



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 2022-2023

Date: 1st July 2022

Time: 11:00 AM

AGENDA

1. Review of minutes of IQAC meeting and subsequent action taken
2. ISO Certification
3. Add on courses for the 2022-23
4. Orientation and code of conduct to students
5. AQAR submission
6. Any other matter with the permission of the chair.

Minutes of the meeting (1)

Agenda 2: ISO Certification

ISO certification was successfully completed. The observations of the team were discussed, analyzed, reviewed and actions to be taken were suggested.

Agenda 3: Add on courses for the 2022-23

Faculty members were asked to initiate Add on Courses and Certificate Course for UG and PG students

Agenda 4: Orientation and code of conduct to students

Respective departments were asked to prepare for orientation and frame a code of conduct for students.

Agenda 5: AQAR submission

AQAR to be reviewed and submitted



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Ref. No. SNVMV /

Date :

INTERNAL QUALITY ASSURANCE CELL 2022-2023

Date: 27st August 2022

Time: 2:00 PM

AGENDA

1. Review of minutes of IQAC meeting and subsequent action taken
2. Introduction of new criteria committee members
3. Uploaded AQAR: 2020-21, Review details
4. Estimator sheet for upcoming AQAR
5. Preparation for upcoming AQAR- 1st June 2022 to 31st August 2022
6. Self-Appraisal Report
7. Approval of Mentor- Mentee format for next academic year
8. Identification of slow leaders and advanced learners
9. Addition of students in committee
10. Initiated activities related to Research

Minutes of the meeting (2)

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

Reviewed that the minutes of IQAC meeting dated 1st July 2022 as confirmed.

S. No	Review	Action Taken Report
1	Agenda 2: ISO Certification	ISO certification was held in June.
2	Agenda 3: Add on courses for the 2022-23	Add on course on Banking and Bharatnatyam is going to start from 8 th and 30 th and September respectively, Add on course in Maths will start in month of October.
3	Agenda 4 Orientation and code of conduct to students	An Orientation for UG students was held.

Agenda 2: Introduction of new criteria committee members

Faculty members were allotted into Criteria Committees. Seven Criteria Committees were formed.

Agenda 3: Uploaded AQAR: 2020-21, Review details

AQAR from 2020-2021 is to be reviewed and submitted.

Agenda 4: Estimator sheet for upcoming AQAR

New estimator sheet to be drawn for the upcoming AQAR

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Agenda 5: Preparation for upcoming AQAR- 1st June 2022 to 31st August 2022

Criteria members were asked to prepare AQAR from 1st June 2022 to 31st August 2022

Agenda 6: Self- Appraisal Report

All the Heads were asked to submit the appraisal form of their respective departments

Agenda 7: Approval of Mentor- Mentee format for next academic year

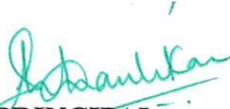

Faculty members were asked to prepare the mentor-mentee format as per NAAC SOP

Agenda 8: Identification of slow learners and advanced learners

All the Heads were asked to identify and submit the list of slow and advanced learners of UG and PG. Subsequently it was proposed to take remedial classes for slow learners.

Agenda 9: Addition of students in committee

It was proposed to involve students in various committees like Grievances cell, Anti-Drug committee etc.


PRINCIPAL




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Date :

INTERNAL QUALITY ASSURANCE CELL 2022-2023

Date: 12th November 2022

Time: 10:30 AM

AGENDA

1. Review of minutes of IQAC meeting and subsequent action taken.
2. Discussion on certificate courses and its format
3. Activities to be taken up for 2022-2023
4. Alumnae Reunion
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 that the minutes of IQAC meeting dated 27th August 2022 are confirmed.

S. No	Review	Action Taken Report
1	Agenda 2:	Introduction of new criteria committee members was carried out. Criteria members were explained regarding the NAAC work and data collection of five years.
2	Agenda 3:	Uploaded AQAR: 2020-21, the details were reviewed
3	Agenda 4	Estimator sheet for upcoming AQAR was framed and reviewed
4	Agenda 5	Preparation for upcoming AQAR was collected, reviewed and submitted from 1st June to 31st August 2022
5	Agenda 6:	Self- Appraisal Reports of faculty members from all the departments were submitted to IQAC.
6	Agenda 7:	SOP for audit / ISO inspection to be held in the month of September
7	Agenda 8:	Mentor- Mentee format was approved and mentors were allotted for the students. Mentors were asked to prepare the list of allotted students and collect the information of students (mentees).
8	Agenda 9:	The list of slow learners and advanced learners was prepared, and faculty members submitted suggestions to take necessary steps to improve slow learners.
9	Agenda 10:	Addition of students in various committee

Agenda 2: Discussion on Certificate Courses and its format

A detailed discussion was held on the format for Certificate Courses.

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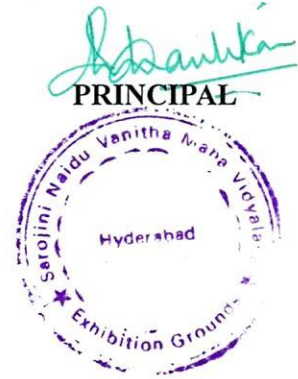
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Agenda 3: Activities to be taken up for 2022-2023

As the college has completed 60 years of establishment, it was proposed to conduct Diamond Jubilee Celebrations and yearlong activities are proposed for students. It was also proposed to felicitate the retired and present staff on this occasion.

Agenda 4: Alumnae Reunion

An Alumnae Reunion was scheduled in the month of December on a large scale.



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Date :

INTERNAL QUALITY ASSURANCE CELL 2023

Date: 2nd February 2023

Time: 2:30 PM

AGENDA

1. Review of minutes of IQAC meeting and subsequent action taken
2. Diamond Jubilee valedictory celebrations
3. Felicitations to retired staff
4. Committees for Diamond Jubilee
5. Workload submission for the year 2022-2023 and tentative prospective workload for the year 2023-24
6. 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.

Recommend that minutes of IQAC meeting dated 12th November 2022 are confirmed.

S. No	Review	Action Taken Report
1	Agenda 2:	Add on course were completed by department of English. The data of add on courses from 2022 till date were submitted in a format.
2	Agenda 3:	Celebration of 144 th Birth Anniversary of Sarojini Naidu to be held on 13 th February.
3	Agenda 4	Alumnae Reunion was organized on 3 rd December. The distinguished alumnae were felicitated on this event.

Agenda 2: Diamond Jubilee Valedictory celebrations.

Diamond Jubilee Valedictory celebrations were planned to conduct for two days in the month of March 2023. It was also proposed to release a souvenir on the occasion of Diamond Jubilee valedictory.

Agenda 3: Felicitations to retired staff

It was proposed to felicitate all the retired Art & Commerce staff and retired Science staff on different days.

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Agenda 4: Committees for Diamond Jubilee

Different Committees were formed for the smooth functioning of the Diamond Jubilee celebrations.

Agenda 5: Workload submission for the year 2022-23 and tentative prospective workload for the year 2023-24

The staff were informed to submit the workload for the year 2022-23 for affiliation process and tentative workload for 2023-24 for sanction of posts.


PRINCIPAL
