



St. Pious X Degree & PG College for Women

Snehapuri Colony, Nacharam, Hyderabad – 500 076

(Affiliated to Osmania University)

IOAC MINUTES OF THE MEETINGS

2012 – 13

IOAC members in the academic year 2012-13

1. Dr. Sr. Nirmala – Principal & Chairperson
2. Sr. G. Manikyam – Vice-Principal
3. Mrs. Annie Sunil – HOD, Dept. of English
4. Mrs. Grace Beena Paul – HOD, Dept. of Zoology (Co-ordinator)
5. Dr. Veena Rishi – HOD, Dept. of Botany
6. Mrs. K. Rajasree – Dept. of Political Science
7. Dr. K. Vindhya Vasini Roy – HOD, Dept. of Microbiology
8. Mrs. Sandhyasree – HOD, Dept. of Computer Science
9. Mrs. Naga Laxmi – Dept. of Commerce
10. Dr. G. Vijayalakshmi – Dept. of Chemistry
11. Prof. M. Lakshmipathi Rao – External Expert
12. Prof Beena, HOD, Psychology, Osmania University
13. Ms.Sujatha Cecellia – Director,ATM -Industrialist
14. Mrs.Siddiqa Begum – Administration
15. Mr.Balram – Technical Support
16. Ms. Diana Nancy Sushma – President, Student Council
17. Ms. Mahiya Tabassum – Vice President, Student Council
18. Mrs.S.Sreedevi – Alumni
19. Mr.P. Ravi Shankar- Community Representative

Minutes of IQAC Meetings in 2012- 13

Date	Minutes	Action Taken
Meeting - 1 Date : 1-12-2012	1. To Establish the Internal Quality Assurance Cell	Internal Quality Assurance Committee was reconstituted as Internal Quality Assurance Cell.
Meeting - 2 Date : 9-1-2013	1. To take note of award of the accreditation of St.Pious X Degree & PG college for Women with 'A' grade by NAAC from 5 th January 2013. 2. To take into consideration the Peer Team's report of NAAC and to take measures to implement the Recommendations made by NAAC peer team for quality enhancement 3. To adopt the strategic planning i.e. goals, objectives and strategies based on mission and vision	As per the recommendations of the NAAC peer team, the following steps were taken : <ul style="list-style-type: none">• New course in BA introduced in 2013-14• Additional section in BCom(Comp.Sci) started• New certificate courses introduced• PG course in Mathematics revived
Meeting - 3 Date : 9-3-2013	1. To consider and approve the change of IQAC Coordinator 2. To discuss the activities to be focused in the next academic year 2013-14	Dr. G. Vijayalakshmi was appointed as the IQAC coordinator in place of Mrs. Grace Beena Paul. List of activities to be included in the handbook was compiled.

Name Dr. Sr. U. NIRMALA



Signature of the Chairperson, IQAC



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IOAC MINUTES OF THE MEETINGS

2013 - 14

IOAC members in the academic year 2013-14

1. Dr.Sr.Nirmala – Principal & Chairperson
2. Sr.G.Manikyam – Vice-Principal
3. Mrs. Annie Sunil – HOD, Dept. of English
4. Dr.VijayaLakshmi – Dept. of Chemistry (Coordinator)
5. Mrs.K.Rajasree – Dept. of Political Science
6. Dr.K.Vindhya Vasini Roy – HOD, Dept. of Microbiology
7. Mrs.Grace Beena Paul – HOD, Dept. of Zoology
8. Mrs.K.Sandhya Sree – HOD, Dept. of Computer Science
9. Mrs.Naga Laxmi – Dept. of Commerce
10. Dr.S.Sreedevi – Dept. of Microbiology
11. Mrs.P.Sowmya Sree Laxmi – Dept. of Computer Science
12. Dr. Komala – Dept. of physics
13. Ms.Sujatha Cecellia – Director, ATM - Industrialist
14. Mrs.Siddiqa Begum – Administration
15. Ms.Krishnapriya - President, Student Council
16. Ms.Snigdha - Vice President, Student Council
17. Mr.P.Ravi Shankar- Community Representative
18. Prof.M.Lakshmi pathi Rao – External Expert

