

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

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020-2021

Date: 24-09-2021, Time: 3:00 -4:00 PM Venue: IQAC

AGENDA

- 1. To approve the previous minutes held on 9th July 2021**
- 2. To discuss and approve the guidelines to track the Student Progression for Higher Education of the outgoing final year students**
- 3. To discuss and approve the guidelines to track the Placements of the outgoing final year students**
- 4.. To discuss the method to be used to get the data from the final year students for both Placements and Higher Education.**

Minutes for IQAC on 24th September 2021

Meeting: 24th September .2021

The IQAC meeting for the Academic session 2020- 2021 was held on 24th September. 2021. The following members attended the meeting

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

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

Item; 1 To approve previous minutes held on 9th July 2021 and subsequent action taken

The previous meeting of IQAC was held on 9th July 2021 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 and approve the guidelines to be followed for taking feedback from stakeholders	The members felt that feedback from stakeholders is an important exercise of IQAC. So, the collecting of feedback and the evaluation process should be authentic and transparent without any discrepancy. So, the questionnaire was reviewed for each feedback form on Teachers, Courses, Exit and Student Satisfaction Survey. The guidelines were followed accordingly.
To discuss the method of Feedback & Evaluation.	The members decided to create Google Forms for all types of evaluation and to be shared in the WhatsApp groups of students for feedback on Teachers, Courses, Exit and Student Satisfaction Survey. So, the evaluation process will also be easy for consolidation. Links were generated and shared in the student's groups accordingly.
To distribute the work among the members taking the Feedback from students & other Stakeholders	The members decided to share the work groupwise and do a regular follow until the evaluation process completes. It was also decided that all the links for evaluation would be shared to the Heads/in charges of the Departments and they would in turn motivate the students to complete the feedback. The process completed within the due date.

Item – 2: To discuss and approve the guidelines to track the Student Progression for Higher Education of the outgoing final year students

Resolution: The members decided to collect the final year student's data for progression to higher education by contacting the class representatives to keep a track of the higher education of their respective group mates.

Item – 3: To discuss and approve the guidelines to track the Placements of the outgoing final year students

Resolution: The members decided that the data for placements can be retrieved from the placement cell for on campus placements. But for off campus placements it is better to contact them personally so that there will be an authentic information.

Item – 4: To discuss the method to be used to get the data from the final year students for both Placements and Higher Education.

Resolution: The members felt that the method of collecting data for the two categories will be creating Google Forms and sharing the link in the final year students WhatsApp groups, to collect the data. If any one is failed to fill the form, the members also decided to call them personally and know their whereabouts.

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 2021

Dr. T. Bhaskara Sudha
Dr. T. Bhaskara Sudha

Coordinator, IQAC

Dr. Sr. Shyji

Dr. Sr. Shyji
PRINCIPAL

St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 001

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

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020-2021

Date: 09-07-2021, Time: 3:00 -4:00 PM Venue: IQAC

AGENDA

- 1. To approve the previous minutes held on 9th March 2021**
- 2. To discuss and approve the guidelines to be followed for taking feedback from stakeholders**
- 3. To discuss the method of Feedback & Evaluation.**
- 4. To distribute the work among the members taking the Feedback from students**

Minutes for IQAC on 9th July 2021

Meeting: 9th July .2021

The IQAC meeting for the Academic session 2020- 2021 was held on 9th July. 2021. The following members attended the meeting

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

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

Item; 1 To approve previous minutes held on 9th March 2021 and subsequent action taken

The previous meeting of IQAC was held on 9th March 2021 from 4:00 – 5:00 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 and approve the guidelines to be followed for the Autonomy Inspection scheduled in April 2021	The members discussed on the guidelines to be followed for the scheduled Autonomy Inspection in the month of April 2021. The members felt the all the records in every section to be reviewed and updated. The college website updating is most important and the heads/in charges were asked to send their revised data to IQAC for uploading in the website.
To review the previous Autonomy Report and action taken.	The previous Autonomy report was read out and the members reviewed and discussed point by point, the action taken for each item and how to present better in the upcoming Autonomy Inspection.
To inform all the departments to prepare departmental ppts	The members felt that all the Heads/In charges should take an active initiation to prepare Power Point Presentations highlighting the Departmental activities, which would be reviewed by the IQAC members.

