



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 2019-20

Date:17.06.2019

Time:2.00 pm

MEETING AGENDA

1. Reconstitution of Internal Committees
2. Filling up AQAR 2019-20
3. Initiation of Unnat Bharath Abhiyan
4. Work load and faculty requirement
5. Orientation for UG I year students

Minutes of the Meeting

An IQAC meeting was held on 17.06.2019 at 2.00 pm. The meeting was chaired by the Principal and the Coordinator presented the agenda. Action taken report of the last meeting was approved by the members.

- 1) The Chairman explained the need to reconstitute all the internal committees after the last NAAC and all the members agreed to the same.
- 2) IQAC reviewed the filling up of AQAR for the year 2019-20 and suggested a few changes.
- 3) A committee comprising of four member was constituted to undertake activities under Unnat Bharath Abhiyan with SPOC
- 4) It was resolved to appoint new faculty depending on workload
- 5) As per Osmania University directives an orientation was scheduled for UG students on 5th July 2019. The faculty was asked to inform the students that the 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.

The Coordinator thanked the members for attending the meeting and giving valuable suggestions. The meeting ended with vote of thanks proposed by the Coordinator.



Mukarramjahi Road, Exhibition Grounds, Nampally, Hyderabad - 500 001. (T.S.)

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Date :

INTERNAL QUALITY ASSURANCE CELL 2019-20

Date:04.07.2019

Time:3.00 pm

MEETING AGENDA

1. Orientation for UG I year students
2. POs and COs
3. Value Added Courses

Minutes of the Meeting

An IQAC meeting was held on 04.07.2019 at 3.00 pm. The meeting was chaired by the Principal and the Coordinator presented the agenda. Action taken report of the last meeting was approved by the members.

S.No.	Review	Action taken on previous meeting
1	Agenda 1	Internal committees were reconstituted
2	Agenda 4	Workload was calculated and requirement of staff was discussed with Heads of Department

- 1) The Chairperson informed the Heads of Departments to attend the Orientation programme to be conducted on 5th July and informed to make necessary arrangements regarding the fresher's time-table, allotment of classrooms and mentors for the first year students. The Chairperson also informed to allot classrooms taking into consideration the strength of the section and availability of furniture. The Heads were informed to contact Board of Studies of their respective departments with regard to clarity in syllabus.
- 2) 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.
- 3) The Heads were informed to instruct the staff to conduct AECC/SEC/GE classes regularly and necessary guidance be given to them regarding their importance from examination point of view. The Chairperson informed the Heads to create awareness among the students on the importance of online education and encourage them to register for SWAYAM courses.

The Coordinator thanked the members for attending the meeting and the meeting ended with vote of thanks proposed by the Coordinator.



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Date :

INTERNAL QUALITY ASSURANCE CELL 2019-20

Date:22.07.2019

Time: 2.00 pm

MEETING AGENDA

1. Seminars and workshops
2. Orientation for PG students and UG II & final year students
3. Proposal for Best Teacher Award

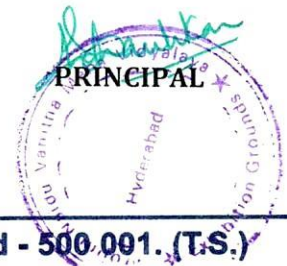
Minutes of the Meeting

An IQAC meeting was held on 22.07.2019 at 2.00 pm. The meeting was chaired by the Principal and the Coordinator presented the agenda. Action taken report of the last meeting was approved by the members.

S.No.	Review	Action taken on previous meeting
1	Agenda 1	Orientation program for UG students was conducted on 5 th July 2019
2	Agenda 2	The students are educated with POs and COs during the orientation program

- 1) The Chairperson informed that the Department of Languages has proposed to conduct a National Seminar in the month of August and the tentative dates were 16th and 17th.
- 2) The Heads were also reminded to inform their staff members that orientation for UG II and final year students and M.A final has to be done in the class by the concerned teachers. The mentors were to be informed that they had to collect the required data and file them and interaction with the students has to be done on one to one basis.
- 3) The Principal informed the Heads that Gandhi Darshan has 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 was chosen to apply for the State Government Best Teacher Award. All the members opined the same.

