



**Ch. S. D. St. Theresa's College for Women (Autonomous), Eluru-534003,
West Godavari District, Andhra Pradesh
College with Potential for Excellence
Thrice Accredited by NAAC with 'A+' Grade (3.56/4)**



**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 13th June, 2018**

Agenda:

1. Prayer
2. Reading of the minutes
3. Academic plans 2018-19
4. RUSA 2.0 - Planning

Minutes:

1. The prayer was lead by the Coordinator of IQAC- Dr. Mrs. Satya Devi
2. Minutes of the previous was presented by the Secretary Dr. K. Rani and was approved.
3. The committee reviewed the Academic plans of the college as a whole and each department made suggestions for quality enhancement particularly with regard to placement related activities, training for students. The committee came up with various proposals and suggested to strengthen the placement initiatives.
 - To strengthen the research aptitude the research wing was being monitored to take up various research related activities. Enhancement of research publications and applying for major and minor research projects were taken up.
 - The body decided to improve the Editorial Board of the Scholars Vision journal of the college.
 - A faculty development program for the newly recruited staff in collaboration with TTIPS was planned
 - To enhance the capacity building initiatives among the students BBA students were included event management was included.
4. The committee discussed the quality initiatives being planned under RUSA 2.0 was suggested that the team of staff will work in coordination with IQAC. The list of Nodal Officers and teams were discussed and forwarded to principal and staff council for approval.

The meeting came to a close on a thanks giving note by the principal.

Signature

of Chair Person

Signature of Secretary

Members:**Chair Person**

Dr.Sr.Mercy P-Principal

Management members

Sr.Showrilu-Vice Principal

Sr.Sunila Rani-Controller of Examinations

Co-Ordinator

Dr.C.Satya Devi, Associate Professor , Dept. Of Commerce

Secretary

Dr.K.Rani, Associate Professor, Dept. of Home Science

Members

Dr.C.A.Jyothirmayi, Associate Professor, Dept. of Chemistry

Dr.Major. P.M.Celine Rose, Dept. Physical Education

Dr.M.Rama, Associate Professor, Dept. of Chemistry

Dr. K.V.S.K.S. Madhavi Rani, Associate Professor, Dept. of Zoology

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 18th July, 2018**

Agenda:

1. Prayer
2. Reading of the minutes
3. Meeting with Student Union Leaders
4. Academic competitions
5. RUSA project submission
6. Internship programs and hands on training

Minutes:

The second meeting of the IQAC was conducted on 18th July, 2018 at 3pm.

1. The prayer was led by Major Dr .P. M. Celine Rose.
2. Dr. K. Rani presented the minutes of the previous meeting which was later approved by the members.
3. The committee discussed the plans for developing leadership qualities among the UG and PG student union leaders. Awareness program and schedule of meetings and programs were planned in detail.
4. The college level Academic Competitions –ACADAMIA-2018 was scheduled with timelines, rules and regulations.
5. The project proposal of RUSA 2.0 to be submitted to MHRD by the college was reviewed by the members and suggestions for improvements were given.
6. To enhance learning the staff council and IQAC jointly had suggested increase in internship and hands-on-training through various industries. The committee discussed the Mat-lab and ROBO war internship programs of the Mathematics and Computer Science Department with IT industry, Pondicherry.

Meeting was concluded with a thanks giving prayer by the Principal .

Signature of Chair Person

Signature of Secretary

Members:

Chair Person

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Management members

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Sr.Sunila Rani-Controller of Examinations

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 11th August, 2018**

Agenda:

1. Prayer
2. Reading of the minutes
3. Students training through APSSDC
4. Job training and Interview skills
5. AQAR - Preparation

Minutes:

The meeting of the IQAC was conducted on 11th August, 2018 at 3pm in the IQAC hall.

1. The meeting commenced with a prayer by Dr. K.V.S.K.S. Madhavi Rani.
2. Dr. K. Rani presented the minutes of the previous meeting which was approved.
3. The members discussed the various skill training programmes and scheduled it for the I and II year students through the Entrepreneurship Skill Center of the Andhra Pradesh State Skill Development Corporation (APSSDC) of the College.
4. To make the students more job ready the members decided to offer 40 hours training programme for all the UG and PG final Year students in collaboration with NAANDI Foundation of Mahendra Pride
5. The members discussed the modalities of the new methodology of AQAR submission suggested by the NAAC. The team scheduled the preparation of AQR of the 2017-18.

Meeting came to a close with a thanks giving prayer .

Signature of Chair Person

Signature of Secretary

Members:**Chair Person**

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Management members

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 17th September, 2018**

Agenda:

1. Prayer
2. Reading of the minutes
3. Review of the programmes conducted
4. Website Up gradation
5. Mentoring of the colleges

Minutes:

The IQAC committee met on 17th September, 2018 at 11 am .

