Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(22A - Meeting 1 of 2022-23)

Date: Thursday, 25th August 2022

Venue: Conference Room-1   **Time: 2:00 PM – 4.45 PM**

Agenda for the Meeting

- Welcome Remarks by Chair
- Approval of Certificate Courses proposed by the Departments.
- Discussion on Strategic Plans proposed by the Departments.
- Any other matter, allowed by the Chair.
- Vote of thanks

Members Present:

1. Ms. Jaimole Cross, Principal (Chair)
2. Mr. J. Mathew George, Director (Higher Education), SMES (Management Representative)
3. Dr. Srinath Naganathan, Coordinator – IQAC & Assistant Professor of Biotechnology
4. Ms. D. Jayalaxmi, Head- Department of Commerce
5. Ms. Anu Victor, Head, Department of Sciences
6. Dr Maithry Shinde, Head, Department of English & Languages
7. Dr. Ramesh Kumar, Head, Department of Social Sciences & Humanities
8. Mr. V. Dayananda Babu, Sr. Manager-Academic Operations
9. Ms. Deepa Agrawal, Head-Student Activities & Alumni Relations
10. Ms. Raga Sudha Jonnada, Head – Corporate Relations
11. Dr. Padmaleela, Asst. Professor of Computer Science & Member, IQAC
12. Mr. Anugula Sridhar, Head – Administration

Invitees Present: NA

Part-A (Statutory Items)

22A.1. The meeting commenced at 2:00 PM. The Principal, Ms. Jaimole Cross, presided over the meeting. She welcomed all members to the meeting.

22A.1.1 Leave of Absence, if any

1. Dr. Sharada C., Associate Professor of English, English & Foreign Languages University (EFLU), Hyderabad – External Member
2. Mr. Debashish Ghosh, Vice President – Berkadia India - External Member
3. Dr. Himani Raval, Head, Department of Business Management
4. Dr. Rebecca Vedavathy, Asst. Prof of French & Member, IQAC

Leave of Absence granted.

Part-B (Agenda Items)

22 A.2	Topic: Approval of Certificate Courses proposed by the Departments.
Discussion Summary	The Coordinator Dr. Srinath Naganathan welcomed all members of the IQAC and briefed the members about the agenda for the meeting and started the discussion.
	• All the HoDs 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, their content, assessment and grading system. Mr. V. Dayanand Babu from the Examination Department suggested a common assessment and grading system for all the course offered by the institution.
	• Mr. J. Mathew George suggested that for those courses offered by external organizations, the onus of conducting and certifying the student is on them. Mr. J. Mathew George informed about the details on revenue sharing with the concerned internal faculty for paid certificate courses.

	• The IQAC recommended changes in the assessment and grading system in all courses. All the certificate and value-added courses were approved and the Heads of the Departments were asked to revise the assessment and grading system according to the IQAC recommendation for their respective courses and to resubmit the same by 30th August 2022.
Conclusion	The members agreed to re-submit the revised certificate/ value added courses with changes in the assessment and grading system of certificate/ value added courses

Action Items	Responsible Person	Target Date
Submission of certificate courses/ value added courses with revised assessment/ grading system	Academic Heads	30th August 2022
Preparation of Google drive links for collecting AQAR documents from Department, Club and Committees	Dr. Srinath Naganathan Dr. D. Padmaleela Dr. Rebecca Vedavathy	5th September 2022.

Recommendation on Certificate/ Value added courses

1. There will be centralized assessment, and a common examination pattern shall be followed for final assessment of all the courses.
2. There shall be 3 components to the assessment.

Inter examination (halfway through the syllabus)	20 M
Assignment	20 M
Final Examination	60 M

3. A common examination final paper pattern has been recommended by IQAC for all courses.

The paper pattern shall be:
- The question paper shall consist of two parts A & B. The time for the examination shall be **1 ½ hours. Total Marks shall be 60**

Part A	**8 questions X 5 marks = 40 M** (the students have a choice of answering **8 questions out of a total of 10 questions**)
Part B	**2 questions X 10 marks = 20 M** (the students have a choice of answering **2 questions out of a total of 3 questions**)

- A supplementary examination would be conducted for medical cases/ failures two weeks after the final exam.

