Santhoshi*
- Dr. Khairunnisa Amreen *Amreen*

Smita Asthana
Dr. Smita Asthana
Coordinator
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IQAC Meeting – II

Date: 26/06/24 Venue : Conference Hall Time : 2.00 pm

Agenda

- Preparation for NAAC peer team visit
- Preparation of External Audit
- Schedule of External IQAC meeting

Minutes of the meeting:

The meeting commenced with Dr. Sr. A. Vijaya Rani, Chairperson and Dr. Smita Asthana, IQAC Coordinator, welcoming all the members. They briefed the members on the agenda and emphasized the need for systematic preparation for the NAAC Peer Team Visit, External Academic Audit, and External IQAC Meeting. The members discussed the progress of documentation and identified the pending work required for the External Audit and NAAC preparations. It was decided that all records, reports, meeting minutes, and supporting documents should be compiled well in advance to facilitate a smooth audit process. Accordingly, the following responsibilities were assigned:

- Ms. Santoshi Rupa was assigned to consolidate the minutes of all IQAC meetings and maintain them in the IQAC file.
- Dr. A. Mary Francina was assigned to compile the reports of the Planning & Evaluation Committee, Autonomy Committee, and Steering Committee meetings.
- Ms. Nazia Fatima was assigned to consolidate the details of seminars attended by faculty members.



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- Dr. D. Srikala was assigned to collect the "Coffee with Coordinators" records and consolidate the Internal and External Audit reports of the last five years.
- Ms. Shobha was assigned to compile the details of faculty awards and recognitions.
- Dr. Santoshi Misra and Ms. Nishath Fatima were assigned to consolidate the records of Department Meetings, Deans Meetings, and other academic committee meetings.

The committee then discussed the preparations for the External Academic Audit scheduled on 29th June 2024. It was decided that the programme would commence with a prayer, followed by criterion-wise presentations highlighting the institution's achievements.

The following presentation responsibilities were finalized:

- Dr. Smita Asthana will present the Institutional Highlights.
- Dr. D. Srikala will present the highlights of Criteria I, II, and III.
- Ms. Rajeswari will present the highlights of Criteria IV and V.
- Ms. Popy Devi will present the highlights of Criteria VI and VII.

The members also discussed the need to compile documentary evidence to support the presentations. Accordingly, the following responsibilities were assigned:

- Dr. Amreen will collect photographs of IQAC activities conducted during the academic year 2023-24.
- Ms. Nazia Fatima will compile photographs of Rotaract Club activities.
- Ms. Santhoshi Rupa will collect photographs related to sports activities and achievements.
- Dr. Tasneem Jahan will compile details of books published and patents.



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- Ms. Rajeswari will make the necessary ICT arrangements for the audit.
- Ms. Nazia, Ms. Popy Devi, and Dr. Amreen will coordinate the refreshments.

The members were further informed that the External IQAC Meeting is scheduled for 2 July 2024. The committee discussed the arrangements for the meeting, and responsibilities were assigned to ensure its smooth conduct. All members were instructed to complete their assigned tasks within the stipulated timelines.

Resolutions/Action Taken Report

1. **Resolved** to complete all documentation and supporting evidence required for the NAAC Peer Team Visit and External Academic Audit within the prescribed timelines.
2. **Resolved** to conduct the External Academic Audit on 29th June 2024 as scheduled, with criterion-wise presentations by the designated members.
3. **Resolved** to organize the External IQAC Meeting on 2nd July 2024 and complete all preparatory arrangements in advance.
4. **Resolved** that all members shall discharge their assigned responsibilities and submit the required documents on time to ensure effective quality assurance processes.

Dr. Smita Asthana
Coordinator
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Dr. Sr. A. Vijaya Rani
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Members Present

Name	Signature
Dr. Sr. A. Vijaya Rani	
Dr. Smita Asthana	
Dr. D. Srikala	
Dr. Santoshi Misra	
Dr. A. Mary Francina	
Dr. Tasneem Jahan	
Ms. Nazia Fatima ✓	
Ms. Popy Devi Nath	
Ms. Rajeshwari ✓	
Ms. S. Santhoshi Rupa ✓	
Dr. Khairunnisa Amreen	



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IQAC Meeting- IV

NOTICE

Date: 07/07/2024

IQAC Members are asked to attend the IQAC Meeting scheduled for 9th July 2024 at 2.00 pm

Agenda

- Preparations for the IQAC Session on NAAC reforms

Members:

- Dr. Srikala, Addl. IQAC Coordinator *Srikala*
- Dr. Santoshi Misra *Santoshi*
- Dr. A. Mary Francina *Francina*
- Ms. Saritha Samuel *Saritha*
- Dr. Tasneem Jahan *Tasneem*
- Ms. Nazia Fatima *Nazia*
- Ms. Nishath Fatima *Nishath*
- Ms. Popy Devi Nath *P. Devi*
- Ms. Indira Priyadarshini *Indira*
- Ms. Rajeshwari *Rajeshwari*
- Ms. S. Santhoshi Rupa *Santhoshi*
- Dr. Khairunnisa Amreen *Amreen*