Minutes of IQAC Meetings in 2013- 14

Date	Minutes	Action Taken
Meeting -1 Date : 1-6-2013	<ol style="list-style-type: none"> 1. To organise Faculty Development Programme from 4 -6 June, 2013. 2. To take measures for increasing the student centric activities. 	<ul style="list-style-type: none"> • Faculty development programme was organised on the topic “ Teaching beyond curriculum” from 4 -6th June, 2013. • Intercollegiate competitions were conducted during Resonance. • 18 seminars/ conferences/ workshops at National/ institution level were organized.
Meeting - 2 Date : 15-6-2013	<ol style="list-style-type: none"> 1. To draft handbook for 2013 to 14 2. To take measures for ensuring more admissions for all UG courses and more publicity for new UG course B.A(MPMI) 3. To revise Interdisciplinary course content 	<ul style="list-style-type: none"> • Handbook was drafted for the academic year 2013-14. . • B.A(MPMI) course was introduced in 2013-14.. • Content of interdisciplinary courses was revised.
Meeting - 3 Date : 17-8-2013	Planning for Vicennial Celebrations.	Vicennial was celebrated in the month of December.
Meeting - 4 Date : 24-8-2013	To consider and appoint New IQAC Coordinator in place of Dr. Vijayalakshmi.	Dr.Komala was appointed as coordinator of IQAC.
Meeting - 5 Date : 31-8-2013	To compile the data and information for the completion of AQAR	Completed the AQAR of 2012-13
Meeting - 6 Date :16-11-2013	<ol style="list-style-type: none"> 1. To coordinate and organise the Inter Collegiate Competitions 2. To follow up the Vicennial celebrations and matters incidental thereto 	Intercollegiate competitions were organised on 28 -29 th November, 2013.

Meeting - 7 Date : 11-1-2014	To take note of change in AQAR format for further compilation.	Completed and submitted AQAR 2012 - 13 in the new format.
Meeting - 8 Date : 18-2-2014	To identify the best practices for 2012-13	The following 2 best practices were identified : <ul style="list-style-type: none"> • Use of ICT in Teaching and Learning • Employability skill : Campus to Corporate Training
Meeting - 9 Date : 22-2-2014	To devise a system for collecting inputs from the departments.	A system of entering data of various activities of the departments in Excel sheets was devised.
Meeting - 10 Date : 29-3-2014	To identify the Best Practices for the Academic Year 2013-14.	The following 2 best practices were identified for 2013-14 : <ul style="list-style-type: none"> • Interdisciplinary Courses • Extra Academic Activities

Name: Dr. R. KOMALA



Signature of the Coordinator, IQAC

Name Dr. Sr. U. NIRMALA



Signature of the Chairperson, IQAC



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IQAC MINUTES OF THE MEETINGS

2014 -15

IQAC members in the academic year 2014-15

1. Dr. Sr.Nirmala, Principal & Chairperson
2. Sr.G.Manikyam – Vice-Principal
3. Mrs.Annie Sunil - HOD, Dept. of English
4. Dr.R.Komala – HOD, Dept. of Physics (Co-ordinator)
5. Mrs.Rajasree – Dept. of Political Science
6. Dr. Vindhya Vasini Roy – HOD, Dept. of Microbiology
7. Mrs.Grace Beena Paul – HOD, Dept. of Zoology
8. Mrs.K.Sandhya Sree – HOD, Dept. of Computer Science
9. Mrs.Naga Laxmi - Dept. of Commerce
10. Dr.S.Sreedevi – Dept. of Microbiology
11. Mrs.Monoshri Mitra – Dept. of English
12. Mrs.R.Aparna – Dept. of Chemistry
13. Mrs.P.Sowmya Sree Laxmi - Dept. of Computer Science
14. Ms.Sujatha Cecellia - Director, ATM
15. Mrs.Siddiqa Begum – Administration
16. Ms.Aishwarya. J – Student Council Member
17. Ms. B.Sowmya - Student Council Member
18. Mr.P.Ravi Shankar- Community Representative
19. Prof. Prof.S.Parthasaradhi – External Expert
20. Mrs. Maria Pavithra - Alumni

