



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

### **Minutes of the Meeting**

**(21A: Meeting 1 of 2021-22)**

**Date: Friday, 1<sup>st</sup> October 2021**

**Venue: Conference Room-1**

**Time: 2:30 PM – 5.00 PM**

### **Agenda for the Meeting**

- Welcome Remarks by Chair
- Working of IQAC -by I/c Coordinator, IQAC
- Preparation of AQAR 20-21
- Any other issues by the permission of Chair
- Vote of thanks

### **Members Present:**

1. Mr. J. Mathew George, Principal (Chair)
2. Mrs. Jaimole Cross, I/c Coordinator – IQAC & Head-Department of Sciences
3. Mrs. Deepa Agrawal, Member, IQAC & Coordinator-AAA Cell
4. Mrs. D. Jayalaxmi, Head- Department of Commerce
5. Mr. M.Bobby- Head- Department of Management
6. Dr. Maithry Shinde, Head- English & Languages
7. Dr. Ravi Kumar Tati, Associate Professor & Member IQAC

### **Invitees Present**

1. Dr. Ramesh Kumar, Assistant Professor of Political Science

## Part-A (Statutory Items)

**21A.1** The meeting commenced at 2:30 PM. The Principal, Mr. J Mathew George, presided over the meeting. He welcomed all members to the meeting.

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

1. Mr. B. Mahender Reddy, CEO, SMES (Management Representative)
2. Ms. Hilda Amalraj, Director, Industrial Motion India Pvt Ltd (External Member)
3. Ms. Pratyusha Sharma, Sr Director – HR & Learning, Cognizant (External Member)
4. Mr. T. Joseph Christadoss, Head- Department of Social Sciences
5. Mr. V. Dayananda Babu, Head- Examinations
6. Ms. Raga Sudha- Head Corporate Relations and Student Activities.

**Leave of Absence granted**

## Part-B (Agenda Items)

21 A.2	Topic: Review of Department and IQAC Presentations.
<b>Discussion Summary</b>	The I/c Coordinator Ms. Jaimole Cross welcomed all members of the IQAC and briefed about the digitization of the documentation process on the tech-center through a presentation. In the context of AQAR preparation, the Chair suggested the IQAC collect the documents from the departmental G-sites. The meeting urged the academic heads about compliance diligence. In turn the heads would equip the programme coordinators, club coordinators, class mentors and other members of their departments. The discussion on the departmental calendar and master calendar involved all the members. The importance of quality enhancement and assurance with regard to certificate courses, bridge courses, and faculty development programmes (FDPs) was discussed at length. Ms. Jayalaxmi and Mr. Bobby suggested standard operating procedure/guidelines for the quality enhancement events. The IQAC tabled the idea of launching the College Journal proposed by Principal Mathew George which would cover the areas of commerce, management, and social science. The responsibility was entrusted to Dr. Swathi and Dr. Ravi Tati

	<p>from the Department of Commerce. The discussion on the feedback from stakeholders on the curriculum is initiated by the Chair. During the discussion, the members unanimously agreed to plug-in the gap between the Osmania University Curriculum and the industry expectation through short-term certification courses. Dr. Maithry Shinde and Dr. Ravi Tati suggested a physical depository of all the documents in addition to the soft copies on the college drive. Dr. Ravi Tati proposed an expert talk series, titled Expert Speak Series. The members suggested at least 10 events in an academic year.</p>	
<b>Conclusion</b>	<p>The members assured the Chair and IQAC Coordinator that the filing and documentation process for the year 2021 and 2022 will be completed.</p>	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Guideline for certificate courses and FDPs	Ms. Jaimole Cross Ms. Deepa Agrawal Dr. Ravi Tati	25 <sup>th</sup> October 2021
ExpertSpeak-2021-22	Dr. Ravi Tati and all Departmental Heads	18 <sup>th</sup> October 2021.
Journal Process and Discussion with ISSN International	Dr. B. Swathi Dr. Ravi Tati	12 <sup>th</sup> October 2021.
Structured feedback from all stakeholders	Academic Heads	
Academic Calendars	Departmental Heads	For Heads: 20 <sup>th</sup> October 2021 Activities: 25 <sup>th</sup> October 2021
AQAR Submissions	All Heads	7 <sup>th</sup> November 2021

21 A.5	Topic: Any other matters of discussion
Discussion Summary	The Chair and the IQAC Coordinator emphasized the need for quality enhancement of each event/activity. It is decided that each activity should align with the vision and mission of the college and be mapped to the criteria provided by the NAAC.
Conclusion	The members decided to meet on the 29 <sup>th</sup> October, 2021 based on the availability of the external members and the Group CEO.

