



**Ch. S. D. St. Theresa's College for Women (Autonomous), Eluru-534003,
West Godavari District, Andhra Pradesh
College of Excellence
Four Cycles Accredited by NAAC with 'A+' Grade (3.56/4)**



**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 1st April, 2021**

Agenda:

1. Prayer
2. Reading of the minutes
3. Academic plans 2021-22

Minutes:

1. The prayer was lead by the Coordinator of IQAC- Dr. R.Madhavi
2. Minutes of the previous meeting was presented by the Secretary Dr. N. Gayathri Devi and was approved.
3. The committee reviewed the Academic plans of the college as a whole and made suggestions for quality enhancement particularly with regard to placement related activities, training for students. The committee came up with proposals and suggested to strengthen the placement initiatives.
 - To strengthen the research aptitude, the research wing was being monitored to take up various research related activities. Enhancement of research publications and applying for major and minor research projects were taken up.
 - End of April and May every faculty were given target to submit two papers for publication in reputed journals.
 - It was suggested to give professional ID emails for paper publications is mandatory.
4. Online Classes for the students will be continued till May 15th.
5. Reopening of the college on June 1st 2021 for the new academic year 2021-2022.
6. Sr.Principal congratulated the ATAL Coordinator Dr.Padmaja for successful submission of the data.

The meeting came to a close on a thanks giving note by the principal.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
- 11.Dr.P. Ratna Mary
- 12.Dr.BBRG Vijayalakshmi
- 13.Dr.A. Padmavathi
- 14.Mrs.G. Durga Vyshnavi



Signature of Chair Person

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Signature of Secretary



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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 28th April, 2021**

Agenda:

1. Prayer
2. Reading of the minutes
3. Online Classes
4. Workshops & seminars

Minutes:

The second meeting of the IQAC was conducted on 28th April, 2021 at 9.40am.

1. The prayer was led by Vice Principal Dr .Sr. Showrilu.K.
2. Dr. N. Gayathri Devi presented the minutes of the previous meeting which was later approved by the members.
3. The committee reviewed the percentage of student attendance for online classes and suggested some tips to increase the student attendance.
4. The committee agreed for credit transfer courses SWAYAM or NPTL for Assignment marks. Every student must enroll for the course and submit assignments and produce screen shots of the same. Exemption given to the written exam.
5. Awareness program will be organized on COVID Situation by the departments of Micro biology, Zoology and H.Sc.

Meeting was concluded with a thanks giving prayer by the Principal.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
- 11.Dr.P. Ratna Mary
- 12.Dr.BBRG Vijayalakshmi
- 13.Dr.A. Padmavathi
- 14.Mrs.G. Durga Vyshnavi



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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 28th June, 2021**

Agenda:

1. Prayer
2. Reading of the minutes
3. Review on Online Classes
4. RUSA LMS
5. ISO Inspection

Minutes:

The meeting of the IQAC was conducted on 28th June, 2021 at 1130 am.

1. The prayer was led by Vice Principal Dr .Sr. Showrilu.K.
2. Dr. N. Gayathri Devi presented the minutes of the previous meeting which was later approved by the members.
3. The committee reviewed the percentage of student attendance for online classes and suggested some tips to increase the student attendance.
4. Principal informed the faculty to use RUSA LMS for teaching and students attendance updates.
5. ISO inspection on Good Hygiene practices in the campus was done and received the certificate. Sr.Principal appreciated the entire faculty for their effort receiving the ISO certificate.

Meeting was concluded with a thanks giving prayer by the Principal.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
- 11.Dr.P. Ratna Mary
- 12.Dr.BBRG Vijayalakshmi
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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 12th July, 2021**

Agenda:

1. Prayer
2. Reading of the minutes
3. Review & Suggestions on ISO inspection
4. Academic Updates
5. Up gradation of College Website

Minutes:

The meeting of the IQAC was conducted on 12th July, 2021 at 3.00 pm.

1. The prayer was led by Principal Dr .Sr. Marietta D'Mello.
2. Dr. N. Gayathri Devi presented the minutes of the previous meeting which was later approved by the members.
3. The committee reviewed ISO report and suggested mandatory display of their SOPs and Lab SOPs on the department notice board and in lab.
4. To make ESISC strong it was finalized to focus more on Incubation center, Startups and Home needs.
5. 24th July is confirmed to celebrate year for elderly people and honor ex faculty recognizing their services and contribution towards institution.
6. Proper and regular usage of OLTM app. Instructed to mark the attendance regularly in LMS app.
7. For academic review all the faculty were instructed to update their annual plan, ward registers, teaching dairy, internal marks register etc.
8. Reminded the faculty about paper publications in reputed journals every month.
9. Website up gradation was discussed and the team decided to supervise the work till the required quality is achieved. The up gradation was entrusted to a team.