Minutes of IQAC Meetings in 2014- 15

Date	Minutes	Action Taken
Meeting - 1 Date : 2-6-2014	<ol style="list-style-type: none"> 1. To Plan and organize Faculty Development Program (FDP) 2. To Follow up the preparation of Handbook 3. To compile the data and information in respect of various activities for filling up the AQAR. 	<ul style="list-style-type: none"> • A two day workshop on SPSS tool was organised on 4-5th June, 2014. • Handbook was drafted and printed.
Meeting - 2 Date : 14-6-2014	<ol style="list-style-type: none"> 1. To promote environment consciousness activities in the college. 2. To involve with the society to encourage cleaner Environment. 	200 Kgs of e-waste was collected from the campus, students and neighbourhood for recycling.
Meeting - 3 Date : 9-8-2014	<ol style="list-style-type: none"> 1. Submission of AQAR 2013-14 	Submitted AQAR 2013-14.
Meeting - 4 Date : 13-9-2014	<ol style="list-style-type: none"> 1. To provide Staff training to make use of Camtasia Software to prepare video lectures . 	One day workshop on Camtasia software -" Smart Teaching using ICT " was organized on 8 th November, 2014.
Meeting -5 Date : 29-11-2014	<ol style="list-style-type: none"> 1. To plan for Resonance preparations 2. To plan for the College day celebrations 3. To plan for Science Day celebrations 	<ul style="list-style-type: none"> • Resonance was celebrated on 12th November. 2014. • College Day was celebrated on 23rd December, 2014. • Science day was celebrated on 28th February, 2015 in the college by inviting neighbouring schools.

Meeting - 6 Date : 20-3-2015	1. To plan for the activities of 2015-2016.	Activities from each department were collected for compilation of the Handbook.
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Name: Dr. R. KOMALA



Signature of the Coordinator, IQAC

Name Dr. Sr. U. NIRMALA



Signature of the Chairperson, IQAC



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IOAC MINUTES OF THE MEETINGS

2015-16

IOAC members in the academic year 2015-16

1. Dr. Sr.Nirmala, Principal & Chairperson
2. Sr.G.Manikyam - Vice-Principal
3. Sr. Velangini - Dept. of English
4. Mrs.Annie Sunil - HOD, Dept. of English
5. Dr.R.Komala - HOD, Dept. of Physics (Co-ordinator)
6. Dr.Vindhya Vasini Roy - HOD, Dept. of Microbiology
7. Mrs.Grace Beena Paul - HOD, Dept. of Zoology
8. Mrs.K.Sandhya Sree - HOD, Dept. of Computer Science
9. Mrs.Naga Laxmi - Dept. of Commerce
10. Dr.S.Sreedevi - Dept. of Microbiology
11. Mrs.Monoshri Mitra - Dept. of English
12. Mrs.R.Aparna - Dept. of Chemistry
13. Mrs.P.Sowmya Sree Laxmi - Dept. of Computer Science
14. Ms.Sujatha Cecellia - Director, ATM- Industrialist
15. Mrs.Siddiqa Begum - Administration
16. Ms.B.Sowmya - Student Council Member
17. Ms. Priya Mackness - Student Council Member
18. Mr.P.Ravi Shankar- Community Representative
19. Prof. Prof.S.Parthasaradhi - External Expert
20. Mrs. Maria Pavithra - Alumni

Minutes of IQAC Meetings in 2015- 16

Date	Minutes	Action Taken
Meeting - 1 Date : 1-6-2015	<ol style="list-style-type: none"> 1. To take measures in following up for convening FDP. 2. To compile the activities for drafting the handbook 	<ul style="list-style-type: none"> • An FDP on “Quality Enhancement in Higher Education – Novel Approaches” was organized on 4-5 June, 2015. • Handbook was drafted and printed.
Meeting- 2 Date : 11-7-2015	<ol style="list-style-type: none"> 1. To review and analyse the Results 2. To display the list of University Rank holders. 3. To take measures for obtaining PG toppers list from University 4. To verify, examine, Approve and submit AQAR 2014-15. 	<ul style="list-style-type: none"> • Top rankers were invited on St. Pious X Feast day. • Banners with the names of University Rank holders were put up. • AQAR 2014-15 was submitted.
Meeting -3 Date : 8-8-2015	<ol style="list-style-type: none"> 1. To plan , convene and conduct St. Pious X Feast celebrations. 2. To approve for Animal Adoption and take measures incidental thereto 	<ul style="list-style-type: none"> • St. Pious X Feast was celebrated on 21st August, 2014. • A pair of peacocks and a crocodile of Nehru Zoological Park were adopted.
Meeting -4 Date : 10-10-2015	<ol style="list-style-type: none"> 1. To convene and conduct Science Exhibition. 2. To engage & motivate the students to come up with innovate method 3. To plan and organize the Celebrations of Handloom Day. 	<ul style="list-style-type: none"> • Pious Colonnade was celebrated on 18th December, 2015. • Handloom Day was celebrated on 7th August, 2015