4. There shall be a common grading system for the assessment.

PERCENTAGE	GRADE
90-100	O
80-89	A
70-79	B
60-69	C
50-59	D
<=49	FAIL

22 A.3	**Topic: Discussion on Strategic Plans proposed by the Departments**
Discussion Summary	The Heads of the Departments presented the strategic plan for their respective departments for the odd semester. Ms. Jaimole Cross and Mr. J. Mathew George suggested that the strategic plan should align with the common institutional strategic plan and at the same time should include certain requirements specific to a department. The chair also asked the IQAC team to prepare the college calendar based on the strategic plan.

Conclusion	The members were asked to finalize the strategic plan after discussion with their respective department's staff members.
Action Items	**Responsible Person**	**Target Date**
Submission of Revised Strategic Plans	Heads of the Departments	30th August, 2022
Updating of college Almanac with the Department events/activities	Dr. Padmaleela - Member IQAC	23rd September, 2022

22 A.4	Topic: Any other matters of discussion
Discussion Summary	The Chair and IQAC Coordinator emphasized on the quality enhancement of each event/activity. It was decided that each activity should align with the vision and mission of the college and the complied with the criteria provided by the NAAC
Conclusion	The members decided to meet on the 7th September 2022.

22 A. 5: The meeting ended at 4:45 PM with a decision to meet on 7th September 2022.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(22B - Meeting 2 of 2022-23)

Date: Wednesday, 14th September 2022

Venue: Room No. 207 – Digital Classroom   Time: 2:00 PM – 5.00 PM

Agenda for the Meeting

- Welcome Remarks by Chair
- Approval of Minutes of the 1st IQAC Meeting
- Presentation and Approval of IQAC guidelines to conduct activities and events in the department and committees in 2022 – 2023.
- Discussion on AAA cell compiled audit report of 2021 – 2022.
- Presentation and approval of strategic plan from all committees and clubs
- Vote of thanks

Members Present:

1. Ms. Jaimole Cross, Principal (Chair)
2. Mr. J. Mathew George, Director (Higher Education), SMES (Management Representative)
3. Dr. Srinath Naganathan, Coordinator – IQAC & Assistant Professor of Biotechnology
4. Ms. D. Jayalaxmi, Head- Department of Commerce
5. Ms. Anu Victor, Head, Department of Sciences
6. Dr Maithry Shinde, Head, Department of English & Languages
7. Dr. Ramesh Kumar, Head, Department of Social Sciences & Humanities
8. Mr. V. Dayananda Babu, Sr. Manager-Academic Operations
9. Ms. Deepa Agrawal, Head-Student Activities & Alumni Relations
10. Ms. Raga Sudha Jonnada, Head – Corporate Relations
11. Dr. Padmaleela, Asst. Professor of Computer Science & Member, IQAC
12. Dr. Rebecca Vedavathy, Asst. Prof of French & Member, IQAC

Invitees Present:

1. Dr. C. Kusuma Reddy, Assistant Professor of Commerce – Equal Opportunity Cell
2. Dr. Kavitha Thakur, Asst. Professor of Commerce – Grievance Redressal Committee
3. Ms. Sadbhavana Sharat, Counselling Psychologist – Counselling Cell
4. Mr. J. Michael Preetham, Asst. Prof. of English – Library and Social Outreach Committee

Part-A (Statutory Items)

22B.1. The meeting commenced at 2:00 PM. The Principal, Ms. Jaimole Cross, presided over the meeting. She welcomed all members to the meeting.

22B.1.1 Leave of Absence if any

1. Dr. Sharada C., Associate Professor of English, English & Foreign Languages University (EFLU), Hyderabad – External Member
2. Mr. Dabashish Ghosh, Vice President- HR, Berkadia, India. – External Member
3. Mr. Anugula Sridhar, Head – Administration

Leave of Absence granted.

22B.1.2 Approval of the Previous Minutes & Action Taken

The minutes of the previous meeting held on 25th August 2022 were approved by the members.

22 B.2	Topic: Action Taken Report	
Action Items	**Responsible Person**	**Action Taken**
Submission of certificate courses/ value added courses with revised assessment/ grading system	Academic Heads	Submitted to IQAC on time

Preparation of Google drive links for collecting AQAR documents from Department, Club and Committees	Dr. Srinath Naganathan Dr. D. Padmaleela Dr. Rebecca Vedavathy	Completed and shared with all HoDs and coordinators.
Submission of Revised Strategic Plans	Heads of the Departments	Submitted to IQAC on time
Updating of college Almanac with the events/activities	Dr. D. Padmaleela, Member IQAC	Almanac will be completed in a week's time, and it will be share with all Heads of the departments.