Item – 2: To discuss and approve the guidelines to be followed for taking feedback from stakeholders.

Resolution: The members felt that feedback from stakeholders is an important exercise of IQAC. So, the collecting of feedback and the evaluation process should be authentic and transparent without any discrepancy. So, the questionnaire was reviewed for each feedback form on Teachers, Courses, Exit and Student Satisfaction Survey.

Item – 3: To discuss the method of Feedback & Evaluation.

Resolution: The members decided to create Google Forms for all types of evaluation and to be shared in the WhatsApp groups of students for feedback on Teachers, Courses, Exit and Student Satisfaction Survey. So, the evaluation process will also be easy for consolidation.

Item – 4: To distribute the work among the members taking the Feedback from students & other Stakeholders.

Resolution: The members decided to share the work groupwise and do a regular follow until the evaluation process completes. It was also decided that all the links for evaluation would be shared to the Heads/in charges of the Departments and they would in turn motivate the students to complete the feedback.

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 Sept/Oct 2021

Dr. T. Bhaskara Sudha

Dr. T. Bhaskara Sudha

Coordinator, IQAC

Dr. Sr. Shyji

Dr. Sr. Shyji
PRINCIPAL

St. Joseph's College for Women
(Autonomous)

VISAKHAPATNAM - 530 004

St. Joseph's College For Women (A) Visakhapatnam
MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)
Academic Year 2021

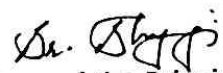
NOTICE

This is to inform to all the Heads/in charges of the Departments and other members of IQAC to attend for a meeting dt: 09-03-2021 Time: 4:00 PM to 5:00 PM, Venue: seminar Hall. The following is the agenda for the meeting

AGENDA

1. To approve previous minutes held on 27th January 2021 and subsequent action taken
2. To discuss and approve the guidelines to be followed for the Autonomy Inspection scheduled in April 2021
3. To review the previous Autonomy Report and action taken
4. To inform all the departments to prepare departmental ppts

Signature of the IQAC Coordinator


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

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

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2021

Date: 09-03-2021, Time: 4:00 -5:00 PM Venue: Seminar Hall

AGENDA

- 1. To approve previous minutes held on 27th January 2021 and subsequent action taken**
- 2. To discuss and approve the guidelines to be followed for the Autonomy Inspection scheduled in April 2021**
- 3. To review the previous Autonomy Report and action taken**
- 4. To inform all the departments to prepare departmental ppts**

Minutes for IQAC on 9th March 2021

Meeting: 9th March .2021

The IQAC meeting for the Academic session 2020- 2021 was held on 9th March. 2021.
The following members attended the meeting

S. No.	Designation	Name of the Person	Signature
Chairperson			
01	Principal	Dr. Sr. Shyji	<i>Dr. Shyji</i>
Members			
02	Vice-Principal	Sr. Hema	<i>Sr. Hema</i>
03	Head Dept of Home Science	Dr. Y. Lakshmi Prabha	<i>Lakshmi Prabha</i>
04	Head Dept of Zoology	Mrs. E Harini	<i>E. Harini</i>
05	Public Relation Officer SJCW	Ms. D. A. Ramani	<i>D. A. Ramani</i>
06	P.G Director	Dr. P Aruna Devi	<i>P. Aruna Devi</i>
07	Controller of Examination	Dr. Bhushanavathi	<i>P. Bhushanavathi</i>
08	Faculty Dept of Chemistry	Dr. P Sarada	<i>P. Sarada</i>
09	Head Dept of Mathematics	Dr K. Sujatha	<i>K. Sujatha</i>
10	Librarian	Dr. Fathima Rani	<i>Y. Fathima Rani</i>
11	In-charge Head Dept of Commerce & Management	Dr. N. Jyothi	<i>N. Jyothi</i>
12	IQAC Coordinator	Dr. T. Bhaskara Sudha	<i>Dr. T. Bhaskara Sudha</i>

