



**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**



**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 18th July, 2016**

Agenda:

1. Prayer
2. Reading of the minutes
3. Planning for National seminar
4. Result analysis
5. Review of activities

The following points were discussed in the meeting after Prayer and reading of the minutes:

- ❖ Planning for NAAC sponsored National seminar on “Moving towards Choice Based Credit System in Higher education-A Road Map” was done. Seminar is scheduled for the month of August, 2016. Topics and resource persons were finalized.
- ❖ Result analysis 2015-2016 academic year was done and need for introducing bar coding and OMR sheets was expressed.
- ❖ Review of the previous academic year was carried out. It was felt necessary action should be taken in relation to renewable energy sources, and installation of paper recycling machine.

Meeting came to an end with closing prayer

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

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 20th July, 2016**

Agenda:

1. Prayer
2. Reading of the minutes
3. Organization of National Seminar
4. Student parliament and Quality Circle Activities
5. Analysis of performance in project viva

The following points were discussed in the meeting after Prayer and reading of the minutes:

- ❖ Planning for the organization of NAAC sponsored National seminar on "Moving towards Choice Based Credit System in Higher education-A Road Map" was done. Seminar is scheduled for the month of August, 2016.
- ❖ Two days programme, duties to be performed by the members of IQAC, Master of ceremony for two days programme, menu plan for the two day national seminar participants and other items to be kept ready were planned
- ❖ Discussed the student parliament and SQC activities for the year
- ❖ UG students performance in project viva was discussed and best projects were chosen for college level awards

Meeting came to an end with closing prayer

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Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 17th August, 2016**

Agenda:

1. Prayer
2. Reading of the minutes
3. Review of faculty Forum and TTIPS
4. Solar Power Plant Installation and quality initiatives
5. Review of academic activities

The following points were discussed in the meeting after Prayer:

- ❖ Activities of the TTIPS were reviewed and Faculty Development Programmes were planned. Faculty forum schedule was finalized.
- ❖ Installation of 100KW solar power plant was sanctioned and other quality initiatives and campus facility updation was discussed
- ❖ Academic activities of the year were reviewed.

Meeting came to an end with closing prayer

Signature of Chair Person

Signature of Secretary

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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 21st September, 2016**

Agenda:

1. Prayer
2. Reading of the minutes
3. Review of national seminar on CBCS
4. HRD center
5. Up gradation of Gym

The following points were discussed in the meeting after Prayer:

- ❖ NAAC sponsored two day national seminar on “Moving towards Choice Based Credit System in Higher Education – a Road Map” was successfully organized and participation of host and other college members was found to be good.
- ❖ The committee discussed the inauguration of HRD centre in the college in collaboration with Adikavi Nannaya University and Vikasa group.
- ❖ Discussion on Mega Job Mela at the college campus with six companies scheduled for 24th, September, 2016.
- ❖ Inauguration of newly upgraded gym is scheduled for the month of October

Meeting came to an end with closing prayer

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Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 23rd November, 2016**

Agenda:

1. Prayer
2. Reading of the minutes
3. Planning for Autonomy Review Committee Visit
4. Quality improvement measures

The following points were discussed in the meeting after Prayer and reading of the minutes:

The members planned the visit of UGC Autonomy Review Committee to the college. The Following areas were discussed

- ❖ The schedule of the visit
- ❖ Duties and responsibilities of the IQAC team
- ❖ Route map and areas of presentation
- ❖ The members discussed quality improvement measures to be adopted at the college like starting of on campus International study center, participation in International conference in Sri Lanka and so on.

Meeting came to an end with closing prayer

Signature of Chair Person

Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 6th December, 2016**

Agenda:

1. Prayer
2. Submission of SSR
3. Review of Autonomy Review Committee
4. Collection of feedback on teacher evaluation

The following points were discussed in the meeting after Prayer

- ❖ Main agenda and concern was about completion and submission of SSR to NAAC office. It was decided to submit SSR by the end of February, 2017. Members were satisfied with the work progress and discussed about what else has to be included in the SSR.
- ❖ Autonomy Review Committee went on smoothly and all are satisfied with the arrangements and display made in individual departments
- ❖ Teacher evaluation, data collection and assessment of feedback from stakeholders was planned

Meeting came to an end with a closing prayer.

