

JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI
Minutes of Internal Quality Assurance Cell (IQAC) Meetings
2017 - 18

Minutes of the Meeting held on 12th June, 2017

IQAC meeting was held on 12-06-2017 at 3 P.M in IQAC Room to discuss the following agenda;

Agenda:

1. Finalizing the theme to organize activities for the year 2017-18
2. Preparing the action plan for the theme

S.No	Members of IQAC	Designation
1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Rev.Sr.Stella Maris	Management Member
3.	Sr.Amul Mary, Vice-Principal	Management Member
4.	Dr.G.Saraswathi Devi	Senior Faculty, Member
5.	Ms.M.Aruna	Senior Faculty, Member
6.	Dr.P.M.Padmalatha	Senior Faculty, Member
7.	Ms.K.Nirguna	Senior Faculty, Member
8.	Ms.T.Manjulatha	Senior Faculty, Member
9.	Dr.G.Sudhakaraiyah	Senior Faculty, Member
10.	Mr.M. Bhaskara Rao	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.	A.V. Aparana, III B.Sc.	Student Representative, Member
15.	Ms.M.Adilakshmi	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. The members decided to take the theme as '**Values for Victory**' for the academic year 2017-18.
2. The action plan was chalked on the theme to conduct various activities by all departments. They are given in the table;

S.No	Month	Department	Name of the Value	Activity
1	July	English Physics Commerce	Love Truth of Justice Values for Victory	Guest Lecture Elocution Competition Essay Writing Competition
2	August	Telugu Home Science Computers	Appreciation Commitment Co-operation	Kavithalu Poti Story Telling Competition Skit Competition
3	September	Maths Chemistry Botany Library Physical Education	Sincerity Honesty Obedience Education with Values Happiness	Quotations & Slogans Short Story Writing Role Play Competition Essay writing Competition Skit Competition
4	November	Statistics Zoology History Political Science	Simplicity Kindness Forgiveness Peace	Fancy dress Competition Poster Competition Elocution Competition Paper Presentation Competition
5	December	Hindi Sanskrit Economics	Generosity Patience Loyalty	Essay Writing Competition Role Play Competition Skit Competition

M. Adilakshmi

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

IQAC Coordinator
Ms.M.Adilakshmi
Lecturer in Zoology

S. Shiny K.P.
Principal
J.M.J. COLLEGE FOR WOMEN (Autonomous)
TENALI - 522 202

Chairperson
Dr.Sr.Shiny.K.P.
Principal

JMJ COLLEGE FOR WOMEN (AUTONOMOUS) :: TENALI

Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 13th July, 2017

IQAC meeting was held on 13-07-2017 at 3 P.M in IQAC Room to discuss the following agenda;

Agenda:

1. Celebrating Inaugural Function of the college
2. Organizing National and International Seminars

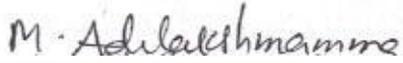
S.No	Members of IQAC	Designation
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2.	Rev.Sr.Stella Maris	Management Member
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4.	Dr.G.Saraswathi Devi	Senior Faculty, Member
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11.	Ms.K.Anthony Mary	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.	A.V. Aparana, III B.Sc.	Student Representative, Member
15.	Ms.M.Adilakshmi	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was decided to celebrate inaugural function of the college on 25th July, 2017 at 2 P.M and to invite Dr.G.Srinivas, Joint Secretary of UGC, SERO, Hyderabad to be the Chief Guest of the day.

2. It was suggested to prepare consolidated action plan for the academic year 2017-18 by IQAC members.

3. It was resolved to organize National Seminars by dept. of Mathematics and Chemistry and International Workshop by the Dept. of Computer Science and Physics.



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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 27th July, 2017

IQAC meeting was held on 27-07-2017 at 11 A.M. in IQAC Room to discuss the following agenda;

Agenda:

1. Preparation for 4th cycle Accreditation Process- Self Study Report (SSR)
2. Dividing Criteria wise to collect the data and make the first draft

