

**IQAC Meeting
Minutes
2018-19**

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

2018 - 19

Minutes of the Meeting held on 3rd July, 2018

IQAC meeting was held on 03-07 -18 at 3.00 PM in the IQAC Room to discuss the following agenda.

Agenda:

1. Finalizing the theme to organize activities for the year 2018-19
2. Preparing the action plan for the implementation of the theme

S.No	Members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Dr. Sr. Theresamma Gade	Management Member
3.	Sr.Amul Mary	Management Member
4	Ms.K.Nirguna	Senior Faculty, Member
5	Ms C.M. Anitha	Senior Faculty, Member
6	Dr.G.Saraswathi Devi	Senior Faculty, Member
7	Dr.P.M.Padmala	Senior Faculty, Member
8	Ms. K. Pramela	Senior Faculty, Member
9	Ms. P. Hemalatha	Senior Faculty, Member
10	Dr. R. Naga Jyothi	Senior Faculty, Member
11	M. Esther Shoba	Librarian
12	Ms.K.Anthony Mary	Senior Administrative Officer
13	Ms . N. Ignatius Mary	Typist
14	Ms . D.Margaret	Typist
15	Mr.K.SambasivaRao, Rtd. Principal	Local nominee
16	Dr. T. Swaruparani, Principal	Alumnae nominee
17	Dr. S. Sivaramakrishna	Industrialist
18	M. Naga Tulasi III BSc. CBZ	Student Representative, Member
19	T. Supriya III BSc. M.P.C	Student Representative, Member
20	Ms. M. Aruna	Coordinator, Member Secretary

2. The action plan was chalked out for the themes to conduct various activities by departments as given below;

Theme-1. "PROMOTING ECO-FRIENDLY ENVIRONMENT"

Plan of Action

S.No	Month	Department	Name of the topic	Activity / Competition
1	July	Mathematics	Our Mother land	Essay writing
2	August	Botany	Environmental protection	Poster Presentation
		Zoology	Role of youth to protect Environment from air pollution	Elocution competition
3	September	Physics	Eco-friendly Environment	Paper presentation
4	November	Chemistry	Reduce, Re-use and recycling of plastic	Seminar, Paper presentation competition
5	December	Home Science	New perspectives for an Eco-friendly Environment	Painting competition
6	January	Computer science	Deforestation and Aforestation	PPT Presentation

Theme-2 - "Gender Sensitization"

S.No	Month	Department	Name of the Topic	Activity / Competition
1.	July	History	Infant mortality rate	Elocution competition
2.	August	Telugu	Women rights	Debate competition
3.	September	Economics	Foeticide	Seminar and Paper presentation
4.	October	Political Science	Women-key to the future	Essay writing
5.	November	Commerce	Violence on Women	Group discussion
6.	December	English	Societal views about women and men	Work shop
	January	Hindi	Educating girls and women an over view	Elocution competition
	February	Sanskrit	Changing roles of women	Essay writing competition

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HOD of Zoology

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Minutes of the Meeting held on 14th August, 2018

IQAC meeting was held on 14. 8. 18 at 3.00 pm in the IQAC Room to discuss the following agenda:

Agenda:

1. Discussion on NAAC seven criteria
2. Plan to organize tree plantation programme in adopted villages.
3. Discussion on Departmental and Committee activities.
4. To organize activity on Quality and Intellectual Property Rights.
5. Discussion on AQAR New format and Management Policy for Unaided Staff
6. Any other

S.No	Members of IQAC	Designation
1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Dr.Sr. Theresamma. Gade	Management Member
3.	Sr.Amul Mary,	Management Member
4.	Ms.K.Nirguna	Senior Faculty, Member
5.	Ms C.M. Anitha	Senior Faculty, Member
6.	Dr.G.Saraswathi Devi	Senior Faculty, Member
7.	Dr.P.M.Padmalatha	Senior Faculty, Member
8.	Ms. K. Prameela	Senior Faculty, Member
9.	Ms. P. Hemalatha	Senior Faculty, Member
10.	Dr. R. Naga Jyothi	Senior Faculty, Member
11.	M. Esther Shoba	Librarian
12.	Ms.K.Anthony Mary	Senior Administrative Officer
13.	Ms . N. Ignatius Mary	Typist
14.	Ms . D.Margaret	Typist
15.	Mr.K.Sambasiva Rao Rtd. Principal	Local nominee

16.	Dr. T. Swarupa Rani, Principal	Alumnae Nominee
17.	Dr. S. Sivarama krishna	Industrialist
18.	M. Naga Tulasi III BSc. CBZ	Student Representative, Member
19.	T. Supriya III BSc. M.P.C	Student Representative, Member
20.	Ms.M. Aruna	Coordinator, Member Secretary

The following points were discussed in the meeting;

1. IQAC planned to organize one day workshop on Intellectual Property Rights by Science departments.
2. The IQAC members discussed on AQAR preparation.
3. Incharge staff members were selected to plan for NAAC 7 Criteria points for the next 5 years.

