

St. Joseph's College For Women (A) Visakhapatnam


MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2022 - 2023

Date: -26-04-2023, Time: 1:00 - 2:00 PM Venue: IQAC Room

AGENDA

1. To approve the previous minutes held on 4th March 2023 and subsequent action taken.
2. To discuss the proposal made by APSCHE on Degree Honors Programs
3. To review the guidelines for new programs proposed by APSCHE

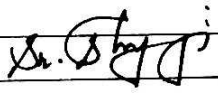
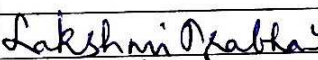

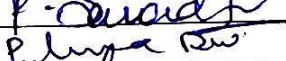

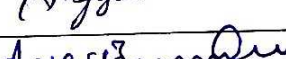
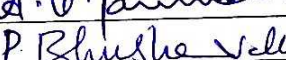
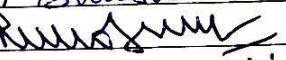
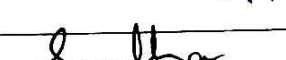
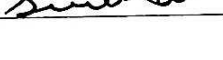

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Minutes for IQAC on 26th April 2023

Meeting: 26th April 2023

The IQAC meeting for the Academic Session 2022- 2023 was held on 26th April 2023.

The following members attended the meeting:

S. No.	Designation	Name of the Person	Signature
Chairperson			
01	Principal	Dr. Sr. Shyji	
Members			
02	Head Dept of Home Science	Dr Y. Lakshmi Prabha	
03	Head Dept of Mathematics	Dr. K Sujatha	
04	Head Dept of Chemistry	Dr. P Sarada	
05	PG Director	Dr P Aruna Devi	
06	Head Dept of Commerce & Management	Dr. N Jyothi	
07	Head Dept of Biotechnology	Dr Veerabrahmam	
08	Controller of Examinations	Dr. P Bhushanavathi	
09	Head Dept of Physics	Dr Radha Krishna	
10	Head Dept of Botany	Dr Manikya Kumari	
11	IQAC Coordinator	Dr. T. Bhaskara Sudha	

The Chairperson Dr. Sr. Shyji welcomed the members for the meeting after a short prayer. The following points were discussed in the meeting:

Item – 1: To approve previous minutes held on 4th March, 2023 and subsequent action taken

The previous meeting of IQAC was held on 4th March 2023 from 10:00– 12:00 PM The minutes of the meeting were readout with the formal discussion of the IQAC members. These minutes were approved by the members.

Recommendations by IQAC Members	Action taken for Implementation & Outcome
To revamp the software for Examinations	The members decided to revamp the whole software of the examinations which is at present Semi - automation so the members decided to make it complete automation where everything would be digitalized
To interact with the team of software developers.	The members interacted with the BeeS Software Solutions Pvt. Ltd. From Hyderabad Where they have given a demo on the usage of the software and its features. The team explained right from question paper preparation, generating Hall tickets, preparing the OMR sheet, online evaluation, declaring results.

Item: 2 To discuss the proposal made by APSCHE on Four Years Degree Honors Programs

Resolution: The members discussed the proposals made by APSCHE on Four Years Degree Honors Programs which are to be implemented in the academic year 2023-2024. There should be one major and one minor course that the students can opt for. The members decided to wait for further directions from APSCHE

Item:3 To review the guidelines for new programs proposed by APSCHE

Resolution: The members reviewed the guidelines for the new programs where the triple majors will be converted to a maximum of two single major UG programs. The sanctioned intake should be shared between the two majors. However, in the case of single majors, there will be no change in the intake against sanctioned seats.

Dr. T. Bhaskara Sudha, IQAC Coordinator, proposed the vote of thanks to all the members. The next IQAC meeting was proposed in the month of May/June 2023

Dr T. Bhaskara Sudha

Dr. T. Bhaskara Sudha

Coordinator, IQAC

IQAC Coordinator
St. Joseph's College for Women
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Dr. Sr. Shyji

Dr. Sr. Shyji

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St. Joseph's College For Women (A) Visakhapatnam

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2022-2023

Date: -04-03-2023, Time: 10:00 AM - 12:00 PM Venue: IQAC Room

AGENDA

- 1. To approve the previous minutes held on 1st February 2023 and subsequent action taken.**
- 2. To revamp the software for Examinations**
- 3. To interact with the team of software developers.**



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Item – 3: To interact with the team of software developers.