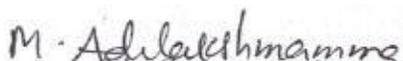
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2.	Rev.Sr.Stella Maris	Management Member
3.	Sr.Amul Mary, Vice-Principal	Management Member
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7.	Ms.K.Nirguna	Senior Faculty, Member
8.	Ms.T.Manjulatha	Senior Faculty, Member
9.	Ms. C.M. Anitha	Senior Faculty, Member
10.	Dr. R. Naga Jyothi	Senior Faculty, Member
11.	Ms. P. Hemalatha	Senior Faculty, Member
12.	Ms.K.Anthony Mary	Senior Administrative Officer, Member
13.	Dr.G.Srinivasarao, Reader in Physics, AL College Vijayawada	External Expert, Member
14.	Prof.G.Krupachari, Rtd. HoD of Telugu	External Expert from local, Member
15.	Ms.B. Sushma Guptha	Alumnae, Member
16.	A.V. Aparana, III B.Sc.	Student Representative, Member
17.	Ms.M.Adilakshmi	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was decided to start the preparation for SSR and necessary steps to be taken to know the new Assessment online system of Accreditation for the 4th Cycle
2. It was suggested to divide each criterion to IQAC members along with other staff. Accordingly, each criterion is entrusted to the conveners as follows;

- ❖ Mrs.Adilakshmi-Criteria-I Curricular Aspects
- ❖ Mrs.C.M.Anitha-Criteria-II Teaching-learning and Evaluation
- ❖ Dr.P.M.Padmaltha-Criteria-III Research and Consultancy and Extension
- ❖ Mrs.K.Nirguna-Criteria-IV Infrastructure and Learning Resources
- ❖ Mrs.T.Manjulatha-Criteria-V Student Support and Progress
- ❖ Dr.R.NAgajyothi-Criteria-VI Governance, Leadership and Management
- ❖ Mrs.P.Hemalatha-Criteria-VII Institutional Values and Best Practices

3. It was suggested to organize workshop on New Accreditation process by eminent Resource persons
4. It was resolved that the faculty visits other NAAC Accredited institutions to take suggestions and to study the activities carried out by those institutions.
5. It was suggested to identify the prominent alumnae from each department to inform them regarding the NAAC accreditation 4th cycle.



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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 3rd August, 2017

IQAC meeting was held on 3-08-2017 at 3.30 P.M. in the IQAC Room to discuss the following agenda;

Agenda:

1. Celebrating Independence Day
2. Community Development Programmes

S.No	Members of IQAC	Designation
1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Rev.Sr.Stella Maris	Management Member
3.	Sr.Amul Mary, Vice-Principal	Management Member
4.	Dr.G.Saraswathi Devi	Senior Faculty, Member
5.	Ms.M.Aruna	Senior Faculty, Member
6.	Dr.P.M.Padmalatha	Senior Faculty, Member
7.	Ms.K.Nirguna	Senior Faculty, Member
8.	Ms.T.Manjulatha	Senior Faculty, Member
9.	Ms. C.M. Anitha	Senior Faculty, Member
10.	Dr. R. Naga Jyothi	Senior Faculty, Member
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12.	Ms.K.Anthony Mary	Senior Administrative Officer, Member
13.	Dr.G.Srinivasarao, Reader in Physics, AL College Vijayawada	External Expert, Member
14.	Prof.G.Krupachari, Rtd. HoD of Telugu	External Expert from local, Member
15.	Ms.B. Sushma Guptha	Alumnae, Member
16.	A.V. Aparana, III B.Sc.	Student Representative, Member
17.	Ms.M.Adilakshmi	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was decided to celebrate Independence Day and invite Ms.V.Rama Subbamma Rtd.HOD of Economics, & Ms.Y.Vijaya Kumari, Rtd. HOD of Political Science to be Chief Guests of Independence Day celebrations.

2. It was suggested to adopt 5 villages and extend our service to develop the community around us as given below;

Department of English	-	Angalakuduru Palle
Department of Telugu	-	Sajjanapet
Department of Mathematics	-	Sultanabad-Lanbadi Colony
Department of Physics	-	Sultanabad-Vadra Colony
Department of Chemistry	-	Sultanabad-Salipet
Department of Botany	-	Indira Nagar Colony – Yanadi Colony
Department of Zoology	-	Indira Nagar Colony
Department of Humanities	-	Sundarayya Nagar Colony
Department of Commerce	-	Kattevaram
Department of Computer Science	-	Chavavari Palem

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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 4th September, 2017

IQAC meeting was held on 4-09-2017 at 3.30 P.M. in the IQAC Room to discuss the following agenda;

Agenda:

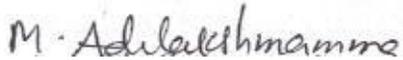
1. NAAC 4th Cycle Accreditation process- Progress Review
2. Inviting Prof. M.Venkateswar, Formerly Head, Dept. of Hindi and Indian Studies, English and Foreign Language University, Hyderabad for the workshop to clarify doubts regarding NAAC criteria and new guidelines qualitative and quantitative metrics.

