

St. Ann's College for Women

Malkapuram, Visakhapatnam – 11

Minutes Of 3rd IQAC Meeting

The IQAC Coordinator in consultation with the Chairperson Dr.Sr Prema Kumari convoked for the 3rd IQAC meeting. The meeting held on 02-06-2018 at 10:30 am in the college conference room.

Agenda

- Presentation of the Previous Meeting minutes.
- Training session on NAAC Preparation.
- Commencement of New Add-on Courses.
- To organise staff developmental program for the staff.
- To Organise SAS (St. Ann's Fest) week and Freshers.
- Proposal to buy a new Computer.
- To organise Independence Day Celebrations.
- Orientation program for the students.
- Formation of Committees & Clubs.
- Introduction of ICT tools in teaching.
- Field Trip .
- To organise a National Seminar for the students and Staff
- To organise Teachers Day Celebrations
- Computerization of Library

1. The Committeemembers decided to have the training session on preparation of the NAAC SSR and in preparing various other documents which is required for the report.
2. New Add-on Courses like Music, Dance, Fashion Designing were introduced in their Curricular Timings.

3. The Committee has decided to organise the staff development program for the staff on the topic Magical Teacher.
4. The Committee has decided to celebrate St. Ann's fest and Freshers day on 25th July, 2019 and informed all the students to participate in all the events of SASWeek & Freshers.
5. The committee noted that the proposal for a new computer especially for NAAC Purpose and forwarded to the Chairperson Notice.
6. The committee decided to celebrate Independence Day Celebrations and intimated the Cultural Committee to take up the responsibility of organising the program.
7. In order to help students in undergoing their Academics and to know about the college VISION and MISSION and about all other activities committee decided to put a session on it for all the students group wise.
8. The committee decided to form the various committees and clubs with the responsibility to conduct various activities and programs for effective implementation of administrative system
9. To Cope up with Changing method of teaching, the proposal for the ICT classes have come up classes with Projectors and Audio Support.
10. It was decided to organise a National Seminar for the Staff & for the Students by Prof. Kublakar on the topic "Values on Professional Life".
11. Commerce department staff has organised a field trip for the Final year Students to visit Vizag Steel plant.
12. Committee has decided to intimate the students to organise Teachers day Celebrations and will be conducted on 04th September, 2019

13.The Management and Committee has decided to have a Computerized library and discussed on the finance to be invested for it and the persons who would materialise the plan.

IQAC Members

1.Dr.Sr.Prema Kumari (Chairperson)

2.P.Lavanya (Co-ordinator)

3.B.Shanti (Member)

4.A.Adilakshmi (Member)

5.G.Adishesu(Member)

6.B.Raju (Member)

7.M.Rupa (Member)

8.M.Renuka (Member)

9.Y.Anasuya Devi(Member)

Signature

Sr. Prema Kumari

huff

B. Shanti

A. Adilakshmi

G. Adishesu

B. Raju
M. Rupa

M. Renuka

Y. Anasuya Devi

P.Lavanya

huff

(IQAC Coodinator)

Sr. Prema Kumari

Dr.Sr.Prema Kumari

Principal

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Minutes Of 4th IQAC Meeting

The IQAC Coordinator in consultation with the Chairperson Dr.Sr Prema Kumari convoked for the 4th IQAC meeting. The meeting held on 10--09-2019 at 10:30 am in the college conference room.

Agenda

- Opening of new Extension Block in second floor.
 - To Organise training and counselling program for both teaching & non-teaching staff.
 - To organise an Alumini meet.
 - To organise NSS special camp in the college.
 - To organise Administrative training program for the office staff.
 - Session on departmental activities in the college.
 - NAAC orientation session by PARAMESH team (St' Theresa College, ELURU).
 - To organise Chirstmas celebrations.
 - To propose for signing MOU's with other institutes.
 - To purchase and install new software for library.
 - To maintain eco-friendly campus.
 - Proposal for providing internet access to the office room and to entire college.
 - To organise a science club activity.
1. The management has decided to have the inauguration of the new extension block in the second floor by the ending of October
 2. The committee members planned to have a counselling as well as training session for both teaching & non-teaching staff for the better progress

- 3 The committee decided to conduct an Alumni meet in the month of December. Main aim of the meet is to strengthening the Alumni association and encourage their involvement
- 4 The committee decided to have the NSS Special camp in the month of December last week, so they told the NSS unit to take charge of it
- 5 To enhance the skills of administrative staff in handling various software of the office. The committee decided to organise the training program for them.
- 6 The committee members decided to have the departmental seminars to the students and intimated the staff to take charge of conducting departmental seminars and activities. Commerce department planned to have in the month of November.
- 7 The committee decided to organise a NAAC Orientation session by Paramesh team from St. Theresa college, ELURU on Nov-11.
- 8 The committee members told to the cultural committee to take up the charge and organise the Christmas celebration on Dec - 23rd 2019.
- 9 The committee noted that it had forwarded the proposal to the chairman for signing a MOU with any prominent .institutes/agencies/NGO's for collaboration in research, quality initiatives and financial support.
- 10 The committee members decided to purchase the central library management software in order to convert existing library into Automated for the proper management.
- 11 The committee noted that there was a discussion to provide proper internet access to all the classrooms, library & Office rooms.

- 12 The committee members informed to organise a science club activity to the students.