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

Item; 1 To approve previous minutes held on 27th January, 2021 and subsequent action taken

The previous meeting of IQAC was held on 27th January 2021 from 2:45 -3:45 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 the new composition of Internship/Field Project Committee	The members discussed on the composition of the internship / Field Project Committee and decided that the departments who have internship/field projects, the head/in charge of the department should be member of the committee
To discuss and approve the guidelines to be followed for student internships/ Field Projects	The members discussed on the tenure of the internships, external agencies involved, the probable funding for the projects, guidelines to be followed for internships / field projects for students was discussed thoroughly.
To discuss the minor /major projects for Faculty	The members felt that the faculty can look for online projects due to pandemic and browse through websites like Indo- US Science and Technology Forum for concerned projects. The external members from Industry had brought to the notice of the chair that the college can approach the Chamber of Commerce in Visakhapatnam for projects for students & faculty, where all the members agreed to it.
To bring up any other point with permission of the chair	The members brought to the notice of the chair that there should be more collaborative activities, especially with UGC or NAAC for knowledge enrichment programs and decided to have one webinar in collaboration with NAAC. On 6 th March 2021 a One-day National Webinar was organized in collaboration with NAAC on the topic 'Institutionalizing Quality through IQAC: Revisiting the AQAR' The resource speaker was Dr. Sujata P. Shanbhag, Advisor NAAC, North Eastern Region.

Item – 2: To discuss and approve the guidelines to be followed for the Autonomy Inspection scheduled in April 2021

Resolution: The members discussed on the guidelines to be followed for the scheduled Autonomy Inspection in the month of April 2021. The members felt the all the records in every section to be reviewed and updated. The college website updating is most important and the heads/in charges were asked to send their revised data to IQAC for uploading in the website.

Item- 6: Review of data for E-AQAR & allotting criteria wise responsibilities to the members.

Resolution: The members felt that for data acquisition, it is better to divide the Criteria wise templates of AQAR of 2018-2019 & 2019-2020 as part of decentralizing the work and allotting templates among Heads/In-charges to speed up the data collection, for the said purpose.

Dr. T. Bhaskara Sudha, IQAC Coordinator, proposed the vote of thanks to all the IQAC members. The next IQAC meeting was proposed in the month of January, 2020

Dr. T. Bhaskara Sudha
Dr. T. Bhaskara Sudha

Coordinator, IQAC

S. Shyji
Dr. S. Shyji
Principal
St. Joseph's College for Women
Principals
VISAKHAPATNAM - 530 004

St. Joseph's College For Women (A) Visakhapatnam
VIRTUAL MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)
Academic Year 2021

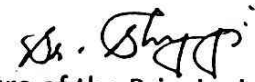
NOTICE

This is to inform to all the Heads/in charges of the Departments and other members of IQAC to attend for a virtual meeting dt: 27-01-2021 Time: 2:45 PM to 3:45 PM, Platform: Google Meet. The following is the agenda for the meeting.

AGENDA

1. To approve previous minutes held on 4th December 2020 and subsequent action taken
2. To review the new composition of Internship/Field Project Committee
3. To discuss and approve the guidelines to be followed for student internships/ Field Projects
4. To discuss the minor /major projects for Faculty
5. To bring up any other point with permission of the chair

Signature of the IQAC Coordinator


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

St. Joseph's College For Women (A) Visakhapatnam
VIRTUAL MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)
Academic Year 2021

Date: 27-01-2021, Time: 2:45:PM to 3:45 PM Google Meet

AGENDA

- 1. To approve previous minutes held on 4th December 2020 and subsequent action taken**
- 2. To review the new composition of Internship/Field Project Committee**
- 3. To discuss and approve the guidelines to be followed for student internships/ Field Projects**
- 4. To discuss the minor /major projects for Faculty**
- 5. To bring up any other point with permission of the chair**

Minutes for IQAC on 27th January 2021

Meeting: 27th January .2021

The IQAC meeting for the Academic session 2020- 2021 was held on 27^h January. 2021.