<p>Meeting- 5 Date : 14-11-2015</p>	<ol style="list-style-type: none"> 1. To Submit the lists of models from each department. 2. To finalise the Budget proposals for making models from each department. 3. To appoint Coordinator for Intercollegiate competitions. 4. To extend invitation to other Colleges, Brochure and Banners. 	<p>Mrs.Annie Suneil, HOD English and Mrs.Sandhyasree, HOD, Computer Science, were appointed coordinators for Intercollegiate Competitions</p>
<p>Meeting- 6 Date : 9-4-2016</p>	<ol style="list-style-type: none"> 5. To Plan for activities to be undertaken in 2016-2017. 6. To verify and submit the AQAR 7. To Constitute a committee for each criterion. 8. To discuss on IQAC initiatives and ATR 9. To Review the plan of action for five years 10. To conduct Faculty Orientation. 11. To discuss on LOI & SSR. 12. To recapitulate major aspects of year plan. 13. To make proposals for Re-accreditation. 14. To review the Student activities. 	<ul style="list-style-type: none"> • AQAR 2015-16 was submitted. • Activities planned for the next academic year were collected from the departments for drafting of the Handbook. • An action plan was prepared by IQAC for reaccreditation

Name: Dr. R. KOMALA



Signature of the Coordinator, IQAC

Name Dr. Sr. U. NIRMALA



Signature of the Chairperson, IQAC



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IQAC MINUTES OF THE MEETINGS

2016 -17

IQAC members in the academic year 2016-17

1. Dr.Sr.Nirmala, Principal & Chairperson
2. Sr.G.Manikyam - Vice-Principal
3. Sr.Velangini - Dept. of English
4. Mrs.Annie Sunil - HOD, Dept. of English
5. Dr.R.Komala - HOD, Dept. of Physics (Co-ordinator)
6. Dr.Vindhya Vasini Roy - HOD, Dept. of Microbiology
7. Mrs.Grace Beena Paul - HOD, Dept. of Zoology
8. Mrs.K.Sandhya Sree - HOD, Dept. of Computer Science
9. Mrs.Naga Laxmi - Dept. of Commerce
10. Dr.S.Sreedevi - Dept. of Microbiology
11. Mrs.Monoshri Mitra - Dept. of English
12. Mrs.R.Aparna - Dept. of Chemistry
13. Mrs.P.Sowmya Sree Laxmi - Dept. of Computer Science
14. Ms.Sujatha Cecellia - Director, ATM- Industrialist
15. Mrs.Siddiq Begum - Administration
16. Ms.Catherine - Student Council Member
17. Ms. Priya Mackness - Student Council Member
18. Mr.P.Ravi Shankar- Community Representative
19. Prof.S.Parthasaradhi - External Expert
20. Mrs.Maria Pavithra - Alumni

Minutes of IQAC Meetings in 2016- 17

Date	Minutes	Action Taken
Meeting - 1 Date : 1-6-2016	<ol style="list-style-type: none"> 1. To convene and conduct FDP on 2nd and 3rd June, 2016 2. To Plan for proposed activities for the Academic Year 2016-17 3. To take measures for the drafting of Handbook 4. To convene and conduct Induction program for newly appointed faculty members, plan and organize programmes for support staff, Motivate the students to participate in competitions at all levels, Motive Faculty to attend and organize several FDPs 	<ul style="list-style-type: none"> • An FDP was organized on “Online Testing and Evaluation” on 5th June, 2016, in which faculty were trained in the use of TESTMOZ. • An FDP ON “Establishing Parameters for Quality sustenance in higher Education” was organized on 2-3 June. 2016. • Handbook was printed and distributed among the students. • Two day workshop was organized on "Info@ Lab hazards and safety measures" on 26-27 august 2016. • ‘Teaching is Beautiful’ – an orientation lecture was organized on 13th July, 2016 for newly appointed faculty.
Meeting - 2 Date : 13-8-2016	<ol style="list-style-type: none"> 1. To give wide publicity for the ensuing Ist International Seminar. 2. To organize more workshops for students on different subjects. 3. To encourage participation of 	<ul style="list-style-type: none"> • International Seminar was organized on 1-2 September, 2016. • An MOU was taken up with TASK.