Part-B (Agenda Items)

22 B.3	**Topic: Presentation and Approval of IQAC guidelines to conduct activities and events in the department and committees in 2022 – 2023.**
Discussion Summary	The IQAC Coordinator, Dr. Srinath Naganathan, proposed the newly amended guidelines for conducting and documenting events and activities. ● Based on the discussions about the common guidelines for organizing activities and events, it has been proposed by the IQAC members that the number of participants should be a minimum of 50% of the targeted participant for any event, conference, seminar, workshop, competition, or activities. ● As per the discussions on the student mentorship program, the mentorship could be conducted as per the day and time suitable for both the mentor and mentee. The meeting must be documented in the format proposed by the IQAC committee. ● Based on the discussion over the phone call register

| | format, it has been agreed to follow the same format which was used during 2019 – 2020 by the class teachers. |
| | |

format, it has been agreed to follow the same format which was used during 2019 – 2020 by the class teachers.

- After each event, the certificates for the participants as well as winners in the competition must be provided immediately. Also, it has been suggested that incomplete certificates should never be given to the participants.
- For the event report, only the IQAC format must be used for documentation purposes.
- All the certificate courses proposed by the faculties have been accepted and approved by the IQAC.

Conclusion	The members agreed and approved the new amended guidelines proposed by the IQAC team. The members requested the IQAC team to share the new student mentorship format and phone call register format for entering the data

Action Items	Responsible Person	Target Date
Preparation of Mentor-Mentee Format	Dr. Srinath Naganathan	23rd September, 2022

22 B.4	Topic: Discussion on AAA cell compiled audit report of 2021 – 2022
Discussion Summary	Ms. Deepa Agrawal, Head, Student Activities & Alumni relations and Chairperson, AAA Cell, presented the compiled AAA cell report of 2021 – 2022. As per the discussions with the members, following suggestions have been provided and agreed upon by all the members, they are: • Intra-departmental assessment would be conducted at the end of the odd semester by the peer member of the department.

	- One member from every department would be part of the main audit team during the even semester annual audit. - The audit report by the peer auditor must be duly signed by the Head of the department and a copy of the same needs to be submitted to AAA cell. - Regarding the Alumni relations, it has been agreed to place an Alumni register in all departments. The Alumni register could be used for creating the Alumni database for the college.
Conclusion	The members agreed upon the previous year's AAA cell audit report and agreed to conduct intra department assessment after every odd semester and an annual audit during the even semester. Also, for alumni relations, an Alumni register would be placed in all the department and the reception area for collecting alumni data

Action Items	Responsible Person	Target Date
Nomination of audit member from departments	All HoDs	30th September, 2022
Submission of Signed audit reports to AAA Cell	All HoDs and In charges concerned	23rd September, 2022
Placing of registers to enter Alumni data at departments.	Ms. Deepa Agrawal, Alumni Coordinator	30th September, 2022

22 B.5	**Topic: Presentation and approval of strategic plan from all committees and club**
Discussion Summary	The invited committee coordinators and club coordinators were asked to present the strategic plan for the odd semester of 2022 – 2023.
	● Ms. Deepa Agrawal, Head, Student Activities presented the almanac for club activities and highlighted various guidelines provided to each club.
	● Dr. C. Kusuma Reddy, Convener, Equal opportunity cell, presented the strategic plan of the cell for the odd semester. The plan was approved by the IQAC members.
	● Dr. Kavitha Thakur, Coordinator, Grievance Redressal Committee highlighted the procedures followed by the committee and suggested that a register should be placed in every department to record the grievances at minor level.
	● Ms. Sadbhavana Sharat, from Counselling cell, presented the strategic plan for the odd semester which was approved by the members. She also presented the Leadership and Life Skill course with modified course content having 4 modules. This course would be offered to first year students of all the departments. The course was accepted and approved by the IQAC team. It was finalized that the course should be conducted once a week along with the regular timetable of the first year students.
	● Mr. J. Michael Preetham, Coordinator for Library Committee and Social Outreach Committee presented the strategic plan for the odd semester which was approved by the IQAC members.

Conclusion	The IQAC members approved all the strategic plans from the clubs and committees. The IQAC committee approved the Leadership and Life Skills course presented by Ms. Sadbhavana Sharat from the Counseling cell.

