

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2022-23**

Minutes of the Meeting held on 30 June 2022

Agenda

Point 1: To review the activities conducted during 21-22

Point 2: To plan for the activities for the academic year 22-23

Point 3: To plan for the Faculty Development Programme

Members Present:

S.No	Name	Designation	Signature
1	Sr.Velangini, Principal	Chairperson	
2	Sr. Japamala, Correspondent	Member	
3	Dr.S.Sreedevi, HOD, Microbiology	Coordinator	
4	Dr.R.Komala, HOD, Physics	Co-Coordinator	
5	Mrs.Annie Suniel, Dean, Academic & Student Affairs	Member	
6	Prof. Pardhasaradhi, Dept. of Business Management	Member	
7	Mrs.K.Malathi, HOD, Social Sciences	Member	
8	Mrs.Grace Beena Paul, HOD, Zoology	Member	
9	Mrs.Naga Laxmi, HOD, Dept. of Commerce	Member	
10	Mrs.C.Latha, HOD, Dept. of Business Management	Member	
11	Dr.P.Suhasini, Dept. of Business Management	Member	
12	Dr.Sudha Swaraga, HOD, Chemistry	Member	
13	Mrs. Geetha Reddy, Dept. of Commerce	Member	
14	Ms. C.Vanisree, HOD, Biochemistry	Member	
15	Mrs.P.Sowmya Sree Laxmi, Dept. of Computer Science	Member	
16	Mrs.Monoshri Mitra, HOD, Dept. of English	Member	
17	Mrs.Pritha Ghosh, Dept. of Microbiology	Member	
18	Mrs.P.Harshanya, Dept. of Business Management	Member	
19	Ms.Sujatha Cecelia, Director, ATM	Member	
20	Mrs.Sagarika, Senior Office Assistant	Member	
21	Prof.M.Lakshmipathi Rao, Director, Methodist Institute of Technology	Member	

Proceedings of the Meeting

Sr.Velangini chaired the meeting and welcomed all the members of IQAC to the meeting. She gave her appreciation to the IQAC Coordinator and all the members for their team spirit, meticulous planning and completion of all the programmes organized by IQAC during the academic year 2021-2022.

Point 1: To review the activities conducted during 2021-2022

Dr.Sreedevi, the IQAC Coordinator presented a brief report on the activities conducted during the academic year before the cell members. She expressed her gratitude to the management for being generous in allocating the funds and cooperating with IQAC for the successful implementation of the programmes planned during the academic year 21-22. She thanked all the members of IQAC for their sincere cooperation and the team spirit in making the programmes successful.

Point 2: To plan for the activities for the academic year ~~2002~~-2023

The IQAC Coordinator asked all the members to give their valuable suggestions to draw the academic plan for the activities fulfilling the requirements of all the criteria and also the gaps. The members Dr. Komala and Mrs. Naga Lakshmi suggested that a workshop on COs and POs should be included, Ms.vanisree and Mrs.Soumya advised the principal about the Environment Audit, Dr.S.Sreedevi suggested that a National Level Webinar on NEP should be organized. Dr.Sudha , Dr.Sushama and Dr.Geetha suggested themes for FDPs. Prof.Parthasarathi appreciated IQAC for planning the activities that cater to the academic excellence.

Point 3: To plan for the Faculty Development Programme

Dr.S.Sreedevi requested all the members to give their suggestions for the Faculty Development Programme to be conducted in the month of July. After a thorough discussion and various suggestions put forth by the members it was decided that a Faculty Development programme on E-Content Development would be an appropriate choice. Sr.Velangini approved the title and urged the members to propose the speakers.

Dr.Sreedevi then allocated the responsibilities to the members after asking their consent as follows

FDP on E-Content Development on 15 and 16 July, following are duties

1. Resource person: communication and CV: Dr.S.Sreedevi and Mrs.Soumya
2. Hospitality, Green Greetings, Memento, Honorarium: Mrs. Geeta and Komala mam
3. Poster : Nagalaxmi mam and Latha mam

4. Hosting And Stage E-Banner , Programme Sheet : Ms.C.Vanisree and Mrs.Pritha
5. Seating Arrangement, Venue Incharge Tables Water Bottles And
Staff Attendance Sheets : Dr.Suhasini and Mrs.Harshanya
6. Report Writing : Dr.Sudha and Mrs.Monoshri

Sr.Velangini gave her best wishes to the team of IQAC for the forthcoming FDP on E-Content Development.

Thus the meeting came to an end at 4 PM.