**21 A. 6:** The meeting ended at 5.08 PM with a decision to meet on 29<sup>th</sup> of October 2021.



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

### **Minutes of the Meeting**

**(21B - Meeting 2 of 2021-22)**

**Date: Tuesday, 7<sup>th</sup> December 2021**

**Venue: Conference Room-1      Time: 2:00 PM – 4 PM**

### **Agenda for the Meeting**

- Welcome Remarks by Chair
- Approval of the Minutes of the 1<sup>st</sup> IQAC Meeting held on 01.10.2021.
- Discussion about restarting online classes.
- Vote of thanks

### **Members Present:**

1. Mr. J. Mathew George, Principal (Chair)
2. Ms. Jaimole Cross, I/c Coordinator – IQAC, Vice Principal & Head-Dept of Sciences
3. Ms. Deepa Agrawal, Member, IQAC & Coordinator-AAA Cell
4. Ms. D. Jayalaxmi, Head- Department of Commerce
5. Mr. M. Bobby- Head- Department of Management
6. Dr. Maithry Shinde, Head- English & Languages
7. Dr. Ravi Kumar Tati, Associate Professor & Member IQAC
8. Mr. T. Joseph Christadoss, Head- Department of Social Sciences
9. Mr. V. Dayananda Babu, Head- Examinations
10. Ms. Raga Sudha- Head Corporate Relations and Student Activities

## Part-A (Statutory Items)

**21B. 1.** The meeting commenced at 2:00 PM. IQAC I/c Coordinator, Ms. Jaimole Cross, welcomed all members to the meeting.

### **B.1.1 Leave of Absence, if any**

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

**Leave of Absence granted**

## Part-B (Agenda Items)

<b>21 B.2</b>	<b>Topic: Approval of the Minutes of the 1st IQAC Meeting held on 01.10.2021.</b>
<b>Discussion Summary</b>	<p>The IQAC i/c Coordinator Ms. Jaimole Cross briefed the members about the agenda for the meeting and started the discussion.</p> <ul style="list-style-type: none"><li>• The Minutes of the 1<sup>st</sup> IQAC Meeting were circulated among the heads and members one week prior to the meeting for approval.</li><li>• The Heads from various Departments and members have agreed and approved the minutes of the meeting</li></ul>
<b>Conclusion</b>	<p>The members approved the Minutes of the 1<sup>st</sup> IQAC Meeting held on 01.10.2021.</p>

<b>21 B.3</b>	<b>Topic: Discussion about restarting online classes.</b>
<b>Discussion Summary</b>	<ul style="list-style-type: none"><li>• Mr. J. Mathew George spoke about the resurgence in the covid cases and the required preparedness.</li><li>• In this regard all the Heads of the departments have been advised to be prepared with the online contents and to be uploaded in the Moodle LMS.</li><li>• Also, it has been advised to check the Zoom links for all classes before the 15<sup>th</sup> of December 2021.</li><li>• All the Heads of the Departments agreed upon the same</li></ul>
<b>Conclusion</b>	<p>The meeting concluded to be fully prepared for the restarting of online classes.</p>

**21 B. 4:** The meeting ended at 3:50 PM with a decision to meet on 17<sup>th</sup> February 2022.



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

### **Minutes of the Meeting**

**(21C - Meeting 3 of 2021-22)**

**Date: Tuesday, 22<sup>nd</sup> February 2022**

**Venue: Conference Room-1      Time: 2:00 PM – 4 PM**

### **Agenda for the Meeting**

- Welcome Remarks by Chair
- Approval of the Minutes of 2<sup>nd</sup> IQAC Meeting held on 07.12.2021
- Approval of Certificate Courses proposed by the Departments
- Discussion on Strategic Plans proposed by the Departments
- Vote of thanks

### **Members Present:**

1. Mr. J. Mathew George, Principal (Chair)
2. Ms. Jaimole Cross, I/c Coordinator – IQAC, Vice Principal & Head-Dept of Sciences
3. Ms. Deepa Agrawal, Member, IQAC & Coordinator-AAA Cell
4. Ms. D. Jayalaxmi, Head- Department of Commerce
5. Mr. M. Bobby- Head- Department of Management
6. Dr. Maithry Shinde, Head- English & Languages
7. Mr. T. Joseph Christadoss, Head- Department of Social Sciences
8. Mr. V. Dayananda Babu, Head- Examinations
9. Ms. Raga Sudha- Head Corporate Relations and Student Activities
10. Dr. Ravi Kumar Tati, Associate Professor & Member IQAC

## Part-A (Statutory Items)

**21C.1.** The meeting commenced at 2:00 PM. The Principal presided over the meeting. The IQAC Coordinator welcomed all members to the meeting.