Action Items	Responsible Person	Target Date
Updating of college Almanac with the events/activities of Clubs and Committees	Dr. Padmaleela -Member IQAC	30th September, 2022

22 B. 6: The meeting ended at 5:00 PM with a decision to meet on 18th October 2022.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(22C - Meeting 3 of 2022-23)
Date: Thursday, 9th November 2022
Venue: Digital Classroom   **Time: 2:00 PM – 4.30 PM**

Agenda for the Meeting

- Welcome Remarks by Chair
- Approval of Minutes of the 2nd IQAC Meeting
- Presentation on Quarterly Report by all the Head of the Departments and Committee Coordinators.
- Vote of thanks

Members Present:

1. Ms. Jaimole Cross, Principal (Chair)
2. Mr. J. Mathew George, Director (Higher Education), SMES (Management Representative)
3. Dr. Srinath Naganathan, Coordinator – IQAC & Asst Prof of Biotechnology
4. Ms. D. Jayalaxmi, Head- Department of Commerce
5. Ms. Anu Victor, Head, Department of Sciences
6. Dr Maithry Shinde, Head, Department of English & Languages
7. Dr. Ramesh Kumar, Head, Department of Social Sciences & Humanities
8. Mr. V. Dayananda Babu, Sr. Manager-Academic Operations
9. Ms. Deepa Agrawal, Head-Student Activities & Alumni Relations
10. Ms. Raga Sudha Jonnada, Head – Corporate Relations
11. Dr. D Padmaleela, Asst. Professor of Computer Science & Member, IQAC

Invitees Present:

1. Dr. C. Kusuma Reddy, Asst Prof. of Commerce – Equal Opportunity Cell
2. Mr. J. Michael Preetham, Asst. Prof. of English – Library & Social Outreach Committees
3. Dr. Anamika Sukul, Asst. Prof. of English – Women Empowerment Cell

Part-A (Statutory Items)

22C.1. The meeting commenced at 2:00 PM. The Principal, Ms. Jaimole Cross, presided over the meeting. She welcomed all members to the meeting.

22C.1.1 Leave of Absence if any

1. Mr. Debashish Ghosh, Vice President– HR, Berkadia India- External Member
2. Dr. Sharada C., Associate Professor of English, English & Foreign Languages University (EFLU), Hyderabad – External Member
3. Mr. Anugula Sridhar, Head – Administration
4. Dr. Himani Raval, Head, Business Management
5. Dr. Rebecca Vedavathy, Asst. Prof of French & Member, IQAC

Leave of Absence granted.

22C.2. Minutes of the Meeting and Action Taken The minutes of the previous meeting held on 14th September 2022 were approved by the members.

22 C.2	Topic: Action Taken Report	
Action Items	**Responsible Person**	**Action Taken**
Preparation of Mentor-Mentee Format	Dr. Srinath Naganathan	New format was prepared and shared with all HoDs
Nomination of audit member from departments	All HoDs	HoDs nominated one member each from their department.
Submission of audit reports to AAA Cell	All HoDs and In-charges concerned	Successfully submitted
Placing of registers in Departments to enter Alumni data.	Ms. Deepa Agrawal, Alumni Coordinator	Registers are placed in all locations
Updating of college Almanac with the events/activities of Clubs and Committees	Dr. D Padmaleela, Member - IQAC	Almanac work is completed and shared with all members.

Part-B (Agenda Items)

22 C.3	Topic: Presentation on Quarterly report by all the Heads of the Department and Coordinators of the Committee.	
Discussion Summary	• All the Heads of the Department and Committee Coordinators presented their Quarterly report of the events and activities held between July and October 2022. • Mr Mathew George, Director-Higher Education suggested maintaining an Alumni visitor register near the information center. This register would help in creating an Alumni database.	
Conclusion	The chair appreciated the efforts of all the departments and committees in executing the department plans effectively.	
Action Item	**Responsible Person**	**Target Date**
Maintain an alumni visitor register at the information center	Ms. Deepa Agrawal, Alumni Coordinator	16th November, 2022

22 C. 4: The meeting ended at 4:30 PM with a decision to meet again on 15th December.

St. Mary's College

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting
(22D - Meeting 4 of 2022-23)
Date: Tuesday, 20th December 2022
Venue: Digital Classroom   Time: 2:00 PM – 3.30 PM

Agenda for the Meeting

- Welcome Remarks by Chair
- Approval of Minutes of the 3rd IQAC Meeting
- Presentation of Strategic Plan of Even Semester by all the Academic Departments, Committees and Clubs
- Any other matter, allowed by the Chair.
- Vote of thanks