Meeting was concluded with a thanks giving prayer by the Principal.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
- 11.Dr.P. Ratna Mary
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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 9th August, 2021**

Agenda:

1. Prayer
2. Reading of the minutes
3. Semester end examinations
4. Independence day celebrations
5. Academic updates.

Minutes:

The meeting of the IQAC was conducted on 9th August, 2021 at 11 am in the IQAC hall.

1. Prayer was conducted by Dr. C.A. Jyothirmayee.
2. Dr. N.Gayatri Devi presented the minutes of the previous meeting which was approved by the committee
3. The IQAC members discussed the completion of syllabus and selected the probable dates to conduct theory and practical examinations of all streams. Sr.Principal finalized the dates for II semester from 13th Sept.2021. III semester classes resume from 23rd Sept-2021.
4. Independence Day celebrations on August 15th – committee decided to nominate senior most faculty Mrs.Salma for Flag Hoisting, Independence day Speech-Dr.Madhavi, and event incharge Major Dr.Celine Rose.
5. Sr.Principal assigned the duties for Academic Calendar by Computer dept .& Hand Book by Dr.Indira Head, department of Zoology
6. The Research Committee and IQAC team set standards for publication of papers in renowned journals.

Meeting came to an end with a thanks giving prayer.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
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- 10.Dr.K.S.V.K.S.Madhavi Rani
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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 20th October, 2021**

Agenda:

1. Prayer
2. Reading of the minutes
3. Attendance & V semester end examinations
4. Review on I semester induction Programme.
5. Union Inaugural
6. Software awareness programme.

Minutes:

1. The meeting of the IQAC was conducted on 20th October, 2021 at 11.30 am in the Principals office.
2. Prayer was conducted by IQAC coordinator Dr. Madhavi.
3. Dr.N.Gayatri Devi presented the minutes of the previous meeting which was approved by the committee.
4. Due to pandemic, Sr.Principal gave permission to consider at least 60% student attendance for the final end examination. The V semester end examinations starts from 20-10-2021.
5. Sr. Principal and the IQAC members reviewed I year induction programme organized on 4-10-2021.
6. Sr.Principal and the IQAC members nominated list for student office bearers. The date of union inaugural will be on 26th Oct-21.
7. Software awareness demonstration schedule and informed to the Department HOD's.

Meeting came to an end with a thanks giving prayer.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
- 11.Dr.P. Ratna Mary
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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 11th November, 2021**

Agenda:

1. Prayer
2. Reading of the minutes
3. IIC Calendar activities
4. APSCHE Information.
5. APSSDC

Minutes:

The IQAC committee met on 11th November, 2021 at 12 noon .

1. The meeting commenced with a prayer led by Dr. Indira.
2. The minutes of the previous meeting was presented by Dr. N. Gayathri Devi and it was approved.
3. IIC calendar activity for First Quarter Plan was scheduled and informed to the departments of Telugu, Applied sciences and Computer sciences.
4. All Department HOD's were informed to submit their concerned faculty details to college id. Dr.Padmaja and Dr.N.Gayatri Devi were assigned the duty of consolidating and submitting the same to APSCHE.
5. Prestigious identification given to our college as mentor college by APSCHE. Dr.Padmaja and Dr.N.Gayatri Devi were nominated as mentors by APSCHE.
6. APSCHE nominated Sr.Principal as EISC District level coordinator for seven colleges.
7. APSSDC selected our college to give Skill orientation training to final year students.

The meeting came to a close with a thanks giving prayer.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
- 11.Dr.P. Ratna Mary
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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 3rd December, 2021**

Agenda:

1. Prayer
2. Reading of the minutes
3. APSSDC
4. IIC Activity-NASP
5. NSS activities
6. Sports

Minutes:

The IQAC committee met on 3rd December, 2021 at 11 am .

1. The meeting commenced with a prayer led by Dr. B.B.RG Vijayalakshmi.
2. The minutes of the previous meeting was presented by Dr. N. Gayathri Devi and it was approved.
3. APSSDC selected 100 final year students for training on communication skills and online exam will be conducted for the certification.
4. IIC activity-NISP registered
5. NSS programme officers along with student volunteers conducted programmes on AIDs day and Constitution day. They performed programmes at district collectors office for physically challenged people. Sr. Principal appreciated NSS officers and Student volunteers.
6. Sr. Principal congratulated the State level Gold medal weight lifting Champion Ms. Hema Bhargavi, II MPComputers and Major Dr.Celine Rose, Physical education Department.