Signature of Chair Person

Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 23rd March, 2017**

Agenda:

1. Prayer
2. Reading of minutes
3. Submission of SSR
4. Follow up Activities
5. Submission of API and AADPI
6. Proposal for quality enhancement initiatives
7. Proposal for infrastructure up gradation

The following points were discussed in the meeting after Prayer

- ❖ SSR is ready for uploading in the forth coming week. All the necessary documents were kept ready.
- ❖ Follow up activities after submission of SSR were discussed
- ❖ All the faculty members were informed about the submission of API and AADPI scores to CCE office which is done every year before the closing of academic year

Meeting came to an end with a closing prayer.

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Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 16th June, 2017**

Agenda:

1. Prayer
2. Reading of minutes
3. Review of activities of 2016-17
4. Plan for Pre-NAAC Audit
5. Up gradation of Website-progress evaluation

The following points were discussed in the meeting after Prayer:

- ❖ Detailed review of the previous year activities was conducted
- ❖ Pre-NAAC audit in preparation for the forth coming NAAC assessment was planned. Visit to the UG departments was scheduled for 21st, 22nd and 23rd of June and Visit to PG departments is scheduled for 24th June
- ❖ Schedule for the department wise PPT presentation was finalized
- ❖ It was decided to frame a Check list for the Assessment
- ❖ Website up gradation was planned and it was decided to prepare department wise blogs

Meeting came to an end with a closing prayer.

Signature of Chair Person

Signature of Secretary

Members:

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 4th July, 2017**

Agenda:

1. Prayer
2. Reading of minutes
3. Review of Pre-NAAC Audit
4. Review of College Admission
5. APSSDC supported training program
6. Up gradation of website-program evaluation
7. SQCs activities
8. Discussion on extension of NAAC Accreditation Period

The following points were discussed in the meeting after Prayer and reading of minutes:

- ❖ Observations of Pre-NAAC Audit and areas of lacunae were discussed
- ❖ College admission in UG and PG courses was assessed and found highly satisfactory
- ❖ Sanction of Andhra Pradesh State Skill Development Centre was informed and how it helps to improve the entrepreneurial abilities of the students was analysed
- ❖ Progress of website up gradation was discussed and members were instructed for further up gradation
- ❖ Student Quality Circle organization and schedule was planned
- ❖ The eligibility for extension of NAAC accreditation period for another two years was discussed. As the preparation for assessment was ready the members voted against extension and decided to go ahead with 4th cycle of assessment as planned.

Meeting came to an end with a closing prayer.

Signature of Chair Person

Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 14th August, 2017**

Agenda:

1. Prayer
2. Minutes of previous meeting
3. Assessment of Student Quality Circles
4. NAAC Peer Team Visit
5. Conduct of Green Audit

The following points were discussed in the meeting after Prayer and reading of minutes:

- ❖ Student Quality Circle and its activities were assessed and suggestions for improvement were made
- ❖ Members of Staff council and IQAC were informed about the dates of NAAC Peer Team
- ❖ Tentative programme was chalked out
- ❖ Mode of display was finalized by the HOD s of Various departments
- ❖ Certain instructions were given to the in charge members of Placement Cell, Examination Cell, Kaushal Kendra, Management Studies, Cheyutha and Women's Studies Center
- ❖ Green audit was planned, scheduled and process was discussed

Meeting came to an end with a closing prayer.

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on September, 2017**

Agenda:

1. Prayer
2. Reading of the minutes
3. Planning for NAAC Peer Team Visit
4. Strategies and improvement measures

The members planned the visit of NAAC Peer Team to the college. The Following areas were discussed

- ❖ The schedule of the visit, Duties and responsibilities of the IQAC team
- ❖ Route map and areas of presentation
- ❖ The members discussed the strategies and improvement measures to be adopted in each department and at the college level.
- ❖ Presentations to be made by each department were discussed.

Meeting came to an end with closing prayer.

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