Members Present:

1. Ms. Jaimole Cross, Principal (Chair)
2. Mr. J. Mathew George, Director (Higher Education), SMES (Management Representative)
3. Dr. Sharada C., Associate Professor of English, English & Foreign Languages University (EFLU), Hyderabad – External Member
4. Dr. Srinath Naganathan, Coordinator – IQAC & Assistant Professor of Biotechnology
5. Ms. D. Jayalaxmi, Head- Department of Commerce
6. Ms. Anu Victor, Head, Department of Sciences
7. Dr Maithry Shinde, Head, Department of English & Languages
8. Dr. Ramesh Kumar, Head, Department of Social Sciences & Humanities
9. Dr. Himani Raval, Head, Business Management
10. Mr. V. Dayananda Babu, Sr. Manager-Academic Operations
11. Ms. Deepa Agrawal, Head-Student Activities & Alumni Relations
12. Ms. Raga Sudha Jonnada, Head – Corporate Relations

13. Mr. Anugula Sridhar, Head – Administration
14. Dr. Padmaleela, Asst. Professor of Computer Science & Member, IQAC
15. Dr. Rebecca Vedavathy, Asst. Prof of French & Member, IQAC
16. Mr. Ramesh, III BBA, President, Student Council
17. Ms. Bellary Raagini, II BA, Vice President, Student Council

Invitees Present:
1. Dr. C. Kusuma Reddy, Asst. Prof. of Commerce & Coordinator, Equal Opportunity Cell
2. Dr. Akshara Singh, Asst. Prof. of Hindi & Coordinator, Women Empowerment Committee
3. Mr. J. Michael Preetham, Asst. Prof. of English – Library and Social Outreach Committee

Part-A (Statutory Items)

22D.1. The meeting commenced at 2:00 PM. The Principal, Ms. Jaimole Cross, presided over the meeting. She welcomed all members to the meeting and introduced the external member Dr. Sharada C, Associate Professor of English, EFLU and Student council President Mr. Ramesh and Vice President Ms. Bellary Raagini.

22D.1.1 Leave of Absence if any

1. Mr. Debashish Ghosh, Vice President – HR, Berkadia India - External Member.

Leave of Absence granted.

22D.2. Minutes of the Meeting & Action Taken The minutes of the previous meeting held on 9th November 2022 were approved by the members.

22 D.2	Topic: Action Taken Report	
Action Items	**Responsible Person**	**Action Taken**
Maintain an alumni visitor register at the information center	Ms. Deepa Agrawal, Alumni Coordinator	Register is placed at Information Center

Part-B (Agenda Items)

22 D.3	Topic: Presentation of Strategic Plan of all Academic Department, Committee and Clubs
Discussion Summary	The IQAC Coordinator Dr. Srinath Naganathan briefed the members about the agenda for the meeting. Detailed plans of all the academic departments, committees and clubs for January to June 2023 were presented with the activities and events to be organized in this period. The external member Dr. C. Sharada, Associate Professor of English, EFLU gave the following suggestions based on the proposed strategic plan: 1. Based on the Criteria 1 – Curricular Aspects, she suggested that the English and Language department could initiate value added courses such as Spoken Sanskrit, French, etc. 2. Based on the 3rd Criteria – Research, Innovation & Extension, the faculties with Ph.D. were encouraged to apply for Minor and Major research projects in their respective field. Dr. C. Sharada encouraged the faculty to publish in peer journals and UGC-Care listed journals and to act as a Resource person or Keynote speaker in National/ International conferences. 3. As per the NAAC recommendations, she advised IQAC to accept only Geo – Tagged photographs as proof for all college events. 4. For the Alumni Relations, she appreciated the idea of Alumni Homecoming which is going to be organized in the month of January 2023. She recommended that the college should ask the Alumni to contribute to the college:

	● by supporting the Institutional Social Responsibility (ISR) activity of the college ● to provide scholarship to the needy candidates of their respective courses and programs ● Monetary support for the development of their respective departments and the college overall. 5. For Governance, Leadership and Management Criteria, she encouraged the IQAC to organize interactive sessions/ workshops of 1 to 2 hours on professional development for all faculty members. 6. The external member also suggested that the Student Council should participate in various inter collegiate events actively. The Council was also asked to gather information about the various inter-collegiate events so that they can circulate the information among the students and encourage them to participate.
Conclusion	The members agreed to the suggestions and recommendations provided by the external member.

