

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2024-25**

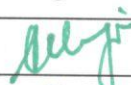


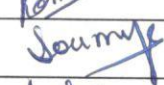

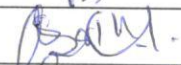
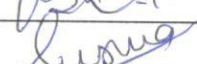

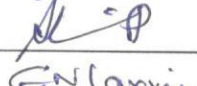




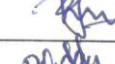


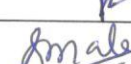


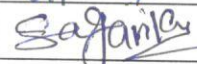
Minutes of the Meeting- I

Date: 06.06.2024

Venue: Boardroom

Time: 2.00 p.m

Members Present:

SNo	Name	Designation	Signature
1	Dr. Sr.Velangini, Principal	Chairperson	
2	Sr.Alphonsa, Correspondent	Member	
3	Dr.R.Komala , Dean, Academics, Dept. of Physics	Co-ordinator	
4	Mrs.P.Soumya Sree, Dept of Computer Science	Co-coordinator	
5	Mrs.Annie Sunil- Dean, Student Affairs	Member	
6	Prof. Pardhasaradhi – Dean, Research	Member	
7	Prof . Sushma – Dept.of Management	Member	
8	Prof.P.Suhasini- Dept. of Management	Member	
9	Mrs.NagaLaxmi – Controller of Examinations	Member	
10	Dr.Sudha Swaraga – Head, Dept. of Chemistry	Member	
11	Ms. C.Vanisree – Head, Dept. of Biochemistry	Member	
12	Mrs.Latha- Head, Dept. of Business Management	Member	
13	Mrs.Pritha Ghosh - Head, Dept.of Microbiology	Member	
14	Mrs. Geetha Reddy – Head, Dept of Commerce	Member	
15	Mrs Aarthi , Head, Dept.of Social Sciences	Member	
16	Mrs Udaya Lakshmi, Head, Dept. of Computer Science	Member	
17	Mrs Suganthamala, Head, Dept. of Biotechnology	Member	
18	Mrs.Mary Cecilia, Head, Dept of English	Member	
19	Mrs.Harshanya, Dept.of Management	Member	
20	Mrs Sagarika, Admin Staff	Member	
21	Prof.M.Lakshmipathi Rao – Director, Methodist Institute of Technology	External Expert	
22	Ms.Sujatha Cecilia , Director, ATM	Industrialist	

Agenda:

Point 1: To review the activities conducted during 2023-24

Point 2: To Schedule for Academic and Administrative Audit

Point 3: To plan for the Faculty Development Programme

Point 4: To plan for workshop on AI tools for teaching

Point 5: To plan Year wise IQAC Activities

Proceedings of the Meeting

The meeting was chaired by Dr. Sr. Velangini, who warmly welcomed all IQAC members. She extended her appreciation to the former IQAC Coordinator Dr. Sreedevi and the entire team for their collaborative spirit, meticulous planning, and effective execution of various programs conducted by the IQAC during the academic year 2023–24.

Dr. Sr. Velangini proposed the appointment of Dr. R. Komala, Dean of Academics, as the new IQAC Coordinator and Mrs. P.Soumya Sree as Co-Coordinator, Assistant Professor, Dept. of Computer Science from the Academic year 2024-2025. The proposal was unanimously approved by all members.

Point 1: Review of the Activities undertaken by IQAC in 2023-24

Dr. R. Komala presented a brief report on the activities conducted by the IQAC during the academic year 2023–24. The Principal appreciated the IQAC members for their active participation and valuable contributions towards organizing programmes related to academics, research, and administrative functions.

Point 2: To Schedule for Academic and Administrative Audit

Dr. Sr. Velangini suggested the IQAC members to plan for the Academic and Administrative Audit in the month of August. She asked the IQAC Coordinator to prepare and submit the audit schedule along with the audit format well in advance to all Departments, Cells, and Committees. She also emphasized the need to revise the audit format in accordance with the Autonomous College norms.

After a thorough discussion and the consent by the members the schedule for the Academic Audit and Administrative Audit from 19th to 30th August was declared by the IQAC coordinator and the same was approved by the Chairman.

