



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(17A: Meeting 1 of 2017-18)

Date: 11th September, 2017

Venue: Conference Room, First Floor

Time: 3:00 PM – 5:15 PM

Members Present:

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. B. Mahender Reddy, Group Director, SMES (Management Representative)
3. Mr. S. Abhirama Krishna, Group Head-HR, SMES (Management Representative)
4. Mr. J. Michael Preetham, Coordinator – IQAC & Head-Department of Languages
5. Ms. Kusuma Reddy, Member, IQAC & Coordinator-AAA Cell
6. Ms. Jaimole Cross, Head- Department of Sciences
7. Ms. Deepa Agrawal, Head- Department of Commerce
8. Ms. Faria Zafar, Head- Department of Management
9. Mr. V. Dayananda Babu, Head- Examinations
10. Ms. Babita Rajmohan, Head- Placement and Student Activities

Invitees Present:

1. Mr. K. T. Srinivas, Assistant Professor of Political Science

Part-A (Statutory Items)

17A.1 The meeting commenced at 3:00 PM. The Principal, Mr J Mathew George, presided over the meeting and the following item was taken up before the agenda:

17A.1.1. Grant of Leave of Absence, if any:

Members Absent:

1. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
2. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)
3. Mr. T. Joseph Christadoss, Head – Department of Social Sciences, Mass Communication, and Life Skills.

Leave of Absence is granted.

17 A.1.2. The Minutes of the previous meeting held on January 2, 2017 was approved along with the Action Taken Report in 17A.2

17A.2		Topic: Action Taken Report	
Action Items	Responsible Person	Action Taken	
To follow-up with the University on permanent affiliation	Mr J Mathew George	Reminders sent with full previous correspondence to both the Registrar and the Vice-Chancellor. Has personally met the Academic Audit Cell Director in this regard. Has been told that EC Meeting is pending.	
Review existing Certificate Courses for relevance	All HoDs	Decided to discontinue with most Certificate courses. New certificate courses in partnership with reputed organizations will be pursued during this year.	
Student leadership in Clubs to be enhanced	Ms Babita Rajmohan	All Student Clubs have student office-bearers from the current year. Student members are in the process of drafting constitutions for the Clubs and Cells.	
Head, Research & Consulting, to be appointed	Mr J Mathew George	Several candidates have been considered, but none have been found suitable. As a transitional arrangement, a Research Committee has been formed with Ms Deepa Agrawal, HoD-Commerce as Coordinator.	
Finalize new Guidelines for Conference / Seminar participation & Incentive System	Mr J Mathew George	New Guidelines for Conference / Seminar participation & the Incentive system has been drafted. Once approved by the Finance Team, HR approval will be sought and the same will be included in the HR Policy document.	
New IQAC to be constituted	Mr J Mathew George	New IQAC constituted for 2017-19 with Mr J Michael Preetham as the IQAC Coordinator and with Ms. Hilda Amalraj (Former Dean-Academics of IBS Hyderabad), Director, Industrial Motion India Pvt Ltd and Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant as members	

Part-B (Agenda Items)

17A.3	Topic: Review of IQAC and Strategic Plans	
Discussion Summary	Mr J. Michael Preetham, the IQAC Coordinator read out the strategic plan for 2014-2019 and the annual plans that have been submitted to NAAC in the past. He highlighted the need to come together and fulfill the recommendations of the NAAC Peer Team.	
Conclusion	It was decided that the College will focus on quality. IQAC is to define and set quality parameters in each sub-domain. Even if a commitment was given on something to NAAC earlier, we will not focus on that unless it contributes to quality enhancement.	
Action Items		Responsible Person
IQAC to define quality parameters in each area		Mr Michael Preetham
Make a list of priority items in the Strategic Plan		Mr Michael Preetham
		Target Date
		31/10/2017
		31/10/2017

17A.4	Topic: Quality and NAAC processes: The Way Ahead	
Discussion Summary	Mr. J. Mathew George, Principal, spoke about the changes in the NAAC process and the increasing quantification of quality parameters. He talked about the need to use metrics which are demonstrable and verifiable. He also highlighted the importance of prioritizing the use of resources by identifying the strengths of the institution and working on areas where results are possible. He emphasized the importance of outcome-based learning, data-driven decision-making, collection of feedback from all stakeholders including parents and recruiters, development of a culture of research, augmenting consulting capabilities and reviving the alumni association. He also spoke about collaborations, which the institution has and the need for more of such collaborations.	
Conclusion	The meeting endorsed the points made by the Principal. It was decided that we will focus on outcome-based learning and will attempt to develop a culture of research. Feedback to be collected from all stakeholders. Alumni association to be revived. Consulting abilities to be developed with the support of Mr Abhirama Krishna.	
Action Items		Responsible Person
AAA Cell to review the progress of outcome-based learning roll-out		Ms Kusuma Reddy
Feedback to be collected from all stakeholders		Mr Michael Preetham
Weekly research group Meetings to be initiated		Ms Deepa Agraval
Alumni Association GBM to be called on December 17		Ms Babita Rajmohan
		Target Date
		30/11/2017
		31/03/2018
		13/10/2017
		13/10/2017