### **21C.1.1 Leave of Absence, if any**

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

**Leave of Absence granted.**

## Part-B (Agenda Items)

<b>21 C.2</b>	<b>Topic: Approval of the Minutes of the 2<sup>nd</sup> IQAC Meeting held on 07.12.2021.</b>
<b>Discussion Summary</b>	<p>The IQAC I/c Coordinator Ms. Jaimole Cross briefed the members about the agenda for the meeting and started the discussion.</p> <ul style="list-style-type: none"><li>• The Minutes of the 2<sup>nd</sup> IQAC Meeting were circulated among the members one week prior to the meeting for approval.</li><li>• The Heads from various Departments and members discussed and approved the minutes of the meeting</li></ul>
<b>Conclusion</b>	<p>The meeting approved the Minutes of the 2<sup>nd</sup> IQAC Meeting held on 07.12.2021.</p>

<b>21 C.3</b>	<b>Topic: Approval of Certificate Courses proposed by the Departments.</b>
<b>Discussion Summary</b>	<p>The IQAC I/c Coordinator Ms. Jaimole Cross spoke about the need for discussion of the certificate courses before approval is given.</p> <ul style="list-style-type: none"><li>• All the Heads were asked to present the certificate courses proposed by the faculty from the respective departments. Discussion happened about the certificate courses and value-added courses regarding the content, assessment and grading system.</li><li>• Principal suggested that for those courses offered by external organizations, the onus of conducting and certifying the students must be on them.</li><li>• All the certificate and value-added courses were approved</li></ul>



	with suggested modifications and the Heads of the Departments were asked to resubmit the modified courses by 25 <sup>th</sup> February 2022.	
<b>Conclusion</b>	The members approved the certificate/ value added courses.	
<b>Action Items</b>	<b>Responsible Person</b>	<b>Target Date</b>
Revised certificate courses/ value added courses	Academic Heads	25 <sup>th</sup> February 2022.

<b>21 C.4</b>	<b>Topic: Discussion on Strategic Plans proposed by the Departments</b>
Discussion Summary	The Heads of the Department presented the strategic plan for their respective departments for the even semester. The Principal suggested that the strategic plan for the departments and clubs should align with the common institutional strategic plan. Departments should also include activities and events relevant to their department.
Conclusion	The members were asked to finalize the strategic plan after discussion with their respective department's staff members.

**21 C. 5:** The meeting ended at 4 PM with a decision to meet on 12<sup>th</sup> April 2022.



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

### **Minutes of the Meeting**

**(21D - Meeting 4 of 2021-22)**

**Date: Tuesday, 12<sup>th</sup> April 2022**

**Venue: Conference Room-1      Time: 2:00 PM – 4 PM**

### **Agenda for the Meeting**

- Welcome Remarks by Chair
- Approval of the Minutes of the 3<sup>rd</sup> IQAC Meeting held on 22.02.2022
- Discussion on AAA cell audit and club activities in even semester
- Vote of thanks

### **Members Present:**

1. Mr. J. Mathew George, Principal (Chair)
2. Ms. Jaimole Cross, I/c Coordinator – IQAC, Vice Principal & Head-Dept of Sciences
3. Ms. Deepa Agrawal, Member, IQAC & Coordinator-AAA Cell
4. Ms. D. Jayalaxmi, Head- Department of Commerce
5. Mr. M. Bobby- Head- Department of Management
6. Dr. Maithry Shinde, Head- English & Languages
7. Mr. T. Joseph Christadoss, Head- Department of Social Sciences
8. Mr. V. Dayananda Babu, Head- Examinations
9. Ms. Raga Sudha- Head Corporate Relations and Student Activities
10. Dr. Ravi Kumar Tati, Associate Professor & Member IQAC

## Part-A (Statutory Items)

**21 D.1.** The meeting commenced at 2:00 PM. The Principal presided over the meeting. The IQAC Coordinator welcomed all members to the meeting.

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

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

**Leave of Absence granted.**

## Part-B (Agenda Items)

<b>21 D.2</b>	<b>Topic: Approval of the Minutes of the 3<sup>rd</sup> IQAC Meeting held on 22.02.2022.</b>
<b>Discussion Summary</b>	<p>The IQAC I/c Coordinator Ms. Jaimole Cross briefed the members about the agenda for the meeting.</p> <ul style="list-style-type: none"><li>• The Minutes of the 3<sup>rd</sup> IQAC Meeting were circulated among the members one week prior to the meeting for approval.</li><li>• The Heads from various Departments and members discussed the minutes of the meeting</li></ul>
<b>Conclusion</b>	<p>The members approved the Minutes of the 3<sup>rd</sup> IQAC Meeting held on 22.02.2022.</p>

<b>21 D.3</b>	<b>Topic: Discussion on AAA cell audit and club activities in even semester.</b>
<b>Discussion Summary</b>	<ul style="list-style-type: none"><li>• Ms. Deepa Agrawal, AAA Cell Coordinator, provided insights into the changes made in the auditing procedure.</li><li>• She also explained the different google forms prepared to collect feedback from the stakeholders such as parents, teachers, alumni, and students.</li><li>• Based on the University almanac, Ms. Jaimole Cross recommended conducting all the club activities by May 2022.</li></ul>
<b>Conclusion</b>	<p>The meeting approved the AAA cell audit forms, feedback forms and club activities for the even semester.</p>

**21 D.4:** The meeting ended at 4 PM with a decision to meet in the month of July 2022.