The meeting came to a close with a thanks giving prayer.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
- 11.Dr.P. Ratna Mary
- 12.Dr.BBRG Vijayalakshmi
- 13.Dr.A. Padmavathi
- 14.Mrs.G. Durga Vyshnavi



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Signature of Secretary

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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 7th January, 2022**

Agenda:

1. Prayer
2. Reading of the minutes
3. ATAL Ranking
4. Workshops, seminars and guest lectures
5. Major & Minor research projects
6. ASAR Submission-Aided faculty
7. AQAR - Preparation

Minutes:

The meeting of the IQAC was conducted on 7th January, 2022 at 3pm in the IQAC hall.

1. The meeting commenced with a prayer by Major Dr. Celine Rose.
2. Dr. N. Gayathri Devi presented the minutes of the previous meeting which was approved.
3. Sr. principal congratulated all for ATAL ranking.
4. Sr. Principal congratulated faculty for getting Copyrights and motivated them to publish and present papers in Workshops, seminars and guest lectures
5. Committee was suggested to identify and take-up major and minor research projects.
6. Sr. Principal informed the Aided teaching staff to fill in the details in Annual Status of Academic Report sent by CCE.
7. The members discussed the modalities of the new methodology of AQAR submission suggested by the NAAC. The team scheduled the preparation of AQAR of the 2020-21.

Meeting came to a close with a thanks giving prayer.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
- 11.Dr.P. Ratna Mary
- 12.Dr.BBRG Vijayalakshmi
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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 1st February, 2022**

Agenda:

1. Prayer
2. Reading of the minutes
3. PARAMARSH- St. Ann's College
4. Microsoft Skill training through APSSDC
5. Carlo Memorial lecture
6. IIC Activities Scheduled
7. AQAR - Preparation

Minutes:

The meeting of the IQAC was conducted on 1st February, 2022 at 3pm in the IQAC hall.

1. The meeting commenced with a prayer by Dr. Ratna Mary.
2. Dr. N. Gayathri Devi presented the minutes of the previous meeting which was approved.
3. Sr. Principal congratulated the PARAMARSH team for guiding St. Ann's Visakhapatnam successfully in achieving NAAC A+ grade. Got testimonial from the mentee college.
4. The members discussed the various skill training programmes and scheduled the Entrepreneurship Skill Center of the Andhra Pradesh State Skill Development Corporation (APSSDC) for the I and II year students of the College.
5. Carlo Memorial program will be organized online on 4th Feb., and final year students need to attend.
6. Sr. Principal allotted IIC Activities of Quarter III & IV to Maths, Physics and Management departments.
7. The members discussed the modalities of the new methodology of AQAR submission suggested by the NAAC. The team scheduled the preparation of AQAR of the 2020-21.

Meeting came to a close with a thanks giving prayer.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
9. Dr.V. Nagalakshmi
- 10.Dr.K.S.V.K.S.Madhavi Rani
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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 10th March, 2022**

Agenda:

1. Prayer
2. Reading of the minutes
3. Review of Vice chancellor visit
4. Mega Job Mela
5. Staff and student exchange programme

Minutes:

The meeting of the IQAC was conducted on 10th March, 2022 at 3pm in the IQAC hall.

1. The meeting commenced with a prayer by Dr.M.Padmaja.
2. Dr. N. Gayathri Devi presented the minutes of the previous meeting which was approved.
3. Chairperson/ Principal congratulated all the staff for successful organizing the vice chancellors visit and shared the views of vice chancellor.
4. Mega job mela with 14 companies will be organized on 16th March and Mr.Srinivas placement officer will be in charge.
5. Department of Chemistry along with the students are visiting Y.N college as a part of Staff and student exchange program.

Meeting came to a close with a thanks giving prayer.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
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**Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting held on 30th March, 2022**

Agenda:

1. Prayer
2. Reading of the minutes
3. Confirmation of Data for uploading AQAR for the Academic year 2020-21 into NAAC website.

Minutes:

The meeting of the IQAC was conducted on 4th March, 2022 at 3pm in the IQAC hall.

1. The meeting commenced with a prayer by Ms. Dr. Ratna Mary.
2. Dr. N. Gayathri Devi presented the minutes of the previous meeting which was approved.
3. The Chairperson and all the members of IQAC unanimously ratified the AQAR data for uploading.

Meeting came to a close with a thanks giving prayer.

Members attended

1. Dr.R. Madhavi, Coordinator
2. Dr.Sr.K.Showrilu, Addl. Coordinator
3. Dr.N. Gayathri Devi, Secretary
4. Dr.M. Padmaja, Joint Secretary
5. Dr.Ch.A.Jyothirmayi
6. Dr.A. Nirmala Jyothsna
7. Dr.M. Rama
8. Dr.R. Indira
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- 10.Dr.K.S.V.K.S.Madhavi Rani
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Signature of Secretary

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