The Coordinator thanked the members for attending the meeting and the meeting ended with vote of thanks proposed by the Coordinator.



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Date :

INTERNAL QUALITY ASSURANCE CELL 2019-20

Date:06.11.2019

Time: 2.00 pm

MEETING AGENDA

1. Submission of AQAR for the year 2018-19
2. Introduction of new courses
3. Proposals from Alumnae Association
4. Revamping of website

Minutes of the Meeting

An IQAC meeting was held on 06.11.2019 at 2.00 pm. The meeting was chaired by the Principal and the Coordinator presented the agenda. Action taken report of the last meeting was approved by the members.

S.No.	Review	Action taken on previous meeting
1	Agenda 1	A Two Day National Seminar was conducted by Department of Languages on August 16 th and 17 th
2	Agenda 3	Dr.Aarthi Simha, Associate Professor in French was selected as State Best Teacher for the year 2019 by Telangana State Government

- 1) The Chairperson informed that the AQAR for 2018-19 has 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 for the next Accreditation.
- 2) The Principal informed that there is a proposal to start BBA course in the next academic year as there was demand for that course.
- 3) Ms.Ayesha Rubina, Member Representative came up with many suggestions to improve alumnae contribution and also to help student-alumnae interaction.
- 4) The committee was informed that measures are being taken to revamp the website to suit the present needs as the earlier one is organisation and students search for academics. Hence instead of org it is better to have ac.in.

The Coordinator thanked the members for attending the meeting and the meeting ended with vote of thanks proposed by the Coordinator.



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Date :

INTERNAL QUALITY ASSURANCE CELL 2019-20

Date:03.12.2019

Time: 11.00 am

MEETING AGENDA

1. Review of action taken on minutes of last meetings
2. Criteria wise data collection from departments
3. Proposals from Alumni Association

Minutes of the Meeting

An IQAC meeting was held on 03.12.2019 at 11.00 am. The meeting was chaired by the Principal and the Coordinator presented the agenda.

S.No.	Review	Action taken on previous meeting
1	Agenda 1	AQAR for the year 2018-19 was submitted successfully on 3 rd October 2019.

- 1) The Action taken report of the last meeting was presented by Coordinator and was approved by the members.
- 2) Coordinator informed the members that Criteria wise committees were framed to ease the work and requested the Criteria wise members to begin collecting the data related to their criteria as and when required. The members were also briefed about the Vision, Mission and every department was required to prepare the POs, PSOs and COs related to their subject.
- 3) The Alumnae committee was requested to plan for an in-house and an annual meeting and prepare the agenda for the year.

The Coordinator thanked the members for attending the meeting and the meeting ended with vote of thanks proposed by the Coordinator.



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Date :

INTERNAL QUALITY ASSURANCE CELL 2019-20

Date: 28.01.2020

Time: 3.00 pm

MEETING AGENDA

1. Introduction of AECC/SEC/GE courses as per OU syllabus
2. Proposal to automate fee collection
3. Conduct of Sports and Annual Day

Minutes of the Meeting

An IQAC meeting was held on 28.01.2020 at 3.00 pm. The meeting was chaired by the Principal and the Coordinator presented the agenda. The Action taken report of the last meeting was presented by Coordinator and was approved by the members.

S.No.	Review	Action taken on previous meeting
1	Agenda 2	The criterion wise committees started collecting data related to the proforma given by NAAC
2	Agenda 3	The Alumnae Committee drafted the year-long agenda for reuniting the old students with their alma mater.

- 1) Principal informed that the students needed to be informed about the AECC/SEC and GE which are value added courses of this semester. Regular classes and notes had to be given to them.
- 2) 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 to open their bank accounts where it is easy for them to get their scholarship amount. Members also suggested to contact SBI for automation of fee collection.
- 3) The Heads of Department were informed that the NSS is planning a National Social Fest. Members were also asked to plan the Annual Day and Sports Day and the tentative dates.

The Coordinator thanked the members for attending the meeting and the meeting ended with vote of thanks proposed by the Coordinator.



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