

# **JMJ COLLEGE FOR WOMEN (AUTONOMOUS) :: TENALI**

## **Minutes of Internal Quality Assurance Cell (IQAC) Meetings**

**2012 -13**

### **Minutes of the Meeting held on 23<sup>rd</sup> August, 2012**

IQAC Meeting was held on 23-08-2012 at 2.00 P.M in the IQAC Room to discuss the following agenda;

Agenda:

1. Organizing International Seminar
2. Collecting data for 3<sup>rd</sup> Cycle NAAC Accreditation
3. Review of IQAC Responsibilities
4. To review the Departmental & Circle activities
5. Celebrating Teacher's Day
6. Any Other: Autonomy Review Committee Inspection

S.No	Members of IQAC	Designation
1.	Dr.Sr.Mareelu	Principal, Chair Person
2.	Dr.Sr.Mary Thomas	Management Member
3.	Sr.Shiny K.P, Vice Principal	Management Member
4.	Ms.M.Adilakshamma	Senior Faculty, Member
5.	Ms.K.Sailaja	Senior Faculty, Member
6.	Ms.Ch.Sarojini	Senior Faculty, Member
7.	Ms.C.M.Anitha	Senior Faculty, Member
8.	Ms.P.M.Padmalatha	Senior Faculty, Member
9.	Ms.K.Nirguna	Senior Faculty, Member
10.	Ms.T.Manjulatha	Senior Faculty, Member
11.	Ms.R.Naga Jyothi	Senior Faculty, Member
12.	Ms.G.Jyothi Olivia	Senior Faculty, Member
13.	Ms.K.Anthony Mary	Senior Administrative Officer, Member
14.	Dr.Fr.Francis Xavier, Principal, ALC, Vijayawada	External Expert, Member
15.	Prof.G.Krupachari, Rtd. HoD of Telugu	External Expert from local, Member
16.	Ms.Naga Vani III B.Sc	Student Representative, Member
17.	Ms.M.Aruna	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. The Principal welcomed the members and emphasized upon the role of IQAC in sustaining the quality of the academic programmes of the college.
2. It was suggested that the Department of English & Telugu could organize an International or National seminar on **Literacy Criticism –Various Trends** which will be held in February 2013.
3. It was decided to review the progress of the data for NAAC Criterion which would be submitted before 25.08.2012.
4. It was decided that the department circles and activities should be continued in order to enhance the effectiveness and quality at all levels.
5. It was resolved to conduct Intercollegiate Competitions by all departments.
6. Planned for the celebration of Teacher's Day along with College and Class leaders and Student Council.
7. It was suggested to conduct mock Autonomous Review on 3<sup>rd</sup> and 4<sup>th</sup> September 2012 by Principal & Correspondent & Senior Faculty as Autonomous Experts Committee will be visiting the college on 10<sup>th</sup> & 11<sup>th</sup> September 2012.
8. Proposed and planned to organize Three day workshop on **Internet**, A Two day workshop on **Soft Skills** and Two day workshop on **Seven Habits of Highly Effective People**.

*M. Aruna*  
IQAC Coordinator  
J.M.J. College for Women (Autonomous)  
TENALI

**IQAC Coordinator**  
**Ms.M.Aruna, Lecturer in Zoology**

*Sr. Mareelu*  
PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI

**Chairperson**  
**Dr.Sr.Mareelu,**  
**Principal**

# **JMJ COLLEGE FOR WOMEN (AUTONOMOUS) :: TENALI**

## **Minutes of Internal Quality Assurance Cell (IQAC) Meetings**

### **Minutes of the Meeting held on 15<sup>th</sup> October 2012**

IQAC Meeting was held on 15-10-2012 at 3.30 P.M in the IQAC Room to discuss the following agenda;

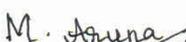
Agenda:

1. Reconstitution of IQAC members
2. Research Projects & Seminars
3. Planning to launch knowledge Transfer programmes to other colleges
4. Finalization of NAAC Self Study Report & uploading on the College Website
5. Preparing a proforma for Committee activities and preparing Institutional Plan