Action Items	Responsible Person	Target Date
Initiate Value-added courses Sanskrit/French	Dr. Maithry Shinde, Head, Dept of English and Languages	5th January, 2023
Enhance Alumni contributions	Deepa Agrawal, Alumni Coordinator	23rd January, 2023
Geo-tagged photos for all college events	All HoDs and Coordinators	With immediate effect
Organize professional development programs	HR and IQAC	With immediate effect

22 D. 4: The meeting ended at 3:30 PM with a decision to meet again in February 2023.

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(22E - Meeting 5 of 2022-23)

Date: Tuesday, 4th April 2023

Venue: Digital Classroom　　　　　**Time: 2:00 PM – 3.30 PM**

Agenda for the Meeting
- Welcome Remarks by Chair
- Approval of Minutes of previous IQAC meeting held on 20th Dec 2022.
- Status of AQAR 2021-2022
- Academic and Administrative Audit for 2022-2023
- Any other matters allowed by the Chair
- Vote of thanks

Members Present:
1. Dr. Jaimole Cross, Principal (Chair)
2. Mr. J. Mathew George, Director (Higher Education), SMES (Management Representative)
3. Dr. Srinath Naganathan, Coordinator – IQAC & Assistant Professor of Biotechnology
4. Ms. D. Jayalaxmi, Head- Department of Commerce
5. Ms. Anu Victor, Head, Department of Sciences
6. Dr. Ramesh Kumar, Head, Department of Social Sciences & Humanities
7. Dr. Himani Raval, Head, Business Management
8. Mr. V. Dayananda Babu, Sr. Manager-Academic Operations
9. Ms. Deepa Agrawal, Head-Student Activities & Alumni Relations
10. Ms. Raga Sudha Jonnada, Head – Corporate Relations
11. Mr. Anugula Sridhar, Head – Administration
12. Dr. Padmaleela, Asst. Professor of Computer Science & Member, IQAC
13. Dr. Rebecca Vedavathy, Asst. Prof of French & Member, IQAC

Invitees Present: Mr. D Sai Kiran, Assistant Professor of English

Part-A (Statutory Items)

22E.1.1 Leave of Absence if any

1. Mr. Debashish Ghosh, Vice President – HR, Berkadia India.
2. Dr. Sharada C., Associate Professor of English, English & Foreign Languages University (EFLU), Hyderabad – External Member
3. Dr. Maithry Shinde, Head, Department of English & Languages

Leave of Absence granted.

22E.2 Minutes of the Meeting & Action Taken

The minutes of the previous meeting held on 20ᵗʰ December 2022 were approved by the members.

22 E.2	Topic: Action Taken Report	
Action Items	**Responsible Person**	**Action Taken**
Initiate Value-added courses Sanskrit/French	Dr. Maithry Shinde, Head, Dept of English and Languages	Department has initiated a course in French
Enhance Alumni contributions	Deepa Agrawal, Alumni Coordinator	Communicated to Alumni during the 'Alumni Home Coming' meeting
Geo-Tagged photos for all college events	All HODs and Coordinators	All events are captured with geo-tagged enabled.
Organize programs for professional development	HR and IQAC	In progress

Part-B (Agenda Items)

22 E.3	Topic: Status of AQAR-2021-2022.	
Discussion Summary	IQAC coordinator, Dr. Srinath thanked all Heads of the Departments for the timely submission of data for AQAR-2021-2022. He updated the members that the work relating to the first 4 criteria is completed and the remaining is in progress.	
Conclusion	Chair thanked all members for their support for submitting data on time and urged the IQAC team to complete the pending work within the stipulated time.	
Action Items	**Responsible Person**	**Target Date**
Completion of AQAR-2021-22	IQAC	May 30th, 2023

22 E.4	Topic: Academic and Administrative Audit 2022-2023	
Discussion Summary	Ms. Deepa Agrawal, Chairperson of AAA cell presented the findings of the Odd Sem Internal Audit and thanked all departments for the smooth conduct of the audit. She also proposed tentative dates for the upcoming Even Sem Audit.	
Conclusion	Academic & Administrative Audit for 2022-23 was approved to be conducted in the month of May 2023.	
Action Items	**Responsible Person**	**Target Date**
Audit Process	AAA Cell & Peer Teams	10th June, 2023

22 E. 5: The meeting ended at 3:30 PM with a decision to meet in July 2023.