Resolution: The members interacted with the BeeS Software Solutions Pvt. Ltd. From Hyderabad Where they have given a demo on the usage of the software and its features. The team explained right from question paper preparation, generating Hall tickets, preparing the OMR sheet, online evaluation, declaring results.

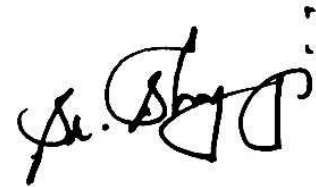
Dr. T. Bhaskara Sudha, IQAC Coordinator, proposed the vote of thanks to all the members. The next IQAC meeting was proposed in the month of March/April 2023



Dr. T. Bhaskara Sudha

Coordinator, IQAC

**IQAC Coordinator
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**Dr. Sr. Shyji
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MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2022

Date: -01-02-2023, Time: 3:00 -4:00 PM Venue: IQAC Room

AGENDA

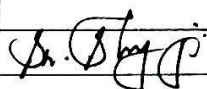
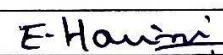
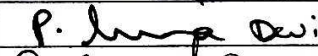
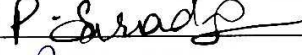
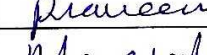
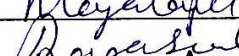
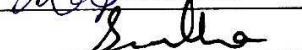

1. To approve the previous minutes held on 19th December 2022 and subsequent action taken.
2. To constitute a new team for Green Audit
3. To review the progress of Green Audit


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Minutes for IQAC on 1st February, 2023

Meeting: 1st February, 2023

The IQAC meeting for the Academic Session 2022- 2023 was held on 1st February 2023.
The following members attended the meeting:

S. No.	Designation	Name of the Person	Signature
Chairperson			
01	Principal	Dr. Sr. Shyji	
Members			
02	Head Dept of Zoology	Dr. E Harini	
03	P.G Director	Dr. P Aruna Devi	
04	Head Dept of Chemistry	Dr. P Sarada	
05	Faculty Dept of Physics	Dr Praveen Babu	
06	Faculty Dept of Botany	Dr Nagaraju	
07	Faculty Dept of Chemistry	Dr Raga Sudha	
08	IQAC Coordinator	Dr. T. Bhaskara Sudha	

The Chairperson Dr. Sr. Shyji welcomed the members for the meeting after a short prayer. The following points were discussed in the meeting:

Item – 1: To approve previous minutes held on 19th December, 2022 and subsequent action taken

The previous meeting of IQAC was held on 19th December 2023 from 3:00– 4:00 PM The minutes of the meeting were readout with the formal discussion of the IQAC members. These minutes were approved by the members.

Recommendations by IQAC Members	Action taken for Implementation & Outcome
To review& discuss about AQAR 2021-2022and subsequent data collection and submission	The members reviewed the collected data and discussed about the revision of best practices and decided to show SEED Centre and adoption of the school as best practices. The members agreed to submit the AQAR on time before 30 th December 2022. It was submitted on the said date.
To review the progress of Green Audit	The members reviewed the process of data collection for Green Audit and decided to go for ISO certification for Environment Management System. The members decided to start an aspect register incorporating all the data related to solar, energy, environment.

Item – 2: To constitute a new team for Green Audit

Resolution: The members decided to review the committee members for Green Audit. Dr Raga Sudha from the Chemistry Department was included and Dr Harini Head Dept of Zoology would oversee the process for Green Audit.

Item -3: To review the progress of Green Audit

Resolution: The members decided to complete the Aspect Register concerning to Water, Environment, Green and Solar Energy and send the report as before second week of February so that the auditors would come for auditing in the first phase.