Smita Asthana
Dr. Smita Asthana
Coordinator
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IQAC Meeting- IV

Date: 09/07/2024 Time: 2.00 pm Venue : Conference Hall

Agenda

- Preparations for the IQAC Session on NAAC reforms

Minutes of the Meeting

Dr. Smita Asthana, IQAC Coordinator, briefed the members on the agenda and emphasized the importance of organizing the proposed Session on NAAC reforms effectively to promote quality enhancement initiatives and faculty development.

The members discussed the objectives of the session, the proposed resource person, the target participants, the programme schedule, and the responsibilities to be undertaken by various members for the successful conduct of the event. It was decided that all arrangements should be completed well in advance to ensure the smooth execution of the programme.

The following responsibilities were assigned:

- Dr. Smita Asthana will coordinate the overall planning and execution of the session.
- Dr. D. Srikala will coordinate with the resource person, prepare the programme schedule, and oversee the academic arrangements.
- Dr. A. Mary Francina will prepare the concept note, invitation, and programme brochure.
- Dr. Santoshi Misra will coordinate faculty participation and communicate the programme schedule to all departments.



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- Ms. Saritha Samuel will handle participant registration and attendance.
- Dr. Tasneem Jahan will prepare the master of ceremonies (MC) script and coordinate the session proceedings.
- Ms. Nazia Fatima will make arrangements for hospitality, refreshments, and guest reception.
- Ms. Nishath Fatima and Ms. Popy Devi Nath will coordinate student volunteers and ensure smooth participant management.
- Ms. Indira Priyadarshini will prepare the feedback forms and compile participant feedback after the programme.
- Ms. Rajeshwari will make ICT and technical arrangements, including audio-visual facilities.
- Ms. S. Santhoshi Rupa will arrange photography, videography, and event documentation.
- Dr. Khairunnisa Amreen will prepare the event report and compile photographs, attendance records, and other supporting documents for IQAC documentation.

Resolutions

1. **Resolved** to organize the Session on NAAC reforms as part of the institution's quality enhancement initiatives.
2. **Resolved** to complete all academic, technical, hospitality, publicity, and documentation arrangements before the programme.
3. **Resolved** to assign responsibilities among the IQAC members for the effective planning and execution of the guest lecture.
4. **Resolved** to collect participant feedback and maintain complete documentation of the event for IQAC records.



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5. **Resolved** that all members shall complete their assigned responsibilities within the stipulated timeline to ensure the successful conduct of the programme.

S. Annana
Dr. Smitha Asthana
Coordinator
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A. Vijaya Rani
Dr. Sr. A. Vijaya Rani
Principal
St. Ann's College For Women
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Members Present

- ✓ Dr. Smita Asthana, IQAC Coordinator
- ✓ Dr. Srikala, Addl. IQAC Coordinator
- ✓ Dr. A. Mary Francina
- ✓ Ms. Rajeshwari
- ✓ Ms. Popy Devi Nath
- ✓ Dr. Tasneem Jahan
- ✓ Ms. Indira Priyadarshini
- ✓ Ms. Santhoshi Rupa
- ✓ Ms. Nazia Fatima
- ✓ Ms. Nishath Fatima
- ✓ Dr. Khairunnisa Amreen

S. Annana
S. Annana

Francina
K. Popy Devi

P. P. Nath

Tasneem

B. Indira

S. Santhoshi

Nazia

Nishath

Amreen



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EXTERNAL IQAC MEETING

MINUTES OF THE MEETING

Date: 19th July 2025

Time: 9:30 AM – 12:00 AM

Venue: Conference Hall

Members present:

External Members

- **Prof. Raja Shekar Bellamkonda**, Senior Professor, School of Management Studies, University of Hyderabad, Hyderabad
- **Mr. Harshavardhan Gaddalae**, Managing Director, Medha Research and Consulting Pvt. Ltd., Hyderabad
- **Ms. Anney Sushma Swaraj**, Application Analyst, Providence Global Center, Hyderabad

Internal Members

1. **Dr. D.Srikala**, IQAC Coordinator & Dean Academics
2. **Dr. A. Mary Francina**, Addl. IQAC Coordinator, Director MBA .
3. **Dr. Santoshi Misra**, Head, Department of Mathematics
4. **Dr. Tasneem Jahan**, Head, Dept. of Zoology
5. **Dr. P. Naga Kavita**, Head, Dept. of Computer Applications (PG)