17A.5	Topic: AAA Cell – A Re-look		
Discussion Summary	<p>Ms Kusuma Reddy presented the objectives of the Academic and administrative Audit (AAA) Cell. She also spoke about the road map which the AAA Cell has prepared. To begin with, a proficiency test will be conducted in English Language, IT Skills and Commerce immediately and again at the end of the year, in order to gauge student progression. The AAA Cell would closely monitor the impact of the implementation of Outcome Based Learning. The Cell would come up with an effective feedback mechanism to check the efficacy of Seminars, Workshops, Guest Lectures, Staff Colloquium etc.</p>		
Conclusion	<p>The meeting endorsed the points made by the AAA Cell Coordinator. The proposed road-map was approved and the proficiency tests would be conducted immediately.</p>		
Action Items	Responsible Person	Target Date	
First round proficiency tests to be conducted	Ms Kusuma Reddy	15/09/2017	
Feedback form for GLs/Colloquim/Workshops etc	Mr Michael Preetham	19/09/2017	
Audit process to commence	Ms Kusuma Reddy	31/10/2017	

17A.6	Topic: Inputs from Management Representatives		
Discussion Summary	<p>The Director, Mr B Mahender Reddy, stated that the institution should stand for quality and should aim to become the best institution in Hyderabad first before aspiring for greater heights. He felt that introducing a PG Course in Mass Communication was a possibility by 2019. The meeting endorsed the need for more impetus on research. Members suggested that we come up with a journal in order to encourage research. The Director asked the Principal to look for ways to engage more teachers in research and also consider reducing the teaching load if it is an impediment for quality research. Mr Abhirama Krishna spoke about the importance of consulting and also spoke about the HR policy of the institution that encourages research and consultancy. With respect to the need to measure diversity, Mr Abhirama Krishna said that there is a need to identify the students based on various demographics and called for an efficient database management. The members requested Mr Abhirama Krishna to take a session on promoting consultancy, which he readily agreed to.</p>		

Conclusion	It was decided to reduce the teaching load to those who opt to be in the Teacher-Researcher category. Group HR to update and communicate the policy on Research and Consultancy. Data on demographics to be collected on the basis of TCs submitted and diversity to be measured. Mr Abhirama Krishna will help in equipping teachers to take up consultancy.	
Action Items	Responsible Person	Target Date
Teacher categorization and work-load allocation for next semester to be completed	Principal	31/10/2017
Data collection on for measuring diversity	Principal	13/10/2017
Session on Consultancy by Mr Abhirama Krishna	Mr J Michael Preetham	13/10/2017

17A.7	Topic: Inputs from Heads of the Departments	
Discussion Summary	The HoDs stated their commitment to quality enhancement. The Principal proposed that the departments conduct one certificate course per semester. The HoDs agreed to explore various options in that direction. The Principal was confident that the college can tie-up with companies to award cobranded certificates to students on successful completion of 6 Certificate Courses in the 3 years of their study at St Mary's College. HoDs will list out the topics which will be presented by the departments for the Colloquia planned so that even admin and management members can choose to attend sessions of their interest. Department of Management is exploring the possibility of organizing an MDP on an HR-related topic. HoDs will report activities and progress during the first quarter in the next IQAC meeting. Report will be provided to the IQAC well in advance.	
Conclusion	HoDs to list out the topics for the Colloquia assigned to their departments. HoDs to report activities and progress of each quarter in the subsequent IQAC meeting. Quarterly report of the departments to be provided to the IQAC within a fortnight of the commencement of the subsequent quarter.	
Action Items	Responsible Person	Target Date
Topics/Speakers for Colloquia for next quarter to be sent to IQAC; IQAC to share the list with management	HoDs	03/10/2017
HoDs to explore possibilities of Certificate Courses	HoDs	31/10/2017
MDP by Department of Management to be finalized	Ms Faria Zafar	13/10/2017
Format of Reports for Departments to be sent to Depts	Mr Michael Preetham	03/10/2017
Departments to submit Quarterly Reports to IQAC	HoDs	16/10/2017

