

***Internal
Quality
Assurance
Cell***

St. Joseph's College For Women (Autonomous) USP
 Meeting of Internal Quality Assurance Cell (IQAC)
 Academic Year 2023-2024

Date: 18-07-2023

Time: 2:00 PM

Venue: IQAC Room

AGENDA

1. To approve the previous minutes held on 26th April 2023 and subsequent action taken.
2. To discuss the plan of action for the preparation of the upcoming NAAC Accreditation.
3. To review and analyze the feedback taken from the stakeholders.
4. To go for Academic Audit for the Academic Year 2022-2023.
5. To discuss the division of work for AQAR 2022-2023.
6. To review the progress of updating SJCW LMS.

Dr. J. Bhaskarulu
 IQAC Coordinator
 St. Joseph's College for Women
 (Autonomous)
 VISAKHAPATNAM-530 004

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

Minutes of IQAC on 18th July 2023

Meeting : 18th July 2023

The IQAC meeting for the academic year 2023-2024 was held on 18th July 2023. The following members were present for the meeting:

S.No.	Designation	Name of the Member	Signature
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Chairperson

1	Principal	Dr. Sr. Shyji	Dr. Shyji
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Coordinator IQAC

2.	Head Dept of English	Dr. T. Bhaskara Sudeh	Sudeh
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Members - Teaching Representatives

3.	Head Dept of Chemistry	Dr. P. Sarada	P. Sarada
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4.	Head Dept of Home Science	Dr. Y. Lakshmi Prathadaksmani Prabhakar	
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5.	Head Dept of Mathematics	Dr. K. Sujatha	K. Sujatha
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6.	Head Dept of Zoology	Dr. E. Harini	E. Harini
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7.	Head Dept of Commerce & Mgmt.	Dr. N. Jyothi	N. Jyothi
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8.	Head Dept of Biotechnology	Dr. Veerabrahmam	A. V. Veerabrahmam
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9.	P.G. Director	Dr. P. Aruna Devi	P. Aruna Devi
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Members from the Management / office

10. Vice Principal	Sr. Hema	Sr. Mary. K. C
11. office Superintendent	Sr. Mary	Sr. Jan

Nominees from the Societies / Trust Student Alumni

12. Secretary Bhagavatula Charitable Trust	Sri B. Ram Murthy	Absent
13. Alumni	Ms. D. A Ramani	<u>Dr. Ravani</u>
14. Alumni	Dr. Saileela	<u>Saileela</u>
15. Student Representative	Ms. P. Sai Bhavana	Bhavana

Nominees from Industry / Employers & Stakeholders.

16. Senior Manager CSV Fluorgrid Ltd.	Sri S. Ravi Kant Reddy	Absent
17. MPDO - K Kotapadu Mandal	Dr. Sakti Dewi	<u>Sakti Dewi</u>
18. Deputy General Manager Aingen life Sciences	Mrs. Y. Uma Bharathi	<u>Uma Bharathi</u>

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 26th April 2023 and subsequent action taken.

Resolution: The previous meeting of IQAC was held on 26th April 2023 from 1:00 - 2:00 PM. The minutes of the meeting were read out with the formal discussion of the IQAC members. These minutes were approved by the members.

Recommendations by IQAC Members

To discuss the proposal made by APSCHE on four years Honors Programs -

Action taken for Implementation & outcomes.

The members discussed the proposals made by APSCHE on four year Degree programs that 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. Admissions are in progress as per Single Major & Minor.

TO review the guidelines for new programs proposed by APSCHF

The members reviewed the guidelines for the new programs where the triple majors will be converted to a maximum of two single major UG program. The sanctioned intake should be shared between the majors, there will be no change in the intake against sanctioned seats. The intake of the students for single major programs is considered as per APSCHF guidelines and admissions are done accordingly.

Item 2: TO discuss the plan of action for preparation of upcoming NAAC accreditation.