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6. **Ms. Indira Priyadarshini**, Assistant Professor, Department of Business Management (PG)
7. **Ms. K. Sucharita**, Assistant Professor, Department of Business Management (UG)
8. **Ms. N. Supriya**, Assistant Professor, Dept. of Commerce
9. **Ms. Lavanya**, Assist. Prof., HoD, Dept. of Public Administration
10. **Ms. Tuba Mateen**, SQAC President
11. **Ms. Rabia**, SQAC Vice President

Minutes

- Meeting commenced by welcome address and opening remarks by **Dr. Sr. A. Vijaya Rani, Principal**.
- **Dr.D.Srikala**, IQAC coordinator and Dean Academics presented the minutes of previous meeting held on 2nd July 2024, resolutions and action taken report.
- **Dr.A.Mary Francina**, Director MBA presented institutional highlights of the Academic year 2024-25.
- A brief report of the events and activities organised for the academic year 2024-25 was presented by **Dr.D.Srikala**, IQAC coordinator and Dean Academics



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- **Dr.A.Mary Francina** presented the feedback report on SAFIRE (St. Ann's Feedback and Reflections) taken from various stakeholders and action taken report.
- **Dr. D. Srikala**, IQAC Coordinator and Dean Academics presented plans for the year 2025-26.
- **Ms.Tuba Mateen & Rabia** SQAC cabinet presented a brief report of SQAC activities conducted during the year 2024-25 and also presented SQAC Plans for the year 2025-26.

- **Reflections /Inputs by IQAC external members**

✚ **Prof. B. Raja Shekar** suggested the following:

1. Feedback & Curriculum Innovation

- Collect open-ended feedback from students regarding their overall college experience. Use Sentiment Analysis and Data Mining for qualitative insights.
- Begin implementation of the NEP policy with a focus on: Value-added courses, Skill Enhancement Courses, Employment-oriented curriculum design, integrate 20% of the curriculum in online mode, including bridge courses and video lectures.
- Launch multidisciplinary liberal arts programs.

2. Placement & Industry Readiness

- Placement data must display minimum salary package along with the other details. Negotiate with recruiters to increase the minimum salary.



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- Encourage industry mentorship programs for students: 1–2 semesters before recruitment.

3. Project-Based & SDG-Aligned Learning

- Ensure student projects are aligned with relevant Sustainable Development Goals (SDGs). Categorize whether the project aligns partially or fully with specific SDGs.

4. Faculty Development & Industry Linkages

- Faculty can pursue internships in industry to gain hands-on experience and share insights with students.
- Appoint retired faculty as Professors of Practice to facilitate industry–institute interaction and organize Management Development Programs (MDPs).
- Organize Faculty Development Programs (FDPs) to train faculty in teaching Business Analytics and other emerging domains.

5. Examination Reforms

- Release of the key to the respective question papers prior to valuation to ensure transparent and fair evaluation system.

🏆 **Mr. G. Harshavardhan** appreciated the college for the accolades and achievements of the faculty, students and institute at large. He gave the following suggestions:

1. Social Media & Digital Visibility

- Include more posts about student placements on college website.



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- Ensure that faculty is active on college social media page to boost visibility.
- Promote college identity: Create short videos highlighting students', faculty, institution, etc.
- Launch a Student/Faculty Blog and suggested a title - "Ann's Voices".

2. Mentorship & Alumni Interaction

- Enhance industry/alumni mentorship, where mentors engage students which can be recorded and reviewed.

3. Training & Skill Building

- Conduct simulation workshops focused on soft skills.
- Offer training sessions for faculty on LinkedIn and Instagram branding.
- Organize healthcare sessions for women students.
- Conduct ideation and innovation workshops via an Incubation Cell or Ideation Cell.
- Invite star alumni and industry experts for inspirational talks and suggestions.



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4. Institutional Branding & Recognition

- Introduce titles such as "Professor of the Week/Month" to foster academic excellence and healthy competition.

5. Student Engagement

- Encourage students to: Act as "Brand ambassadors" by sharing experiences on social media.
- Share testimonials through short videos which can be posted on Instagram and LinkedIn.

🚩 Ms. Anney Sushma Swaraj

1. Placement Training & Industry Exposure

- Leverage LEAP Internship Programs (e.g., Providence) for student internship opportunities.
- Train students to prepare ATS (Applicant Tracking System) - friendly resumes for better recruitment prospects.
- Incorporate mock interview sessions, especially group interview techniques, as part of CRT (Campus Recruitment Training) programs.

2. Alumni Engagement

- Send personalized email invites to students featuring names of alumni to foster a strong connect.



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- Meeting concluded with Dr. D. Srikala appreciating the inputs given by the external members followed by formal vote of thanks proposed by Ms. Indira Priyadarshini, Assistant Professor, Department of Business Management (PG).