Dr. T. Bhaskara Sudha, IQAC Coordinator, proposed the vote of thanks to all the members. The next IQAC meeting was proposed in the month of Feb /March 2023



Dr. T. Bhaksara Sudha

Coordinator, IQAC

IQAC Coordinator
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Dr. Sr. Shyji



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St. Joseph's College For Women (A) Visakhapatnam

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2022

Date: -19-12-2022, Time: 3:00 -4:00 PM Venue: IQAC Room

AGENDA

- 1. To approve the previous minutes held on 22nd September 2022 and subsequent action taken.**
- 2. To review & discuss about AQAR 2021-2022 and subsequent data collection**
- 2. To review the progress of Green Audit**



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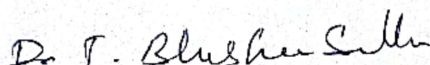
St. Joseph's College For Women (A) Visakhapatnam
MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)
Academic Year 2022

NOTICE

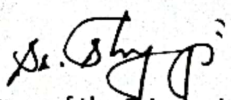
This is to inform all the members of IQAC to attend a meeting dt 22-09-2022 Time: 3:00 PM to 00 PM, Venue: IQAC Room The following is the agenda for the meeting

AGENDA

1. To approve previous minutes held on 7th September 2022 and subsequent action taken
2. To discuss the guidelines for adopting a school
3. To review & discuss the templates of AQAR 2021-2022 and subsequent data collection
4. To discuss the IQAC Plan of Action & Institution Plan of Action for the year 2022-2023
5. Any other point with permission from the chair


Signature of the IQAC Coordinator

IQAC Coordinator
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Signature of the Principal
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St. Joseph's College for Women
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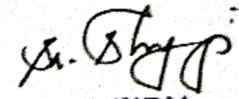
MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2022

Date: 22-9-2022, Time: 3:00 -4:00 PM Venue: IQAC Room

AGENDA

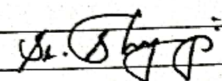
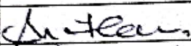
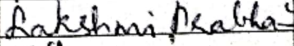
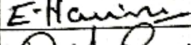
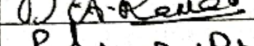
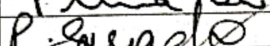
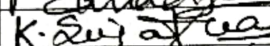
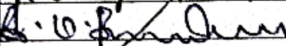

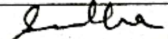
1. To approve the previous minutes held on 7th September 2022 and subsequent action taken.
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3. To review & discuss the templates of AQAR 2021-2022 and subsequent data collection
4. To discuss the IQAC Plan of Action & Institution Plan of Action for the year 2022-2023
5. Any other point with permission from the chair


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Minutes for IQAC on 22nd September, 2022

Meeting: 22nd September, 2022

The IQAC meeting for the Academic session 2022- 2023 was held on 22nd September 2022. The following members attended the meeting:

S. No.	Designation	Name of the Person	Signature
Chairperson			
01	Principal	Dr. Sr. Shyji	
Members			
02	Vice-Principal	Sr. Hema	
03	Head Dept of Home Science	Dr. Y. Lakshmi Prabha	
04	Head Dept of Zoology	Dr. E Harini	
05	Public Relation Officer SJCW \	Ms. D. A. Ramani	
06	P.G Director	Dr. P Aruna Devi	
07	Head Dept of Chemistry	Dr. P Sarada	
08	Head Dept of Mathematics	Dr K. Sujatha	
09	Head Dept of Biotechnology	Dr. Veerabrahmam	
10	Head Dept of Commerce & Management	Dr. N. Jyothi	
11	IQAC Coordinator	Dr. T. Bhaskara Sudha	

The Chairperson Dr. Sr. Shyji welcomed the members for the meeting after a short prayer. The following points were discussed in the meeting:

Point - 1: To approve previous minutes held on 7th September, 2022 and subsequent action taken

The previous meeting of IQAC was held on 7th September 2022 from 11:00- 12:30 PM. The minutes of the meeting were readout with the formal discussion of the IQAC members. These minutes were approved by the members.

