



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(23A: Meeting 1 of 2023-24)

Date: Wednesday, 23rd August 2023

Venue: Digital Classroom

Time: 2:30 PM – 5.30 PM

Agenda for the Meeting

1. Welcome Remarks by Chair
2. Discussion on Strategic Plans proposed by the Departments and Committees
3. Approval of Certificate Courses proposed by the Departments
4. Any other items allowed by the Chair

Members Present:

1. Dr Jaimole Cross, Principal (Chairperson – Ex-officio)
2. Mr J Mathew George, Director (Higher Education), SMES (Management Representative)
3. Ms. Deepa Agrawal, Coordinator-IQAC & Assistant Professor of Commerce
4. Ms Anu Victor, HoD of Sciences
5. Mr J Michael Preetham, HoD of Social Sciences & Humanities
6. Dr Sri Sai Chilukuri, HoD of Commerce
7. Mr D Saikiran, HoD of English & Languages
8. Dr Himani Raval, HoD of Management
9. Mr V Dayananda Babu, Sr. Manager-Academic Operations & Head - Examinations
10. Ms Gisa George, Head Student Activities
11. Dr. B. Swathi, Head Research & Consulting
12. Mr Anugula Sridhar, Head – Administration
13. Ms Jayasree M, Assistant Professor of Management & Member IQAC
14. Dr Padmaleela G -Assistant Professor of Computer Science & Member, IQAC

Invitees Present:

1. Dr Maithry Shinde, Coordinator - Library and WEC
2. Dr C Kusuma Reddy, Coordinator - EOC
3. Ms D Jaya Laxmi, Coordinator - Alumni Relations Cell

Part-A (Statutory Items)

23A.1 The meeting commenced at 2:00 PM. IQAC Chair, Dr Jaimole Cross presided over the meeting. She welcomed all members to the meeting.

23A.1.1 Leave of Absence, if any

1. Dr Sharada C, Associate Professor of English, EFLU - External Member
2. Mr Debashish Ghosh, Sr Vice President-Berkadia Services India Pvt Ltd - External Member
3. Ms Raga Sudha, Head - Corporate Relations
4. Mr Bukhya Murali Krishna -Alumni Member
5. Ms Duddela Sai Saburi, President, Student council
6. Mr. Sindri Videep, Secretary Student Council

Leave of Absence granted

Part-B (Agenda Items)

23A.2	Topic: Discussion on Strategic Plans
Discussion Summary	<p>Ms. Deepa Agrawal, Coordinator IQAC presented the guidelines framed by IQAC for all departments and committees.</p> <p>The Heads of the Departments and Committees presented the Strategic Plans for their respective departments for the Odd Semester. The following points were discussed:</p> <ul style="list-style-type: none">• Dr Jaimole Cross asked the IQAC team to prepare the college almanac based on the Strategic Plans of the departments.• An alumni register to be maintained and ensuring its regular updates by department representatives and the alumni engagement to be a reciprocal process.• As part of the Equal Opportunity cell to identify the deprived candidates in college and plan various events to provide them with specific benefits.• To increase the resources and titles in the library.• To present the research papers in college 2 weeks prior presenting elsewhere.

Conclusion	IQAC approved all the strategic plans presented by respective Departments. The Committee Coordinators were asked to modify their Strategic plans based on the discussion and suggestions given.	
Action Items	Responsible Person	Target Date
Submission of Revised Strategic Plans of Committees	Committee Coordinators	29 th August 2023
Preparation of College Almanac with the Department/Committee events/activities	Ms. Deepa Agrawal, Coordinator IQAC	10 th September 2023