Signature of the IQAC Coordinator
IQAC Co-Ordinator
St. Pious X Degree & PG College for Women
Nacharam, Hyderabad-500 076.

Signature of the Chairperson
PRINCIPAL
St. Pious X Degree & PG College for Women
Snehapuri Colony, Nacharam
Hyderabad-500 076

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2022-23**

Minutes of the Meeting held on 8 August 2022


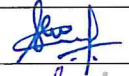


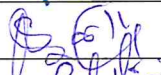
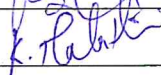
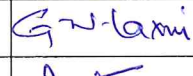


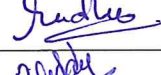


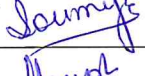
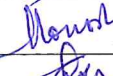
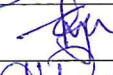
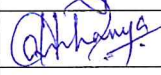

Agenda

Point 1: To plan for the Academic and Administrative Audit

Point 2: To discuss about the Induction Programme for UG and PG

Point 3: To plan for the Awareness Programme on Intellectual Property Rights

Members Present:

S.No	Name	Designation	Signature
1	Sr.Velangini, Principal	Chairperson	
2	Sr. Japamala, Correspondent	Member	
3	Dr.S.Sreedevi, HOD, Microbiology	Coordinator	
4	Dr.R.Komala, HOD, Physics	Co-Coordinator	
5	Mrs.Annie Suniel, Dean, Academic & Student Affairs	Member	
6	Prof. Pardhasaradhi, Dept. of Business Management	Member	
7	Mrs.K.Malathi, HOD, Social Sciences	Member	
8	Mrs.Grace Beena Paul, HOD, Zoology	Member	
9	Mrs.Naga Laxmi, HOD, Dept. of Commerce	Member	
10	Mrs.C.Latha, HOD, Dept. of Business Management	Member	
11	Dr.P.Suhasini, Dept. of Business Management	Member	
12	Dr.Sudha Swaraga, HOD, Chemistry	Member	
13	Mrs. Geetha Reddy, Dept. of Commerce	Member	
14	Ms. C.Vanisree, HOD, Biochemistry	Member	
15	Mrs.P.Sowmya Sree Laxmi, Dept. of Computer Science	Member	
16	Mrs.Monoshri Mitra, HOD, Dept. of English	Member	
17	Mrs.Pritha Ghosh, Dept. of Microbiology	Member	
18	Mrs.P.Harshanya, Dept. of Business Management	Member	
19	Ms.Sujatha Cecelia, Director, ATM	Member	
20	Mrs.Sagarika, Senior Office Assistant	Member	
21	Prof.M.Lakshmipathi Rao, Director, Methodist Institute of Technology	Member	

Proceedings of the Meeting

The Chairperson , IQAC, Sr.Velangini congratulated the IQAC Coordinator and the members for the fruitful outcome of the Faculty Development Programme on E-Content Development organized on 15th and 16th July 2022. She exclaimed that IQAC has been prompt in realizing the needs of the faculty and responding accordingly with well-planned programmes.

Point 1: To plan for the Academic and Administrative Audit

Dr.Sreedevi the IQAC coordinator carried out the proceedings of the meeting and proposed that the quality of the activities and the performance of each department and the overall college can be determined through the Academic and Administrative Audits. All the members gave their consent for the audit but it was also decided that the Academic and the Administrative audits would not be conducted simultaneously. Hence the academic audit was scheduled for 7th and 8th September and the administrative audit for 24th and 25th September. The auditors were Rev. Sr. Alphonsa (correspondent), Dr. Annie Sunil (Dean Academics) and Prof. S. Parthasaradhi (MBA). The audit was conducted on different criteria like Curricular aspects, Teaching & Learning, Awards & Recognitions, Research, MoUs & Collaborations, Extension activities, Faculty Improvement programs, Student Capability enhancement programs, Faculty profile and SWOC analysis The administrative audit was conducted for the all the Statutory and Non-statutory committees of the college by the auditors Rev. Sr. Alphonsa, Correspondent of the college, Dr. Annie Sunil, Dean Academics and Student Affairs and Dr. S.Sreedevi, IQAC Coordinator.

Point 2: To discuss about the Induction Programme for UG and PG

It was discussed during the meeting that a common Induction programme should be organized for all the UG and PG I Year students during the second week of September. It was also decided that stream wise ppt's would be presented to the students focussing on the highlights of the departments by the HODs. Sr.Velangini and Dr.Annie Sunil recommended Prof. Vishwanadam and Dr.Angela David to be the special guest for the Amantran 2022. All the members gave their consent

Point 3: To plan for the Awareness Programme on Intellectual Property Rights

Dr.Sudha Swaraga gave a proposal for the webinar on Intellectual Property Rights and also informed the committee that discussions are going on with the concerned resource persons from NIPAM. She exclaimed that NIPAM also agreed to associate with us in future events. The chairperson appreciated the efforts of Dr.Sudha Swaraga and accepted the proposal for the webinar.