17A.8	Next Quarterly Meeting of the IQAC		
Discussion Summary	Quarterly Meetings of IQAC to discuss the progress during the previous quarter and also evaluate plans for the ongoing and subsequent quarters. External members to be invited for subsequent meetings. Data/inputs from departments to be submitted well in advance and to be included in the agenda papers.		
Conclusion	Next IQAC Meeting to be held in the first week of November.		
Action Items	Responsible Person	Target Date	
Date and time to be finalized based on availability of Group Director and External Members	Mr Michael Preetham	06/10/2017	

17A.9 The meeting closed at 5:15 PM, resolving to meet again in the first week of November.



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(17B: Meeting 2 of 2017-18)

Date: 17th November 2017

Venue: Conference Room, First Floor

Time: 2:00 PM – 4:45 PM

Members Present:

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. B. Mahender Reddy, Group Director, SMES (Management Representative)
3. Mr. Abhirama Krishna, Group Head-HR, SMES (Management Representative)
4. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
5. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)
6. Mr. J. Michael Preetham, Coordinator – IQAC & Head-Department of Languages
7. Ms. Kusuma Reddy, Member, IQAC & Coordinator-AAA Cell
8. Mr. Joseph Christadoss-Department of Social Sciences, Mass Communication and Life Skills
9. Ms. Jaimole Cross, Head- Department of Sciences
10. Ms. Deepa Agrawal, Head- Department of Commerce
11. Ms. Faria Zafar, Head- Department of Management
12. Mr. V. Dayananda Babu, Head- Examinations
13. Ms. Babita Rajmohan, Head- Placement and Student Activities

Part-A (Statutory Items)

17B.1 The meeting commenced at 2:00 PM. The Principal, Mr. J Mathew George, presided over the meeting and the following item was taken up before the agenda:

The Principal welcomed all members to the meeting. He also introduced Ms Hilda Amalraj and Ms Pratyusha Sharma, the external members, to the internal members.

17B.1.1 Grant of Leave of Absence, if any

Nil. All members, including external members, were present.

17 B.1.2. The Minutes of the previous meeting held on September 11, 2017 was approved along with the Action Taken Report in 17B.2

17B.2	Topic: Action Taken Report	
Action Items	Responsible Person	Action Taken
IQAC to define quality parameters in each area and make a list of priority items in the Strategic Plan	Mr J Michael Preetham	A Special Meeting of the IQAC is being called in December only to address and finalize quality parameters for the College and the priority items in the Strategic Plan
Weekly research meetings to be initiated	Ms Deepa Agrawal	Research Committee has initiated the meetings, but periodicity is not weekly. Change the periodicity to once a fortnight in order to accommodate staff colloquium and other presentations.
Alumni Association GBM to be called in December	Ms Babita Rajmohan	Alumni Association GBM has been called for December 8, 2017.
First round proficiency tests to be conducted	Ms Kusuma Reddy	First round proficiency tests conducted in English, Computers and Accounts.
Feedback form for GLs/Colloquim/Workshops etc	Mr Michael Preetham	Feedback collection initiated
Audit process to commence	Ms Kusuma Reddy	Academic audit process completed.
Teacher categorization and work-load allocation for next semester to be completed	Mr J Mathew George	Work in progress. Framework completed. If approved by the IQAC, the same will be rolled out this year.
Session on Consultancy by Mr Abhirama Krishna	Mr J Michael Preetham	Postponed to next semester due to non-availability of the Resource Person
Management Development Program by Department of Management to be finalized	Ms Faria Zafar	Finalized for February 2018.

Part-B (Agenda Items)

17B.3	Topic: Review of the Previous Quarter (Jul-Sep 17) - Mr. J. Michael Preetham.	
Discussion Summary	Mr J. Michael Preetham, Coordinator –IQAC presented the summary data of the previous quarter to the meeting. Management representatives wanted to know whether the data indicate any matters of concern. The Coordinator assured that the performance is on track and is in the intended direction.	
Conclusion	The external members suggested that data be represented alongside some reference. The Principal assured that in the following quarter, previous quarter data will be presented alongside.	
Action Items	Responsible Person	Target Date
Submission of current quarter data	Heads of the Department	January 10, 2018