Point 3: To Plan for the Faculty Development Programme

Dr. R. Komala requested all the members to propose the themes for the upcoming Faculty Development Programme scheduled in the month of June, 2024. After a discussion, all members collectively recommended an online, National-level Faculty Development Programme on the theme "**Enhancing Academic and Research Competence for Professional Excellence**," to be held in June. All the members were assigned a duty to ensure the successful execution of the programme.

Point 4 : To plan for workshop on AI tools for teaching

Dr. R. Komala proposed organizing a two-day workshop on **Integrating AI in Pedagogy** for the faculty members for Efficient Teaching . Mrs. Soumya suggested that the Computer Science department will be resourceful in conducting the sessions and accordingly submitted the proposal to IQAC. The members unanimously agreed to the proposal, and it was decided that the workshop will be held in the month of July.

Point 5: To plan for the common activities of IQAC associating with departments.

Dr. R. Komala encouraged members to take responsibility for organizing various activities in collaboration with IQAC. The following activities were assigned to the respective departments and committees:

- An Awareness program for supporting staff : Dept. of Botany and Biotechnology
- Investment Awareness Programme : Dept. of Commerce
- Workshop on "The Gender Equality Saga" : Alumni Committee
- Amantran : Dept. of Commerce & Management
- Orientation on Higher Education : Student Development Cell
- Investiture Ceremony : Student Development Cell
- Study in US - University Fair : IQAC & Student Development Cell
- Handloom Day : Dept. of Social Sciences
- Faculty Orientation : IQAC
- International Conference : Dept. of Physical Sciences
- National Science Day : Department of Life Sciences

Dr.Sr.Velangini gave her best wishes to the team of IQAC for the forthcoming academic year.

Thus the meeting came to an end at 4 PM.


Signature of the IQAC Coordinator


Signature of the Chairperson

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2024-25**

Minutes of the Meeting- II

Date: 12.08.2024

Venue: Boardroom

Time: 2.00 pm

Members Present:

SNo	Name	Designation	Signature
1	Dr. Sr.Velangini, Principal	Chairperson	
2	Sr.Alphonsa, Correspondent	Member	
3	Dr.R.Komala , Dean, Academics, Dept. of Physics	Co-ordinator	
4	Mrs.P.Soumya Sree, Dept of Computer Science	Co-coordinator	
5	Mrs.Annie Sunil- Dean, Student Affairs	Member	
6	Prof. Pardhasaradhi – Dean , Research	Member	
7	Prof . Sushma – Dept.of Management	Member	
8	Prof.P.Suhasini- Dept. of Management	Member	
9	Mrs.NagaLaxmi – Controller of Examinations	Member	
10	Dr.Sudha Swaraga – Head, Dept. of Chemistry	Member	
11	Ms. C.Vanisree – Head, Dept. of Biochemistry	Member	
12	Mrs.Latha- Head, Dept. of Business Management	Member	
13	Mrs.Pritha Ghosh - Head, Dept.of Microbiology	Member	
14	Mrs. Geetha Reddy – Head, Dept of Commerce	Member	
15	Mrs Aarthi , Head, Dept.of Social Sciences	Member	
16	Mrs Udaya Lakshmi, Head, Dept. of Computer Science	Member	
17	Mrs Suganthamala, Head, Dept. of Biotechnology	Member	
18	Mrs.Mary Cecilia, Head, Dept of English	Member	
19	Mrs.Harshanya, Dept.of Management	Member	
20	Mrs Sagarika, Admin Staff	Member	
21	Prof.M.Lakshmi pathi Rao – Director, Methodist Institute of Technology	External Expert	
22	Ms.Sujatha Cecilia , Director, ATM	Industrialist	

Agenda

Point 1: To plan for an activity to invite students studying Intermediate to the campus

Point 2: To plan for the orientation sessions for students to participate in Student Exchange Programmes

Point 3: To chart out plan of action for submission of AQAR and AISHE

Proceedings of the Meeting

Dr.Sr.Velangini welcomed the members to the second meeting for the Academic year and congratulated the IQAC members on successful completion of five day faculty programme .