Responsibilities were delegated to the following members;

Sno	Criteria	Name of the person allotted
1.	I	Ms.M. Aruna, Dr. P. Bujamma and Dr. Purnima
2.	II	Ms. C. M. Anitha and Ms. Arunodaya
3.	III	Dr.P.M.Padmalatha and Ms. Harisha
4.	IV	Ms. N. Vimala Devi and Ms. J. Kalpana
5.	V	Ms.Bharathi and Ms. B. Mary Kumari
6.	VI	Dr. R. Naga Jyothi, Ms. Parimala Jyothi and Ms. Sumalatha
7.	VII	Ms. P. Hemalatha and Ms.G. Naveena

4. It was decided that each department has to adopt a village for community development programmes.

The following villages are allotted to various departments for extension activities

Sno	Name of the Departments	Village
1.	Zoology, Botany, Physics and Political Science	Sundaraiah Nagar
2.	Commerce, History, Mathematics and English	Kattevaram
3.	Home Science, Sanskrit, Hindi and Telugu	Kancherlapalem
4.	Computer Science, Chemistry and Economics	Chavavaripalem

5. It was decided that each department has to conduct Guest lectures on Quality Education.
6. It was decided to conduct Faculty Forum Lecture on 25th August 2018
7. IQAC decided to monitor the activities of Committees and Departments in September 1st Week.
8. Management prepared a Policy for the Annual increment of the salary of the Un-Aided Staff .

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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 10th September 2018

IQAC meeting was held on 10-08-2018 at 3.00 pm in the IQAC Room to discuss the following agenda;

1. Discussion on National seminars
2. Plan to organize Solidarity day.
3. Discussion on Departmental and Committee activities.

S.No	Members of IQAC	Designation
1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Dr.Sr. Theresamma. Gade	Management Member
3.	Sr.Amul Mary,	Management Member
4.	Ms.K.Nirguna	Senior Faculty, Member
5.	Ms C.M. Anitha	Senior Faculty, Member
6.	Dr.G.Saraswathi Devi	Senior Faculty, Member
7.	Dr.P.M.Padmala	Senior Faculty, Member
8.	Ms. K. Prameela	Senior Faculty, Member
9.	Ms. P. Hemalatha	Senior Faculty, Member
10.	Ms. B. Mary Kumari	Senior Faculty, Member
11.	Dr. R. Naga Jyothi	Senior Faculty, Member
12.	M. Esther Shoba	Librarian
13.	Ms.K.Anthony Mary	Senior Administrative Officer
14.	Ms . N. Ignatius Mary	Typist
15.	Ms . D.Margaret	Typist
16.	Mr.K.SambasivaRao,Rtd. Principal	Local nominee
17.	Dr. T. Swaruparani, Principal	Alumnae nominee
18.	Dr. S. Sivaramakrishna	Industrialist
19.	M. Naga Tulasi III BSc. CBZ	Student Representative, Member
20.	T. Supriya III BSc. M.P.C	Student Representative, Member
21.	Ms.M. Aruna	Coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was planned to organize Solidarity Day on 17th November, 2018.
2. The IQAC suggested to conduct National Seminar by the Dept. of English in the month of October 2nd week and Telugu in the month of December and Commerce in the month of January for the academic year 2018-19
3. IQAC discussed the progress and laps of the activities conducted by the Departments and Committees.

