



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of the Meeting (18 A: Meeting 1 of 2018-19)**

**Date: 27<sup>th</sup>September 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. 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. Mr. Joseph Christadoss-Department of Social Sciences, Mass Communication and Life Skills
7. Ms. Jaimole Cross, Head- Department of Sciences
8. Ms. Deepa Agrawal, Head- Department of Commerce
10. Mr. V. Dayananda Babu, Head- Examinations
11. Ms. Babita Rajmohan, Head- Placement and Student Activities
12. Mr M.Bobby- Assistant Professor of Management
13. Ms Harika Akkiraju, President – Student Council
14. Mr G Venkata Manish Reddy, Secretary – Student Council

### Part-A (Statutory Items)

18A.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.

#### A.1.1 Leave of Absence, if any

1. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
2. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)
3. Ms. Faria Zafar, Head- Department of Management

Leave of Absence granted.

#### 18A.1.2 Approval of the Previous Minutes

The minutes of the previous meeting held on 17<sup>TH</sup> April 2018 were approved by the members. Action Taken Report to be placed in the next quarterly meeting of the IQAC.

18 A.2	Topic: Action Taken Report	
Action Items	Responsible Person	Action Taken
Submission of current quarter data	Heads of the Department	Submitted to IQAC on time
Setting Departmental targets on measurable metrics for the odd semester in AY2018-19	Mr J Michael Preetham	Communicated to Department heads in the HOD meetings
Feedback Form for Guest Lectures, Field Trips and Workshops	Mr J Michael Preetham	Feedback mechanism strengthened. Mr Sai Kiran from the AAA Cell created feedback forms.
Identify overlap between OU syllabi and TISS/Stratadigm courses	Ms Faria Zafar	Identified areas and Mr Bobby assured that the recommendations will be kept in mind when the course is conducted.
Plan to Conduct the Library Orientation Programme for 2018-19	Mr P Srinivas Rao (Librarian)/ Mr Joseph Christadoss	Successfully conducted with good response from students and teachers alike. A book reading session was a great success.

Augmenting the Counselling Cell with appointment of an additional Counsellor; provide separate space	Mr J Mathew George	Fulfilled. Ms Divya Mercy was appointed as the additional counselor.
Explore possibility of creating more and effective space for sports purpose	Mr J Mathew George	Efforts are continuing
Analyses of Commerce, English and Computers Proficiency Test Results of both Semesters	Mr J Mathew George and Mr Michael Preetham	Analyses done and passed on to teachers.
Identifying an NGO/Cause to be adopted by each department	Heads of Departments	Each department has identified an NGO/ Cause and students and teacher are constantly finding ways to reach out to them.

### Part-B (Agenda Items)

<b>18A.3</b>	<b>Topic:Review of the Previous Quarter (Jul-Sep 17)</b> - Mr. J. Michael Preetham.	
<b>Discussion Summary</b>	<p>Mr J.Michael Preetham, Coordinator –IQAC presented to the members the significant achievements of the IQAC and also the contribution of the AAA Cell in raising the standards of quality in the present quarter. The soft-skills training sessions were conducted and was a success too. Many departments had conducted workshops and Certificate Courses and one could catch a glimpse of them in the AQAR and the Facebook page of the College.</p> <p><b>Establishment of the Student Council</b></p> <p>Mr Mathew George spoke about the establishment of the Student Council. He introduced Ms Harika Akkiraju and Mr Manish and welcomed them into the IQAC.</p>	
<b>Conclusion</b>	The members appreciated the efforts of all departments.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Submission of next quarter data	Heads of the Department	January 10, 2019
Setting Departmental targets on measurable metrics for the odd semester in AY2018-19 courses	Heads of the Department	January 1, 2019

AAA Student feedback report	Mr J Michael Preetham	October 1st, 2018
Check Student Exchange options with California Baptist University	Ms Faria Zafar	January 1 <sup>st</sup> , 2019