23 A.3	Topic: Approval of Certificate Courses proposed by the Departments
Discussion Summary	<p>The Heads of the Departments presented the certificate courses proposed by the faculty from the respective departments. The content, assessment, and grading of the following certificate courses and value-added courses were discussed:</p> <ol style="list-style-type: none"> 1. Basic Math Skills (Department of Sciences) - Value-Added Course for BSc Life Sciences 2. Data Analytics using Python (Department of Sciences) - Certificate Course 3. Fundamentals of Business Analytics with Power BI (Department of Sciences) - Certificate Course 4. Videography & Production (Department of Social Sciences & Humanities) - Skill-oriented Certificate Course 5. Decision Making with Power BI (Department of Commerce) - Certificate Course 6. Tally Level 2 (Department of Commerce) - Value-Added Course for BCom 7. Tally Level 3 (Department of Commerce) - Value-Added Course for BCom

	<p>Following suggestions were given:</p> <ul style="list-style-type: none"> • Principal Dr Jaimole Cross suggested creating courses on Moodle and adding respective students, and to conduct two assessments for a 30-hour certificate course, and 75% attendance to be mandatory to appear for the exam. • Examinations Head, Mr Dayanand Babu suggested to remove the supplementary exam concept and to include a day-wise schedule in the plan and the end exam to be a descriptive or practical execution. 	
Conclusion	All the certificate and value-added courses were approved with suggested modifications, and the heads of the departments were asked to resubmit the modified courses by August 29, 2023.	
Action Items	Responsible Person	Target Date
Incorporating suggested modifications in approved Certificate / Value-Added courses	Heads of Departments concerned	29 th August 2023.

23A.4: The meeting ended at 5.30 PM with a decision to meet on 26th September 2023.



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(23B: Meeting 2 of 2023-24)

Date: Wednesday, 26th September 2023

Venue: Digital Classroom

Time: 2:00 PM – 5.00 PM

Agenda for the Meeting

1. Welcome Remarks
2. AQAR Data Submission
3. Discussion on AAA compiled Audit report of 2022-23
4. OKRs for Odd Semester
5. Any other items allowed by the Chair

Members Present:

1. Dr Jaimole Cross, Principal (Chairperson – Ex-officio)
2. Mr J Mathew George, Director (Higher Education), SMES (Management Representative)
3. Ms Deepa Agrawal, Coordinator - IQAC & Assistant Professor of Commerce
4. Ms Anu Victor, HoD of Sciences
5. Mr J Michael Preetham, HoD of Social Sciences & Humanities
6. Dr Sri Sai Chilukuri, HoD of Commerce
7. Mr D Saikiran, HoD of English & Languages
8. Dr Himani Raval, HoD of Management
9. Mr V Dayananda Babu, Sr. Manager-Academic Operations & Head - Examinations
10. Ms Gisa George, Head - Student Activities
11. Dr. B. Swathi, Head - Research & Consulting
12. Ms. Raga Sudha, Head - Corporate Relations
13. Mr Anugula Sridhar, Head – Administration
14. Ms. Jayasree -Assistant Professor of Management & Member IQAC
15. Dr. Padmaleela -Assistant Professor of Computer Science & Member, IQAC

Invitees Present: Nil

Part-A (Statutory Items)

23B.1 The meeting commenced at 2:00 PM. IQAC Chair, Dr. Jaimole Cross presided over the meeting. She welcomed all members to the meeting.

23B.1.1 Leave of Absence, if any

1. Dr Sharada C, Associate Professor of English, EFLU - External Member
2. Mr Debashish Ghosh, Sr Vice President-Berkadia Services India Pvt Ltd - External Member
3. Mr Bukhya Murali Krishna - Alumni Member
4. Ms Duddela Sai Saburi, President, Student council
5. Mr. Sindri Videep, Secretary, Student Council

Leave of Absence granted

23B.2 Approval of the Previous Minutes & Action Taken

The minutes of the previous meeting held on 23rd August 2023 were approved by the members

23 B.2	Topic: Action Taken Report	
Action Item	Responsible Person	Action Taken
Submission of Revised Strategic Plans	Committee Coordinators	Submitted to IQAC on time
Preparation of College Almanac	Ms. Deepa Agrawal, IQAC Coordinator	Almanac completed and shared with all Heads of the Departments

Part-B (Agenda Items)