The following members attended the meeting:

Chairperson	
Dr. Sr. Shyji	Principal
Coordinator of IQAC	
Dr. T. Bhaskara Sudha	Assistant Professor of English
Teacher Representatives	
Dr. P. Sarada	Professor, Dept of Chemistry
Dr. Y. Lakshmi Prabha	Professor & Head Dept of Home Science
Dr. K Sujatha	Professor & Head Dept of Mathematics & Statistics
Ms. E Harini	Head Dept of Zoology
Dr. N Jyothi -	Assistant Professor, Dept of Commerce & Management
Dr P Aruna Devi	PG Director
Dr. Y. Fathima Rani	Librarian
Member from the Management	
Sr Hema	Vice-Principal
Administrative Officer	
Sr Mary	Office Superintendent
Nominee from the Local Societies/Trust, Student & Alumni	
Sri B. Ram Murthy	Secretary Bhagavatula Charitable Trust
Ms. D. A Ramani	Former Head Dept of Office Management (Alumni)
Dr. Saileela	Former Head Dept of Home Science (Alumni)
Ms. D. Sravya	Student Representative
Nominee from Industry/Employers & Stakeholders	
S. Ravi Kanth Reddy	Senior Manager CSV Fluentgrid Limited
Dr. Sachi Devi Kandregula	MPDO -K. Kotapadu Mandal Visakhapatnam Dist
Yandrapu Uma Bharathi	Deputy General Manager, Aimgen Life Sciences
Micro Quality Members	
Mr Srinivas	Assistant Professor Dept of Computer Science
Mrs. K. Prameela Rani	Assistant Professor Dept of English
Dr. Sneha	Assistant Professor Dept of Zoology
Mrs. Mary Vijaya Ratnam	Assistant Professor Dept of Physics
Dr Veerabrahmam	Assistant Professor Dept of Biotechnology
Dr Kanakavalli	Assistant Professor Dept of Sanskrit
Mrs. Pavani	Assistant Professor Dept of Commerce & Management

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

Item; 1 To approve previous minutes held on 4th December 2020 and subsequent action taken

Resolution: The previous meeting of IQAC held on 4th December 2020 from 3:00 PM to 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
Review of Micro Quality Circle members for IQAC and allotting duties and Responsibilities	The members discussed on the selection of Micro Quality Circle representing all the departments and seven members were nominated accordingly.
To conduct a One-day National Webinar on New Educational Policy 2020.	A One- Day National Webinar on ‘New Educational Policy 2020: Quality Enhancement in Autonomous Colleges ‘ was organized on 12 th December 2020 and the resource speaker was Prof. K Ram Mohan Rao Vice-Chairman, APSCHE.
To collect data for Students Progression for Higher Education & Placements of On -Campus/ Off – Campus outgoing batch of 2020.	As part of the data acquisition the members decided that the student progression should be tracked from the outgoing batch of 2020 along with their On-Campus & Off-Campus placements and all the heads of the dept should take the initiative in collecting the data and submitting before 31 st December 2020, which is still under progress
Review of data for E-AQAR & allotting criteria wise responsibilities to the members.	The members felt that for data acquisition, it is better to divide the Criteria wise templates of AQAR of 2018-2019 & 2019-2020 as part of decentralizing the work and allotting templates among Heads/In-charges to speed up the data collection, for the said purpose.

Item: 2 - To review the new composition of Internship/Field Project Committee.

Resolution: The members discussed on the composition of the internship / Field Project Committee and decided that the departments who have internship/field projects, the head/in charge of the department should be member of the committee.

Item:3 - To discuss and approve the guidelines to be followed for student internships/ Field Projects

Resolution: The members discussed on the tenure of the internships, external agencies involved, the probable funding for the projects, guidelines to be followed for internships / field projects for students was discussed thoroughly.

Item:4 - To discuss the minor /major projects for Faculty

Resolution: The members felt that the faculty can look for online projects due to pandemic and browse through websites like Indo- US Science and Technology Forum for concerned projects. The external members from Industry had brought to the notice of the chair that the college can approach the Chamber of Commerce in Visakhapatnam for projects for students & faculty, where all the members agreed to it.