<b>18 A. 4</b>	Topic: <b>Quarterly Reports-Heads of the Departments</b>
<b>Discussion Summary</b>	<p><b>English and Languages:</b> Mr Michael Preetham highlighted the following methods employed by the department in this quarter.</p> <ol style="list-style-type: none"> <li>1. Students seminars &amp; assignments, film screenings, to teach how to write essays &amp; reports</li> <li>2. Individual responsibility given to teaches to follow their own session plans. Students provided with a soft copy of it.</li> <li>3. Focus on group activities, storytelling, role plays, sharing personal experiences of teachers &amp; students too</li> <li>4. Students asked to come in formals for mock interviews</li> </ol> <p><b>Commerce:</b> Ms Deepa Agrawal presented the achievements of the department.</p> <ol style="list-style-type: none"> <li>1. Outcome based teaching and Course handouts were being followed thoroughly.</li> <li>2. New teaching methodologies were being used</li> <li>3. Assignments and tests were conducted for the students</li> <li>4. Exam point revision started in the classes</li> </ol> <p>Ms Deepa Agrawal also highlighted the number of seminars and conferences attended by her members. She also mentioned the various plans that the department has for the academic year.</p> <p><b>Management:</b></p> <p>Mr Bobby mentioned some of the achievements of the department:</p> <ol style="list-style-type: none"> <li>1. Outcome based syllabi has been made by teachers and is being followed to the best of their capability</li> <li>2. Course handouts have been made and distributed to students</li> <li>3. First Internals were conducted for second and Final year students.</li> </ol> <p>Mr Bobby listed the number of seminars and conferences attended by her members. She also pointed out the various plans that the department has for the academic year.</p> <p><b>Social Sciences, Mass Communication and Life Skills:</b> Dr Joseph Christadoss accentuated the various accomplishments of the department. He stated that there were number of activities planned by the department for students and for teachers too. The students benefitted greatly because of these initiatives.</p> <p><b>Sciences:</b> According to Ms Jaimole Cross, most of the faculty members followed the outcome based syllabus plan and implemented course handout. Some other notable areas where the department strove hard were:</p> <ol style="list-style-type: none"> <li>1. Periodic Assessment by online test/slip test, ICT classroom for regular syllabus coverage.</li> </ol>

	<p>2. Sessions completed as per the outcome based syllabi. Arranged few extra classes for slow learners post college hours.</p> <p>3. Syllabus completed as per the outcome based plan. Assignment given as part of assessment as planned.</p> <p>4. Have done revision session on biostatistics.</p> <p>5. Maintained good relation with parents of I MECS to inform student performance up to date.</p> <p>6. Conducted tests during classes.</p> <p>7. Counseled student for better performance.</p> <p>8. After completing syllabus conducted revision test.</p> <p><b>Student Activities:</b> Ms Babita Rajmohan presented the activity report for the first quarter. She also spoke about the number of clubs added this year and presented to the forum the varied activities conducted by them.</p>	
<b>Conclusion</b>	Mr Mahender Reddy appreciated the efforts of the departments and felt that all efforts to project the brand across a wider spectrum be driven by all concerned.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Conduct one month certificate course in 'PCB Designing' for the BSC MECs suddents	Ms Jaimole Cross	January 1 <sup>st</sup> , 2019
Session on Career options and possibilities available after BBA.	Ms Faria Zafar	November 31 <sup>st</sup> , 2019

<b>18. A.5</b>	Topic: <b>General Observations from Academic Audit-</b> AAA Cell	
Discussion Summary	MsKusuma Reddy- Coordinator, AAA Cell presented the general observations from the Audit of Academic Departments by the AAA Cell. She thanked all stakeholders for their cooperation.The AAA Cell was also taking utmost care to bring in valuable inputs from Alumni and implement some of their suggestions.	
Conclusion	The Meeting approved the road map for further audits.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Specific observations of the Audit Cell to be submitted to relevant Departments	Ms Kusuma Reddy	November 31, 2018

