

## **Document:2**

### **Document 1: IQAC Minutes and Action Taken Report**

## **St. Ann's College for Women**

**Malkapuram, Visakhapatnam – 11**

### **17<sup>th</sup> Minutes Of IQAC Meeting**

The IQAC Coordinator in consultation with the Chairperson Dr. Sr Prema Kumari convoked for the IQAC meeting. The meeting was held on Tuesday i.e., 27-1-2023 at 3:30 p.m. pm under the supervision of Vice Principal Mrs. G. Lalitha in IQAC cabin.


#### **Agenda:**

- Prayer
- Approval of last meeting minutes
- Review of AQAR's progress
- Approval of last meeting minutes
- Water Availability in auditorium
- Cleanliness and Sanitation
- Department Activities
- Schedule for I Mid Term
- Preparation Break for End Semester Examinations
- Issue of Hall Tickets
- Industrial Internship
- Fund Raising
- Provision of Pen Drives to staff
- Wall of Kindness
- No Bag Day
- Sports
- Paper Publication from Staff
- Farewell
- Excursion
- Adjournment

#### **The following points were discussed:**

- Minutes read by Mrs. A. Shanti Rani
- Minutes was approved by Dr. G. Adi Seshu and Mrs P. Lavanya
- Water problem will be Rectified by passing the pipe from the Auditorium to feild
- Maintenance of washroom has to be checked out, especially sanitary pads machine will get repairs
- AQAR is still on hold to be submitted [Already uploaded] 5<sup>th</sup> Feb will be the updating day
- No of Activity organised during the semester has to be re-organised and reduced. So that Academic will not be disturbed
- Preparation holidays can be planned from 5<sup>TH</sup> to 9<sup>Th</sup>

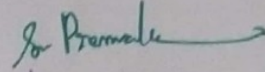
- If possible, hall tickets have to be issued on Saturday i.e., on 4<sup>th</sup> - Feb -2023.
- On Re-opening guidelines has to be given to the Mentor and mentees and then only we can release the students for internship. Every week students have to meet their mentor.
- To open an Alumnae A/C we need to open joint A/C and process is going on and it should be accepted by the head office at Hyderabad. Sr. Ruby is the in charge of alumnae contributions [either kind (or) cash]
- Pen drives will be provided by Sr. Ruby do consult her.
- Wall of kind – A Room has to been constructed near the hall Mrs. Adi Lakshmi is the in charge from degree side and Mrs. Sivaranjini for intermediate. Prominent objectives have to be kept. Awareness has to be given to the students about it.
- No bag day is cancelled on 28/01/2023
- Students WhatsApp messages has been temporarily stopped.
- Internship for final degree students' clarity will be only once the instructions are given by the university
- Sports- Maintenance of ground as to be seen. TA/DA is always sponsored by the college only
- Fee concession proposal for state/National/International winners of sports participants
- Excursion week is Finalised by the management
- Paper Publication for the staff some amount is supported by the management in web of science (or)UGC recognised journals
- Farewell will be in the month of march and outgoing student's seminars
- Meeting adjourned by 5 pm

  
 Principal  
 St. Ann's College for Women  
 Malkapuram, Visakhapatnam-15

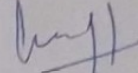
## IQAC Members

## Signature

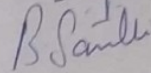
1. Dr.Sr.Prema Kumari (Chairperson)



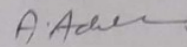
2. Mrs. P.Lavanya IQAC (Co-ordinator)



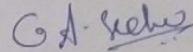
3. Mrs.B.Shanti (Member)



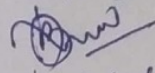
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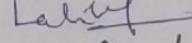
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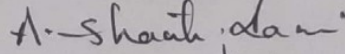
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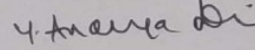
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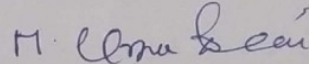
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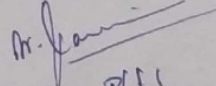
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10. Mrs.Uma (Andhra University Representative)



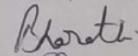
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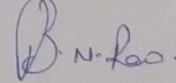
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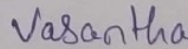
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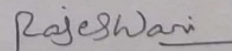
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14. Miss . Vasantha lakshmi (Student Representative)



