



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

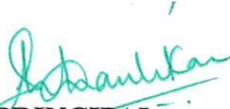

Faculty members were asked to prepare the mentor-mentee format as per NAAC SOP

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.


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Ref. No. SNVMV /

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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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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Ref. No. SNVMV /

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.


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Date :

INTERNAL QUALITY ASSURANCE CELL 2021-22

Date: 15-07-2021

Time: 11:00 am

AGENDA

1. Review of minutes of IQAC Meeting and subsequent action taken.
2. Addition of new courses
3. Orientation session with Principal
4. Status of Best Practice
5. AQAR Submission.
6. Any other matter with permission of the chair.

Minutes of the Meeting (1)

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

The IQAC Meeting with the IQAC Members Cell held on 15-07-2021 at 11.00 am.

The meeting was chaired by the Principal Dr. D. Shobhana, who is also the Chairperson of the IQAC. The Principal welcomed the members of the newly constituted committee for the year 2021-22 and briefed the members about IQAC responsibilities followed by review by IQAC Coordinator, Mr. K. Subba Rao.

The minutes of the meeting were readout and approved with a formal discussion with all IQAC members.

Sl. No.	Reviews and Suggestions	Action Taken for Implementation
1	Review of Academic Result and Action plan for improvement.	Discussions – The institute has to adopt online teaching learning methodologies. Various initiatives were taken such as creating WhatsApp groups, providing e-material, and e-resources etc. Action Taken - Developed e-resources and e-material. It was further discussed to enlarge and upgrade material for next Academic year.

Agenda 2: Addition of new courses

Sanction of a new course in M.Sc. – Nutrition & Dietetics for AY 2021- 22.

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Agenda 3: Orientation session with Principal



Proposal for an interactive session and orientation program with Principal for students to brief them about college activities, amenities, student's code of conduct, Examination and scholarships etc.

Agenda 4: Status of Best Practice

Concerned team was informed to produce report on best practice

Agenda 5: AQAR Submission

It was proposed to complete AQAR for submission.


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Date :

INTERNAL QUALITY ASSURANCE CELL 2021-22

Date: 18-11-2021

Time: 11:00 am

AGENDA

1. Review of the minutes of IQAC Meeting and subsequent action taken.
2. Activities Carried out in A.Y.2020-21 by all the Departments
3. Resources and Infrastructure requirement if any
4. Plan for Azadi ka Amrit Mahotsav Celebrations
5. AQAR Submission of A.Y.2020-21 and scope for Improvement.
6. Any other point with permission from the chair.

Minutes of the Meeting (2)

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

The IQAC Meeting with the IQAC Members Cell held on 18.11.2021 at 11.00 am.

The minutes of the meeting were readout and approved with a formal discussion with all IQAC members.

Sl. No.	Reviews and Suggestions	Action Taken for Implementation
1	Orientation session with Principal	Discussion – To aid new students with facilities in the college Orientation week is to be organized Action Taken - The Orientation week was organized for Students and Parents from 04-10-2021
2	Status of Best Practice	Discussion – Vanita's Got Talent and Vanita Open Forum are the best practices for the college and IQAC is making efforts to get best impact out of these programs. Programs under these are planned. Action Taken - Ek Sunahri Shaam Vanita Ke Naam was organized at Exhibition Grounds and students with multiple talents were given opportunity to put up the stalls, exhibit and sell their products. It has been observed that students who participated in Vanita Open forum are performing well in Campus selections.

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Agenda 2: Activities Carried out in A.Y.2020-21 by all Departments

The various activities carried out by the departments were summarized and put before the committee members. The activities included - Workshops/Seminars Conducted on IPR and other topics, a Number of extension and outreach programmes were conducted. Departments and Faculty organized and attended professional development programmes, viz., Orientation Programme, Refresher Course, STTP, FDP, Sports and cultural activities / competitions were organized.

Agenda 3: Resources and Infrastructure requirement

Proposed to identify Infrastructure augmentation and up gradation in various departments.

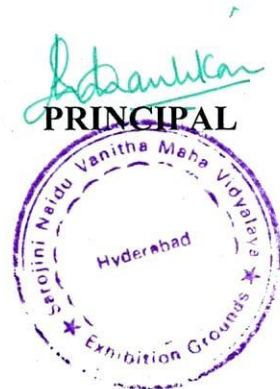
Agenda 4: Plan for AY 2022-23

Proposed to celebrate Azadi Ka Amrit Mahotsav along with Diamond Jubilee year of the College. All the departments were requested to plan activities for Azadi ka Amrit Mahotsav Celebrations.

Agenda 5: AOAR Submission of A.Y.2021-22 and scope for Improvement

The Criterion Coordinators are informed to collect data and supporting documents for AQAR submission. The scope for improvement will be then forwarded to the respective department after analysis.