17B.4	Topic: Quarterly Reports -Heads of the Departments
Discussion Summary	<p>English and Languages: Mr J. Michael Preetham presented the accomplishments of the department. The department members attending workshops, being involved in online writing, one publication and members invited as Resource persons got special mention. The Communication Skills workshop conducted for support staff was and its effect on the trainees was highlighted. Ms Hilda Amalraj felt that the department could work more in training students on soft skills.</p> <p>Commerce: Ms Deepa Agrawal presented the achievements of the department. The department did well in terms of the activities conducted by the department coordinators and included a range of activities which were appreciated by the external members. Package orientation (TALLY) which is already being used by the department could be strengthened further.</p> <p>Management: Ms Faria Zafar highlighted the attainments of the department. Apart from conducting guest lectures and various innovative activity sessions, the HOD made special mention about the way the department members were involved in various areas such as research, student activities etc to enhance the quality of the department. The online blog which the department had started was also highlighted. Both the external members appreciated the initiatives of the department.</p> <p>Social Sciences, Mass Communication and Life Skills: Dr Joseph Christadoss emphasized the various accomplishments of the department. The department's best practice of calling parents to report positive things about students was highlighted. Dr Joseph having received the Telangana State Best Teacher Award, host of activities conducted by the department were mentioned. Both the external members and management representatives appreciated the initiatives.</p> <p>Sciences: Ms Jaimole Cross highlighted the conduct of unit tests, using animation in classes, guest lectures, special help to foreign students, student projects and an array of activities for students as some of the initiatives of the department. Ms Hilda Amalraj enquired about the diversity in terms of foreign students and Ms Pratyusha queried on whether they were part of the placements. Mr Mahender Reddy clarified that foreign students generally don't get employment VISA except when the students had the credentials to teach a foreign language in India.</p> <p>Student Activities: Ms Babita Rajmohan presented the activity report for the first quarter. Apart from the tremendous work done by the various club under her purview, she also highlighted the internships secured by students and other such initiatives. Both the external members appreciated the initiatives of the department.</p>

Conclusion	Ms Pratyusha Sharma recommended that implementing gaming-based learning, design thinking and simulated learning in our curriculum was the way to go. Ms Hilda Amalraj suggested that a lot of high-quality online material was available, and teachers need to make use of these resources. The need to camouflage the course content and go beyond the set curriculum was the need of the hour. She urged the departments to involve alumni in as many ways as possible. Mr Abhirama Krishna called for the involvement of students in ISR initiatives. The Principal clarified that the college was moving in the direction of each department adopting an NGO or a cause for a year. The meeting endorsed the department reports and the suggestions from the external members and the management representatives. All departments were asked to work on their shortfalls and set higher benchmarks.	
Action Items	Responsible Person	Target Date
Introduction of softskills training	Head – Department of English and Languages	December 5, 2017
Setting Departmental targets on measurable metrics for Jan-March	Heads of the Department	December 15, 2017

17B.5	Topic: General Observations from Academic Audit - AAA Cell	
Discussion Summary	Ms Kusuma Reddy - Coordinator, AAA Cell presented the general observations from the Audit of Academic Departments by the AAA Cell. The departments were told that specific observations would be communicated to the Heads of the Department. She also reported the two guest lectures conducted by IQAC. The road map for the upcoming audits, especially of academic administrative units, was placed before the meeting.	
Conclusion	The Meeting approved the road map for further audits.	
Action Items	Responsible Person	Target Date
Specific observations of the Audit Cell to be submitted to relevant Departments	Ms Kusuma Reddy	January 31, 2018

17B.6	Topic: Ongoing Plans - Mr J Mathew George	
Discussion Summary	<p>The Principal discussed in detail the findings from the English Proficiency Test conducted at the beginning of the semester. While some members felt that there was nothing alarming, the meeting emphasized the need to work on improving standards of English. It was felt that the poor state of school education is responsible for the sad state of affairs. The Placement Officer was concerned about too many students performing poorly in the VERSANT test, and that concern was shared by Ms Pratyusha Sharma, who also felt that the Placement Department should invite HR personnel to do sessions on recruiter expectations.</p> <p>Introduction of Course Handouts for students was proposed by the Principal. Mr Mathew George wanted it to be a pilot project, but the members suggested that it be prepared across all streams and by all teachers to be uniform. Mr Mathew George was concerned that this could result in dilution of the average quality of the handouts. It was decided that all teachers would be asked to prepare a course handout for the coming semester.</p> <p>The next proposal which was made by the Principal was on teacher categorization for KRA setting. Mr Mathew George proposed that teachers be categorized into: a) Teacher-Administrators, b) TeacherResearchers and c) Teacher-Mentors. After much discussion, it was felt that for this categorization to be effectively implemented a lot of handholding may have to happen. Ms Hilda Amalraj opined that the HODs need to work with individual members to help them decide where they would be most effective. She also felt that there was a need for more Teacher Mentors than Teacher Researchers at the undergraduate level. Ms. Pratyusha Sharma felt that individuals need to map out where they would be best fits, keeping in mind their personal and career goals.</p>	
Conclusion	<p>The external members wanted Commerce and Computer proficiency data also to be analyzed. It was decided that for those students interested in placements, a specific program would be charted to improve their soft skills and communication skills.</p> <p>With respect to the course handouts, all teachers would be asked to prepare a course handout in at least one of their subjects for the coming semester and in all subjects for the semester beginning in Jun 2018.</p> <p>The meeting approved the Principal's proposal on Teacher Categorization.</p>	
Action Items	Responsible Person	Target Date
Analyses of Commerce and Computers Proficiency Test Results	Mr J Mathew George	December 5, 2017
Specific plan for Soft Skills and Communication	Mr J Michael Preetham	December 5, 2017
Course Handout – Introductory Session	Mr J Mathew George	November 24, 2017
Course Handout – Progress Review	Heads of the Departments	November 30, 2017