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Minutes of the Meeting held on 12th October, 2018

IQAC meeting was held on 12-10-2018 at 3.00 pm in the IQAC Room to discuss the following agenda;

1. Plan to prepare for NIRF Ranking
2. Discussion on NAAC Review
3. Discussion on Incubation Centre
4. Project work on Women development
5. Discussion on uniform
6. Any other

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1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Dr.Sr. Theresamma Gade	Management Member
3.	Sr. Amul Mary,	Management Member
4.	Ms.K.Nirguna	Senior Faculty, Member
5.	Ms C.M. Anitha	Senior Faculty, Member
6.	Dr.G.Saraswathi Devi	Senior Faculty, Member
7.	Dr.P.M.Padmalatha	Senior Faculty, Member
8.	Ms. K. Prameela	Senior Faculty, Member
9.	Ms. P. Hemalatha	Senior Faculty, Member
10.	Ms. B. Mary Kumari	Senior Faculty, Member
11.	Dr. R. Naga Jyothi	Senior Faculty, Member
12.	M. Esther Shoba	Librarian
13.	Ms.K.Anthony Mary	Senior Administrative Officer
14.	Ms . N. Ignatius Mary	Typist
15.	Ms . D.Margaret	Typist
16.	Mr.K.Sambasiva Rao, Rtd. Principal	Local nominee
17.	Dr. T. Swarupa Rani, Principal	Alumnae nominee

18.	Dr. S. Sivaramakrishna	Industrialist
19.	M. Naga Tulasi III BSc. CBZ	Student Representative, Member
20.	T. Supriya III BSc. M.P.C	Student Representative, Member
21.	Ms.M. Aruna	Coordinator, Member Secretary

The following points were discussed in the meeting;

1. The following departments are allotted to five parameters for the preparation of NIRF report.
 - Teaching, learning and resources - Dept. of Physics
 - Research and professional practices - Dept. Mathematics
 - Graduation out comes - Dept. English
 - Out reach and Inclusivity -Dept. Chemistry
 - Perception - Dept. of Computer Science & Home Science
2. It was suggested to prepare for NAAC Grievances and apply for appeal
3. As per the instruction given by MHRD, the Committee was reconstituted with a few more members.
4. It was suggested to apply for Major Project to **National Commission for Women Act, 1990**, New Delhi. by the Dept. of History.
5. It was decided to change the uniform for the 1st Degree students in the next academic year.

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Minutes of the Meeting held on 2nd November, 2018

Heads of departments, steering committee and members of IQAC meeting was held on 2.11.18 at 3.00 pm in the IQAC room to discuss the following agenda;

1. Plan to organize Parent- Teacher meet
2. Plan to arrange Faculty- Forum lecture
3. Discussion on National workshop
4. Discussion on Departmental and Committee activities
5. Table Tennis Tournament
6. Any other

S.No	members of IQAC	Designation
1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Dr.Sr. Theresamma Gade	Management Member
3.	Sr. Amul Mary,	Management Member
4.	Ms.K.Nirguna	Senior Faculty, Member
5.	Ms C.M. Anitha	Senior Faculty, Member
6.	Dr.G.Saraswathi Devi	Senior Faculty, Member
7.	Dr.P.M.Padmalatha	Senior Faculty, Member
8.	Ms. K. Prameela	Senior Faculty, Member
9.	Ms. P. Hemalatha	Senior Faculty, Member
10.	Ms. B. Mary Kumari	Senior Faculty, Member
11.	Dr. R. Naga Jyothi	Senior Faculty, Member
12.	M. Esther Shoba	Librarian
13.	Ms.K.Anthony Mary	Senior Administrative Officer
14.	Ms . N. Ignatius Mary	Typist
15.	Ms . D.Margaret	Typist
16.	Mr.K.Sambasiva Rao, Rtd. Principal	Local nominee
17.	Dr. T. Swarupa Rani, Principal	Alumnae nominee
18.	Dr. S. Sivaramakrishna	Industrialist

19.	M. Naga Tulasi III BSc. CBZ	Student Representative, Member
20.	T. Supriya III BSc. M.P.C	Student Representative, Member
21.	Ms.M. Aruna	Coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was planned to organize parent teacher meet on 9th November 2018
2. It was decided to conduct Faculty- Forum lecture by the Dept. of Telugu on 29-11-2018
3. IQAC decided to conduct a National Workshop on 22nd January 2019
4. It was suggested to organize a workshop on Intellectual Property Rights by the Department of Commerce in the month of January 2019
5. IQAC planned to monitor the activities of the Departments and Committees in the second week of November, 2018
6. It was decided to organize Table Tennis Tournament in the month of November 2018.