Item: 5 - To bring up any other point with permission of the chair

Resolution: The members brought to the notice of the chair that there should be more collaborative activities, especially with UGC or NAAC for knowledge enrichment programs and decided to have one webinar in collaboration with NAAC.

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 February/March, 2021

Dr. T. Bhaskara Sudha
Dr. T. Bhaskara Sudha
Coordinator, IQAC

Dr. Sr. Shyji
Dr. Sr. Shyji
Principal
(AUTONOMOUS)
VISAKHAPATNAM - 530 004

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

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020


NOTICE

This is to inform to all the Heads/in charges of the Departments to attend for a meeting dt: 04-12-2020 Time: 3:00 PM to 4:00 PM, Venue Room No H1. The following is the agenda for the meeting.

AGENDA

1. Review of previous minutes held on 16th November 2020
2. Action taken report on the decision of the previous meeting.
3. To Review of Micro Quality Circle members for IQAC and allotting duties and responsibilities.
4. To conduct a One-day National Webinar on New Educational Policy 2020.
5. To collect data for Students Progression for Higher Education & Placements of On - Campus/ Off – Campus outgoing batch of 2020.
6. To Review of data for E-AQAR & allotting criteria wise responsibilities to the members

Signature of the IQAC Coordinator


Signature of the Principal
PPINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004

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

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-2020

Date: 04-12-2020, Time: 3:00 PM to 4:00 PM Venue: Room No. H1

AGENDA

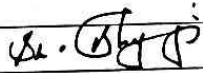

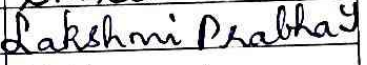


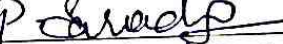
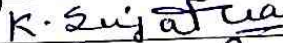
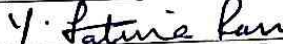
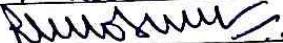
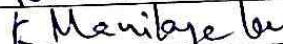



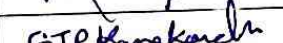

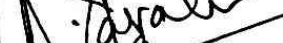





- 1. Review of previous minutes held on 16th November 2020**
- 2. Action taken report on the decision of the previous meeting.**
- 3. Review of Micro Quality Circle members for IQAC and allotting duties and responsibilities.**
- 4. To conduct a One-day National Webinar on New Educational Policy 2020.**
- 5. To collect data for Students Progression for Higher Education & Placements of On - Campus/ Off – Campus outgoing batch of 2020.**
- 6. Review of data for E-AQAR & allotting criteria wise responsibilities to the members.**

Minutes for IQAC on 4th December. 2020

Meeting: 4th December .2020

The IQAC meeting for the Academic session 2020-2021 was held on 4th December. 2020.

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	Mrs. E Harini	
05	P.G Director	Dr. P Aruna Devi	
06	Faculty Dept of Chemistry	Dr. P Sarada	
07	Head Dept of Mathematics	Dr K. Sujatha	
08	Librarian	Dr. Fathima Rani	
09	Head Dept of Physics	Dr Radha Krishna	
10	Head Dept of Botany	Dr. Manikya Kumari	
11	Head Dept of Chemistry	Dr. Mangaveni	
12	Head Dept of Second Languages	Dr. P.K Jayalakshmi	
13	Faculty Dept of Sanskrit	Dr. Kanakavalli	
14	Faculty Dept of Commerce & Management	Mrs. Pavani	
15	Faculty Dept of Commerce & Management	Mrs. M. Jyothi	
16	Faculty Dept of English	Mrs. K. Prameela rani	
17	Faculty Dept of Biotechnology	Dr. Veerabrahmam	
18	In-Charge Head Dept of Psychology	Dr. Siva Shankar Mandal	
19	Faculty Dept of Psychology	Dr. Rajyalakshmi	
20	Faculty Dept of Zoology	Dr Sneha	
21	IQAC Coordinator	Dr. T. Bhaskara Sudha	

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

Item-1: Review of previous minutes held on 16th November 2020

Resolution: The previous meeting of IQAC held on 16th November 2020 at 10:00 AM. The minutes of the meeting were readout with the formal discussion of the IQAC members. These minutes were approved by the members.