23B.3	Topic: AQAR Data Submission	
Discussion Summary	Ms. Deepa Agrawal, Coordinator IQAC briefed the members about the agenda for the meeting and started the discussion. She explained the procedure for Data Collection from all departments, clubs and committees for AQAR 2021-22 submission.	
Conclusion	Members agreed to submit the data through Google drive links.	
Action Items	Responsible Person	Target Date
Submission of AQAR data through Google drive links	Heads and Committee Coordinators	15th November

23 B.4	Topic: Discussion on AAA compiled Audit report of 2022-23
Discussion Summary	Dr. N Srinath, Chairperson, AAA Cell, presented the compiled AAA cell report of 2022-23. It was suggested that teachers missing classes due to absence must take the extra class within a week of their absence. It was also discussed to conduct the Internal Odd Sem Audit at the end of the Odd Sem.
Conclusion	The members agreed upon the previous year's AAA cell audit report and agreed to conduct an intra-department audit after every odd semester.

23 B.5	Topic: OKRs for Odd Semester	
Discussion Summary	Ms. Deepa Agrawal, Coordinator IQAC discussed about the preparation of OKRs for the Odd Semester by all the staff members. Director spoke about the importance of OKRs to be measurable and Time Bound. It was also discussed to upload the OKRs prepared on the respective G-suites of the members.	
Conclusion	The members agreed to prepare and upload the OKRs.	
Action Items	Responsible Person	Target Date
Preparation and uploading of OKRs	All Members	30th September

23B.5: The meeting ended at 5.00 PM with a decision to meet on 7th December 2023.



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(23C: Meeting 3 of 2023-24)

Date: Thursday, 7th December 2023

Venue: Digital Classroom

Time: 1:30 PM – 4.30 PM

Agenda for the Meeting

1. Welcome remarks.
2. Review of Strategic Plans for Odd Sem (July-Dec 2023)-Committees
3. Review of strategic Plans for Odd Sem (July-Dec 2023)- Academic Departments
4. Any other items allowed by the chair

Members Present:

1. Dr Jaimole Cross, Principal (Chairperson – Ex-officio)
2. Mr J Mathew George, Director (Higher Education), SMES (Management Representative)
3. Dr C Sharda, Associate Professor of English, EFLU- External member IQAC
4. Ms. Deepa Agrawal, Coordinator-IQAC & Assistant Professor of Commerce
5. Ms Anu Victor, HoD of Sciences
6. Mr J Michael Preetham, HoD of Social Sciences & Humanities
7. Dr Sri Sai Chilukuri, HoD of Commerce
8. Mr D Saikiran, HoD of English & Languages
9. Dr Himani Raval, HoD of Management
10. Mr V Dayananda Babu, Sr. Manager-Academic Operations & Head - Examinations
11. Ms Gisa George, Head - Student Activities
12. Dr. B. Swathi, Head - Research & Consulting
13. Ms. Raga Sudha, Head - Corporate Relations
14. Mr Anugula Sridhar, Head – Administration
15. Dr Padmaleela -Assistant Professor of Computer Science & Member, IQAC
16. Ms Duddela Sai Saburi, President, Student council

Invitees Present:

1. Dr Maithry Shinde, Coordinator - Library and WEC
2. Dr C Kusuma Reddy, Coordinator - EOC
3. Ms. D Jaya Laxmi, Coordinator - Alumni Relations Cell

Part-A (Statutory Items)

23C.1 The meeting commenced at 1:30 PM. Principal, Dr Jaimole Cross, presided over the meeting. The IQAC Coordinator, Ms. Deepa Agrawal welcomed all members to the meeting.