K. Subba Rao, IQAC Coordinator, proposed the vote of thanks.





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Date :

INTERNAL QUALITY ASSURANCE CELL 2021-22

Date: 07-04-2022

Time: 2:00 pm

AGENDA

1. Review of minutes of IQAC Meeting and subsequent action taken
2. ISO Certification
3. Add on courses
4. AQAR Submission and scope for improvement
5. Any other point with permission of the chair.

Minutes of the Meeting (3)

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

The IQAC Meeting with the IQAC Members Cell held on 07-04-2022 at 2.00 pm.

The minutes of the meeting were readout and approved with a formal discussion with all IQAC members.

Sl. No.	Reviews and Suggestions	Action Taken for Implementation
1	Resources and Infrastructure requirement if any	Action Taken - Identified and Upgraded infrastructure in various departments
2	Azadi ka Amrit Mahotsav Celebrations.	Discussion - SNVMV to celebrate and commemorate 75 years of independence as Azadi ka Amrit Mahotsav. Action Taken - Students participated in National Level Rangoli Competition and celebrated Cultural Program on the Smt. Sarojini Naidu Birthday. Announced Diamond Jubilee Year Celebration

Agenda 1 : Addon Courses

Proposal to add few Add On and Certificate Courses apart from Curriculum for enrichment of student's knowledge and enhancement of skill.

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Agenda 2: ISO Certification

Proposal to initiate the process for ISO Certification for Building maintenance, Record maintenance, Hostel Maintenance, Labs maintenance, Energy and Environment.

Agenda 3: AOAR Submission of A.Y.2020-21 and scope for Improvement

The Criterion Coordinators are informed to collect data and supporting documents for AQAR submission.

The meeting ended with IQAC Coordinator the vote of thanks proposed by IQAC Coordinator.


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Date :

INTERNAL QUALITY ASSURANCE CELL 2021-22

Date: 01-07-2022

Time: 3:00 pm

AGENDA

1. Review of minutes of IQAC Meeting and subsequent action taken
2. Add on Courses for the AY 2022-23
3. Orientation and Code of conduct to students
4. AQAR Submission
5. Any other matter with permission of the chair.

Minutes of the Meeting (4)

Agenda 1: Review of minutes of IQAC Meeting and subsequent action taken

The IQAC Meeting with the IQAC Members Cell held on 01-07-2022 at 3.00 pm.

The minutes of the meeting were readout and approved with a formal discussion with all IQAC members.

Sl. No.	Suggestions by IQAC	Action Taken
1	Add on Courses	Various departments have come up with Add on course syllabus and prepared time table
2	AQAR Submission and scope for improvement	Data for AQAR is collected and uploaded by Criterion Coordinators. The scope for improvement will be then forwarded to the respective department after analysis.

Agenda 2: Addition of new add on and Certificate courses

Sanction of a new add on and Certificate courses.

Agenda 3: Orientation and Code of conduct to students

Proposed an orientation session for students to brief them about college amenities, activities, students code of conduct, Exams etc.,

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Agenda 4: AQAR Submission

The Coordinators are informed the time line to upload AQAR is 31st July 2022. Members were informed that AQAR for the year 2020-21 is ready to upload.

The meeting ended with vote of thanks proposed by IQAC Coordinator


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INTERNAL QUALITY ASSURANCE CELL 2020-2021

Online Mode Meeting – 12th April 2020

Agenda

1. Virtual classes in view of Lockdown
2. Virtual Platform
3. Time tables
4. Virtual activities
5. Virtual courses

A virtual IQAC meeting was held in view of the lockdown and the members discussed the agenda.

- As per the directives of Osmania University, it was decided to conduct Online classes for UG & PG programs.
- As it was for the first time, the faculty was exposed to online teaching, decisions were taken to expose faculty to different platforms for online mode like Zoom, Google Meet, Teach Mint app. It was also decided to purchase a Zoom version for college.
- As it was difficult to conduct classes as per regular time table and without the practical, it was decided to frame new time table for online classes. It was also discussed that there shall be difficulty for students towards WIFI facility and mobile data pack availability.
- To enable the faculty in understanding, learning and applying techniques in online mode, it was decided to conduct two-day Interdisciplinary online workshop on blended Teaching Learning.
- It was decided to utilize online opportunities for conduct of National & International webinars
- It was already decided to organize a National conference on Language and Literature – 28th & 29th May 2020. Due to Lockdown it was decided to organize the same virtually.
- It was also decided to hold Online Internships for MBA students
- Due to Lockdown opportunities were to be utilized and staff and students were exposed for exploring the Swayam NPTEL certificate courses.



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INTERNAL QUALITY ASSURANCE CELL 2020-2021

Online Mode Meeting – 15th September 2020

Agenda

1. Change in guard of IQAC
2. Guidelines for conduct of online classes
3. Vanita's Got Talent
4. Introduction of M.Sc. Nutrition
5. Upgradation of infrastructure/technology
6. Conduct of webinars/ seminars/conferences

A virtual IQAC meeting was held in view of the government guidelines of odd-even attendance of the staff and the members discussed the agenda.