Resolution: The members looked into the aspects of NAAC accreditation which is due in 2024 and decided to divide the criteria-wise data collection among its members, forming small groups involving the other faculty members for each criterion.

Item 3: TO review and analyze the feedback taken from the Stakeholders

Resolutions: The members reviewed the evaluation process of the feedback taken from the Stakeholders. The data was analyzed and discussed, and it was felt that most of the data were quite satisfied and decided to upload the same to the website.

Item 4: TO Conduct Academic Audit for the academic year 2022-2023 -

Resolution: The members decided to conduct the academic audit for the year 2022-2023. It was decided to call Dr. S. Sankar, Advisor IQRAC Cluster of India & former Principal ANR College Gundlupeta. The members also decided the dates for the audit and fixed it on 10th & 11th of August 2023.

Item: 5: TO discuss the division of work for AQAR 2022-2023 -

Resolution : The members felt that the first and foremost important task is to submit the AQAR 2022-2023. The criteria-wise division was done among the members and decided to track the student progression and placements taking the help of the faculty members for each group to make the work easy.

Item 6 : To review the progress of updating SJCW LMS

Resolution : The members looked into the functioning of LMS and decided to design a course and prepare the widens accordingly. Every Dept should offer one course through the College LMS.

Dr. T. Bhaskara Sutha, IQAC Coordinator proposed the vote of thanks to all the members. The next IQAC meeting was proposed for the month of August/September 2023.

Dr. T. Bhaskara Sutha
IQAC Coordinator
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM-530 004

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

St. Joseph's College For Women (Autonomous) USA
Meeting of Internal Quality Assurance Cell (IQAC)
Academic year 2023-2024

Date: 11-09-2023

Time: 2:00 PM

Venue: IQAC Room

AGENDA

1. To approve the previous minutes held on 18th July 2023, and subsequent action taken.
2. To review the academic audit report for the academic year 2022-2023.
3. To discuss the progress of work for IQAA 2022-2023.
4. To see into the arrangements of the Graduation Day.

Dr. T. Bhushma Sankar
IQAC Coordinator
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM-530 004

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

Minutes for IQAC on 11th September 2023

Meeting: 11th September 2023

The IQAC meeting for the Academic year 2023-2024 was held on 11th September 2024. The following attended the meeting.

S.No	Designation	Name of the member	Signature
Chairperson			
1.	Principal	Dr. Sr. Shyji	Dr. Shyji
Coordinated IQAC			
2.	Head Dept of English	Dr. T. Bhaskara Sualtha	Sualtha
Members - Teaching Representatives			
3.	Head Dept of Chemistry	Dr. P. Sarada	P. Sarada
4.	Head Dept of Home Science	Dr. V. Lakshmi Pratha	Lakshmi Pratha
5.	Head Dept of Mathematics	Dr. K. Sujatha	K. Sujatha
6.	Head Dept of Zoology	Dr. E. Harini	E. Harini
7.	Head Dept of Commerce & Mgmt	Dr. N. Jyothi	N. Jyothi
8.	Head Dept of Biotechnology	Dr. Veerabrahmam	V. Veerabrahmam
9.	P. G. Director	Dr. P. Arena Devi	P. Arena Devi

Members from the Management / Office

10	Vice-Principal	Sr. Hema	Sr. Hema
11	Office Superintendent	Sr. Mary	Sr. Mary KC

Nominees from Societies / Trust Student Alumni

12	Secretary Bhagavathul Charitable Trust	Sri B. Ram Murthy	Absent
13	Alumni	Ms. D. A. Ramani	D.A. Ramani
14	Alumni	Dr. Saileela	Saileela
15	Student Representative	Ms. Beyonce	Beyonce

Nominees from the Industry / Employers & Stakeholders

16	Senior Manager CSV Fluentsgrid Ltd	Sri S. Ravi Kant Reddy	Ravikant Reddy
17	MPDO - K. Kotapadu Mandal	Dr. Sachi Devi	Absent
18	Deputy General Manager Aimgen life Sciences	Mrs. Y. Uma Bharathi	Y. Uma Bharathi

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 the previous meeting minutes held on 18th July 2023 and subsequent action taken.

