

Minutes of the 5th Meeting held on February, 2019 at 2.30 pm in the Board Room

Agenda :

- ✚ Point 1 : To review and take note of the action taken on the minutes of the 4th IQAC Meeting
- ✚ Point 2 : Plan for the National Seminar and prepare a tentative schedule of the seminar
- ✚ Point 3: Allotment of the seminar duties / responsibilities to the IQAC members

Members Present:

SNo	Name	Designation
1	Dr.Sr.Nirmala, Principal	Chairperson
2	Sr.Velangini, Dept. of English	Member
3	Dr.S.Sreedevi – Dept. of Microbiology	Coordinator
4	Dr.R.Komala – HOD, Dept. of Physics	Co-Coordinator
5	Mrs.AnnieSuneil- HOD, Dept. of English	Member
6	Prof. Pardhasaradhi – Dept of MBA	Member
7	Dr.K.Vindhya Vasini Roy – HOD, Dept. of Microbiology	Member
8	Dr.Mala Das Sharma- HOD, Dept of Chemistry	Member
9	Mrs.GraceBeena Paul– HOD, Dept. of Zoology	Member
10	Mrs.Naga Laxmi – Dept. of Commerce	Member
11	Mrs.K.Sandhya Sree – HOD, Dept. of Comp. Science	Member
12	Ms. Vanisree – HOD, Biochemistry	Member
13	Mrs.P.Sowmya Sree Laxmi – Dept. of Comp.Sci	Member
14	Mrs.MonoshriMitra – Dept. of English	Member
15	Mrs.K. Malathi – HOD , Social Sciences	Member
16	Mrs. Geetha Reddy – Dept. of Commerce	Member
17	Mrs. Pritha Ghosh- Dept of Microbiology	Member
18	Mrs. C. Latha- HOD, Dept of MBA	Member
19	Mrs.Siddiqa Begum – Senior Office Assistant	Member

The meeting was presided over by the IQAC coordinator and Principal.

Point 1 : To review and take note of the action taken on the minutes of the 4th IQAC Meeting

The Coordinator putforth the Action Taken Report on the activities planned during the 37th IQAC meeting before the board for the perusal.

Principal congratulated all the members for their active participation and coordination during the Silver Jubilee celebrations and making the event a grand success.

Point 2 : Plan for the National Seminar and prepare a tentative schedule of the seminar

- ❖ Dr.Komala informed the members that a National Seminar on “Online AQAR: An ICT Integrated Approach for Quality Culture in HEIs” would be organized in collaboration with CCE, Govt. of Telangana on 9TH March, 2019
- ❖ Dr.Ganesh Hegde, Chief Advisor to NAAC, accepted our request for being the resource person for the National Seminar on “Online AQAR: An ICT Integrated Approach for Quality Culture in HEIs”
- ❖ After a fruitful discussion, it was decided that the seminar would be organized in two sessions
- ❖ The forenoon session would be comprising the Inaugural session and Technical Session 1&2 by the Resource person on filling up of AQAR.
- ❖ The post lunch Session would be allotted for Panel Discussion during which the IQAC coordinators and Members from other colleges would interact with the panel and clarify their queries.
- ❖ The Panel Discussion would then be followed by the Valedictory Function.
- ❖ In the course of the discussion it was decided that the Target participants from other colleges would be the IQAC members, Principals of the Universities, Autonomous Institutions and Affiliated colleges.

Point 3: Allotment of the responsibilities to the members

Dr.S.Sreedevi, Coordinator ,IQAC in consent with the Chairperson allotted the responsibilities to all the members as given below:

Responsibility	Name of the IQAC Member
Banner and Certificates	Mrs.Sandhyasree and Mrs.Monoshree
Registration & Feedback	Mrs.PrithaGhosh and Mrs.Latha
Invitation & Publicity	Dr.Komala and Dr.Sreedevi
Prayer	Dr.GraceBeena Paul

Hosting

Ms.C.Vanisree, Mrs.Soumya

Hospitality

Mrs.Malathi, Dr.Annie Sunil and Dr.Mala Das

Panel Discussion

Mrs.Nagalaxmi and Mrs.Geetha

Publicity

Prof. Partasaradhi and Dr.Vindhya vasini Roy

The meeting came to an end with the best wishes for the National Seminar by the Principal and the Correspondent.

Signature of the Coordinator