<b>17A. 6</b>	Topic: <b>Ongoing Plans</b> - 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. The department was aware of the weak areas of the students from the tests and was working towards improving their LSRW standards.</p> <p>The Course Handouts were prepared meticulously by all teachers and it had brought in a much needed change to the teaching learning process.</p> <p>He also brought to the notice of the forum the number of teachers who had cleared the UGC NET and SET exams and also the fact that number of teachers who had gained admission into PhD has increased. The Research Committee under the able leadership of Ms Akshara Singh has planned lot of innovative ways to promote research in the college. The Consultancy work of Ms Jyotsna from Department of English was appreciated.</p> <p>The student council members of IQAC also appreciated the efforts and thanked the members for the opportunity to interact with them on quality sustenance issues.</p>	
<b>Conclusion</b>	Mr Abhirama Krishna appreciated the efforts of the Principal and had a word of appreciation for all members.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
“Redressal Rights at Work Place for Supporting Staff and Lady Staff.	Ms Olivia Lazarus- Coordinator WEC (To be Communicated to her by the Department Head)	November 31 <sup>st</sup> , 2018
Publication of news letter	Dr Joseph Christadoss- Head Social Sciences	December 31st
Online Magazine by Department of Management	Ms Faria Zafar	November 31st
Course Handout – Phase II Rollout	Heads of the Department	December 31, 2018
Initiate in-house Vermi composting.	Teachers of Life Science (To be Communicated to them by the HoD)	December 31, 2018

<b>17A.7</b>	Topic: Action Taken: Discussion on (a) Internal Quality Parameters and (b) Priority Items from Strategic Plans	
<b>Discussion Summary</b>	The Coordinator IQAC communicated to the members about the importance of sustaining quality at all levels. He also reminded the members of the new NAAC guidelines and the need to be ready for the reaccreditation process.	
<b>Conclusion</b>	The meeting accepted the proposal of the IQAC Coordinator.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Meetings of IQAC Coordinator and AAA Team with Principal to discuss readiness for NAAC Reaccreditation.	Ms Akhila ( Executive assistant to Principal)	With Immediate Effect. ( Decisions to be put before the members in the next IQAC Meeting)

**18 A.8** The meeting closed at 4.45 PM, resolving to meet again in the month of January 2019. The IQAC Core team and AAA Cell planned a meeting with the Executive board of Student Council in October, 2019.



## **18 B: Minutes of the Special Meeting with Executive Board of Student Council and the core IQAC Members and AAA Cell**

*Venue: Conference Room, First Floor Time: 12 PM – 1 PM*

*26<sup>th</sup> October, 2018*

### **18 B 1: Members Present:**

1. Mr. J. Michael Preetham: Coordinator- IQAC
2. Ms. Kusuma Reddy: Member IQAC and Coordinator AAA Cell
3. Mr. S Ravi Kumar: Member AAA Cell
4. Ms. Harika Akkiraju: President- Student Council
5. Mr. G. Venkata Manish Reddy: General Secretary
6. Ms. Rebecca Reena Philip: Executive Member 2
7. Ms. Rishma Khatter: Joint Secretary 2
8. Ms. S Madhoo Priya: Executive Member-1

The IQAC and AAA Cell met the Executive Board of the Student Council on the 26<sup>th</sup> of October, 2018. The Coordinator of IQAC explained the purpose and functioning of IQAC on the campus. The AAA Cell also highlighted the changes brought about due to the audits conducted from time to time in college.