23C.1.1 Leave of Absence, if any

1. Ms. Jayasree M - Assistant Professor, Member IQAC.
2. Mr Debashish Ghosh, Sr Vice President-Berkadia Services India Pvt Ltd -External Member
3. Mr Bukhya Murali Krishna - Alumni Member
4. Mr. Sindri Videep, Secretary, Student Council

Leave of Absence granted

23C.2 Approval of the Previous Minutes & Action Taken

The minutes of the previous meeting held on 26th September 2023 were approved by the members

23C.2	Topic: Action Taken Report	
Action Item	Responsible Person	Action Taken
Submission of AQAR data through google drive links	Heads of Department	80% of data submitted, remaining in process
Preparation and uploading of OKRs	All Members	Completed on time

Part-B (Agenda Items)

23C.3	Topic: Review of Department and Committee Strategic Plans
Discussion Summary	<p>The Heads of the Departments and committees presented their strategic plans for the odd Semester for review by the IQAC members, for the academic year 2023–24.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none">• For Equal Opportunity Cell, Dr. Sharada suggested that the committee hold an orientation session on the various scholarships that are available from the state and central governments.

- Dr Maithry requested the heads of the Departments to recommend additional book titles for the library and Dr. Sharada emphasized the importance of footfalls in the library.
- WEC was suggested to conduct a talk on health and hygiene for Class 4 employees by Dr. Shradha and to undertake a sanitary pad incinerator and waste disposal program.
- During the mock interviews conducted by the Corporate Relations committee, Ms. Raga Sudha observed that very few students participated. Principal, Dr Jaimole Cross requested that the Department heads to circulate a questionnaire to determine the challenges students faced during the Campus Placement Drives. In addition, she suggested that the departments should hold some classes as a remedy for the same prior to the beginning of the semester.
- Dr. Swathi encouraged faculty to attend offline faculty development programs which will help them to write and present papers in various International and National conferences and the Director suggested that the student publications should be put up on the College blog.
- Dr. Sharada suggested more events should be added under Constitution Day conducted by the Social Sciences department. She suggested that a talk on the importance of the constitution day be conducted as part of the Constitution Day.
- Dr. Himani suggested that the identification of slow and advanced learners was being done after the semester exam which may be too late for implementing any remedial action. And she also suggested that the identification should be based on Osmania University Semester-end examinations which will be a better measure for identification of slow and advanced learners.
- Mr. Saikiran proposed to conduct a guest lecture for publishing a book for all departments. Dr. Jaimole suggested that a thorough analysis needs to be done on the English proficiency test conducted by all departments and remedial action to be taken based on it and Dr. Sharada suggested that the departments should map program outcomes to the vision and mission of the college.

	<ul style="list-style-type: none"> • It was decided to send a single google form containing the details of all Certificate courses to be circulated among all students for registration. • It was informed to the department heads that the marketing team of the institution will take care of designing the brochures for the departmental events. The departments were instructed to forward all the details to Ms.Gisa George who will be the point of contact, at least a month in advance. • Mr. Mathew, Director Higher Education suggested that the monthly staff Colloquium sessions should focus on research, French and Sanskrit courses be extended to outside students as well, and should organize more events related to the Institute's core values. 	
Conclusion	Strategic plan review for the odd semester was completed by all committees and departments. Departments and Committees were informed to prepare and submit the Strategic plans for Even Semester of 2023-24	
Action Items	Responsible Person	Target Date
Strategic plan for the even semester	Committee heads	15th December 2023
Strategic plan for the even semester	Heads of the Departments	12th December 2023
Submission of Certificate Courses	Heads of the Departments	15th December 2023

23C.4: The meeting ended at 4:30 PM with a decision to meet on 19th December, 2023.