Recommendations by IQAC Members	Action taken for Implementation & Outcome
Discuss the new practices for co-curricular and curricular framework	The members decided to revise and review the framework of the certificate courses offered by the departments. New skilled based courses were recommended so that the students would get hands-on experience. It was also decided to make MOOC 's SWAYAM & NPTEL compulsory for all the degree students. The students have to choose a 2-credit course of their choice and complete it between II & IV semesters.
Review the Best Practices and Institutional Distinctiveness	The members came to a consensus and decided to show an adopted school as a best practice under social outreach & Khushal center for skilled courses as an academic best practice. For Institutional Distinctiveness the members decided to showcase B.Sc./M.Sc. Home Science Program for SJCW is the only college having at Degree & PG Level.

o implement new welfare measures for students and faculty	The members agreed to create a database of students and faculty in the college who are agreeing to donate blood and the donor's list will be maintained in the office for further reference. It was also decided to go for Group Insurance for students and faculty in the campus, and to nominate a Psychologist & Gynecologist who would come every month to look into the welfare of the students.
To discuss and approve the guidelines to be followed for the Academic Audit & Green Audit	The members discussed the guidelines to be followed for audits and decided to contact outside agencies for Green Audit.

Item – 2 To discuss the guidelines for adopting a school

Resolution: The members discussed on the activities to be organized for an adopted school and have decided the following activities: Live demonstration on experiments, Personality Development, Gender sensitivity Vedic Maths, Spoken English/Communication Skills, Days/Week Observed, Environmental awareness, Digital literacy week, Swachh campaign, Sports and Games, Literacy Competition. etc.

Item – 3 To review & discuss the templates of AQAR 2021-2022 and subsequent data collection

Resolution: The members made a point to work on the AQAR 2021 as quickly as possible so that it can be submitted on time. The division of criteria-wise data collection was decided among the members and all of them agreed to work accordingly

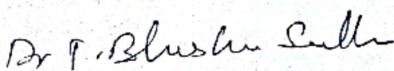
Item - 4: To discuss the IQAC Plan of Action & Institution Plan of Action for the year 2022- 2023

Resolution: The members agreed to revise the Institutional Plan and IQAC Plan of Action keeping in mind NEP 2020 guidelines and coming up with points that will be discussed in due course of time.

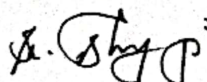
Item- 5: Any other point with permission from the chair

Resolution: The members brought to the notice of the chair that the college introduce an integrated B.Sc. in Home Science & B.Sc. Data Science

Dr. T. Bhaskara Sudha, IQAC Coordinator, proposed the vote of thanks to all the members. The next IQAC meeting was proposed in the month of Oct/Nov. 2022


Dr. T. Bhaskara Sudha



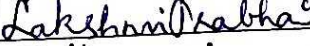
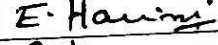


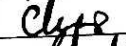

Coordinator, IQAC
IQAC Coordinator
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Dr. Sr. Shyji
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Minutes for IQAC on 19th December, 2022

Meeting: 19th December, 2022

The IQAC meeting for the Academic Session 2022- 2023 was held on 19th December 2022. The following members attended the meeting:

S. No.	Designation	Name of the Person	Signature
Chairperson			
01	Principal	Dr. Sr. Shyji	
Members			
02	Vice-Principal	Sr. Hema	
03	Head Dept of Home Science	Dr. Y. Lakshmi Prabha	
04	Head Dept of Zoology	Dr. E Harini	
05	P.G Director	Dr. P Aruna Devi	
06	Head Dept of Chemistry	Dr. P Sarada	
07	Faculty Dept of Physics	Dr Praveen Babu	
08	IQAC Coordinator	Dr. T. Bhaskara Sudha	

The Chairperson Dr. Sr. Shyji welcomed the members for the meeting after a short prayer. The following points were discussed in the meeting:

Item – 1: To approve previous minutes held on 22nd September, 2022 and subsequent action taken

The previous meeting of IQAC was held on 22nd September 2022 from 3:00– 4:00 PM The minutes of the meeting were readout with the formal discussion of the IQAC members. These minutes were approved by the members.