IQAC Members

- 1.Dr.Sr.Prema Kumari (Chairperson)
- 2.P.Lavanya (Co-ordinator)
- 3.B.Shanti (Member)
- 4.A.Adilakshmi (Member)
- 5.G.Adishesu(Member)
- 6.B.Raju (Member)
- 7.M.Rupa (Member)
- 8.M.Renuka (Member)
- 9.Y.Anasuya Devi(Member)

P.Lavanya




(IQAC Coodinator)

Signature



B. Shanti



M. Rupa

M. Renuka

Y. Anasuya Devi



Dr.Sr.Prema Kumari

Principal

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Malkapuram, Visakhapatnam – 11

Minutes of 6th IQAC Meeting And Action Taken Report

Date – 10-04-2020

On 10-04-2020 at 10 am a meeting was conducted in the college conference room headed by the chairman of IQAC principal Dr. Sr. Prema kumari to analyse the action taken on the point discussed in previous meeting

S. no	Point Discussed	Action taken
1	Orientation sessions and guidelines for NAAC	Organised the session by Sr.Kaslin on june 04 th 2019
2	Commencement of new Add on courses	Introduced in the Academic year 2019 – 2020
3	To organise staff development to the staff	Organised on Aug 01 st 2019 resource person – Mr Satish Velivet. Topic – Magical teacher
4	To organise St'Anns feast and celebrations	Organised on july 25 th 2019 Resource person – Fr Arji Prakash
5	Proposal to buy a new Computer	Proposal accepted by Chair person and bought computer in July
6	To organise Independence day celebrations	Organised on Aug 15 th 2019
7	Orientation program for the students	General orientation was conducted in the college assembly hall by the principal at the start of the session and subject wise orientation was given by the class teachers and subject teacher
8	Formation of committees and clubs	Committees and clubs are formed, The quality measures are implemented as per the aims and objectives of the body
9	Introduction of ICT tools in teaching	Projects were installed
10	Field trip	Field trip was organised on Aug 17 th 2019, Visited vizag steel plant

		45 students and 04 staff participated in it
11	To organise national seminar	Organised on Sep 04 th 2019, on the topic - values in the professional life by Mr. Prof Kublakar
12	To organise teachers day	Organised teachers day celebration on Sep 05 th 2019 for three hours
13	Computerization of library	Installed
14	Opening of new extension block	New extension block was inaugurated on Oct 01 st 2020
15	Organise training and counselling program for both teaching staff and students	Organised the program for both staff and students in the starting of academic year
16	Alumni meet	Organised on Dec 14 th 2019 in college assembly hall
17	NSS Special camp	NSS special camp was organised for 07
18	To organise administrative training program	Organised
19	NAAC Orientation session	Organised by PARAMARSHA team St.Teresa college (Eluru) on Nov 16 th 2019
20	To organise Christmas celebrations	Organised on 23 rd Dec, 2019
21	Signing MOU's with other Institutes	MOU's was signed with Anudeep foundation
22	Purchase and install new software	Installed
23	Organise science club Activity	Science club organised few activities for students <ul style="list-style-type: none"> 1. Seminar on Genetically modified crops by 2. Painting competition was conducted on 07th Dec, 2019
24	To organise Pongal celebrations	Pongal celebrations was organised on 11 th Jan,2020
25	To organise a seminar session for students	On the eve of National girl child day, a seminar was conducted on POSCO and POSH act. By NSS DPO miss EPS Bhagya Lakshmi on 25 th Jan, 2020
26	To conduct workshop on dance	Dance workshop is conducted by Dr. Guru Arun sai kumar on 29 th Jan,2020
27	To organise parent – teacher meeting	Parent- teacher meeting was organised on 06 th Feb,2020
28	To organise farewell day	Farewell day organised on 20 th Feb, 2020

	celebrations	
29	To organise training program to the students	A training session was organised on " measures for women protection " by Police Constable Miss Tejaswini on 05 th feb, 2020
30	Proposal for up gradation of college infrastructure	Infra structure up gradation <ul style="list-style-type: none"> • Cafeteria • Solar Panel • Vermin composting (under construction) • Auditorium (Under Construction)
31	Preparation for NAAC	NAAC preparation started with formation of NAAC committee working under the supervision of IQAC co-ordinator
32	Outgoing student seminar	Seminar for outgoing students was organised on 17 th and 18 th Feb, 2020 by Fr. Arji Prakash
33	Introduction of mentoring system for students	Mentoring system initiated and groups of students were divided per teacher and session were conducted
34	Acceptance of proposal for new Auditorium	Proposal for new Auditorium was accepted and foundation stone was laid

IQAC Members

1. Dr. Sr. Prema Kumari (Chairperson)
2. P. Lavanya (Co-ordinator)
3. B. Shanti (Member)
4. A. Adilakshmi (Member)
5. G. Adishesu (Member)
6. B. Raju (Member)
7. M. Rupa (Member)

Signature

Dr. Prema Kumari

P. Lavanya

B. Shanti

A. Adilakshmi

G. Adishesu

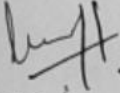
B. Raju

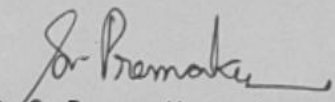
M. Rupa

8.M.Renuka (Member)

9.Y.Anasuya Devi (Member)

M.Renuka.
Y.Anasuya Devi

P.Lavanya 
(IQAC Coodinator)


Dr.Sr.Prema Kumari
Principal