Course Handout – Phase I Rollout	Heads of the Department	December 8, 2017
Teacher categorization of Department Staff	Heads of the Departments	November 30, 2017
Session on KRA Setting for HODs by Mr Abhirama Krishna	IQAC Coordinator	December 8, 2017

17B.7	Topic: Action Taken: Discussion on (a) Internal Quality Parameters and (b) Priority Items from Strategic Plans	
Discussion Summary	The Coordinator IQAC, felt that the internal members need to meet once again in order to discuss on Internal Quality Parameters and Priority Items from Strategic Plans. He felt the need to carefully look into latest NAAC weightage for affiliated colleges as there were a few changes made in it, from the previous time the members had gone through it. It was proposed that an internal meeting be called specifically to finalize the internal quality parameters and the priority items.	
Conclusion	The meeting accepted the proposal of the IQAC Coordinator.	
Action Items	Responsible Person	Target Date
Meeting on Internal Quality Parameters and Priority Items to be called	IQAC Coordinator	December 21, 2017

17B.8 The meeting closed at 4.45 PM, resolving to meet again in the month of February 2018.



Internal Quality Assurance Cell (IQAC)

Minutes of the Special Meeting

(17C: Meeting 3 of 2017-18)

Date: 4th December, 2017

Venue: Conference Room, First Floor

Time: 2:30 PM – 4:00 PM

Members Present:

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. J. Michael Preetham, Coordinator – IQAC & Head-Department of Languages
3. Mr. Joseph Christadoss-Department of Social Sciences, Mass Communication and Life Skills
4. Ms. Jaimole Cross, Head- Department of Sciences
5. Ms. Deepa Agrawal, Head- Department of Commerce
6. Ms. Faria Zafar, Head- Department of Management
7. Mr. V. Dayananda Babu, Head- Examinations
8. Ms. Babita Rajmohan, Head- Placement and Student Activities
9. Ms. Kusuma Reddy, AAA-Coordinator

The Agenda for the Special Meeting:

1. Welcome remarks by the chair.
2. Discussion on (a) Internal Quality Parameters and (b) Priority Items from Strategic Plans
3. Any other items allowed by the chair.

Proceedings

The meeting commenced at 2.30 PM in the Conference Room. The Chair wanted the members to come up with the Internal Quality Parameters for 2017-18 and also the road map for the ensuing years as well. He also wanted the HODs to meet once again to finalize it soon. Regarding the strategic plan for 2019 NAAC Peer Team Visit, he reiterated that the institution would certainly aim to fulfill the items on the strategic plan, but wanted a realistic approach to fulfilling them

The main item on the agenda was to do with setting the guidelines for Internal Quality Parameters for the academic year 2017-18. The Chair along with the members agreed to the point regarding setting measurable and realistic parameters along the lines of the distribution of weightages across 7 criteria and 34 key indicators. The Chair wanted the members to be specific when it comes to setting the parameters related to Curricular Aspects which carried 100 points weightage and moved on to the other 6 criteria. The members unanimously decided to bring in nuances to their methodology of teaching and looked at ways of incorporating visual media in a few sessions. The HODs would come up with the exact number of sessions that each department would make use of for visual media in classrooms. It was decided that the college would purchase one more mobile LCD projector apart from the existing three in order to accomplish this plan. The IQAC Coordinator felt that documentation of the numerous activities done by departments should be carried out in a more systematic and accurate manner, to which the members agreed. The members decided that each department could report their activities/events/accomplishments in a separate register henceforth.

