

SAROJINI NAIDU VANITA MAHA VIDYALAYA  
INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meetings & Compliance Report 2019 – 20

17.06.2019	Members attended 109	<p>A general staff meeting was held and the Principal informed the staff members that the OGA had given guidelines regarding the disbursement of increment to the unaided staff and the amount received from them would be disbursed soon. She also announced the Intermediate results and discussed with the Intermediate staff of measures to be taken to improve the results. The Principal instructed the Time-Table committee to circulate the time-table to the various departments so that classes could begin at the earliest. She announced the various committees and told the faculty to take up their responsibilities seriously for the smooth conduct of administration. The staff members were asked to check their exam duties and come well in time for their duties. The faculty was informed that from this academic year NCC was sanctioned for Intermediate students also. The Criterion wise committees were asked to submit their reports as early as possible to enable the filling of the AQAR. The Principal expressed the need to locate new villages for Unnat Bharath Abhiyan as the villages that were adopted the previous year were not feasible. She requested the Departments to submit proposals for recruitment of new faculty members as per the</p>	<p>The staff members were welcomed by the Principal. The Criterion wise committees submitted their report and the AQAR for the academic year 2018-19 was filled in successfully. A team comprising of four members was sent to identify new villages as a part of Unnat Bharath Abhiyan. Every department submitted the workload details and the future plans as per the request of the Principal.</p>
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		<p>workload requirement. The Intermediate In-Charge Principal was also asked to submit a proposal for classrooms if the existing ones were not sufficient. The Principal informed the staff members that the orientation programme for Degree First Year students was scheduled for July 5<sup>th</sup>. The Faculty was asked to inform the students that conduct of classes, internals and assignments would be as per the guidelines of Osmania University and that the semester system would be followed. The Departments were asked to submit the future plans for the ensuing academic year.</p>	
04.07.2019	Members attended 85	<p>A meeting was held and the Heads were requested to attend the orientation programme for Degree First Year students the next day. They were requested to make arrangements regarding dictation of time-table to the newcomers and the allotment of room numbers. The Principal allotted mentors for the first year students and the Heads were requested to inform the concerned staff members to take charge of their respective classes. The Principal requested the Heads to allot classrooms taking into consideration the strength of the section and the availability of furniture. The Heads were requested to contact the Board of Studies of their respective departments with regard to clarity in syllabus. The Heads were also reminded to inform their staff members to educate the students about CO, PO and PSO at the beginning of the academic year. The Principal requested the Heads to</p>	<p>The students were educated about the Cos, POs and PSOs. They were also educated about the importance of attending AECC/ SEC/ GE classes. The mentors met their allotted class students and took down their personal and professional details. The students were also informed about the importance of mentoring and were educated about SWAYAM. Every student was asked to register for online classes of their choice as part of their curriculum.</p>

		<p>instruct the staff to conduct AECC/SEC/GE classes regularly and necessary guidance be given to the students regarding their importance from examination point of view. The Principal requested the Heads to create awareness among the students on the importance of online education and encourage them to register for SWAYAM.</p>	
22.07.2019	Members attended 45	<p>A meeting was held and the Heads were informed that the Department of Languages proposed to have a National Seminar in the month of August and the tentative dates were 16<sup>th</sup> and 17<sup>th</sup>. Regarding Unnat Bharath Abhiyan it was proposed to send few persons for a preliminary survey at the adopted villages before sending the students. The Principal informed the Heads that Gandhi Darshan had awarded the Principal with Swatchta Hi Seva award on the occasion of NSS Day. It was also informed that this year Dr. Aarti Simha, Department of French, had accepted to apply for the State Government Best Teacher Award. The Heads were reminded that the faculty has to conduct classes for AECC/SEC/GE and proper guidance needs to be given to the students regarding them. The interviews for ratification of UG staff members would be conducted on 30<sup>th</sup>, 31st July and August 1<sup>st</sup>. The faculty was to be informed that orientation for Degree second and Final Year students and M.A Final to be done in class by the concerned teachers. The mentors were to be informed that they had to</p>	<p>The interviews for ratification of UG staff members had been postponed due to unforeseen circumstances. The classes for AECC/GE/SEC were conducted on regular basis and the mentors met the students regularly and guided them. The committees submitted their plan for the academic year.</p>