Point 1: To plan for an activity to invite students studying Intermediate to the campus

Dr. Sr. Velangini, Chair Person, IQAC advised the IQAC to organize an event for the students of Intermediate level as a part of Institutional Social Responsibility (ISR) to familiarize the youth about prospects in the higher education. She emphasized activities planned should be in alignment with the core values of the Institution and at the same time inculcate enthusiasm and entertainment. Mrs. Soumya recommended consulting the student council for creative and innovative ideas and the means to promote the event. After a turbulent discussion the panel came to a final decision of hosting the "Pious Youth Carnival" on the 8th of November.

Point 2: To plan for the orientation sessions for students to participate in Student Exchange Programmes

Dr. R. Komala highlighted the increasing number of students aspiring to study abroad and requested members to propose more orientation sessions to assist students in participating in Student Exchange Programs.

Dr. Annie Sunil suggested inviting fellows from the US Consulate in Hyderabad and alumni who have previously participated in such programs to address the aspiring students and guide them through the process. She further proposed that these sessions would be most beneficial if conducted in September. The Student Development Cell was given the responsibility of planning and organizing these sessions.

Point 3: To chart out plan of action for submission of AQAR, AISHE and NIRF

Dr. Komala instructed the coordinators of the criteria to have the draft data and documentation for the AQAR 2023-24 ready by the first week of November. The criteria coordinators were also tasked with gathering information from the departmental audits to ensure comprehensive documentation. Mrs. Geetha suggested that it would be more feasible to schedule the submission in the third week of November, as many faculty members are busy with the completion of the syllabus. The criteria coordinators noted this suggestion, and the presentation of the criteria inputs has been rescheduled to the last week of November.

The meeting came to end at 4pm.

Signature of the IQAC Coordinator

Signature of the Chairperson

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2024-25**

Minutes of the Meeting- III

Date: 24.01.2025

Venue: Boardroom

Time: 2.00 pm

Members Present:

SNo	Name	Designation	Signature
1	Dr. Sr.Velangini, Principal	Chairperson	
2	Sr.Alphonsa, Correspondent	Member	
3	Dr.R.Komala , Dean, Academics, Dept. of Physics	Co-ordinator	
4	Mrs.P.Soumya Sree, Dept of Computer Science	Co-coordinator	
5	Mrs.Annie Sunil- Dean, Student Affairs	Member	
6	Prof. Pardhasaradhi – Dean , Research	Member	
7	Prof . Sushma – Dept.of Management	Member	
8	Prof.P.Suhasini- Dept. of Management	Member	
9	Mrs.NagaLaxmi – Controller of Examinations	Member	
10	Dr.Sudha Swaraga – Head, Dept. of Chemistry	Member	
11	Ms. C.Vanisree – Head, Dept. of Biochemistry	Member	
12	Mrs.Latha- Head, Dept. of Business Management	Member	
13	Mrs.Pritha Ghosh - Head, Dept.of Microbiology	Member	
14	Mrs. Geetha Reddy – Head, Dept of Commerce	Member	
15	Mrs Aarthi , Head, Dept.of Social Sciences	Member	
16	Mrs Udaya Lakshmi, Head, Dept. of Computer Science	Member	
17	Mrs Suganthamala, Head, Dept. of Biotechnology	Member	
18	Mrs.Mary Cecilia, Head, Dept of English	Member	
19	Mrs.Harshanya, Dept.of Management	Member	
20	Mrs Sagarika, Admin Staff	Member	
21	Prof.M.Lakshmipathi Rao – Director, Methodist Institute of Technology	External Expert	
22	Ms.Sujatha Cecilia , Director, ATM	Industrialist	

Agenda :

Point 1: To plan for BoS meetings and Academic Council meetings

Point 2: To plan for Governing Body Meeting

Point 3: To plan for National Science Day

Proceedings of the Meeting:

Dr.Sr.Velangini welcomed the members to the third meeting of IQAC in the boardroom at 2:00 PM. She expressed her concern on the new challenges and new strategies to be made to fulfil the responsibilities of the Autonomous Institution and thanked the IQAC for being instrumental in accomplishing the tasks successfully.