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1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Rev.Sr.Stella Maris	Management Member
3.	Sr.Amul Mary, Vice-Principal	Management Member
4.	Dr.G.Saraswathi Devi	Senior Faculty, Member
5.	Ms.M.Aruna	Senior Faculty, Member
6.	Dr.P.M.Padmala	Senior Faculty, Member
7.	Ms.K.Nirguna	Senior Faculty, Member
8.	Ms.T.Manjulatha	Senior Faculty, Member
9.	Ms. C.M. Anitha	Senior Faculty, Member
10.	Dr. R. Naga Jyothi	Senior Faculty, Member
11.	Ms. P. Hemalatha	Senior Faculty, Member
12.	Ms.K.Anthony Mary	Senior Administrative Officer, Member
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15.	Ms.B. Sushma Guptha	Alumnae, Member
16.	A.V. Aparana, III B.Sc.	Student Representative, Member
17.	Ms.M.Adilakshmi	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was suggested to collect criterion wise 5 years data to prepare the first draft of SSR at the earliest and scrutinize them by the team.

2. Workshop was organized and Prof. M.Venkateswar, Formerly Head, Dept. of Hindi and Indian Studies, English and Foreign Language University, Hyderabad interacted with the staff and guided them to prepare SSR according to the new system of accreditation and Mr. K.Samba Siva Rao, Rtd.Principal, SVRM College, Nagaram also enlightened our staff and clarified their doubts regarding the new pattern of accreditation and Assessment.



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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 27th September, 2017

IQAC meeting was held on 27-09-2017 at 3.30 P.M. in the IQAC Room to discuss the following agenda;

Agenda:

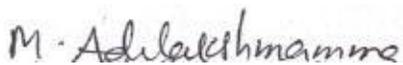
1. List of Registers to be maintained by the Departments and Administrative office

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1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
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The following points were discussed in the meeting;

1. It was suggested to maintain various Registers by all departments and in the Administrative Office without fail. The lists as follows;

- ❖ Dept. Staff Attendance Register
- ❖ Dept. Staff time tables
- ❖ Academic annual plan of the individual staff member
- ❖ Lesson plan of the individual staff member
- ❖ Teaching diary of faculty members
- ❖ Departmental staff meeting minutes register
- ❖ Students attendance registers
- ❖ Student mark registers
- ❖ Departmental library book register
- ❖ Subject syllabus file
- ❖ Previous question papers file
- ❖ Remedial classes Attendance register
- ❖ Department equipment stock register
- ❖ List of Seminars organized
- ❖ List of seminars attended, paper presented and published
- ❖ List of MOUs, Consultancy and collaborations
- ❖ Revenue generated from consultancy/ Corporate Training/Internship register
- ❖ Extension activities register



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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 8th November, 2017

IQAC meeting was held on 08-11-2017 at 3.30 P.M. in the IQAC Room to discuss the following agenda;

Agenda:

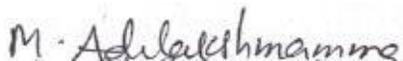
1. Organizing interactive sessions on NAAC Accreditation 4th Cycle criteria wise for the students

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1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
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4.	Dr.G.Saraswathi Devi	Senior Faculty, Member
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8.	Ms.K.Prameela	Senior Faculty, Member
9.	Ms. C.M. Anitha	Senior Faculty, Member
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15.	Ms.B. Sushma Guptha	Alumnae, Member
16.	A.V. Aparana, III B.Sc.	Student Representative, Member
17.	Ms.M.Adilakshmi	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was suggested to enlighten students on **NAAC Accreditation 4th Cycle** criteria wise to interact with the NAAC PEER TEAM and to give awareness on the purpose of NAAC accreditation on 21st November, 2017. The following senior staff members along with IQAC team were given the incharge to conduct the awareness classes to the students;

- ❖ Introductory remarks by Dr. Sr. Shiny K.P., Principal
- ❖ Criteria-I Mrs.Adilakshmi & team
- ❖ Criteria-II Mrs.C.M.Anitha & team
- ❖ Criteria-III Dr.P.M.Padmaltha & team
- ❖ Criteria-IV Mrs.K.Nirguna & team
- ❖ Criteria-V Mrs.B.Bharati & team
- ❖ Criteria-VI Dr.R.Nagajyothi & team
- ❖ Criteria-VII Mrs.P.Hemalatha & team



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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 4th December, 2017