Dr. Sr. A. Vijaya Rani
Principal & Chairperson
St. Ann's College for Women

Prof. Raja Shekar Bellamkonda
Senior Professor, School of Management
Studies, University of Hyderabad, Hyderabad

Mr. Harshavardhan Gaddalae
Managing Director,
Medha Research and Consulting Pvt. Ltd.,
Hyderabad

Ms. Anney Sushma Swaraj
Application Analyst
Providence Global Center, Hyderabad

Sr. Maria Rani
Correspondent,
St. Ann's College for Women

21/07/2025

Dr. D. Srikala
IQAC Coordinator
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IQAC Meeting -V

NOTICE

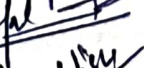
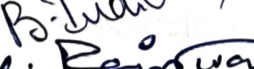
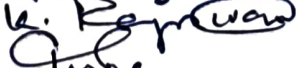
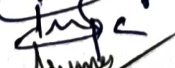
Date: 26/08/2024

IQAC Members are asked to attend the IQAC Meeting scheduled on 28th August 2024 at 2.00 pm.

Agenda

1. SAMTA Jury finalization
2. Annual Report 2023-24
3. ISO Certification
4. Proposal for national Seminar – NAAC, ICSSR, TSCHE
5. New faculty immersion
6. HR Policies
7. BoS Format

Members:

- Dr. Srikala, Addl. IQAC Coordinator 
- Dr. Santoshi Misra 
- Dr. A. Mary Francina 
- Ms. Saritha Samuel 
- Dr. Tasneem Jahan 
- Ms. Nazia Fatima 
- Ms. Nishath Fatima 
- Ms. Popy Devi Nath 
- Ms. Indira Priyadarshini 
- Ms. Rajeshwari 
- Ms. S. Santhoshi Rupa 
- Dr. Khairunnisa Amreen 



Dr. Smita Asthana

**Coordinator
IQAC**

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



IQAC Meeting- V

Date 28/08/2024 Time : 2.00 pm Venue : Conference hall

Agenda

1. SAMTA Jury finalization
2. Annual Report 2023-24
3. ISO Certification
4. Proposal for national Seminar – NAAC, ICSSR, TSCHE
5. New faculty immersion
6. HR Policies
7. BoS Format

Minutes of the Meeting

Dr. Smita Asthana, IQAC Coordinator, presented the agenda and initiated the discussions on the proposed quality initiatives for the academic year.

1. Finalization of SAMTA Jury

The committee discussed the constitution of the SAMTA Jury. The Chairperson suggested that the jury should comprise eminent academicians, industry experts, and professionals to ensure transparency, fairness, and credibility in the evaluation process.

Responsibilities Assigned:

- Dr. Smita Asthana and Dr. D. Srikala will identify and finalize the panel of jury members.
- Dr. A. Mary Francina will prepare the invitation letters and coordinate communication with the selected jury members.

2. Annual Report 2023-24

The members reviewed the progress of the Annual Report and discussed the need for timely submission of criterion-wise information with supporting evidence. The Chairperson stressed that the report should



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comprehensively reflect the institution's academic, research, extension, innovation, and best practices.

She also advised all departments to coordinate effectively so that no significant achievement is omitted from the report.

Responsibilities Assigned:

- All criterion coordinators will submit the finalized criterion-wise reports with documentary evidence.
- Ms. Rajeswari and Ms. Popy Devi will compile the Annual Report.
- Dr. Smita Asthana will review and finalize the report before submission.

3. ISO Certification

The committee discussed the institutional preparedness for ISO Certification. The Chairperson highlighted the importance of documenting standard operating procedures, administrative processes, and quality practices in accordance with ISO requirements.

She encouraged the members to adopt systematic documentation practices that would support continuous quality improvement.

Responsibilities Assigned:

- Dr. D. Srikala will coordinate the ISO documentation process.
- Dr. Tasneem and Ms. Nazia will collect departmental documents and Standard Operating Procedures (SOPs).
- Dr. Smita Asthana will monitor the progress and review the documentation.

4. Proposal for National Seminars (NAAC, ICSSR & TSCHE)

The members discussed preparing proposals for National Seminars to be submitted to NAAC, ICSSR, and TSCHE. The Chairperson encouraged the committee to identify contemporary themes related to higher education, NEP implementation, research, innovation,



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IQAC Meeting -VI

NOTICE

Date: 01/02/2025

IQAC Members are asked to attend the IQAC Meeting scheduled on 4th February 2025 at 2.00 pm.