Point 1: To plan for BoS, and Academic Council meetings

The coordinator of the IQAC, Dr. Komala requested members to finalize a timeline for conducting Board of Studies (BoS) meetings for the upcoming academic year 2025-26.

Members suggested that February 1st to 15th would be an ideal period to conduct these meetings followed by Academic Council meeting in the last week of March or first week of April.

Dr. Sr.Velangini, asked IQAC members to prepare checklist well in advance and to be given to the departments for the smooth conduct of meetings.

Point 2: To plan for Governing Body Meeting

Dr.Sr.Velangini asked Dr. Komala, Dean Academics and IQAC Coordinator to plan 3rd Governing Body meeting by checking the availability of the Governing Body members and get confirmation on the date.

The Members took note of the same.

Point 3: To plan for National Science Day

The IQAC coordinator reminded that the National Science Day will be organized by IQAC this year, and all members were asked to propose ideas for its celebration in the college.

Since the event is open to all schools, all members suggested demonstrating working models on various scientific facts and live experiments to create an experiential learning experience for young minds.

It was decided that the Department of Life Sciences would coordinate National Science Day this year.

Mrs. Soumya suggested that it would be beneficial to conduct the event in association with the Telangana Academy of Sciences, to arrange for speakers and financial support.

Members took note of the same and Dr.Komala was asked to coordinate with Telangana Academy of Sciences.

The meeting came to an end with the best wishes from the correspondent and the principal

Signature of the IQAC Coordinator

Signature of the Chairperson

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2024-25**

Minutes of the Meeting- IV

Date: 21.03.2025

Venue: Boardroom

Time: 2.40 pm

Members Present:

SNo	Name	Designation	Signature
1	Dr. Sr.Velangini, Principal	Chairperson	
2	Sr.Alphonsa, Correspondent	Member	
3	Dr.R.Komala , Dean, Academics, Dept. of Physics	Co-ordinator	
4	Mrs.P.Soumya Sree, Dept of Computer Science	Co-coordinator	
5	Mrs.Annie Sunil- Dean, Student Affairs	Member	
6	Prof. Pardhasaradhi – Dean, Research	Member	
7	Prof . Sushma – Dept.of Management	Member	
8	Prof.P.Suhasini- Dept. of Management	Member	
9	Mrs.NagaLaxmi – Controller of Examinations	Member	
10	Dr.Sudha Swaraga – Head, Dept. of Chemistry	Member	
11	Ms. C.Vanisree – Head, Dept. of Biochemistry	Member	
12	Mrs.Latha- Head, Dept. of Business Management	Member	
13	Mrs.Pritha Ghosh - Head, Dept.of Microbiology	Member	
14	Mrs. Geetha Reddy – Head, Dept of Commerce	Member	
15	Mrs Aarthi , Head, Dept.of Social Sciences	Member	
16	Mrs Udaya Lakshmi, Head, Dept. of Computer Science	Member	
17	Mrs Suganthamala, Head, Dept. of Biotechnology	Member	
18	Mrs.Mary Cecilia, Head, Dept of English	Member	
19	Mrs.Harshanya, Dept.of Management	Member	
20	Mrs Sagarika, Admin Staff	Member	
21	Prof.M.Lakshmipathi Rao – Director, Methodist Institute of Technology	External Expert	
22	Ms.Sujatha Cecilia , Director, ATM	Industrialist	

Agenda:

Point 1: To organize two-day online Staff Development Programme for Teaching & Non-Teaching Staff

Point 2: To initiate APAAR ID registration for all UG & PG

Dr.Sr.Velangini welcomed the members to the fourth meeting of IQAC in the boardroom at 2.40p.m.

Point 1: To organize two-day online Staff Development Programme for Teaching & Non-Teaching Staff

Dr.Sr.Velangini asked IQAC members to plan for an FDP for teaching & Non-teaching staff on data management & Documentation. The members suggested to do it online mode and in collaboration with other colleges. The same was agreed by all IQAC members .