**18. B .2** The following issues were discussed in the meeting and the inputs which reached the Executive Board through students were presented to IQAC and are listed below:

1. The members felt that the students and staff were not aware of the Executive Board.
2. The Council felt that one of the biggest drawbacks was the lack of awareness of the existence of clubs, committees and even poor coverage of the college events on the college website. They suggested that information should be passed on to students effectively through notice boards.
3. The students were unable to access the college App and it had lot of glitches.
4. Students of the first Semester were not clear about the attendance requirements to qualify to write the internal examination and they need to be informed in advance.
5. The students wanted more industrial visits, cultural events and PRERNA to be held.
6. The number of Digital Teaching hours should be increased.
7. The students wanted training sessions for improving Communication Skills to be held on the campus in order to create a level playing field.
8. They wanted sessions on Career Guidance so that students could prepare themselves better for the future.
9. Classes should be made interesting by teachers in order to attract students to class.
10. Student Exchange Programmes should be held in all streams.
11. Life Skills sessions should not be held during substitution hours as they are not taken seriously.
12. The BSC students were not aware of the presence of Counsellors on the Campus.

It was decided that the next meeting with the Executive Board will meet regularly with IQAC.



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of the Meeting** (18 C: Meeting 3 of 2018-19)

**Date: 3<sup>rd</sup> January 2019 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. 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. Mr. Joseph Christadoss-Department of Social Sciences, Mass Communication and Life Skills
7. Ms. Jaimole Cross, Head- Department of Sciences
8. Ms. Deepa Agrawal, Head- Department of Commerce
10. Mr. V. Dayananda Babu, Head- Examinations
11. Ms. Babita Rajmohan, Head- Placement and Student Activities
12. Mr M.Bobby- Assistant Professor of Management
13. Ms Harika Akkiraju, President – Student Council
14. Mr G Venkata Manish Reddy, Secretary – Student Council



**Part-A (Statutory Items)**

**18C.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.

**C.1.1 Leave of Absence, if any**

1. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
2. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)

**18C.1.2 Approval of the Previous Minutes**

The minutes of the previous meeting held on 27<sup>th</sup> September, 2018 were approved by the members. Action Taken Report to be placed in the next quarterly meeting of the IQAC.

<b>18 C.2</b>	<b>Topic: Action Taken Report</b>	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Action Taken</b>
AAA Student feedback report	Mr J Michael Preetham	Submitted to Principal and recommendations passed on.
Check Student Exchange options with California Baptist University	Ms Faria Zafar	Mr Bobby- In charge HOD is pursuing this as Ms Faria Zafar was on long leave.
Conduct one-month certificate course in 'PCB Designing' for the BSC MECs students	Ms Jaimole Cross	R for Data Analytics was conducted instead of PCB designing.
Session on Career options and possibilities available after BBA.	Ms Faria Zafar	Mr Bobby will look into this option.
Specific observations of the Audit Cell to be submitted to relevant Departments	Ms Kusuma Reddy	Submitted
“Redressal Rights at Workplace for Supporting Staff and Lady Staff.	Ms Olivia Lazarus- Coordinator WEC ( To be Communicated to her by the Department Head)	Conducted the session in October

Publication of newsletter	Dr Joseph Christadoss- Head Social Sciences	Ms. Arpita, Asst Professor led a team of BA students which successfully came up with the newsletter.
Online Magazine by Department of Management	Ms Faria Zafar	Planned.
Course Handout – Phase II Rollout	Heads of the Department	Successfully undertaken. Looking at possibilities of a more effective LMS system.
Initiate the in-house Project of Vermi composting.	Teachers of Life Science (To be Communicated to them by the Department Head)	Attempted by the department.
Meetings of IQAC Coordinator and AAA Team with Principal to discuss readiness for NAAC Reaccreditation.	Ms Akhila (Executive assistant to Principal)	Series of meetings planned by IQAC Coordinator and Principal with individual members of IQAC