Agenda

1. BOS Notes
2. India Today Ranking
3. Education World Submission

Members:

- Dr. Sr. A. Vijaya Rani, Chairperson & Principal
- Dr. Smita Asthana, IQAC Coordinator
- Dr. Srikala, Addl. IQAC Coordinator
- Dr. Santoshi Misra
- Dr. A. Mary Francina
- Dr. Tasneem Jahan
- Ms. Nazia Fatima
- Ms. Nishath Fatima
- Ms. Kayal
- Ms. Indira Priyadarshini
- Ms. Rajeshwari
- Ms. S. Santhoshi Rupa

Smita Asthana

Dr. Smita Asthana
Coordinator
IQAC

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



IQAC Meeting -VI

Date: 04/02/2025 Time : 2.00 pm Venue : Conference Hall

Agenda

- BOS Notes
- India Today Ranking
- Education World Submission

Minutes of the meeting

Dr. Sr. A. Vijaya Rani, Chairperson and Principal, welcomed Ms. Kayal into IQAC, in place of Ms. Popy Devi Nath, as she resigned.

Dr. Smitha Asthana, IQAC Coordinator, presented the agenda and briefed the members on the importance of strengthening institutional documentation and enhancing the college's performance in national ranking frameworks. The Chairperson emphasized that every submission should be evidence-based, accurate, and completed within the stipulated timelines.

1. Board of Studies (BoS) Notes

The committee deliberated on the need to standardize the Board of Studies (BoS) Notes across all departments. Dr. Sr. A. Vijaya Rani stressed that the BoS proceedings should clearly document curriculum revisions, stakeholder feedback, Outcome-Based Education (OBE), and NEP implementation. Dr. D. Srikala suggested adopting a uniform format for all departments to ensure consistency in academic documentation. Dr. Santoshi Misra recommended including a checklist of mandatory agenda items and resolutions in every BoS meeting. It was decided that Dr. D. Srikala, Dr. A. Mary Francina, and Ms. Rajeswari



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would review the existing format and prepare a standardized template for implementation across all departments.

2. India Today Ranking

The members reviewed the parameters required for the India Today Ranking submission. Dr. Sr. A. Vijaya Rani emphasized that the institution's academic achievements, research contributions, placements, infrastructure, outreach activities, and student accomplishments should be presented effectively. Dr. Smita Asthana explained the ranking methodology and highlighted the importance of timely submission of authenticated data. Dr. Tasneem suggested verifying research publications and faculty achievements, while Ms. Indira Priyadarshini recommended validating departmental data before consolidation. Ms. Nazia Fatima and Ms. Nishath Fatima agreed to coordinate the compilation of student achievements and extension activities. The committee decided that the IQAC would consolidate and verify all data before the final submission.

3 Education World Ranking Submission

The committee discussed the data collection process for the Education World Ranking. Dr. Sr. A. Vijaya Rani advised the members to highlight the institution's unique practices, innovative teaching-learning initiatives, research activities, collaborations, and student support systems. Dr. A. Mary Francina suggested presenting the institution's best practices and quality initiatives in a structured manner. Ms. S. Santhoshi Rupa emphasized maintaining proper documentary evidence, including photographs and reports. After detailed deliberations, the committee agreed that all supporting documents should be verified by IQAC before the final submission.



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The Chairperson appreciated the contributions made by all the members and encouraged them to continue working collaboratively to improve the institution's quality benchmarks and national rankings. She instructed all concerned members to complete the assigned tasks within the stipulated timelines to facilitate timely submission of ranking data.

Resolutions

1. Resolved to adopt a standardized format for Board of Studies (BoS) Notes across all departments under the guidance of Dr. D. Srikala, Dr. A. Mary Francina, and Ms. Rajeswari.
2. Resolved to compile, verify, and submit authenticated institutional data for the India Today Ranking, coordinated by the IQAC under Dr. Smita Asthana.
3. Resolved to prepare the Education World Ranking submission by highlighting the institution's academic excellence, quality initiatives, and best practices with proper documentary evidence.
4. Resolved to strengthen institutional documentation through coordinated efforts of all IQAC members to ensure accuracy and timely submission of ranking data.
5. Resolved that all members shall complete the assigned activities within the stipulated timelines to enhance the institution's quality initiatives and national visibility.

Smita Asthana
Dr. Smita Asthana

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

Vijaya Rani
Dr. Sr. A. Vijaya Rani

Principal
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Mehdipatnam, Hyderabad-28



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Members Present:

- ✓ Dr. Sr. A. Vijaya Rani *Dr. Sr. A. Vijaya Rani*
- ✓ Dr. Smita Asthana *Dr. Smita Asthana*
- ✓ Dr. D. Srikala *Dr. D. Srikala*
- ✓ Dr. A. Mary Francina *Dr. A. Mary Francina*
- ✓ Dr. Santoshi Misra *Dr. Santoshi Misra*
- ✓ Ms. Rajeshwari *Ms. Rajeshwari*
- ✓ Dr. Tasneem Jahan *Dr. Tasneem Jahan*
- ✓ Ms. Indira Priyadarshini *Ms. Indira Priyadarshini*
- ✓ Ms. S. Santhoshi Rupa *Ms. S. Santhoshi Rupa*
- ✓ Ms. Nazia Fatima *Ms. Nazia Fatima*
- ✓ Ms. Nishath Fatima *Ms. Nishath Fatima*
- ✓ Ms. Kayal *Ms. Kayal*



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IQAC Meeting – VII

NOTICE

Date: 15/03/2025

IQAC Members are asked to attend the IQAC Meeting scheduled on 17th March 2025 at 2.00 pm.