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

(23D: Meeting 4 of 2023-24)

Date: Tuesday, 19th December 2023

Venue: Digital Classroom

Time: 10:30 AM – 1.30 PM

Agenda for the Meeting

1. Welcome Remarks
2. Discussion on Strategic Plans proposed by the Committees
3. Discussion on Strategic Plans proposed by the Departments
4. Approval of Certificate and Value-Added Courses for Even Semester
5. Any other item allowed by the Chair

Members Present:

1. Dr Jaimole Cross, Principal (Chairperson – Ex-officio)
2. Mr J Mathew George, Director (Higher Education), SMES (Management Representative)
3. Mr. Debashish Ghosh, (External Member), Vice President, Berkadia
4. Ms. Deepa Agrawal, Coordinator-IQAC & Assistant Professor of Commerce
5. Ms Anu Victor, HoD of Sciences
6. Mr J Michael Preetham, HoD of Social Sciences & Humanities
7. Dr Sri Sai Chilukuri, HoD of Commerce
8. Mr D Saikiran, HoD of English & Languages
9. Dr Himani Raval, HoD of Management
10. Mr V Dayananda Babu, Sr. Manager-Academic Operations
11. Dr. B. Swathi, Head - Research & Consulting
12. Ms. Raga Sudha, Head - Corporate Relations
13. Mr Anugula Sridhar, Head – Administration
14. Ms. Jayasree M - Assistant Professor of Management & Member IQAC
15. Dr. Padmaleela -Assistant Professor of Computer Science & Member, IQAC
16. Mr. B Murali Krishna, Alumni Member
17. Mr. Sindri Videep, Secretary Student Council

Invitees Present:

1. Dr Maithry Shinde, Coordinator - Library and WEC
2. Ms. D Jaya Laxmi, Coordinator-Alumni Relations Cell
3. Ms. M Pavitrabika, Assistant Professor of Management
4. Ms. Sadbhavna Sharat, Counseling Psychologist

Part-A (Statutory Items)

23D.1 The meeting commenced at 10:30 AM. Principal, Dr Jaimole Cross, presided over the meeting. The IQAC Coordinator, Ms. Deepa Agrawal welcomed all members to the meeting.

23D.1.1 Leave of Absence, if any

1. Ms. Gisa George, Head - Student Activities
2. Dr Sharada C, Associate Professor of English, EFLU - External Member
3. Ms Duddela Sai Saburi, President, Student council

Leave of Absence granted**23D.2 Approval of the Previous Minutes & Action Taken**

The minutes of the previous meeting held on 7th December 2023 were approved by the members

23 D.2	Topic: Action Taken Report	
Action Item	Responsible Person	Action Taken
Submission of Strategic plans for even semester	Committee Heads	Submitted on Time
Submission of Strategic plans for even semester	Heads of the Departments	Submitted on Time
Submission of certificate courses	Heads of the Departments	Submitted on Time

Part-B (Agenda Items)

23D.3	Topic: Discussion on Committees' Strategic Plans
Discussion Summary	<p>The Coordinators of the committees presented the Strategic plan for the Even Sem 2023–24.</p> <p>The following points were discussed:</p>

	<ul style="list-style-type: none"> • To conduct a series of activities on substance use and abuse by the Counselling Cell. • The Equal Opportunity Cell should include gender inclusivity in its activities • To make library fully automated and to increase footfall in library by conducting classes or activities in library • The Student Council must play an active role in the college • Conduct mock interviews with alumni, collect student progression data and create one common whatsapp group at the departmental level. • To provide first-aid training to volunteers of the National Security Service. 	
Conclusion	All the strategic plans were approved with suggested modifications, and the Coordinators of the committees were asked to resubmit the modified plans by December 22 nd , 2023.	
Action Items	Responsible Person	Target Date
Submission of Revised Strategic Plans	Committee Coordinators	December 22 nd , 2023

23D.4	Topic: Discussion on Strategic Plans of the Departments
Discussion Summary	<p>The Heads of the Departments presented the Strategic plan for their respective departments for the Even Sem for 2023–24.</p> <p>The following points were discussed:</p> <ul style="list-style-type: none"> • Every department should implement new strategies to motivate slow and advanced learners. • To develop a standardized framework for the conduct of proficiency tests. • Student-led seminars should be organized at the college level. • The Departments’ social media should be co-managed by students.