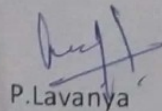
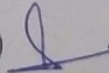
15. Mrs .k.Rajeswari (Office Accountant)



16. Sr.Jayaseela (Office Admin)

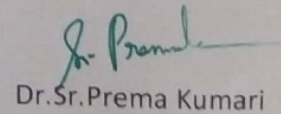


17. Dr.Sambhu Dutta (Local Society Nominee)



P.Lavanya

(IQAC Co-ordinator)



Dr.Sr.Prema Kumari

Principal

# **St. Ann's College for Women**

**Malkapuram, Visakhapatnam – 11**

## **18<sup>th</sup> Minutes Of IQAC Meeting**

The IQAC Coordinator in consultation with the Chairperson Dr.Sr Prema Kumari convoked for the IQAC meeting. The meeting was held on Tuesday i.e.,16-09-2023 at 10:30A.m.pm under the supervision of Vice Principal Mrs. G. Lalitha in IQAC cabin.


### **Agenda:**

- Prayer
- Criteria Incharges
- FDP
- Organising International Webnair
- Extension Programs
- Preparation Of Reports
- Library
- Website Updation
- Speaking in English
- Autonomous Status
- AQAR
- Sports Week
- Common Informations
- Adjournment

### **The following points were discussed:**

- Minutes read by Mrs. A. Shanti Rani
- Sr.Prema started the meeting with the prayer.
- Minutes was approved by Dr. G. Adi Seshu and Mrs P. Lavanya.
- The committee members decided to have the Faculty Development Program on 30-09-2023
- Our principal Dr.Sr.Premakumari along with the IQAC members it was decided to have a National or International Webnair in the upcoming days for 2days and the proposed topics are Artificial Intelligence,Sustainable Development,Milletts,Health & Hygene,Research Methodology.
- It was decided in the meeting that beyond the college activities which are been held by the NSS and Ncc should be more and reports should be given immediately for the website updation.It was also proposed that Various clubs like commerce club, Science club can conduct the extension activities like medical camps etc.
- All the reports of various activities should be in order right from the broucher,report of the event,number of participants,photos etc.

- It was decided that upcoming No bag day can be highlighted by Usage of E-resources students will be given login details and will be taught how to use the N-List and how to check the journals and e-books etc. Computer faculty will guide the students.
- Before organising any event program details should be given to the murali sir atleast before 2 days for updating in the website .Gallery part of the website should be completely updated.
- Speking in English has to be improved.its been mandatory for all the staff and the students.along with the floor incharges all the staff is responsible for this.
- Autonomous status is almost done ready to upload.
- AQAR has to be updated and get ready with the documents for upcoming submission.
- The sports committee decided to have the sports meet in the upcoming days.
- Common Informations:
  - Every broucher should be designed by IQAC coordinated should be menctioned in the brouches .
  - Cellphone Lockers for students should be allotted
  - Departmental Notice boards should be maintained and updated regularly.
  - Alumnae must be updated
- Meeting adjourned by 5 pm

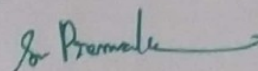
  
 Principal  
 St. Ann's College for Women  
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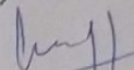
## IQAC Members

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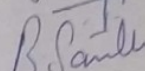
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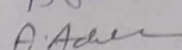
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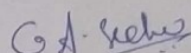
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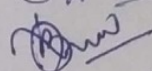
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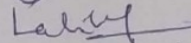
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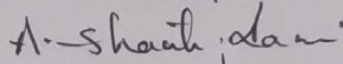
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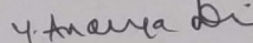
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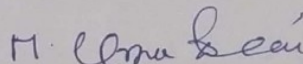
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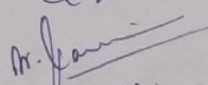
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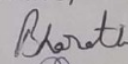
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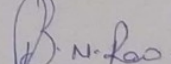
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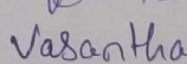
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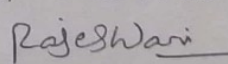
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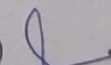
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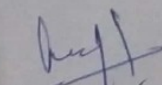