Agenda

1. Preparation for Academic Council Meeting & Governing Body Meeting
2. Organizing an IQAC National Seminar
3. Submission of seminar proposal to NAAC
4. Planning for Internal and External Audits

Members:

- ✓ Dr. A. Mary Francina, Addl. IQAC Coordinator *Francina*
- ✓ Dr. Tasneem Jahan *Tasneem*
- ✓ Dr. Santoshi Misra *Santoshi*
- ✓ Ms. S. Santhoshi Rupa *Santhoshi*
- ✓ Ms. Nazia Fatima *Nazia*
- ✓ Dr. Nishath Fatima *Nishath*
- ✓ Ms. Kayal *Kayal*
- ✓ Ms. Indira Priyadarshini *B. Indira*

[Signature] 15/03/2025
Dr. D.Srikala
Coordinator
IQAC
St. Ann's College for Women
Mehdipatnam, Hyderabad-28.



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IQAC Meeting – VII

Date : 17/03/25 Time 2.00 pm Venue : Conference Hall

Agenda

- Preparation for Academic Council Meeting & Governing Body Meeting
- Organizing an IQAC National Seminar
- Submission of seminar proposal to NAAC
- Planning for Internal and External Audits

Minutes of the Meeting

- The Chairperson welcomed all the members. In view of the retirement of Dr. Smita Ashtana, the senior-most IQAC Coordinator, the Chairperson acknowledged her valuable contributions and emphasized that all IQAC responsibilities should continue to be carried out with diligence and commitment. The Chairperson also sought the cooperation and support of all members in facilitating the effective discharge of responsibilities by the newly appointed IQAC Coordinator, Dr. D. Srikala.
- IQAC Coordinator, Dr. D. Srikala thanked the chairperson and briefed the members on the agenda items to be placed before the Academic Council and Governing Body; stressed the importance of timely preparation of reports and supporting documents.
- Dr. A. Mary Francina was assigned to compile the academic agenda, prepare presentations, coordinate with various departments for submission of proposals.



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- Dr. Santoshi was entrusted with collecting departmental reports, reviewing academic achievements, and consolidating data for presentation.
- Ms. Indira Priyadarshini was assigned to prepare the minutes, notices, agenda documents, and maintain all meeting records.
- Ms. S. Santhoshi Rupa was entrusted with coordinating logistics, preparing meeting files, and arranging venue requirements.
- Ms. Nazia was assigned to compile annexures, maintain digital documentation, and assist in preparing presentations.
- Dr. Nishath Fatima was entrusted with compiling student-centric initiatives, feedback analysis, and student progression reports for presentation.
- Ms. Kayal was assigned to coordinate hospitality arrangements and provide administrative support during both meetings.
- The committee discussed organizing a National Seminar to promote quality initiatives and exchange best practices in higher education.
- Dr. A. Mary Francina was appointed as the Seminar Coordinator to oversee academic planning, prepare the programme schedule, and coordinate with keynote speakers.
- Dr. Santoshi was assigned to prepare the concept note, identify resource persons, and coordinate technical sessions.
- Ms. Indira Priyadarshini was entrusted with registration management, participant correspondence, and preparation of certificates.
- Ms. S. Santhoshi Rupa was assigned to design brochures, invitations, publicity materials, and coordinate seminar registrations.



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- Ms. Nazia was entrusted with documentation, photography, videography, report preparation, and media coverage.
- Dr. Nishath Fatima was assigned to coordinate student volunteers, reception, participant support, and feedback collection.
- Ms. Kayal was assigned to oversee hospitality, refreshments, venue arrangements, and seminar logistics.
- The committee reviewed the seminar proposal and discussed the guidelines for submission to NAAC.
- Dr. A. Mary Francina was assigned to finalize the proposal, prepare the budget, and ensure compliance with NAAC guidelines.
- Dr. Santoshi was entrusted with drafting the academic objectives, expected outcomes, and seminar schedule.
- Ms. Indira Priyadarshini was assigned to prepare supporting documents and obtain necessary approvals.
- Ms. Nazia was assigned to compile institutional data, previous seminar records, and documentation required for submission.
- Ms. S. Santhoshi Rupa was entrusted with formatting the proposal and coordinating the final submission process.
- Dr. Nishath Fatima and Ms. Kayal were assigned to verify supporting documents and assist in compiling annexures before submission.
- The committee reviewed the academic audit schedule and emphasized timely completion of departmental documentation.
- Dr. A. Mary Francina was assigned to coordinate the overall audit process and monitor departmental preparedness.
- Dr. Santoshi was entrusted with reviewing departmental academic records, lesson plans, and course files.