	<ul style="list-style-type: none"> • To Ensure that all students enroll in and successfully complete Massive Open Online Courses (MOOCs) relevant to their subjects. • Finishing school programs should be offered to all the final year students in the college. • The ELSAC course should be made available to external students as well. • To promote BCom Advertising course in collaboration with Business Management and Social Sciences departments. 	
Conclusion	IQAC approved all the strategic plans presented by the departments with suggested modifications and the Heads were asked to resubmit the modified Strategic plans.	
Action Items	Responsible Person	Target Date
Submission of Revised Strategic Plans	Heads of the Departments	22 nd December 2023.

23 D.5	Topic: Approval of Certificate Courses
Discussion Summary	<p>Heads of the Departments presented the certificate courses proposed by the faculty from the respective departments. The content, assessment, and grading of the following certificate courses and value-added courses were discussed:</p> <ol style="list-style-type: none"> 1. Digital Marketing (Department of Business Management) - Certificate Course 2. Applied Business Dashboarding and Reporting using Power BI & Excel (Department of Business Management) - Certificate Course 3. Basic Mathematics Skills Level 2 (Department of Sciences) - Value-Added Course for BSc Life Sciences 4. Data Analysis using Python (Department of Sciences) - Certificate Course 5. Introduction to Basics of Research (Department of Social Sciences & Humanities) - Value Added Course for BA

	<p>6. English Language Skill Assessment Course (ELSAC) (Department of English & Languages) - Value Added Course for all UG</p> <p>7. Maitrisez le DELF A2 (Master DELF A2) (Department of English & Languages) - Certificate Course</p> <p>Following suggestions were given:</p> <ul style="list-style-type: none"> To modify the course plan in accordance with the scheduled commencement dates, Instructor Profiles, Fees and Venue. 	
Conclusion	All the certificate and value-added courses were approved with suggested modifications, and the heads of the departments were asked to resubmit the modified courses by December 22 nd , 2023.	
Action Items	Responsible Person	Target Date
Inclusion of suggested modifications in Certificate Courses/ Value-Added Courses	Heads of Departments	22 nd December 2023.

23D.5: The meeting ended at 1:30 PM with a decision to meet again on 11th March 2024



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting - Internal Meeting

(23E: Meeting 5 of 2023-24)

Date: Tuesday, 11th March 2024

Venue: Digital Classroom

Time: 2:15 PM – 4.00 PM

Agenda for the Meeting

1. Welcome Remarks
2. Review of Odd Sem AAA audit reports
3. Status of e-Resources on Moodle
4. Any other items allowed by chair

Members Present:

1. Dr. Jaimole Cross, Principal (Chairperson – Ex-officio)
2. Ms. Deepa Agrawal, IQAC Coordinator
3. Ms Anu Victor, HoD of Sciences
4. Mr J Michael Preetham, HoD of Social Sciences & Humanities
5. Dr Sri Sai Chilukuri, HoD of Commerce
6. Mr D Saikiran, HoD of English & Languages
7. Dr Himani Raval, HoD of Management
8. Dr. Padmaleela, Member IQAC
9. Ms. Jayasree -Assistant Professor & Member IQAC
10. Dr. Srinath Naganathan, Chair, AAA Cell

Part-A (Statutory Items)

23E.1 The meeting commenced at 02:15 PM. Principal, Dr Jaimole Cross, presided over the meeting. The IQAC Coordinator, Ms. Deepa Agrawal welcomed all members to the meeting.

23E.1.1 Leave of Absence, if any

Nil

23E.2 Approval of the Previous Minutes & Action Taken

The minutes of the previous meeting held on 19th December 2023 were approved by the members.