The meeting thus came to conclusion at 4 PM

Signature of the IQAC Coordinator

IQAC Co-Ordinator
St. Pious X Degree & PG College for Women
Nacharam, Hyderabad-500 076.

Signature of the Principal

PRINCIPAL
St. Pious X Degree & PG College for Women
Snehapuri Colony, Nacharam
Hyderabad-500 076

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2022-23**

Minutes of the Meeting held on 1 September 2022

Agenda

Point 1: To plan for the NAAC sponsored Conference

Point 2: To discuss about the Extension activities for students

Point 3: To plan activities for the Non-Teaching Staff

Members Present:

S.No	Name	Designation	Signature
1	Sr.Velangini, Principal	Chairperson	
2	Sr. Alphonsa, Correspondent	Member	
3	Dr.S.Sreedevi, HOD, Microbiology	Coordinator	
4	Dr.R.Komala, HOD, Physics	Co-Coordinator	
5	Mrs.Annie Suniel, Dean, Academic & Student Affairs	Member	
6	Prof. Pardhasaradhi, Dept. of Business Management	Member	
7	Mrs.K.Malathi, HOD, Social Sciences	Member	
8	Dr.R.Sushama, Incharge Principal, MBA	Member	
9	Mrs.Naga Laxmi, HOD, Dept. of Commerce	Member	
10	Mrs.C.Latha, HOD, Dept. of Business Management	Member	
11	Dr.P.Suhasini, Dept. of Business Management	Member	
12	Dr.Sudha Swaraga, HOD, Chemistry	Member	
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19	Ms.Sujatha Cecelia, Director, ATM	Member	
20	Mrs.Sagarika, Senior Office Assistant	Member	
21	Prof.M.Lakshmipathi Rao, Director, Methodist Institute of Technology	Member	

Proceedings of the Meeting

Sr.Velangini, the Chaiperson, IQAC welcomed all the members to the meeting and congratulated IQAC for being prompt in conducting the activities successfully.

Point 1: To plan for the NAAC sponsored Conference

Dr.Sreedevi informed the committee that NAAC approved proposal to organize two day National E-Conference on “Implementation of NEP in Higher Education Institutions” on 14th and 15th October 2022

The duties were allotted to all the members as follows

Resource persons: Speaker identification, communication, CV, Honorarium, letters, mails: Dr. Sreedevi and Ms.Nagalaxmi

2. Brochure, registration link, conference mail id creation, rules for abstract and paper submission: Ms. Latha, Dr.Grace and Ms.Vanisree

3. Hosting and technical: zoom buying, e banner, programme sheet : Harshanya and Monoshri

4.Feedback and certificates: Ms. Geeta and Ms.Pritha

5. Report writing: Dr.Sudha

6. ISBN book (Abstracts, full length papers, plagiarism check, book designing, ISBN no. , Communications to participants) : Dr.Sreedevi, Dr Komala, Ms.Soumya, Dr.Sushama, Dr Suhasini, Ms.Malathi

Point 2: To discuss about the Extension activities for students

Dr.Sudha Swaraga suggested the board that a one-day Seminar on Research Methodology should be arranged for the PG students as they would be pursuing their higher education in Research further. The committee gave consent and Sr.Velangini said Dr.Sudha would coordinate the Event.

Mrs. Malathi informed the committee about the activity planned for the students in association with Lions club about Blood Donation Drive. A thorough discussion was done whether students would respond in good number as the repercussions of the blood donation might influence the students. But then it was decided that this is one of the programmes to encourage students about gender equality and provide them opportunity to participate. So it was decided that a blood donation drive would be organized in the second week of November

Point 3: To plan activities for the Non-Teaching Staff

Sr.Velangini and Sr. Alphonsa advised the IQAC to organize a capacity building programme for the Administrative staff of not only our college but also the Institutions associated with the management. Earlier IQAC organized the workshops on Tally etc. and hence this time a programme on Office Etiquettes was suggested. All the members gave a positive response to the proposal.

The meeting thus came to an end at 4pm

Signature of the IQAC Coordinator

IQAC Co-Ordinator
St. Pious X Degree & PG College for Women
Nacharam, Hyderabad-500 076.