#### **Part-B (Agenda Items)**

<b>18 C.3</b>	<b>Topic: Review of the Previous Quarter (Oct- December, 2019)</b> Mr J.Michael Preetham	
<b>Discussion Summary</b>	Mr J.Michael Preetham, Coordinator –IQAC spoke about the measures taken by the institution in response to the recommendations of the AAA team. He also put before the forum, the efforts of all departments to incorporate a big number of audio-visual sessions and the optimum use of the facility provided by the institution for smooth conduct of these sessions. He also briefed the members of the efforts of all departments and the IQAC and AAA for the past few months even as the institute prepares for the NAAC third cycle of reaccreditation. While thanking all the members for all the support thus far, he urged them to continue to cooperate to ensure that the process of NAAC reaccreditation is a success.	
<b>Conclusion</b>	The members appreciated the efforts of the IQAC team and all the all departments.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Submission of next quarter data	Heads of the Department	April, 2, 2019

<b>18 C.4</b>	Topic: <b>Quarterly Reports</b> -Heads of the Departments
<b>Discussion Summary</b>	<p><b>English and Languages:</b> Mr. J Michael Preetham presented some of the salient features of this quarter:</p> <ol style="list-style-type: none"> <li>1. Preparation of student’s course handouts: session-wise split</li> <li>2. Adapting teaching methodologies of team members</li> <li>3. Focus on positive student experience</li> <li>4. Students asked to come in formals for mock interviews</li> <li>5. Constant interaction with parents.</li> <li>6. Exchange of ideas, methodology among peers to relate to modern day students.</li> </ol> <p><b>Commerce:</b> Ms Deepa Agrawal presented the achievements of the department.</p> <ol style="list-style-type: none"> <li>a) Case study, activity based , google search were few teaching pedagogies used.</li> <li>b) E.g.- Crossword on history of banking</li> <li>c) Case study on Garanti and digibank</li> <li>d) Research on revolutionary products in marketing</li> <li>e) Activity on famous women entrepreneurs.</li> </ol> <p><b>Management:</b> Mr Bobby mentioned some of the achievements of the department:</p> <ol style="list-style-type: none"> <li>1. Outcome based syllabi has been made by teachers and is being followed to the best of their capability</li> <li>2. First Internals were conducted for second year and final year students.</li> </ol> <p><b>Social Sciences, Mass Communication and Life Skills:</b> Dr Joseph Christadoss stated the following areas where the department had innovated:</p> <ol style="list-style-type: none"> <li>1. Flip classroom teaching</li> <li>2. Practical approach to teaching.</li> <li>3. Maximum use of modern teaching methods</li> </ol> <p><b>Sciences:</b> According to Ms Jaimole Cross, most of the faculty members followed the outcome based syllabus plan and implemented course handout. Some other notable areas where the department strove hard were:</p> <ol style="list-style-type: none"> <li>1. Sessions completed as per the outcome-based syllabi. Arranged lab sessions for slow learners after college hours.</li> <li>2. Conducted unit tests after every unit to assess the student’s subject knowledge.</li> <li>3. Periodic Assessment by online (kahoot) test, classroom test Assignment. Used ICT classes for regular syllabus coverage.</li> <li>4. Execution of course work is done according to the hand Outs given to the students and regular evaluation is done By conducting periodic tests, conducting weekly seminars; assignments by the students.</li> <li>5. Sessions completed as per the course handouts, Methods like peer- fetching, you tube videos, PPT etc were used</li> </ol>

	<p>for better understanding.</p> <p>7. B.com III year students initiated to make 2 websites.</p> <p>8. Tried teaching new topics (out of syllabus) on various science &amp; technology articles. (1st year)</p> <p><b>Student Activities:</b> Ms Babita Rajmohan presented the activity report for the second quarter. She commended the efforts of the club mentors in encouraging students to take up leadership positions in clubs. She also pointed out that all the clubs had active student participation and the student driven clubs were bringing in the much-needed change in the way these clubs run.</p>	
<b>Conclusion</b>	The meeting appreciated the efforts of the departments and believed that this augured well for the growth of the institution.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
TISS Certificate Course	Mr M.Bobby	February 28 <sup>th</sup> , 2019
Field Trips to Radio Stations, Pastapur	Mr Joseph Christadoss	February 20 <sup>th</sup> , 2019