- As Dr.Aarti Simha , IQAC coordinator superannuated on 31st May 2020, a change in IQAC coordinator ship took place. Mr.Subba Rao, Head, Department of Physics and Electronics was appointed as IQAC Coordinator.
- With the odd-even rule of staff attendance, new guidelines were issued for the conduct of Online Classes.
- As a decision was taken to introduce Vanita's Got Talent to tap and nurture the talent of the freshers in the college, it was decided that though there was lockdown, talent could be tapped online through video presentations.
- With the growing demand of master's program in Nutrition, the management was keen to introduce M.Sc. Nutrition & Dietetics.
- With the new normal coming into existence, the system of blended mode of teaching was to continue, hence it was decided to upgrade the infrastructure and technology.
- Faculty members were encouraged to participate in online webinars, FDPs, paper presentations and continue their academic pursuits. Upgrade their skill and knowledge.



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INTERNAL QUALITY ASSURANCE CELL 2020-2021

Online Mode Meeting – 29th December 2020

Agenda

1. Extended library timings
2. Student welfare fund
3. MoUs
4. Training in Tally
5. Website redesigning and renaming
6. Badges to Faculty

An IQAC meeting was held in view of the government's decision to open up the institution and the University's decision to conduct semester exams in physical mode the members discussed the agenda.

- In view of the examinations, there was a request from the students to extend the library hours and it was decided to open the library at 9 am and close at 5 pm, so as to benefit the students and the hostellers.
- Due to the pandemic, as there were many casualties in the families of the students. A helping hand was extended by the teaching and non-teaching staff by way of contribution of one day salary in the months of June & July towards Student Welfare Fund.
- In view of the pandemic it was decided to collaborate with different placement agencies and internship providers so as to enable opportunities to the students.
- Mechanization of accounts section through Tally ERP, necessitated training in tally to the accounts staff, hence it was decided to train the office staff in Tally.
- Faculty members had expressed the need to change the website address from snvanita.org to snvanita.ac.in.; as students were finding it difficult to search the academic institution. The presence in the academic portal would benefit the institution and the students. It was decided to redesign and rename the college website.
- In order to encourage the Departments and faculty in upgrading their academic pursuits as a reward for their achievements, it was decided to award Departments and faculty with excellence badges.



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Date :

INTERNAL QUALITY ASSURANCE CELL 2020-2021

IQAC Meeting – 25th February 2021

Agenda

1. Commencement of offline classes
2. Two-day online FDP on online Course Design, Development and Delivery
3. Seminar on Intellectual Property rights
4. Seminar in Life Sciences by Department of Botany
5. Snake Show by the Department of Zoology.

An IQAC meeting was held in view of commencement of classes under the new normal, the members discussed the agenda.

- As per UGC and Osmania University notification the physical classes were started. It was decided to follow all the COVID.
- In order to facilitate the blended mode of classes and conduct of internal exams, it was decided to organize an Online FDP on 'Course Design, Development and Delivery.
- It was also decided to organize a Seminar on Intellectual Property Rights.
- Virtual Two-Day Lecture Workshop on 'Progress in Life sciences with Emphasis on Role of Micronutrients' **sponsored by Academies of Sciences, India and organized by Department of Botany.**
- It was decided to hold a two day awareness program on myths about snakes by holding a snake show.


PRINCIPAL



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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

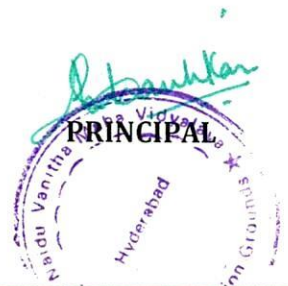
1. Reconstitution of Internal Committees
2. Filling up AQAR 2019-20
3. Initiation of Unnat Bharath Abhiyan
4. Work load and faculty requirement
5. Orientation for UG I year students

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.



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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

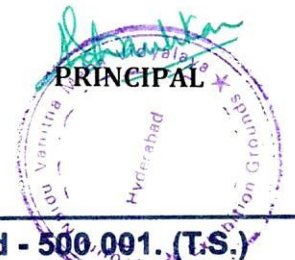
Minutes of the Meeting

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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Ref. No. SNVMV /

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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Ref. No. SNVMV /

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

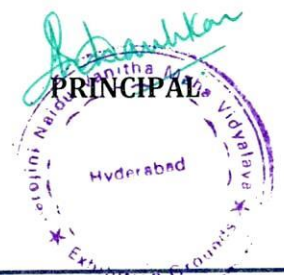
Minutes of the Meeting

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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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.

[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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Ref. No. SNVMV /

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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