<b>S.No</b>	<b>Members of IQAC</b>	<b>Designation</b>
1.	Dr.Sr.Mareelu	Principal, Chair Person
2.	Dr.Sr.Mary Thomas	Management Member
3.	Sr.Shiny K.P, Vice Principal	Management Member
4.	Ms.K.Sailaja	Senior Faculty, Member
5.	Ms.C.M.Anitha	Senior Faculty, Member
6.	Ms.P.M.Padmalatha	Senior Faculty, Member
7.	Ms.K.Nirguna	Senior Faculty, Member
8.	Ms.T.Manjulatha	Senior Faculty, Member
9.	Ms.R.Naga Jyothi	Senior Faculty, Member
10.	Ms.G.Jyothi Olivia	Senior Faculty, Member
11.	Ms.K.Anthony Mary	Senior Administrative Officer, Member
12.	Dr.Fr.Francis Xavier, Principal, ALC, Vijayawada	External Expert, Member
13.	Prof.G.Krupachari, Rtd. HoD of Telugu	External Expert from local, Member
14.	Ms.Naga Vani III B.Sc	Student Representative, Member
15.	Ms.M.Aruna	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. The restructured composition of IQAC was presented and the members were informed that all the first and second members in the departments have to take the responsibility to send the data and activities report to IQAC regularly.
2. It was decided to enhance research activities and motivate the staff to apply for major/minor research projects/seminars, to UGC, DST and other agencies to improve the quality.
3. IQAC recommended introducing Knowledge Transfer Programmes in other Autonomous colleges to improve the knowledge and to learn new teaching methods.
4. IQAC informed the members regarding uploading the SSR for NAAC on the college website on 25<sup>th</sup> October 2012.
5. It was suggested appointing Dr.G.Srinivasa Rao, Reader in Physics, Andhra Loyola College Vijayawada as an external expert member of IQAC to improve the quality of the institution.
6. It was resolved in IQAC to prepare a proforma for Remedial Coaching, Department Activities, Annual Teaching Plan, Teaching Dairy, Committee Activities and Institutional Plan.

  
M. Aruna  
IQAC Coordinator  
J.M.J. College for Women (Autonomous)  
TENALI

**IQAC Coordinator**  
**Ms.M.Aruna, Lecturer in Zoology**

  
Sr. Mareelu  
PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI

**Chairperson**  
**Dr.Sr.Mareelu,**  
**Principal**

# JMJ COLLEGE FOR WOMEN (AUTONOMOUS) :: TENALI

## Minutes of Internal Quality Assurance Cell (IQAC) Meetings

### Minutes of the Meeting held on 17<sup>th</sup> January 2013

IQAC Meeting was held on 17-01-2013 at 3.00 P.M in the IQAC Room to discuss the following agenda;

Agenda:

1. Preparation to welcome the NAAC Peer Team
2. To organize National Seminar by the Department of Botany
3. Discuss about Human-Rights –Schemes
4. Introduction of BBA Course
5. Discussion on Fee Structure
6. Plan to Start a School in the Campus
7. To introduce NCC as an Elective Subject in the academic Syllabus
8. Semester-End Exam Schedule (Theory and Practical)
9. Plan of Action for the year 2013-14

S.No	Members of IQAC	Designation
1.	Dr.Sr.Mareelu	Principal, Chair Person
2.	Dr.Sr.Mary Thomas	Management Member
3.	Sr.Shiny K.P, Vice Principal	Management Member
4.	Ms.K.Sailaja	Senior Faculty, Member
5.	Ms.C.M.Anitha	Senior Faculty, Member
6.	Ms.P.M.Padmala	Senior Faculty, Member
7.	Ms.K.Nirguna	Senior Faculty, Member
8.	Ms.K.Prameela	Senior Faculty, Member
9.	Ms.R.Naga Jyothi	Senior Faculty, Member
10.	Ms.G.Jyothi Olivia	Senior Faculty, Member
11.	Ms.K.Anthony Mary	Senior Administrative Officer, Member
12.	Dr.G.Srinivasarao, Reader in Physics, AL College Vijayawada	External Expert, Member
13.	Prof.G.Krupachari, Rtd. HoD of Telugu	External Expert from local, Member
14.	Ms.Naga Vani III B.Sc	Student Representative, Member
15.	Ms.M.Aruna	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. IQAC presented through PPT all the major activities of the college and the schedule for NAAC Peer Team Visit.
2. It was informed that every department should be ready with PPT and other documents like changed curriculum from 2006 to 2012 to show the NAAC Peer Team.
3. Dr.G.Srinivasa Rao suggested the members to introduce Choice Based Credit System (CBCS) and the members unanimously agreed.
4. It was suggested that the Department of Botany could organize a National seminar by February, 2013.
5. The IQAC members discussed the Schemes and Programmes of Government of India on Human Rights Related Issues in order to empower the girls to lead their life with dignity.
6. It was resolved to introduce BBA Course.
7. It was suggested to enhance the fee structure from the academic year 2013-14
8. The Management informed that there was a proposal from higher authorities of JMJ to start JMJ Global School in the campus.
9. It was resolved to introduce NCC as an Elective Subject in the academic Syllabus.
10. IQAC members along with Controller of Examinations prepared the exam schedule for the Semester End examinations both theory and practical.
11. Prepared the activities for the academic year 2013-14.

  
IQAC Coordinator  
J.M.J. College for Women (Autonomous)  
TENALI

**IQAC Coordinator**  
**Ms.M.Aruna, Lecturer in Zoology**

  
PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI

**Chairperson**  
**Dr.Sr.Mareelu,**  
**Principal**