The Principal said that the college would pursue the process of getting the 2b and 12f recognitions which would enable staff members to attend Refresher and Orientation courses as soon as Permanent Affiliation is secured. Various other key indicators were looked into and the chair further added that special focus on alumni engagement and connect was very much a priority of the institution. There were deliberations on what best could be done in order to improve the internal quality mechanism of the college. From the key indicators, the ones which would yield maximum points were identified by the members and it was decided that special focus should be laid on the same by the IQAC members.

The meeting ended at 4 PM- the heads resolving to meet again to decide the internal quality parameters.



Internal Quality Assurance Cell (IQAC)

Minutes of the Special Meeting

(17 D: Meeting 4 of 2017-18)

Date: 16th December, 2017 Venue: Conference Room, First Floor Time: 2:30 PM – 4:00 PM

Members Present:

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. J. Michael Preetham, Coordinator – IQAC & Head-Department of Languages
3. Ms. Kusuma Reddy, Member- IQAC and Coordinator AAA Cell
4. Mr Joseph Christadoss-Department of Social Sciences, Mass Communication and Life Skills
5. Ms. Jaimole Cross, Head- Department of Sciences
6. Ms. Deepa Agrawal, Head- Department of Commerce
7. Ms. Faria Zafar, Head- Department of Management
8. Mr. V. Dayananda Babu, Head- Examinations
9. Ms. Babita Rajmohan, Head- Placement and Student Activities

The Agenda for the Meeting:

1. Welcome remarks by the chair.
2. Discussion on (a) Internal Quality Parameters
3. Any other items allowed by the chair.

Proceedings

The meeting commenced at 2.30 PM in the Conference Room. As per the Chair's recommendation that the members come up with the Internal Quality Parameters for 2017-18 and also the road map for the ensuing years as well, the members came prepared to finalize the parameters. The following decisions were taken by the members after deliberation:

1. The Research Committee to be strengthened. All Conference/Seminar papers to be first presented in College
2. Focus on extension activities needs to increase. Each department to adopt one cause for the whole year and not limit it to the Community Service Day.
3. The AAA Cell needs to audit the Counseling Cell too and check for documentation and work being done.
4. The IQAC must conduct the scheduled session on Consultancy by Mr Abhirama Krishna in the new semester
5. The college should conduct a Green Audit.
6. An Infirmary needs to be established in college.
7. The college was in queue as far as the NCC Unit was concerned and will wait for the confirmation before taking a call on it.
8. The process to start at least one PG Course to be initiated as soon as permanent affiliation is secured.
9. The members proposed that the College take steps to promote Skill Development after college hours instead of setting up a Centre for Gandhian Studies.
10. More Collaborative Linkages across departments should begin.
11. Documentation from departments should be more organized.
12. A Certificate Course in French should be started in college.
13. Library Committee and Sports Committee should be set up to enhance quality standards in these two branches.
14. Have a clear roadmap and look at attaining most of these goals by 2020.

The meeting ended at 4 PM.



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (17E: Meeting 5 of 2017-18)

Date: 17th April 2018

Venue: Conference Room, First Floor

Time: 2:00 PM – 4:45 PM

Members Present:

1. Mr. J. Mathew George, Principal (Chair)
2. Mr. B. Mahender Reddy, Group Director, SMES (Management Representative)
3. Mr. Abhirama Krishna, Group Head-HR, SMES (Management Representative)
4. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
5. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)
6. Mr. J. Michael Preetham, Coordinator – IQAC & Head-Department of Languages
7. Ms. Kusuma Reddy, Member, IQAC & Coordinator-AAA Cell
8. Mr. Joseph Christadoss-Department of Social Sciences, Mass Communication and Life Skills
9. Ms. Jaimole Cross, Head- Department of Sciences
10. Ms. Deepa Agrawal, Head- Department of Commerce
11. Ms. Faria Zafar, Head- Department of Management
12. Mr. V. Dayananda Babu, Head- Examinations
13. Ms. Babita Rajmohan, Head- Placement and Student Activities

Part-A (Statutory Items)

17E.1 The meeting commenced at 2:00 PM. The Principal, Mr J Mathew George, presided over the meeting and the following items were taken up before the agenda:

The Principal welcomed all members to the meeting.

17E.1.1 Leave of Absence, if any

Nil. All members, including external members, were present.