Resolution: The previous meeting of IQAC was held on 18th July 2023 from 2:00 - 3:00 PM. The minutes of the meeting were read out with the ~~form~~ discussion of the IQAC members. These minutes were approved by the members.

Recommendation of IQAC	Action taken for Implemented & outcome.
To discuss the plan of action for the preparation of the upcoming NAAC Accreditation	The members looked into the aspects of NAAC Accreditation which is due in 2024 and decided to divide criteria wise data collection among its members forming smaller groups involving the other faculty members for each criteria.

To review and analyze the feedback taken from the stakeholders

The members reviewed the erratum process of the feedback taken from the stakeholders. The data was analysed and discussed and it was felt the most data were quite satisfied and decided to upload the same to the website.

To conduct Academic Audit for the academic year 2022-2023.

The members decided to conduct an Academic Audit for the year 2022-2023. It was decided to call Dr. S. Sankar Advisor IQAC Cluster of India, former principal ANR College, Guduvada. The members also discussed the dates for the audit and finally decided on the 10th & 11th August 2023. Audit took place as per Schedule.

To discuss the division of work for AQAR 2022-2023

The members felt that the first and foremost important task is to submit the AQAR 2022-2023. The criteria wise division was done among

the members and decided to track the student's progression and placements by taking the help of faculty mentors for each group to make the work easy. The work was divided accordingly.

To review the progress of updating SJCW LMS.

The members looked into the functioning of the LMS and decided to design a course, and prepare the videos accordingly. Every Dept should offer one course through the college LMS.

Item 2: To review the academic audit report for the academic year 2022-2023

Resolutions: The members reviewed the academic audit report and felt that more number of faculty research projects must be achieved apart from the seed money projects.

Item 3: To discuss the progress of work for AQAR 2022-2023.

Resolution: The members reviewed and discussed the data collected criteria-wise and decided to finish the task as soon as possible so that it could be uploaded and submitted on time.

Item 4: To look into the arrangements for Graduation Day.

Resolution: The members renewed the arrangements for the Graduation Day which is scheduled on 23rd September 2023. It was decided to give gold medals to all the toppers and to contact and invite all the graduates to the event.

Dr. T. Bhaskara Sudha, IQAC Coordinator proposed the vote of thanks to all the members. The next IQAC meeting was proposed for January / February 2024.

Dr. T. Bhaskara Sudha
 IQAC Coordinator
 St. Joseph's College for Women
 (Autonomous)
 VISAKHAPATNAM - 530 004

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

St- Joseph's College For Women (Autonomous) VSP
Meeting of Internal Quality Assurance Cell (IQAC)
Academic Year 2023-2024

Date: 21-02-2024

Time: 4:00 PM

Venue: IQAC Room

AGENDA

1. Approval of minutes from the September 11th 2023 meeting and discussion of action taken thereafter.
2. Assessing the fifth cycle NAAC accreditation procedure and examining the progress of work based on criteria.
3. Reviewing the College policy documents
4. Any other point with the permission from the chair.

Dr. T. Shyam Lakshmi
IQAC Coordinator
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM-530 004

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

Minutes for IQAC on 21st February 2024meeting : 21st February 2024

The IQAC meeting for the Academic Year 2023-2024 was held on the 21st February 2024. The following members attended the meeting.