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Minutes of the Meeting held on 5th December 2018

IQAC meeting was held on 5.12.18 at 3.00 pm in the IQAC room to discuss the following agenda;

1. Ball Badminton Tournament
2. Christmas programme
3. Autonomous governing body meeting
4. Campus drive
5. Discussion on activities
6. Any other

S.No	Members of IQAC	Designation
1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Dr.Sr. Theresamma Gade	Management Member
3.	Sr. Amul Mary,	Management Member
4.	Ms.K.Nirguna	Senior Faculty, Member
5.	Ms C.M. Anitha	Senior Faculty, Member
6.	Dr.G.Saraswathi Devi	Senior Faculty, Member
7.	Dr.P.M.Padmalatha	Senior Faculty, Member
8.	Ms. K. Prameela	Senior Faculty, Member
9.	Ms. P. Hemalatha	Senior Faculty, Member
10.	Ms. B. Mary Kumari	Senior Faculty, Member
11.	Dr. R. Naga Jyothi	Senior Faculty, Member
12.	M. Esther Shoba	Librarian
13.	Ms.K.Anthony Mary	Senior Administrative Officer
14.	Ms . N. Ignatius Mary	Typist
15.	Ms . D.Margaret	Typist
16.	Mr.K.Sambasiva Rao, Rtd. Principal	Local nominee
17.	Dr. T. Swarupa Rani, Principal	Alumnae nominee
18.	Dr. S. Sivaramakrishna	Industrialist

19.	M. Naga Tulasi III BSc. CBZ	Student Representative, Member
20.	T. Supriya III BSc. M.P.C	Student Representative, Member
21.	Ms.M. Aruna	Coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was decided to organize Ball Badminton Tournament from 14th to 16th December 2018 in our college campus.
2. It was suggested to celebrate Semi-Xmas programme on 22nd December, 2018.
3. It was suggested to give Christmas holidays from 22nd December to 1st January, 2019.
4. It was suggested to conduct Autonomous Governing Body meeting on 15th December 2018.
5. It was decided to conduct Campus Drive on 7th December for all III Degree students in our campus.
6. IQAC planned to monitor the activities of the departments and committees on 20th of December.

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Minutes of the Meeting held on 7th January 2019

IQAC meeting was held on 07.1.19 at 3.00 pm in the IQAC Room to discuss the following agenda;

Agenda:

1. Celebration of Annual Day, Parent- Teacher Meet, Alumnae Meet
2. To conduct National Workshop
3. Health Center inaugural, N- List & Prathibha Awards
4. Campaigning
5. Any other

S.No	Members of IQAC	Designation
1.	Dr.Sr.Shiny.K.P	Principal, Chair Person
2.	Dr.Sr. Theresamma Gade	Management Member
3.	Sr. Amul Mary,	Management Member
4.	Ms.K.Nirguna	Senior Faculty, Member
5.	Ms C.M. Anitha	Senior Faculty, Member
6.	Dr.G.Saraswathi Devi	Senior Faculty, Member
7.	Dr.P.M.Padmalatha	Senior Faculty, Member
8.	Ms. K. Prameela	Senior Faculty, Member
9.	Ms. P. Hemalatha	Senior Faculty, Member
10.	Ms. B. Mary Kumari	Senior Faculty, Member
11.	Dr. R. Naga Jyothi	Senior Faculty, Member
12.	M. Esther Shoba	Librarian
13.	Ms.K.Anthony Mary	Senior Administrative Officer
14.	Ms . N. Ignatius Mary	Typist
15.	Ms . D.Margaret	Typist
16.	Mr.K.Sambasiva Rao, Rtd. Principal	Local nominee
17.	Dr. T. Swarupa Rani, Principal	Alumnae nominee
18.	Dr. S. Sivarama krishna	Industrialist

19.	M. Naga Tulasi III BSc. CBZ	Student Representative, Member
20.	T. Supriya III BSc. M.P.C	Student Representative, Member
21.	Ms.M. Aruna	Coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was suggested to celebrate Annual Day on 23rd January, 2019.
2. It was decided to arrange Alumnae get together on 25th January 2019 at 3.00 pm.
3. It was planned to conduct Parent- Teacher meet on 29-1-2019.
4. IQAC decided to organize National workshop on 5-2-19 on Enhancement of Quality in Higher Education.
5. It was decided to inaugurate Health Centre on 25th January at 11.00 am.
6. The staff members were given charge to help students to open N- list regularly and to apply for Prathibha awards who got above 90% result.
7. It was decide to start the campaigning from 29th January to 2nd February 2019.