17E.1.2 Approval of the Previous Minutes

The minutes of the previous meeting held on November 17th, and of the special meetings of December 4th and December 6th were approved by the members, along with the Action Taken Report in 17E.2

17E.2	Topic: Action Taken Report	
Action Items	Responsible Person	Action Taken
Introduction of softskills training by English Dept	Mr J Michael Preetham	Introduced as the Finishing School programme offered by English & Languages Department
Specific observations of the Audit Cell to be submitted to relevant Departments	Ms Kusuma Reddy	Submitted to all HoDs
Course Handout – Universal Rollout.	Mr J Mathew George	Completed. Review of progress by HoDs completed too.
Teacher categorization of Department Staff	Heads of the Departments	Completed on temporary basis. Teachers allowed to switch.
Session on KRA Setting for HODs by Mr Abhirama Krishna	Mr J Michael Preetham	Completed.
Meeting on Internal Quality Parameters and Priority Items to be called	IQAC Coordinator	Special Meetings called and completed on December 4 and December 16, 2018
Develop clear road-map for implementing priority items by 2020	Mr J Mathew George	Work in progress. Framework completed.

Part-B (Agenda Items)

17E.3	Topic: Review of the Previous Quarters (Oct-Dec 17) and (Jan-Mar 18) - Mr J Michael Preetham.	
Discussion Summary	Mr J Michael Preetham, Coordinator –IQAC presented the summary data of the previous quarter to the meeting. The Coordinator, while summing up the excellent work done by departments in terms of department fests, certificate courses, paper presentations and publications, also mentioned the different activities taken up by IQAC which included 5 paper presentations and 4 publications in IQAC Seminars, 3 Sessions conducted in Consultancy, KRA and Interview Skills , a session on Teaching Learning and Evaluation and a Panel Discussion on the topic, ‘Classrooms as Vibrant Knowledge Centers. He also highlighted the work of the AAA Cell.	
Conclusion	The meeting placed on record the appreciation of the IQAC’s contribution to improving quality in the institution.	
Action Items	Responsible Person	Target Date
Submission of current quarter data	Heads of the Department	July 09, 2018

17E.4	Topic: Quarterly Reports -Heads of the Departments
Discussion Summary	<p>English and Languages: Mr J Michael Preetham presented the accomplishments of the department. He made special mention of the Certificate Course in Soft Skills and French, the consultancy by Ms Jyotsna, the International Students Day and the International Mother Language Day apart from the paper presentations and publications by members of the department and a MOOC Course completed by a member.</p> <p>Commerce: Ms Deepa Agrawal presented the achievements of the department. The department did well in terms of the activities conducted by the department coordinators and included a range of activities which were appreciated by the external members. A special mention was made on the Web Designing Course, International day for the girl child and the paper presentations, workshops and publications made by the department members. The external members wanted to know the impact of the guest lectures conducted. Mr Abhirama Krishna wanted departments to analyze the impact of guest lectures. The Principal felt that all departments should focus on conducting more guest lectures and alumni should be involved.</p> <p>Management: Ms Faria Zafar highlighted the attainments of the department. Apart from conducting guest lectures and various innovative activity sessions, the HoD made special mention about the Management Fest ANUNCIO, the World Food Day, the internship with the company DINELY and the paper presentations and publications by the department members. Ms Hilda wanted departments to focus on quality publications and presentations in collaboration with students.</p> <p>Social Sciences, Mass Communication and Life Skills: Mr Joseph Christadoss emphasized the various accomplishments of the department. He made special mention of the study trip to MAMI Film Festival Mumbai, Deccan Development Society, FEVER FM and RADIO MIRCHI, Collaboration with YES Foundation, Photography and Video Production Workshop and the 4 MOOC Courses completed by the HoD. He highlighted the EU Funded Student Exchange Programme for which 2 students from BA had been selected and the selection of another student of BA for the Study of US Institutes (SUSI) Programme. The external members appreciated the efforts of the institution in honing students' skills and admired the role of teachers in preparing students for exchange programmes.</p> <p>Sciences: Ms Jaimole Cross highlighted the successful conduct of SciConnect '18, training on Online Transactions and EXCEL to non-teaching and teaching staff respectively and paper presentations and publications by department members. She spoke of the healthy feedback system whereby student grievances and staff accountability were catered to by the department.</p>