S.No	Designation	Name of the person	Signature
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Chairpersons

1.	Principal	Dr. Sr. Shyji	Dr. Shyji
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Coordinator IQAC

2.	Head Dept of English	Dr. T. Bhaskara Suda	Dr. Suda
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Members - Teaching Representatives

3.	Head Dept of Chemistry	Dr. P. Sarada	Dr. Sarada
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4.	Head Dept of Home Science	Dr. V. Lakshmi Prabha	Lakshmi Prabha
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5.	Head Dept of Mathematics	Dr. K. Sujatha	K. Sujatha
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6.	Head Dept of Zoology	Dr. E. Harini	E Harini
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7.	Head Dept of Commerce & Mgmt.	Dr. N. Jyothi	N. Jyothi
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8.	Head Dept of Bio-Technology	Dr. Veerabrahman A. V. Prasad	Dr. Prasad
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9.	PG. Director	Dr. P. Aruna Devi	P. Aruna Devi
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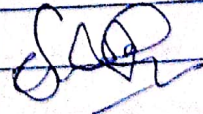
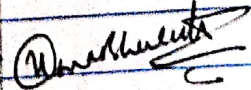
Members from Management / office

10. Vice-Principal	Sr. Hema	Present
11. Office Superintendent	Sr. Mary	Dr. Mary, KC

Nominees from Societies / Trust, Student Alumni

12. Secretary Bhagavatula Charitable Trust	Sri B. Ram Murthy	Absent
13. Alumni	Mr. D. A. Ramani	D. A. Ramani
14. Alumni	Dr. Saileela	Absent
15. Student Representative	Ms. Beyonce	Beyonce.

Nominees from Industry / Employers & Stakeholders

16. Senior Manager CSV Fluentsid Ltd.	Sri S. Ravi Kant Reddy	Ravi K Reddy
17. MPPD - K. Kotapadu Mandal	Dr. Sachin Devi	
18. Deputy General Manager - Aingen life Sciences	Mrs. Y. Uma Bharathi	

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 minutes held on 11th September 2023 and subsequent action taken.

Resolution: The previous meeting of IQAC was held on 11th September 2023 from 2:00 - 3:00 PM. The minutes of the meeting were readout with the formal discussion of the IQAC members. These minutes were approved by the members -

Recommendation by IQAC Members

To review the academic Audit report for the academic year 2022-2023

Action taken for Implementation & outcome

The members reviewed the academic audit report and felt that more number of faculty research projects must be achieved apart from seed money projects

To discuss the progress of work for AQAR 2022-2023.

The members reviewed and discussed the data collected criteria-wise and decided to finish the task as soon as possible, so that it could be uploaded and submitted on time. AQAR was submitted and was accepted by NAAC.

To look into the arrangement for Graduation Day.

The members reviewed the arrangements for the Graduation Day which is scheduled on 23rd September 2023. It was decided to give gold medals to all the toppers and to contact and invite all the graduates to the event. It was scheduled on the said date successfully.

Item 2: Assessing the fifth cycle accreditation procedure and examining the progress of work based on Criteria.

Resolution: The members examined the accreditation process for the fifth cycle and discussed how to divide the work load based on criteria. Additionally, a

micro Committee was established for each criterion to ensure a thorough collection of data.

Item 3: Reviewing the College's policy documents.

Resolution: The members scrutinized the college's policy documents and opted to conduct a comprehensive review before uploading them to the website.

Item 4: Any other point with permission from the chair.

Resolution: The members assessed the data on the website and resolved to enhance its dynamism through updates.

Dr. T. Bhaskara Sudha IQAC coordinator proposed the vote of thanks to all the members. The next IQAC meeting was proposed for March / April 2024.

Dr. T. Bhaskara Sudha
IQAC Coordinator
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM-515 004

Dr. P. S. S. S. S.
PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 515 004

St. Joseph's College for Women (A) Visakhapatnam
Meeting of Internal Quality Assurance Cell (IQAC)
Academic Year 2023-2024

Date: 02-08-2024

Time: 3:00-4:00 PM

Venue: IQAC Room

AGENDA

1. Approval of previous minutes of the meeting held on the 21st February 2024 and subsequent action taken.
2. To review the data for submission of IIAA
3. To analyse the Stakeholders' Feedback
4. Any other point with the permission from the Chair.