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Minutes of the Meeting held on 4th February 2019

IQAC meeting was held on 4.2.19 at 3.00 pm in the IQAC room to discuss the following agenda;

1. BOS meetings.
2. Library verification, Stock verification and time tables.
3. Completion of syllabus, Re-mid exams, Pre- practical and semester end practical exams.
4. Any other

S.No	Members of IQAC	Designation
1.	Dr.Sr.Shiny.K.P , Principal	Chair Person
2.	Ms.K.Anthony Mary	Senior Administrative Officer
3.	Ms . N. Ignatius Mary	Typist
4.	Ms D. Margaret	Typist
5.	Ms.K.Nirguna	Senior Faculty, Member
6.	Dr.G.Saraswathi Devi	Senior Faculty, Member
7.	Ms C.M. Anitha	Senior Faculty, Member
8.	Dr.P.M.Padmala	Senior Faculty, Member
9.	Ms. K. Prameela	Senior Faculty, Member
10.	Ms. P. Hemalatha	Senior Faculty, Member
11.	Ms. B. Mary Kumari	Senior Faculty, Member
12.	Dr. R. Naga Jyothi	Senior Faculty, Member
13.	M. Esther Shoba	Librarian
14.	Dr.Sr. Theresamma. Gade	Management Member
15.	Sr.Amul Mary	Typist
16.	Mr.K.SambasivaRao,Rtd. Principal	Local nominee
17.	Dr. T. Swarupa Rani, Principal	Alumnae nominee
18.	M. Naga Tulasi III BSc. CBZ	Student Representative, Member
19.	T. Supriya III BSc. M.P.C	Student Representative, Member
20.	Dr. S. Sivarama krishna	Industrialist
21.	Ms.M. Aruna	Co-coordinator,Member Secretary

The following points were discussed in the meeting;

1. It was decided to conduct BOS meetings from 7th to 11th March, 2019.
2. The members decided to carry out Library verification and stock verification from 15th to 30th March 2019.
3. It was suggested to prepare Time Table from 4th to 8th March.
4. IQAC decided to inform the staff to complete the syllabus by 28th February 2019.
5. It was decided to conduct Re-mid exams from 28th February to 2nd March 2019 and Pre practical exams in the last week of February.

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Minutes of Internal Quality Assurance Cell (IQAC) Meetings

Minutes of the Meeting held on 20th March 2019

IQAC meeting was held on 20.3.19 at 3.00 pm in the IQAC room to discuss the following agenda;

1. Preparing plan of action for the next academic year 2019-20.
2. Preparing for NAAC Review and AQAR
3. Academic Council and Autonomous Governing Board meetings.
4. Closing and Re-opening of the college.
5. Any other

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1.	Dr.Sr.Shiny.K.P , Principal	Chair Person
2.	Ms.K.Anthony Mary	Senior Administrative Officer
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11.	Ms. B. Mary Kumari	Senior Faculty, Member
12.	Dr. R. Naga Jyothi	Senior Faculty, Member
13.	M. Esther Shoba	Librarian
14.	Dr.Sr. Theresamma. Gade	Management Member
15.	Sr.Amul Mary	Typist
16.	Mr.K.SambasivaRao,Rtd. Principal	Local nominee
17.	Dr. T. Swarupa Rani, Principal	Alumnae nominee
18.	M. Naga Tulasi III BSc. CBZ	Student Representative, Member

19.	T. Supriya III BSc. M.P.C	Student Representative, Member
20.	Dr. S. Sivarama krishna	Industrialist
21.	Ms.M. Aruna	Co-coordinator, Member Secretary

The following points were discussed in the meeting;

1. It was decided to include the National Festivals and Birth/ Death Anniversaries of great Indian personalities in the action plan for the academic year 2019-20.
2. IQAC decided to monitor the activities and updating of documents of all the departments and Committees for NAAC Review.
3. It was decided that the following staff members are incharge for the preparation of AQAR.

Criteria I	-	Ms.M.Aruna
Criteria II	-	Ms.C.M. Anitha
Criteria III	-	Dr.P.M.Padmalatha
Criteria IV	-	Ms.N. Vimala Devi
Criteria V	-	Ms.B.Mary Kumari
Criteria VI	-	Ms.R. Naga Jyothi
Criteria VII	-	Ms.P. Hemalatha

4. It was suggested to conduct Academic Council on 16th April and Autonomous Governing Board Meeting on 22nd April, 2019.
5. It was decided that 12th April would be the last working day and college re-opening on 6th June, 2019 for the staff and 10th June, 2019 for the students.

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