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- Ms. Indira Priyadarshini was assigned to prepare audit schedules, official communications, and maintain audit records.
- Ms. S. Santhoshi Rupa was entrusted with compiling departmental documents and maintaining audit files.
- Ms. Nazia was assigned to organize digital documentation, evidence files, and audit presentations.
- Dr. Nishath Fatima was assigned to collect student mentoring records, feedback reports, and student support documentation.
- Ms. Kayal was entrusted with coordinating venue arrangements, audit logistics, and providing administrative assistance during the audit process.

Resolutions

- The Academic Council and Governing Body meetings will be conducted as per the finalized schedule with all required documents prepared in advance.
- The IQAC National Seminar proposal will be finalized and submitted to NAAC within the stipulated timeline.
- Responsibilities assigned to all members shall be completed according to the agreed deadlines.
- Departments shall ensure that all academic records and supporting documents are updated before the Internal and External Audits.
- A follow-up review meeting will be held on 24/03/2025 to monitor the progress of all assigned activities.


Dr. D. Srikala

Coordinator
IQAC

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


Dr. Sr. A. Vijaya Rani

Principal

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Members Present:

- ✓ Dr. Sr. A. Vijaya Rani ✓
- ✓ Dr. D. Srikala Srikala
- ✓ Dr. A. Mary Francina Francina
- ✓ Dr. Tasneem Jahan Jahan
- ✓ Dr. Santoshi Misra Santoshi
- ✓ Ms. S. Santhoshi Rupa Rupa
- ✓ Ms. Nazia Fatima Nazia
- ✓ Dr. Nishath Fatima Nishath
- ✓ Ms. Kayal ✓
- ✓ Ms. Indira Priyadarshini B.Indira



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IQAC Meeting -VIII

NOTICE

Date: 13/04/2025

IQAC Members are asked to attend the IQAC Meeting scheduled on
15th April 2025 at 2.00 pm.

Agenda

- Planning for Internal and External Academic Audit
- Planning for National workshop on Role of Multidisciplinary education under NEP 2020 on 26th April 2025

Members

- Dr. Santoshi Misra
- Dr. A. Mary Francina
- Dr. Tasneem Jahan
- Ms. Nazia Fatima
- Ms. Nishath Fatima
- Ms. Kayal
- Ms. Indira Priyadarshini
- Ms. Rajeshwari
- Ms. S. Santhoshi


13/4/2025

Dr. D. Srikala

**Coordinator
IQAC**

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



IQAC Meeting -VIII

Date: 15/04/2025 Time ; 2.00 pm Venue : Conference Hall

Agenda

- Planning for Internal and External Academic Audit
- Planning for National workshop on Role of Multidisciplinary education under NEP 2020 on 26th April 2025

Minutes of the Meeting

Planning for Internal and External Academic Audit

- Dr. D. Srikala emphasized the need for systematic Internal and External Academic Audits to strengthen quality assurance and institutional excellence.
- It was decided to prepare a comprehensive audit schedule covering all departments.
- Dr. A. Mary Francina was assigned to coordinate the overall audit process, prepare the audit schedule, and monitor departmental readiness.
- Dr. Tasneem was entrusted with revising the audit formats, checklists, and documentation templates in alignment with NAAC and NEP 2020 guidelines.
- Dr. Santoshi was assigned to coordinate with Heads of Departments to ensure that lesson plans, course files, attainment records, and assessment documents were updated.
- Ms. S. Santhoshi Rupa was entrusted with preparing official communications to departments and maintaining audit documentation files.



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- Ms. Nazia was assigned to compile departmental reports, maintain digital documentation, and organize audit files for verification.
- Ms. Nishath Fatima was entrusted with collecting student-related records, mentoring documents, feedback reports, and student support activity records required for the audit.
- All departments were instructed to complete and verify their academic documentation before the scheduled audit.

Planning for the National Workshop on "Role of Multidisciplinary Education under NEP 2020" on 26 April 2025

- The committee reviewed the objectives, programme schedule, logistics, and expected outcomes of the National Workshop.
- Dr. A. Mary Francina was assigned to coordinate the overall academic planning, prepare the programme schedule, and communicate with the invited resource persons.
- Dr. Tasneem was entrusted with participant registration, confirmation of participants, and preparation of certificates.
- Dr. Santoshi was assigned to oversee venue arrangements, hospitality, technical support, and coordination during the workshop sessions.
- Ms. S. Santhoshi Rupa was entrusted with designing publicity materials, sending invitations, and coordinating participant kits.
- Ms. Nazia was assigned to manage photography, videography, attendance records, documentation, and preparation of the workshop report.
- Ms. Nishath Fatima was entrusted with coordinating student volunteers, participant assistance, feedback collection, and ensuring the smooth conduct of the event.
- The committee resolved to review the progress of all assigned tasks before the workshop to ensure timely completion.