	<p>She also mentioned the Solid Waste Management Programme which was taken up by the department which would be part of the Green Audit Programme. She also spoke about the selection of a student to represent India in the Student Leaders in Global Environment Issues programme conducted by US Consulate. Ms Hilda emphasized on the importance of group branding and felt that the achievements of the institution should be brought to the fore. Mr Mahender Reddy, the Group Director stated that there was coverage of most of the events conducted at St Mary's and announced the appointment of a Communication InCharge for the group to manage media affairs.</p> <p>Student Activities: Ms Babita Rajmohan presented the activity report for the first quarter. Apart from the tremendous work done by the various club under her purview, she also highlighted the internships secured by students and other such initiatives. Both the external members appreciated the initiatives of the department.</p>	
Conclusion	<p>The external members proposed that departments should come up with yearly targets. The proposal was accepted. More guest lectures are to be organized. Group branding was stressed on especially at the time of admissions in the form of posters, other advertising material etc. Feedback of the guest lectures also needs to be recorded. The IRP App to be used for collection of feedback from stakeholders.</p>	
Action Items	Responsible Person	Target Date
Setting Departmental targets on measurable metrics for the odd semester in AY2018-19	Heads of the Department	June 15 th , 2018
Feedback Form for Guest Lectures, Field Trips and Workshops	Mr J Michael Preetham	June 15 th , 2018
Identify overlap between OU syllabi and TISS/Stratadigm courses	Ms Faria Zafar	June 15 th , 2018

17E.5	Topic: General Observations from Academic Audit- AAA Cell
Discussion Summary	<p>Ms Kusuma Reddy, Coordinator - AAA Cell presented the recommendations from the Audit of Academic and Administrative Departments by the AAA Cell. Among the many recommendations, some of the key ones were: To Conduct more training sessions by external experts organized by the Placement Cell. To augment the Counseling Cell and provide exclusive space. To add Psychology books and journals to the Library. To conduct a Library Orientation programme to create awareness on how to use the Library Resources and Library etiquette. To explore possibilities to create more space for sports purpose. To look for better means to store office files/documents.</p>

Conclusion	The Meeting approved the road map for further audits and the work was appreciated.	
Action Items	Responsible Person	Target Date
Plan to conduct Placement Sessions for the AY 2018-19	Ms Babita Rajmohan	June 30 th
Plan to Conduct the Library Orientation Programme for 2018-19	Mr P Srinivas Rao (Librarian)/ Mr Joseph Christadoss	June 15 th
Augmenting the Counselling Cell with appointment of an additional Counsellor; provide separate space	Mr J Mathew George	June 15 th
Explore possibility of creating more and effective space for sports purpose	Mr J Mathew George	June 30 th

17E.6	Topic: Ongoing Plans - Mr J Mathew George
Discussion Summary	<p>The Principal, Mr J Mathew George spoke about the positives and negatives of the academic year thus far. He reported to the Meeting the universal adoption of course handout system. He spoke about the challenges with the IRP and how the online feedback system had failed. However, listing out the positives, he mentioned the successful implementation of the attendance backed internal examination eligibility module which has enhanced the accountability quotient of the students. He placed on record his appreciation for excellent work from the Examination branch and all departments. He directed the Departments to adopt one cause/NGO per department for the next academic year as decided earlier. It was proposed that more departments should attempt to conduct MDPs and similar programmes and collaborations too was a priority. He brought to the fore the BBA PLUS programme which would start from the academic year 2018-19 through the agreement reached between the college and STRATADIGM. He explained the challenges involved as well. Ms Hilda suggested that the department identify the topics prescribed by Osmania University for BBA and check if some of these are covered as part of the Certificate Course so that time tabling could be effectively taken care of. Ms Pratyusha appreciated the bold steps taken by the institution.</p> <p>Mr Mathew George wanted the departments to give opportunities to younger staff to do the Colloquium sessions. He appreciated the Certificate Courses arranged by departments which was also a source of revenue for the departments. He mentioned that an effective strategy for</p>

	internships and placements was essential. The net-addition of 15 more academic staff members for the coming year was an indicator of growth.	
Conclusion	The external members appreciated the rapid strides made by the college in terms of enhancing quality. They suggested that feedback from all quarters be taken seriously and analysed. The BBA Collaboration was especially appreciated by them. The meeting endorsed the overall direction that the College is taking but called for a more strategic approach to corporate and public relations. It was also felt that a more systematic approach should be taken to enhance the outcome-oriented approach across all levels, in curricular, co-curricular and extracurricular activities	
Action Items	Responsible Person	Target Date
Analyses of Commerce, English and Computers Proficiency Test Results of both Semesters	Mr J Mathew George and Mr Michael Preetham	June 15 th ,2018
Identifying an NGO/Cause to be adopted by each department	Heads of Departments	June 31 st , 2018

17E.7 The meeting closed at 4.45 PM, resolving to meet again in the month of August,2018.