Signature of the Principal
PRINCIPAL

St. Pious X Degree & PG College for Women
Snehapuri Colony, Nacharam
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**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2022-23**

Minutes of the Meeting held on 5 January 2022

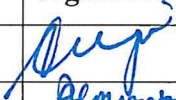
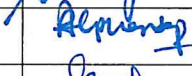





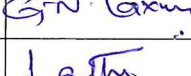

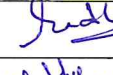

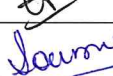
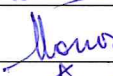
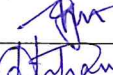

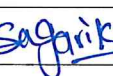


Agenda

Point 1: To submit NIRF data

Point 2: To finalize the date for AQAR submission

Point 3: To plan for National Science Day Celebrations

Members Present:

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1	Sr.Velangini, Principal	Chairperson	
2	Sr. Alphonsa, Correspondent	Member	
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19	Ms.Sujatha Cecelia, Director, ATM	Member	
20	Mrs.Sagarika, Senior Office Assistant	Member	
21	Prof.M.Lakshmi pathi Rao, Director, Methodist Institute of Technology	Member	

Proceedings of the Meeting

Sr.Velangini, Chairperson, IQAC presided over the meeting and began the meeting with the showers of praises for the successful completion of the NAAC sponsored Conference. She also appreciated all the faculty members who presented the papers enthusiastically during the conference.

Point 1: To submit NIRF data

The institutional data was submitted to NIRF for National ranking after the comprehensive work for data collection and compiling. Everyone gave their best wishes and the meeting proceeded further.

Point 2: To finalize the date for AQAR submission

Dr. Sreedevi reemphasised the need for preparation of the AQAR and also its submission promptly. She urged the members i.e. all the coordinators to look into the SOPs before filling the AQAR. She requested the members to allocate extra time for the completion of AQAR as the deadline for submission is approaching. All the Coordinators mentioned about their criterion status and reassured that there would not be any delay in submission of AQAR.

Point 3: To plan for National Science Day

A special discussion was made regarding the Science Day Celebrations this year. Initially it was planned to be done online but after a brainstorming discussion it was decided for offline celebrations. Every one gave their opinions and finally it was planned to make it on a grand scale. The objective was to sensitize school students about the contemporary scientific advancements. So this time it was decided that our students would make live models and charts on science and display them to the students of the local schools. Dr.Sreedevi and Ms.Vanisree were made the coordinators and all the physical and life science department members were assigned the duties.

The meeting thus came to an end with the best wishes from the principal and all the members

Signature of the IQAC coordinator

IQAC Co-Ordinator
St. Pious X Degree & PG College for Women
Nacharam, Hyderabad-500 076.

Signature of the principal

PRINCIPAL
St. Pious X Degree & PG College for Women
Snehapuri Colony, Nacharam
Hyderabad-500 076

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2022-23**

Minutes of the Meeting held on 13 February 2022

Agenda

Point 1: To discuss about the SSR

Members Present:

S.No	Name	Designation	Signature
1	Sr.Velangini, Principal	Chairperson	
2	Sr. Alphonsa, Correspondent	Member	
3	Dr.S.Sreedevi, HOD, Microbiology	Coordinator	
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20	Mrs.Sagarika, Senior Office Assistant	Member	
21	Prof.M.Lakshmipathi Rao, Director, Methodist Institute of Technology	Member	

Proceedings of the Meeting

Sr.Velangini, Chairperson, IQAC welcomed all the members to a significant meeting on SSR. Before the discussion began, principal congratulated IQAC for all the relentless efforts made for the successful completion of the activities planned.

Point 1: To discuss about the SSR

Dr.Sreedevi thanked all the members for all the cooperation and support rendered during all the programmes held by IQAC. She said there's an herculean task ahead of us and the same team spirit and unity is required for the preparation and submission of IQA and SSR for the third Cycle of NAAC .

She displayed the new guidelines and the format provided for the completion of SSR. All the members were requested to go through the new format and give their valuable suggestions. A scrupulous and meticulous discussion was made on each question of the SSR and after complete analysis of the seven criteria of NAAC, it was decided that the first draft of the SSR would be presented in the month of April and the second draft in the month of June.

All the members agreed to the proposal and gave their Consent

The meeting came to a conclusion with the best wishes from the Principal, Correspondent and the IQAC coordinator

Signature of the IQAC coordinator

IQAC Co-Ordinator
St. Pious X Degree & PG College for Women
Nacharam, Hyderabad-500 076.

Signature of the principal

PRINCIPAL
St. Pious X Degree & PG College for Women
Snehapuri Colony, Nacharam
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