Point 2: To initiate APAAR ID registration for all UG & PG

The IQAC Coordinator Dr. Komala expressed the need for student's registrations for APAAR ID and the strategy to be followed to make it mandatory for everyone to follow up the same.

It was further decided to make NEP Saarthi student Ambassadors and few volunteers to help the students in getting registered with APAAR IDs. A special team of students was organized to monitor and collect the IDs through a Google form.

The meeting came to end at 4pm.

Signature of the IQAC Coordinator

Signature of the Chairperson

**MINUTES OF THE IQAC MEETINGS HELD DURING THE
ACADEMIC YEAR 2024-25**

Minutes of the Meeting - V

Date: 3/4/25

Venue: Boardroom

Time: 2.40 P.M

Members Present:

SNo	Name	Designation	Signature
1	Dr. Sr.Velangini, Principal	Chairperson	
2	Sr.Alphonsa, Correspondent	Member	
3	Dr.R.Komala , Dean, Academics, Dept. of Physics	Co-ordinator	
4	Mrs.P.Soumya Sree, Dept of Computer Science	Co-coordinator	
5	Mrs.Annie Sunil- Dean, Student Affairs	Member	
6	Prof. Pardhasaradhi – Dean, Research	Member	
7	Prof . Sushma – Dept.of Management	Member	
8	Prof.P.Suhasini- Dept. of Management	Member	
9	Mrs.NagaLaxmi – Controller of Examinations	Member	
10	Dr.Sudha Swaraga – Head, Dept. of Chemistry	Member	
11	Ms. C.Vanisree – Head, Dept. of Biochemistry	Member	
12	Mrs.Latha- Head, Dept. of Business Management	Member	
13	Mrs.Pritha Ghosh - Head, Dept.of Microbiology	Member	
14	Mrs. Geetha Reddy – Head, Dept of Commerce	Member	
15	Mrs Aarthi , Head, Dept.of Social Sciences	Member	
16	Mrs Udaya Lakshmi, Head, Dept. of Computer Science	Member	
17	Mrs Suganthamala, Head, Dept. of Biotechnology	Member	
18	Mrs.Mary Cecilia, Head, Dept of English	Member	
19	Mrs.Harshanya, Dept.of Management	Member	
20	Mrs Sagarika, Admin Staff	Member	
21	Prof.M.Lakshmipathi Rao – Director, Methodist Institute of Technology	External Expert	
22	Ms.Sujatha Cecilia , Director, ATM	Industrialist	

Agenda:

Point 1: To plan Almanac for the Academic Year 2025-26

Point 2: To Schedule Academic & Administrative Audits during April & May

Dr.Sr.Velangini welcomed the members to the fifth meeting of IQAC in the boardroom at 2.40 p.m.

Point 1: To plan Almanac for Academic Year 2025-26

Dr.Sr.Velangini, Principal asked IQAC members to keep the almanac ready before the end of the academic year.

Mrs. Soumya Sree has taken the responsibility of creating doc and circulating it to all the HoD's in order to fill the activities. Miss. Vanisree proposed that the activities of Cells and Committees also can be filled in the same doc. The members gave their consent to the proposal and it was decided that the almanac for the upcoming year 2025-26 would be ready by 30th April, 2025.

Point 2: To Schedule Academic & Administrative Audits during April & May

Dr.R.Komala proposed the dates for Academic and Administrative audit during last week of April.

Mrs .Naga Laxmi asked the Coordinator to be more diligent with the schedule to avoid any clash with the Semester End Examination dates as the faculty would be engaged in the Invigilation duties.

Mrs Geetha proposed that a choice of choosing slot for audit should be given to the Heads and Coordinators of Cells and Coordinators to avoid clash with invigilation duties.

The members agreed to the proposal and the schedule for the administrative and academic audit was finalized from 28th April to 3rd May, 2025.

The meeting came to end at 4pm.

Signature of the IQAC Coordinator

Signature of the Chairperson