IQAC meeting was held on 04-12-2017 at 4 P.M. in the IQAC Room to discuss the following agenda;

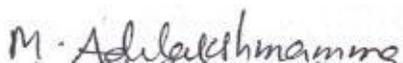
Agenda:

1. Earn While You Learn Programme
2. Celebrating Solidarity Day
3. Parent-Teacher Meet
4. Autonomous Governing Body meeting
5. Celebrating Semi Christmas
6. Christmas Holidays
7. Faculty Forum
8. Preparing PPT by IQAC and all the departments to present before the NAAC Peer Team

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The following points were discussed in the meeting;

1. It was suggested to start by each department one Earn While You Learn Programme and the income generated will be used to help the poor students for their study.
2. It was resolved to celebrate Solidarity day on 8th December 2017 and Sales Mela by all departments. It was decided to invite the parents, friends and the public for the event. The income generated from this programme will be sent to Social Service Society to educate the poor tribal children in Kondramutla.
3. It was decided to organize Parent-Teacher Parent-Teacher meet on 16th December 2017 to interact with the parents and inform them regarding 4th Cycle NAAC Accreditation.
4. It was suggested to conduct Autonomous Governing board meeting on 12th December 2107 at 10.30 am in the Board Room
5. It was decided to celebrate Semi Christmas on 22nd December, 2017 at 3.30 P.M and Ms.K.Aruna Sujatha and her team was given the responsibility to make all the arrangements.
6. It was resolved to give Christmas holidays from 23rd to 1st January 2018 and college reopens on 2nd January 2018.
7. It was suggested to organize Faculty Forum and Ms.B.Bharathi, Lecturer in Mathematics and Ms.T.Sirisha, Lecturer in English are given the charge.
8. It was recommended to prepare PPT by IQAC and the departments highlighting the uniqueness and the important achievements minimum of 15 to 20 slides by 15th December 2107 and the HoD or a senior faculty from each department will make the presentation on 16th December 2107 at 2.00 pm in IQAC Room before the faculty members.



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Principal

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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 24th January, 2018

IQAC meeting was held on 24-01-2018 at 4 P.M. in the IQAC Room to discuss the following agenda;

Agenda:

1. Celebrating Annual Sports Day, Alumnae Meet, College Annual Day
2. Completion of Syllabus, Re-Mid Exams, Pre Practicals and Semester End Practicals
3. Finalize the dates for BOS Meeting, Academic Council, Autonomous Governing Body Meeting, Library Verification, Stock Verification, Time Tables, Closing and Reopening Day.

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1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Dr.Sr.Theresamma Gade	Management Member
3.	Sr.Amul Mary, Vice-Principal	Management Member
4.	Dr.G.Saraswathi Devi	Senior Faculty, Member
5.	Ms.M.Aruna	Senior Faculty, Member
6.	Dr.P.M.Padmala	Senior Faculty, Member
7.	Ms.K.Nirguna	Senior Faculty, Member
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16.	A.V. Aparana, III B.Sc.	Student Representative, Member
17.	Ms.M.Adilakshmi	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was decided to celebrate Annual Sports Day on 1st February, 2018. Ms.K.Aruna Sujatha, the Physical Director was given the incharge and College Annual Day on 24th February, 2018. Ms.T.Sirisha along with IQAC members were asked to prepare the college report.
2. It was recommended to organize Alumnae gathering on 10th February, 2018 and enlighten them regarding NAAC accreditation and take suggestions from them.
3. It was suggested to complete the syllabus by all faculty before 28th February 2018.
4. It was decided to conduct Re mid exams from 5th to 8th March 2018 and Pre practical exam from last week of February and Semester End Practicals from 12th March onwards and theory exams from 23rd March 2018 onwards.
5. It was suggested to finalize the dates to conduct Board of Studies Meetings from 7th to 9th March, 2018.
6. It was decided to conduct Academic council on 29th March, 2018 and Autonomous Governing Board meeting on 6th April, 2018.
7. It was recommended to start the Library verification and Stock verification from 12th March, 2018 onwards
8. It was resolved to prepare Time Table for the next academic year 2018-19 from 21st and complete it by 30th March, 2018.
9. Academic Council, Autonomous Governing Body Meeting, Library Verification, Stock Verification, Time Tables, Closing and Reopening Day.
10. It was decided that last working day will be on 12th April, 2018 and the invigilators for the exams will be coming to the college as usual till the end of the exams.
11. It was resolved to reopen the college on 7th June, 2018 for the staff members.
12. It was suggested to enter the activities in the Log Register by all departments.

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