<b>18 C.5</b>	Topic: <b>General Observations from Academic Audit- AAA Cell</b>	
Discussion Summary	Ms Kusuma Reddy- Coordinator, AAA Cell presented the general observations from the Audit of Academic Departments by the AAA Cell. She remarked that the inputs from students, teachers, alumni and employers had led to lot of changes in the administrative and academic set up of the institution.	
Conclusion	The Meeting appreciated the efforts of the AAA Cell.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Roadmap for the next round of Audit	Ms Kusuma Reddy	February 28 <sup>th</sup> , 2019

<b>18 C.6</b>	Topic: <b>Ongoing Plans – Mr. J Mathew George</b>	
Discussion Summary	The Principal brought forward the list of changes brought about in the examination system and appreciated the examination branch for their efforts in the smooth conduct of the internal examination. He also spoke about the novel system introduced in the form of late entry slips, which had significantly increased the number of students who arrived in time for the first hour class. He also made special mention of the new recruits of the academic year who had brought in a lot of change in terms of methodology used in class to cater to student specific needs. The mix of senior teachers and new ones was a good sign for the institution according to him.	
<b>Conclusion</b>	The meeting suggested that there should be frequent exchange of ideas among the senior and new teachers in order to enable them to work in perfect accord.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Release of Science Department Newsletter	Ms Jaimole Cross	February 28 <sup>th</sup> 2019

Introduction of another skill-based course	Mr Bobby	February 1 <sup>st</sup> , 2019
Introduction of Spanish Introductory Course and French Advanced Course	Mr J.Michael Preetham	February 1 <sup>st</sup> , 2019
More club-based activities	Ms Babitha	February 1 <sup>st</sup> 2019

<b>18. C.6</b>	Topic: Action Taken: Discussion on (a) Internal Quality Parameters and (b) Priority Items from Strategic Plans
<b>Discussion Summary</b>	The Coordinator IQAC communicated to the members that the IQAC needed complete cooperation of the staff even as the submission of IIQA, SSR and the NAAC Peer Team Visit were the top priority items in the coming months.
<b>Conclusion</b>	The meeting agreed that the institution was making all the right moves and would certainly fare well in their attempts to secure a good grade from NAAC.

**18 C.7** The meeting closed at 5.15 PM, resolving to meet again in the month of April, 2019.



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of the Meeting (18 D: Meeting 4 of 2018-19)**

**Date: 22<sup>nd</sup> January 2019 Venue: Conference Room, First Floor Time: 2:00 PM – 4:45 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 & 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. Mr. V. Dayananda Babu, Head- Examinations
8. Ms. Babita Rajmohan, Head- Placement and Student Activities
9. Mr M.Bobby- Assistant Professor of Management
10. Ms Harika Akkiraju, President – Student Council
11. Mr G Venkata Manish Reddy, Secretary – Student Council

### Part-A (Statutory Items)

**18D.1** IQAC decided to have a special meeting in a span of 20 days as it felt there was a dire need to put systems in place for effective submission of SSR and the ensuing process. 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.

#### D.1.1 Leave of Absence, if any

1. Mr. B. Mahender Reddy, Group Director, SMES (Management Representative)
2. Mr. Abhirama Krishna, Group Head-HR, SMES (Management Representative)
3. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
4. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)

#### 18D.1.2 Approval of the Previous Minutes

The minutes of the previous meeting held on 22<sup>nd</sup> January 2019 were approved by the members. **Action Taken Report to be placed in the next quarterly meeting of the IQAC.**