1. The meeting commenced with a prayer led by Dr. M. Rama.
2. The minutes of the previous meeting was presented by Dr. K. Rani and it was approved.
3. The members evaluated and reviewed the quality culture and programmes already conducted in the campus.
4. Website up gradation was discussed and the team decided to supervise the work till the required quality is achieved. The up gradation was entrusted to a team.
5. As per NAAC guide lines our college has to act as mentor to 10 colleges in neighborhood. The IQAC team short listed the colleges which could be mentored and planned the process.

The meeting came to a close with a thanks giving prayer .

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Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 13th October, 2018**

Agenda:

1. Prayer
2. Reading of the minutes
3. NIRF
4. RUSA Updates
5. Research and Developments

Minutes:

The meeting of the IQAC was conducted on 13th October, 2018 at 11 am in the IQAC hall.

1. Prayer was conducted by Dr. C.A. Jyothirmayi.
2. Dr. K. Rani presented the minutes of the previous meeting which was approved by the committee
3. The IQAC members discussed with the NIRF Nodal Officer and team about the process of data verification and submission.
4. The status of the RUSA project was discussed in the meeting. Dr. Sr. Mercy. P, Principal and Dr. K. Rani attended the Interface meeting at Delhi and presented the expectations of the MHRD and planned various developmental activities.
5. The Research Committee of IQAC and RUSA team set standards for mentoring the RUSA Colleges of the affiliating University which is Adikavi Nannaya University, Rajamahendravaram. Eight colleges were selected and initially Research and Development activity promotion in the mentoring colleges were being focused upon. Minor research projects from staff and students projects from mentoring colleges as well as our college were called for.

Meeting came to a end with a thanks giving prayer.

Signature of Chair Person

Signature of Secretary

Members:

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 10th November, 2018**

Agenda:

1. Prayer
2. Minutes
3. RUSA 2.0 – updates
4. Faculty Development Programme
5. NIRF status
6. Review of odd semester

Minutes:

IQAC meeting was conducted on 10th November, 2018

1. The meeting commenced with a prayer led by Dr. M. Rama
2. Minutes of the previous was read and approved.
3. The Principal informed the members that the college was selected by MHRD for RUSA 2.0 under component 8.0 Enhancing Quality and Excellence in selected Autonomous Colleges. The college is recognized with the status “College of Excellence” and Rs. 5 Corers is sanctioned for quality enhancement.
The members further discussed the plans for development under RUSA.
4. The members finalized the staff to undergo the Faculty development Programme in NIT, Warangal. The master trainers are to give training for the entire faculty in e-content development, MOOCs and MOODLE.
5. The NIRF data uploading status was discussed and briefed.
6. The members reviewed the odd semester activities and planned for the even semester.
The meeting came to a close on a thanks giving note by the principal.

The meeting came to a close with a prayer.

Secretary

Signature of Chair Person

Signature of

Members:

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 10th December, 2018**

Agenda:

1. Prayer
2. Minutes
3. Submission of NIRF
4. Consultancy projects
5. Vidwan and Scopus registration
6. Entrepreneurship Training Programme
7. ISO certification

Minutes:

The meeting was conducted on 10th December, 2018.

1. The meeting commenced at 3pm with a prayer by Dr.Celine Rose
2. Dr. K. Rani presented the minutes of the previous meeting which approved by the members.
3. The readiness in submitting the NIRF data and it's validation, website uploading etc were discussed
4. The research committee presented the status of submission of consultancy projects planned under RUSA.
5. Registration of staff under Vidwan and Scopus was assessed.
6. The Principal briefed the members about the various Entrepreneurship Development Programmes that are carried on in the campus, like Mukhya Mantri Yuva Nestham training, Training by NAANDI Foundation.
7. The college decided to undergo ISO Certification and the team planned for the preparation for the ISO audit.

Meeting came to a close with a thanksgiving prayer.

Signature of Chair Person

Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 16th March, 2019**

Agenda:

1. Prayer
2. Minutes
3. Faculty Development Program
4. Review of even semester
5. Academic Audit
6. Evaluation of Feedback
7. Perspective plan 2019-20

Minutes:

Meeting of the IQAC was conducted on 16th March, 2019.

1. Meeting commenced with a prayer by Dr. K. Rani
2. The minutes of the previous meeting was read and approved by the members.
3. The committee scheduled the FDP program for all the teaching staff to enhance the Teaching- Learning process as designed under RUSA 2.0
4. The members reviewed the even Academic semester and suggested ways to enhance quality.
5. Academic Administrative Audit was planned and preparations were undertaken by the members so as to submit the proper documentary evidences to the CCE and concerned departments..
6. The members assessed the feed back collected from various stake holders and noted the response. Necessary actions were initiated in response to the feedback
7. The perspective plan for academic year 2019-20 was initiated.

Meeting came to a close with a thanks giving prayer.

Signature of Chair Person

Signature of Secretary

Members:**Chair Person**

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