Dr T Bhushu Sulu
IQAC Coordinator
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

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

Minutes for IQAC on 2nd May 2024Meeting: 2nd May 2024

The IQAC meeting for the Academic Session 2023-2024 was held on 2nd May, 2024. The following members attended the meeting.

S.No	Designation	Name of the member	Signature
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Chairpersons

1	Principal	Dr. Sr. Shyji	Dr. Shyji
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Coordinator IQAC

2.	Head, Dept of English	Dr. T. BhasKer Sudha	Sudha
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Members - Teaching Representatives

3.	Head, Dept of Chemistry	Dr. P. Sarada	P. Sarada
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4	Head, Dept of Home Science	Dr. Y. Lakshmi Prabha	Lakshmi Prabha
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5	Head Dept of Mathematics	Dr. K. Sujatha	K. Sujatha
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6	Head, dept of Zoology	Dr. E. Harini	E. Harini
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7.	Head, Dept of Commerce & Mgmt	Dr. N. Jyothi	N. Jyothi
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8.	Head Dept of Bio Technology	Dr. Veerabrahmam	Veerabrahmam
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9.	P. G. Director	Dr. P. Aruna Devi	P. Aruna Devi
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Members From Management / office

Vice-Principal	Sr. Hema	S. Hema
Office Superintendent	Sr. Mary	

Nominees From Societies / trust / Student Alumni

Secretary Bhagavatula Charitable Trust	Sri B. Ram Murthy	Absent
Alumni	Ms. D. A. Ramani	<u>D. A. Ramani</u>
Alumni	Dr. Saiteela	<u>Saiteela</u>
Student Representative	Ms. Beyonce	Absent

Nominees From Industry / Employers & Stakeholders

Senior Manager CSV Fluentsgrid Ltd.	Sri S. Ravikant Reddy	Absent
MPDO - K. Kotapadu Mandal	Dr. Sachi Devi	Absent
Deputy General Manager - Aimgen Life Sciences	Mrs. Y. Uma Bharathi	<u>Y. Uma Bharathi</u>

The chairperson Dr. Sr. Shejji 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 21st February 2024 and subsequent action taken.

Resolution: The previous meeting of IQAC was held on 21st February 2024 from 4:00 - 5:00 PM. The minutes of the meeting were read out with the formal discussion of the IQAC members. The following members approved these minutes.

Recommendation by IQAC members	Action Taken for Implementation & Outcomes.
Assessing the fifth cycle accreditation procedure and examining the progress of work based on Criteria	The members examined the accreditation process for the fifth cycle and discussed how to divide the workload based on Criteria. Additionally micro-Committees were formed for each Criteria to ensure a thorough collection of data.
Reviewing the college's policy documents	The members scrutinized the college's policy documents and opted to conduct a comprehensive review before uploading them to the website.

Any other point with permission from the chair.

The members assessed the data on the website and resolved to enhance its dynamism through updates, which is still in progress.

Item 2: To review the data for Submission of IQA

Resolution: The members discussed the data for IQA and reviewed all the documents required for IQA, University Affiliation letter, Self-Declaration & Undertaking and Autonomy Extension letter and felt that all are in place and decided to submit the data as soon as possible.

Item 3: To analyze the Stakeholder's Feedback.

Resolution: The members evaluated and analyzed the Stakeholder's Feedback Collected for the year 2023-2024 and reviewed the feedback analysis.

Item 4: Any other point with the permission from the Chair

Resolution: The members decided to analyze the Criteria data collected for SSR and revise it thoroughly so that there will be no further discrepancy.

Dr. T. Bhaskare Sullu IQAC Coordinator
proposed the vote of Thanks to all the
members. The next IQAC meeting was proposed
for May/June 2024.

Dr. T. Bhaskare Sullu
IQAC Coordinator
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM-530 004

Dr. Shyama
PRINCIPAL
St. Joseph's College for Women
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