



SAROJINI NAIDU VANITA MAHA VIDYALAYA
COLLEGE FOR WOMEN, AFFILIATED TO OSMANIA UNIVERSITY
(Sponsored and Managed Jointly by Osmania Graduates' Association and Exhibition Society)
NAAC Accredited 3rd Cycle

Ref. No. SNVMV /

Date :

INTERNAL QUALITY ASSURANCE CELL 2018-2019

Date: 13th June 2018

Time: 12:00 PM

AGENDA

1. To discuss the visit of NAAC Peer Team visit
2. To prepare the documents and relevant files
3. Academic audit
4. To discuss about perspective plan for the academic year.
5. Any other matter with the permission of the chair.

Minutes of the meeting (1)

Agenda 1: To discuss the visit of NAAC Peer Team Visit

The IQAC meeting with the IQAC members held on 13th June 2018 at 12:00 PM.

The meeting was chaired by the Principal Dr. D. Shobhana who is also the chairperson of the IQAC and review by Dr.B.Sudha, IQAC Coordinator

The meeting was held to discuss the visit of NAAC expert team on 20th June. The purpose of the visit is physical validation of the numerical data values which were submitted online and were in the revised RAF.

Agenda 2: To prepare the documents and relevant files

The faculty members were requested to prepare the relevant documents and to be present on 20th June for the validation.

Agenda 3: Academic audit

The team of an academic unit from Osmania University will visit the various departments for the verification of academic records in the month of April.

Agenda 4: To discuss about perspective plan for the academic year.

A detailed discussion to conduct the various programs for the academic year 2018-2019.



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Date :

INTERNAL QUALITY ASSURANCE CELL 2018-2019

Date: 11th July 2018

Time: 2:00 PM

AGENDA

1. Review of minutes of IQAC meeting and subsequent action taken.
2. Result analysis of 2017-2018
3. To consider and approve the proposal of workshop/seminars/conference on quality related themes and promotion of academic quality related activities of the institution during 2018-2019
4. Semester Commencement Planning
5. Any other matter with the permission of the chair.

Minutes of the meeting (2)

Agenda 1: Review of minutes of IQAC meeting and subsequent action taken.

Recommend that minutes of IQAC meeting dated 13th June 2018 are confirmed.

S. No	Review	Action Taken Report
1	Agenda 2	Peer Team comprising Dr. Hari Krishna and Dr. M. Thavamani visited the college on 20 th June and validated the online submitted data.
2	Agenda 3	Osmania University Academic Audit visited the various departments and verified the records on 9 th July 2019
3	Agenda 4	A detailed academic plan was to be planned by the respective departments.

Agenda 2: Result analysis of 2017-2018

The overall academic plan and progress of students was reviewed. The respective departments were asked to submit the result analysis report and state the reasons for failure and steps for improvement.

Agenda 3: The proposal of workshop/seminars/conference

Recommendations and suggestions were accepted by IQAC members for workshop /seminars / conferences for the academic year (2018-2019) and directions on the feedbacks received. Two Day faculty development will be held on 12th and 13th July for the faculty who have less than 5 years of experience. The resource person will be Dr. B. Sudha, Vice- Principal, Arts and Commerce.

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:: 2 ::

Date :

Agenda 4: Semester Commencement Planning

All the departments were asked to submit the workload, prepare time-table and the future plans.

[Handwritten Signature]
PRINCIPAL



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Date :

INTERNAL QUALITY ASSURANCE CELL 2018-2019

Date: 26th November 2018

Time: 3:00 PM

AGENDA

1. Review of minutes of IQAC meeting and subsequent action taken.
2. To prepare course and program outcomes and display on website.
3. To focus on improving teaching learning skills of faculty members
4. To organise educational tours and extension lectures
5. Any other matter with the permission of the chair

Minutes of the meeting (3)

Agenda 1: Review of minutes of IQAC meeting and subsequent action taken.

Reviewed the minutes of IQAC meeting dated 11th July, 2018 and were confirmed.

S. No	Review	Action Taken Report
1	Agenda 2: Result analysis of 2017-2018	The results analysis of U.G, P.G and MBA was analyzed and submitted to the IQAC and relevant measures were taken for slow learners.
2	Agenda 3	Workshop by Department of Computer Science and State Level Mathematics Meet were organized by Departments of Computer Science and Maths respectively.
3	Agenda 4	An orientation program was held for Intermediate and UG students.

Agenda 2: To prepare course and program outcomes and display on website.

All the Departments were requested to submit the course and program outcome of U.G and P.G programs.

Agenda 3: To focus on improving teaching learning skills of faculty members

It was communicated in the meeting by all members to focus on improving teaching learning skills of faculties using innovative teaching-learning Methodology.

Agenda 4: To organise educational tours and extension lectures

Faculty members were asked to organized field trips for students to industries, laboratories and libraries as well as extension lectures for U.G and P.G students in the months of January, February and March.



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Date :

INTERNAL QUALITY ASSURANCE CELL 2018-2019

Date: 16th April 2019

Time: 11:00 AM

AGENDA

1. Review of minutes of IQAC meeting and subsequent action taken.
2. To discuss academic activities, academic audit and its schedule
3. To enhance faculty publications
4. Any other matter with the permission of the chair

Minutes of the meeting (4)

Agenda 1: Review of minutes of IQAC meeting and subsequent action taken.

Reviewed the minutes of IQAC meeting dated 26th November, 2019 and were confirmed.

S. No	Review	Action Taken Report
1	Agenda 2:	Submitted and displayed on website the detailed course and program outcomes of UG and PG programs
2	Agenda 3	Various ICT tools and teaching methods were proposed.
3	Agenda 4	Educational field trips and extension lectures were organized by departments of Botany, Economics, English, Zoology and MBA from January to March 2019.

Agenda 2: To discuss academic activities, academic audit and its schedule

The academic activities, academic audit and its schedule were discussed in detail with all committee members and adequate inputs were taken.

Agenda 3: To enhance faculty publications

It was informed to all faculty to focus on publishing research papers in various National / International Journals / Conferences.



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