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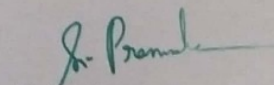


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P.Lavanya

(IQAC Co-ordinator)

  
Dr.Sr.Prema Kumari

Principal

# **St. Ann's College for Women**

**Malkapuram, Visakhapatnam – 11**

## **19<sup>th</sup> Minutes Of IQAC Meeting**

The IQAC Coordinator in consultation with the Chairperson Dr. Sr Prema Kumari convoked for the IQAC meeting. The meeting was held on Tuesday i.e., 01-11-2023 at 10.30 am under the supervision of Vice Principal Mrs. G. Lalitha in IQAC cabin.

### **Agenda:**

- Prayer
- International webnair
- Interships and add on courses
- Excursion & picnic
- Parent and teacher meeting
- Syllabus completion for 1<sup>st</sup> semester students
- AQAR updation
- Peacock day celebrations
- Common information

### **The following points were discussed**

- Minutes read by Mrs. M. Renuka
- Sr. Prema started the meeting with the prayer
- Minutes were approved by Dr. G. Adishesu and P. Lavanya.
- It was decided that the seminar committee will discuss and give a final date to organise the international seminar [committee should give the schedule by 10<sup>th</sup> of November]. Bhagyalakshmi Madam should be the member of seminar committee
- It was decided that all the 1<sup>st</sup> semester and 3<sup>rd</sup> semester students will go to the add on courses in the campus and all the 5<sup>th</sup> semester students will be given opportunity to do any online or offline \ JOB \ CRT Classes. Out of which final year students
  1. 51 students are doing Drone Technologies
  2. MPC'S \ MPC Students continuing the classes in Anudip Foundation
  3. BA Students Maximum of the students are going for JOB
  4. Rest of the Students will go for any one of the classes
- Everyday one Faculty member will be the incharge to take the responsibility for Smooth Running of Add On Courses
- Due to the unavailability of the Tickets the excursion got postponed for the next month
- Parent teacher meeting will be held in the month of December

- As per the university schedule all the 1<sup>st</sup> semester students may start their exams from Dec 4 and Jan 23 onwards for the 3<sup>rd</sup> and 5<sup>th</sup> sem So Sister told the staff to complete the syllabus as fast as possible and start doing the revisions.
- AQAR Updation


Our principal sister intimated to all the staff members that all criteria data should be ready with all and new updates and changes need to do for the updation of the AQAR

- Peacock Day Celebration

It was decided that on 27<sup>th</sup> November 2023 we will have the peacock day celebrations in our college . Its a Dance Competition and the students from other colleges are also allowed to participate so the work is segregated to all the committees for the upcoming Program

- Common Information
  - Proposal of Book exhibition in the campus
  - Clearance of college fees [By 10<sup>th</sup> November all the students are requested to clear the old dues and first term fees
- Extension Activity

It was decided by the principal that one area will adopted by us near jalaripeta and we will help the poor students or poor families over their.

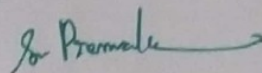
  
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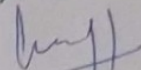
## IQAC Members

## Signature

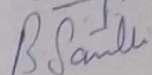
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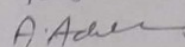
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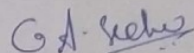
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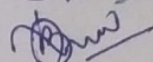
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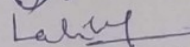
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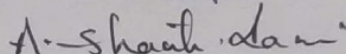
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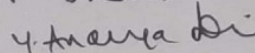
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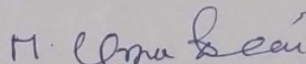
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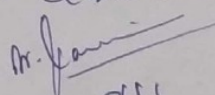
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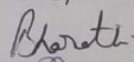
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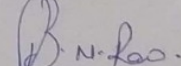
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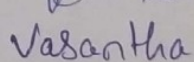
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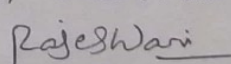
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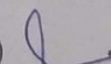
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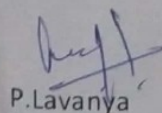


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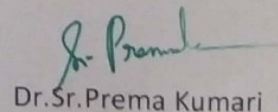


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