		<p>collect the required data and file them and interaction with the students had to be done on one to one basis. The Respective committees had to plan out the activities for the entire academic year. The Heads were informed that the ayahs in the department were to be released for other duties as soon as the tea club activity was over.</p>	
06.11.2019	Members attended 28	<p>An IQAC meeting was held and the Principal informed them that the AQAR for 2018-19 had been successfully submitted and she thanked the IQAC members for their inputs for the previous year. She also asked the committee to suggest measures to improve the grades in the next Accreditation. The Principal informed them that there was a proposal to start BBA in the next academic year as there was demand for that course. The Committee was requested to come up with proposals for the next semester so that an agenda could be drawn for the smooth conduct of events. She assured the committee that regular parent-teacher interaction takes place and the suggestions from the parents were also taken into account. Ayesha Rubina, member representative, Alumnae Association, came up with a lot of inputs which could help in the student-alumnae interaction. It was brought to her notice that the Alumnae Association was very active and lot of contributions has been made in the past. The Principal informed the committee that our placement cell was doing wonderful job in acquiring jobs to our final year students and</p>	<p>The meeting was convened with the IQAC members wherein the Principal interacted with the committee members. She requested them to give inputs for better grades during accreditation. They were informed that the website had been upgraded to suit the present needs. Ms. Ayesha Rubina, member representative, gave many suggestions to improve alumni contributions as a result of which a motivational webinar was organized for the students. The guest speaker was Hon. Smt. Khushboo Upadhyay, I Additional Junior Civil Judge-cum-I Additional Judicial Magistrate of First Class, Warangal District. Ms. Srilatha Sundari, member representative from the Industry was very helpful in providing links of organizations for providing help with start-ups and informed the Principal that she would be willing to</p>

		<p>requested the members to suggest measures to improve upon it. Ms. Srilatha Sundari, member representative from the Industry was very helpful in providing links of organizations for providing help with start-ups and informed the Principal that she would be willing to provide guidance to the students whenever necessary. The committee was informed that measures are being taken to revamp the website to suit the present needs as the earlier one had become redundant.</p>	<p>provide guidance to the students whenever necessary.</p>
03.12.2019	Members attended 30	<p>An IQAC meeting was held and the Principal informed the staff members that a new IQAC had been formed on 23.10.2018 and that this committee would function till the next peer team visit. She also informed them about the formation of criterion wise committees and requested the members to begin collecting information related to their criterion as and when required. The Faculty members were also briefed about the Mission, Vision and every department was required to prepare the POs, PSOs and COs related to their subject. The Alumnae committee was requested to plan for an in-house and an annual meeting and prepare the agenda for the year.</p>	<p>The criterion wise committees started collecting information related to the proforma given by NAAC. All the departments prepared POs, PSOs and Cos. The Alumnae Committee drafted the year-long agenda for reuniting the old students with their alma mater.</p>
28.01.2020	Members attended 40	<p>A meeting of IQAC was held and the Heads were informed that the students needed to be informed about the AECC/SEC /GE of this semester. Regular classes and notes had to be given to them. They were requested to submit the departmental information-future plans and achievements.</p>	<p>The mentors encouraged the students to open accounts in the bank as it was imperative for scholarship purposes. The NSS organized a National Social Fest which was largely attended and many motivational speeches</p>

		<p>The mentors had to continue their mentorship and they were asked to take Bank account details from the students as the SBI had come forward to help the students open their bank accounts. The Heads were informed that the NSS was planning a National Social Fest. They were also asked to plan the Annual Day and Sports Day and the tentative dates. The Heads were asked to think about eminent alumna to be felicitated on the occasion of Sarojini Naidu's birthday celebrations and another eminent person to be felicitated on the occasion of International Women's Day. The Principal informed that the Internal Assessment would be scheduled from 24-29 Feb 2020.</p>	<p>were organized. The Sports Day was celebrated with a lot of fervor and enthusiasm. Ms. Vasumati Reddy, Former Principal (Retd), was felicitated on the occasion of Sarojini Naidu's birthday celebrations.</p>
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