23 E.2	Topic: Action Taken Report	
Action Item	Responsible Person	Action Taken
Revised certificate/value added courses	Heads of Departments	Submitted to IQAC on time
Revised Strategic Plans	Heads of Departments	Submitted to IQAC on time
Revised Strategic Plans	Committee Coordinators	Submitted to IQAC on time

Part-B (Agenda Items)

23E.3	Topic: Review of Odd Sem AAA Audit Reports
Discussion Summary	<p>The following points were discussed:</p> <ul style="list-style-type: none">• The AAA audit reports of the Odd Sem should be sent to all heads of department.• The Even Sem End External Audit to begin in the month of April• All the Event and Certificate Course Reports should be prepared in accordance with IQAC guidelines.• The mentor and mentee document and a list of mentees should be circulated• A periodic review of the teaching diary and attendance register is required• Committee heads are expected to prepare IQAC reports for all meetings with two normal and two geotagged photographs and Minutes of Meeting (MOM) for each meeting• Faculty members are expected to complete the required number of sessions

Conclusion	The Odd Sem AAA reports were approved by members and a decision was made to act upon the discussion points with immediate effect.
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23E.4	Topic: Status of E-Resources on Moodle	
Discussion Summary	Ms. Deepa Agrawal, Coordinator IQAC discussed the Status of E-Resources on Moodle. Dr Jaimole Cross informed that the Program Coordinators are responsible for checking and reporting Moodle updates periodically and see that by the end of March, 100% of the resources should have been uploaded.	
Conclusion	Members agreed to upload 100% E resources on Moodle and to have a regular check.	
Action Items	Responsible Person	Target Date
E-Resources on Moodle	Coordinators	31st March, 2024

23E.5: The meeting ended at 4:00 PM with a decision to meet on 10th May 2024.



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting -Internal Meeting

(23F: Meeting 6 of 2023-24)

Date: Tuesday, 10th May 2024

Venue: Digital Classroom

Time: 2:15 PM – 4.00 PM

Agenda for the Meeting

1. Welcome Remarks
2. Data for SSR
3. Any other item allowed by the Chair

Members Present:

1. Dr. Jaimole Cross, Principal (Chairperson – Ex-officio)
2. Ms. Deepa Agrawal, IQAC Coordinator
3. Ms Anu Victor, HoD of Sciences
4. Mr J Michael Preetham, HoD of Social Sciences & Humanities
5. Dr Sri Sai Chilukuri, HoD of Commerce
6. Mr D Saikiran, HoD of English & Languages
7. Dr Himani Raval, HoD of Management
8. Mr V Dayananda Babu, Sr. Manager-Academic Operations
9. Ms Gisa George, Head Student Activities
10. Dr B. Swathi, Head Research & Consulting
11. Ms. Raga Sudha, Head - Corporate Relations

Part-A (Statutory Items)

23F.1 The meeting commenced at 02:15 PM. Principal, Ms Jaimole Cross, presided over the meeting. The IQAC Coordinator, Ms. Deepa Agrawal welcomed all members to the meeting.

23F.1.1 Leave of Absence, if any

NIL

23F.2 Approval of the Previous Minutes & Action Taken

The minutes of the previous meeting held on 11th March 2024 were approved by the members.

23 F.2	Topic: Action Taken Report	
Action Item	Responsible Person	Action Taken
E Resources on Moodle	Coordinators	In process

Part-B (Agenda Items)

23F.3	Topic: Data for Self-Study Report	
Discussion Summary	<p>The Coordinator IQAC communicated to the members about the successful approval of IIQA and that the IQAC needed complete cooperation of the staff even for the submission of SSR and the NAAC Peer Team Visit. All were requested to cooperate and work towards Data collection for SSR.</p> <p>She 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> <p>The following members were proposed to have the primary responsibility for data collection and verification for the preparation of the Self Study Report:</p> <p>Criteria I - Ms Anu Victor & Team Criteria II -Dr Sri Sai Chilukuri & Team Criteria III - Dr. Swathi & Research Team Criteria -IV - Dr Himani & Team Criteria-V- Ms. Raga Sudha & Mr Samuel Sundar Criteria VI - Mr. Saikiran & Team Criteria VII - Dr Himani Raval & Team</p>	
Conclusion	The work division was approved.	
Action Items	Responsible Person	Target Date
SSR Data Submission	Respective Heads	5th June, 2024

23F.5: The meeting ended at 4:00 PM with a decision to meet on 1st July 2024.