Recommendations by IQAC Members	Action taken for Implementation & Outcome
To discuss the guidelines for adopting a school	The members discussed on the activities to be organized for an adopted school and have decided the following activities: Live demonstration on experiments, Personality Development, Gender sensitivity Vedic Maths, Spoken English/Communication Skills, Days/Week Observed, Environmental awareness, Digital literacy week, Swachh campaign, Sports and Games, Literacy Competition. etc. Haragopal High School near Railway New Colony Visakhapatnam was considered for adopting the school.
To review & discuss the templates of AQAR 2021-2022 and subsequent data collection	The members made a point to work on the AQAR 2021 as quickly as possible so that it can be submitted on time. The division of criteria wise data collection was decided among the members and all of them agreed to work accordingly.
To discuss the IQAC Plan of Action & Institution Plan of Action for the year 2022-2023	The members agreed to revise the Institutional Plan and IQAC Plan of Action keeping in the mind NEP 2020 guidelines and come up with points which will be discussed in due course of time.

Any other point with permission from the chair

The members brought to the notice of the chair that the college should introduce an integrated B.Sc. in Home Science & B.Sc. Data Science. The decision is yet to be taken

Item – 2 To review & discuss about AQAR 2021-2022 and subsequent data collection and submission

Resolution: The members reviewed the collected data and discussed about the revision of best practices and decided to show SEED Centre and adoption of the school as best practices. The members agreed to submit the AQAR on time before 30th December 2022.

Item – 3 To review the progress of Green Audit

Resolution: The members reviewed the process of data collection for Green Audit and decided to go for ISO certification for Environment Management System. The members decided to start an aspect register incorporating all the data related to solar, energy, environment.

Dr. T. Bhaskara Sudha, IQAC Coordinator, proposed the vote of thanks to all the members. The next IQAC meeting was proposed in the month of Feb/March. 2023



Dr. T. Bhaskara Sudha

Coordinator, IQAC

IQAC Coordinator
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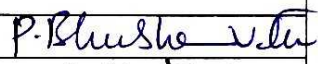
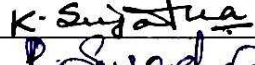
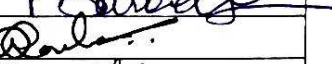
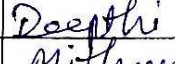
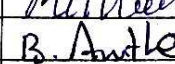
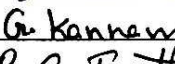
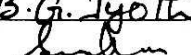



Dr. Sr. Shyji

PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

Minutes for IQAC on 4th March, 2023

Meeting: 4th March, 2023

The IQAC meeting for the Academic Session 2022- 2023 was held on 4th March 2023. The following m attended the meeting:

S. No.	Designation	Name of the Person	Signature
Chairperson			
01	Principal	Dr. Sr. Shyji	
Members			
02	Controller of Examinations	Dr. P Bhushanavathi	
03	Head Dept of Mathematics	Dr. K Sujatha	
04	Head Dept of Chemistry	Dr. P Sarada	
05	Faculty Dept of Zoology	Dr Rosina George	
06	Faculty of Computer Science	Mrs. G Deepthi	
07	Software Personnel	Mr. Mithun Rajan	
08	Exam Cell Member	Mrs. Anitha	
09	Exam Cell Member	Mrs. Kannamma	
10	Exam Cell Member	Mrs. Jyothi	
11	IQAC Coordinator	Dr. T. Bhaskara Sudha	

The Chairperson Dr. Sr. Shyji welcomed the members for the meeting after a short prayer. The following points were discussed in the meeting:

Item – 1: To approve previous minutes held on 1st February, 2023 and subsequent action taken

The previous meeting of IQAC was held on 1st February 2023 from 3:00– 4:00 PM The minutes of the meeting were readout with the formal discussion of the IQAC members. These minutes were approved by the members.

Recommendations by IQAC Members	Action taken for Implementation & Outcome
To constitute a new team for Green Audit	The members decided to review the committee members for Green Audit. Dr Raga Sudha from the Chemistry Department was included and Dr Harini Head Dept of Zoology would oversee the process for Green Audit.
To review the progress of Green Audit	The members decided to complete the Aspect Register concerning to Water, Environment, Green and Solar Energy and send the report as before second week of February so that the auditors would come for auditing in the first phase. The work is still in progress

Item – 2 : To revamp the software for Examinations

Resolution: The members decided to revamp the whole software of the examinations which is at present Semi - automation so the members decided to make it complete automation where everything would be digitalized