	<p>student representatives in all college activities</p> <ol style="list-style-type: none"> 4. Tie up with TASK 5. To organise preplacement activities like mock interviews, group discussions etc. 6. To Identify village or slum to extend support 7. To Revive NCC 8. To Organize Staff orientation programmes for obtaining autonomy 9. To advise the Departments to organize more activities relating to environmental issues 10. To develop Action plan for successful submission of SSR in the month of June 2017 11. Identifying Faculty to handle Gender Sensitization course 	<ul style="list-style-type: none"> • A slum – Murukula Basti was identified to extend support. • More than 20 seminars/ workshops/ conferences were organized during the academic year. • NCC was revived. • Staff orientation programme for obtaining autonomy and submission of SSR for reaccreditation was organized on 13th December, 2016. • First draft of SSR was submitted by the criteria coordinators in the first week of March, 2016. • Physics has taken up e waste management and Zoology has taken up paper recycling. • LOI to be submitted in June 2017. • Mrs.Hymavathi, Department of Chemistry & Mrs Alka, Department of Zoology attended orientation program on gender sensitization.
<p>Meeting - 3 Date : 12-11-2016</p>	<ol style="list-style-type: none"> 1. To organize faculty convention to orient staff towards reaccreditation 2. To conduct Environmental Audit 	<ul style="list-style-type: none"> • Environmental audit was done on 16th Jan, 2017 • Research committee organized an orientation lecture on various

	<ol style="list-style-type: none"> 3. To Compile the data and information of college activities for college day report To Apply for funded projects 4. To encourage participation of more number of students in projects 	<p>funding agencies available for research activities</p> <ul style="list-style-type: none"> • Faculty Convention to orient staff towards reaccreditation was organized on 9th February.
<p>Meeting- 4 Date : 8-4-2017</p>	<ol style="list-style-type: none"> 1. To take note of Change in format of SSR and to orient the creteria coordinators of IQAC. 2. To Deliberate and discuss on QIF 3. To identify the activities for 2017-18 	<ul style="list-style-type: none"> • Old format of SSR will not be accepted after 30th march 2017 • New format to be given by NAAC in July last week • Departments submitted list of activities

Name: Dr. R. KOMALA



Signature of the Coordinator, IQAC

Name Dr. Sr. U. NIRMALA



Signature of the Chairperson, IQAC



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IOAC MINUTES OF THE MEETINGS

2017-18

IOAC members in the academic year 2017-18

1. Dr.Sr.Nirmala, Principal & Chairperson
2. Sr.Velangini – Dept. of English
3. Mrs.Annie Sunil - HOD, Dept. of English
4. Dr.R.Komala – HOD, Dept. of Physics (Co-ordinator)
5. Dr.Vindhya Vasini Roy – HOD, Dept. of Microbiology
6. Mrs.Grace Beena Paul – HOD, Dept. of Zoology
7. Mrs.K.Sandhya Sree – HOD, Dept. of Computer Science
8. Mrs.Naga Laxmi – HOD, Dept. of Commerce
9. Dr.S.Sreedevi – Dept. of Microbiology
10. Mrs.Monoshri Mitra – Dept. of English
11. Mrs.R.Aparna – Dept. of Chemistry
12. Mrs.P.Sowmya Sree Laxmi - Dept. of Computer Science
13. Ms.Vanisree – HOD, Dept. of Biochemistry
14. Ms.Sujatha Cecellia - Director, ATM- Industrialist
15. Mrs.Siddiqa Begum – Administration
16. Ms.Catherine - Student Council Member
17. Ms. Priya Mackness - Student Council Member
18. Mr.P.Ravi Shankar- Community Representative
19. Prof.M.Lakshmi pathi Rao – External Expert
20. Mrs.Maria Pavithra - Alumni

Minutes of IQAC Meetings in 2017- 18

Date	Minutes	Action Taken
Meeting - 1 Date : 1-6-2017	<ol style="list-style-type: none">1. To convene and conduct FDP on 2nd and 3rd June, 2017.2. To take measures for the drafting of Handbook3. To include more members in the IQAC4. To organize an orientation programme for newly appointed staff	<ul style="list-style-type: none">• Organised two day Faculty Development Program from 2-3 June, 2017 on 'Role of teacher in higher educational institutions'• On 18th September, 2017, an orientation programme for newly appointed staff was organized on 'Teacher Quality'.
Meeting- 2 Date : 12-8-2017	<ol style="list-style-type: none">1. To discuss about the new online format of SSR given by NAAC.2. To discuss about the Quality Indicator frame work released by NAAC	<ul style="list-style-type: none">• Discussed on the new online SSR given by NAAC• Discussed on Quality Indicator frame work

Name: Dr. R. KOMALA



Signature of the Coordinator, IQAC

Name Dr. Sr. U. NIRMALA



Signature of the Chairperson, IQAC