### Part-B (Agenda Items)

<b>18 D.2</b>	Topic: <b>Submission of SSR</b> Mr J.Michael Preetham						
<b>Discussion Summary</b>	<p>Mr J.Michael Preetham, Coordinator –IQAC spoke about the measures taken by the institution in response to the recommendations of the AAA team. He also reported to the members about the effects of teachers using more audio visual aids, new methodologies, peer teaching etc on the teaching learning environment on campus.</p> <p>He urged the members to work towards the successful submission of SSR and hoped that with the right teamwork and collaboration, the overall quality sustenance of the institution would happen.</p> <table><thead><tr><th>Sl No</th><th>Name of the Group Head</th><th>Team Members</th></tr></thead><tbody><tr><td>1</td><td>Mr Ebenezer</td><td>a)Dr AksharaSingh b)Ms Chris Lenina</td></tr></tbody></table>	Sl No	Name of the Group Head	Team Members	1	Mr Ebenezer	a)Dr AksharaSingh b)Ms Chris Lenina
Sl No	Name of the Group Head	Team Members					
1	Mr Ebenezer	a)Dr AksharaSingh b)Ms Chris Lenina					

			c)Ms Anjali d)Mr Ismail
2	Mr Joseph Christadoss		a) Mr K.T Srinivas b)Ms Jyotsna c)Ms Amulya
3	Ms Jaimole Cross		a)Ms Varalaxmi b)Ms Noorunnissa c)Mr Vinod d) Ms Krishna Amulya e) Ms Kayal
4	Ms Deepa Agarwal		a)Ms Kavita Thakur b)Mr Bhikshapathi c)Ms Shivani d)Ms Supriya
5	Mr Dayananda Babu		a)Ms Pratyusha b)Ms Rajeswari c)Ms Gisa d)Ms Keerti
6	Mr Bobby		a)Ms Olivia b)Ms Yamini c)Ms Seema d) Mr Roy



	7	Ms Babita	a)Ms Harini b)Dr Ravi Kumar Thati c)Mr Vinay
	8	Ms Kusuma Reddy	a)Ms Kavita Thakur b)Ms Payal c)Mr Srinivas
	9	Ms Jayalaxmi	a)Mr Murthy d)Mr Amrish c)Ms Durga d)Ms Anjali
	10	Mr Ravi Kumar	a)Mr Vijaybhasker b)Mr J.Vidyasagar c)Mr Vasanth d)Ms Rajani
	11	Ms Sowjanya	a) Mr Nagendra b)Ms Manasa c)Ms Daphne
	12	Mr Sai Kiran	a)Ms Anureeta b)Ms Sahana c)Ms Rama Sita d)Ms Mercy
	13	Ms Anu Victor	a)Mr Amrit b)Ms Anita c)Mr Sai Chikuri

<b>Conclusion</b>	The members decided that the leaders would be intimidated, and they needed to collect data required for submission and help IQAC submit the SSR on time	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Submission of SSR	IQAC Coordinator	February 28th

<b>18D.3</b>	Topic: <b>General Observations from Academic Audit- AAA Cell</b>	
Discussion Summary	Ms Kusuma Reddy- Coordinator, AAA Cell presented the general observations from the Audit of Academic Departments by the AAA Cell. She remarked that there were some drastic changes brought about because of the support of the management and Principal	
Conclusion	The Meeting felt that regular checks by IQAC will result in further enhancement of quality	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Roadmap for the next round of Audit	Ms Kusuma Reddy	August 16th , 2019
<b>18 D.4</b>	Topic: Observations of Student Council	
<b>Discussion Summary</b>	President and General Secretary of Student Council appreciated the efforts of IQAC and felt that regular interaction with IQAC has indeed helped them to take up a bigger role in enhancing quality on campus. Ms. Harika felt that there was a marked change in infrastructure, teaching learning mechanism and it was a positive aspect. Mr. Manish felt that a lot more could be done in the field of bringing more students to class and suggested few strategies which students too would appreciate. They also volunteered to help in the process of submission of SSR.	
<b>Conclusion</b>		
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Roadmap to more Student Council Meetings	IQAC Coordinator	July 10 <sup>th</sup> , 2019

**17 D.5** The meeting closed at 4.45 PM, resolving to meet again in the month of July, 2019.