The meeting concluded with a vote of thanks to the Chair.


Dr. D. Srikala 15/04/2025
Coordinator
IQAC

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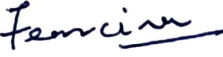

Dr. Sr. A. Vijaya Rani
Principal
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Members Present:

- ✓ Dr. D. Srikala 
- ✓ Dr. A. Mary Francina 
- ✓ Dr. Tasneem Jahan 
- ✓ Dr. Santoshi Misra 
- ✓ Ms. S. Santhoshi Rupa 
- ✓ Ms. Nazia Fatima 
- ✓ Dr. Nishath Fatima 
- ✓ Ms. Kayal 
- ✓ Ms. Indira Priyadarshini 



sustainability, and quality assurance that would benefit faculty and students.

Responsibilities Assigned:

- Dr. A. Mary Francina will prepare the draft seminar proposals.
- Dr. Tasneem and Dr. Amreen will identify suitable themes and funding guidelines.
- Ms. Nishath and Ms. Indira will compile institutional data and supporting documents required for proposal submission.

5. New Faculty Immersion Programme

The committee discussed organizing a structured New Faculty Immersion Programme. The Chairperson emphasized that newly recruited faculty should be oriented to the institution's vision, mission, academic regulations, quality initiatives, student support systems, and institutional values so that they can effectively contribute from the beginning of their service.

Responsibilities Assigned:

- Dr. D. Srikala will prepare the programme schedule.
- Dr. A. Mary Francina will coordinate the academic orientation sessions.
- Ms. Nazia and Ms. Popy Devi will coordinate logistics and programme arrangements.

6. HR Policies

The committee deliberated on the need to review and strengthen the existing HR Policies. The Chairperson suggested that the policies should be transparent, faculty-friendly, and aligned with institutional objectives and regulatory requirements.

She recommended compiling all HR policies into a comprehensive handbook for easy reference by faculty and staff.



Responsibilities Assigned:

- Dr. A. Mary Francina will prepare the draft HR Policy document.
- Ms. Rajeswari and Ms. Indira will collect inputs from the concerned administrative sections.
- Dr. Smita Asthana will review the draft before approval.

7. Board of Studies (BoS) Format

The committee discussed the standardization of the Board of Studies format across all departments. The Chairperson advised that a uniform format would ensure consistency in curriculum design, Outcome-Based Education (OBE), and NEP implementation while improving the quality of academic records.

Responsibilities Assigned:

- Dr. D. Srikala will prepare a standardized BoS format.
- Ms. Rajeswari and Dr. Santoshi Misra will review the format and suggest necessary modifications.
- The finalized format will be circulated to all departments for implementation.

The Chairperson appreciated the commitment of the IQAC members and encouraged them to work collaboratively. She instructed all members to complete their assigned responsibilities within the stipulated timelines and emphasized that teamwork, timely execution, and quality documentation are essential for achieving institutional excellence.

Resolutions/Action Taken Report

1. **Resolved** to finalize the SAMTA Jury by identifying eminent experts from academia and industry.
2. **Resolved** to complete the Annual Report 2023-24 with comprehensive criterion-wise documentation and supporting evidence.



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3. **Resolved** to initiate the documentation process for ISO Certification by compiling institutional quality processes and SOPs.
4. **Resolved** to prepare and submit proposals to NAAC, ICSSR, and TSCHE for organizing National Seminars.
5. **Resolved** to organize a structured New Faculty Immersion Programme for newly appointed faculty members.
6. **Resolved** to review and update the institution's HR Policies and compile them into a comprehensive handbook.
7. **Resolved** to adopt a standardized Board of Studies (BoS) format across all departments.
8. **Resolved** that all members shall complete their assigned responsibilities within the stipulated timelines to ensure the successful implementation of the institution's quality enhancement initiatives.

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

A. Vijaya Rani
Dr. Sr. A. Vijaya Rani
Principal
St. Ann's College For Women
(Autonomous)
Mehdipatnam, Hyderabad-28

Members Present

- Dr. Smita Asthana *Smita Asthana*
- Dr. D. Srikala *Srikala*
- Dr. Santoshi Misra *Santoshi Misra*
- Dr. A. Mary Francina *A. Mary Francina*
- Ms. Rajeshwari *Rajeshwari*
- Ms. Popy Devi Nath *P. P. Nath*
- Dr. Tasneem Jahan *Tasneem Jahan*
- Ms. Indira Priyadarshini *Indira Priyadarshini*
- Ms. Nazia Fatima *Nazia Fatima*
- Ms. Nishath Fatima *Nishath Fatima*
- Dr. Amreen *Amreen*
- Ms. Santhoshi Rupa *Santhoshi Rupa*