Item-2: Action taken report on the decision of the previous meeting.

Recommendations by IQAC Members	Action taken for Implementation & Outcome
To conduct a One-day National Webinar on intellectual Property Rights & Series of Webinar on New Educational Policy.	A One- Day National Webinar on Intellectual Property Rights was conducted on 21 st November 2020 from 3:30-5:30 PM through ZOOM. The Resource Speaker was Mr. Subhajit Saha Director CII, Telangana
To collect data for Students Progression for Higher Education from the outgoing batch	All the Heads and In-Charges of the Departments were asked to collect the data in the prescribed format given to them, which is still in progress.

Item 3: Review of Micro Quality Circle members for IQAC and allotting duties and Responsibilities

Resolution: The members discussed on the selection of Micro Quality Circle Members representing all the departments and decision was taken accordingly.

Item -4: To conduct a One-day National Webinar on New Educational Policy 2020.

Resolution: The members discussed and decided to organize a One- Day National Webinar on New Education Policy 2020 (NEP) , and the title was decided as 'New Educational Policy 2020: Quality Enhancement in Autonomous Colleges " The date was decided as 12th December 2020 and the resource speaker would be Prof. K Ram Mohan Rao Vice-Chairman, APSICHE.

Item-5: To collect data for Students Progression for Higher Education & Placements of On - Campus/ Off – Campus outgoing batch of 2020.

Resolution: As part of the data acquisition the members decided that the student progression should be tracked from the outgoing batch of 2020 along with their On-Campus & Off-Campus placements and all the heads of the dept should take the initiative in collecting the data and submitting before 31st December 2020.

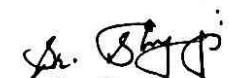
Item- 6: Review of data for E-AQAR & allotting criteria wise responsibilities to the members.

Resolution: The members felt that for data acquisition, it is better to divide the Criteria wise templates of AQAR of 2018-2019 & 2019-2020 as part of decentralizing the work and allotting templates among Heads/In-charges to speed up the data collection, for the said purpose.

Dr. T. Bhaskara Sudha, IQAC Coordinator, proposed the vote of thanks to all the IQAC members. The next IQAC meeting was proposed in the month of January, 2020


Dr. T. Bhaskara Sudha

Coordinator, IQAC


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

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

Academic Year 2020


NOTICE

This is to inform to all the IQAC members to attend for a meeting dt: 16-11-2020 Time: 10:00 AM Venue IQAC Room. The following is the agenda for the meeting.

AGENDA

1. Review of previous minutes held on 3rd August 2020
2. Action taken report on the decision of the previous meeting.
3. To conduct a One-day National Webinar on intellectual Property Rights & Series of Webinar on New Educational Policy.
4. To collect data for Students Progression for Higher Education from the outgoing batch.

Signature of the IQAC Coordinator


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

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

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2019-2020

Date: 16-11-2020, Time: 10:00 AM to 11:00 AM Venue: IQAC Room

AGENDA

- 1. Review of previous minutes held on 3rd August 2020**
- 2. Action taken report on the decision of the previous meeting.**
- 3. To conduct a One-day National Webinar on intellectual Property Rights & Series of Webinar on New Educational Policy.**
- 4. To collect data for Students Progression for Higher Education from the outgoing batch.**

Minutes for IQAC on 16th Nov. 2020

Meeting: 16th Nov.2020

The IQAC meeting for the Academic session 2020-2021 was held on 16th Nov. 2020. The following members attended the meeting:

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

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

Item-1: Review of previous minutes held on 3rd August 2020

Resolution: The previous meeting of IQAC held on 3rd August 2020 at 10:00 AM. The minutes of the meeting were readout with the formal discussion of the IQAC members. These minutes were approved by the members.

Item-2: Action taken report on the decision of the previous meeting.

S. No	Recommendations by IQAC Members	Action taken for Implementation & Outcome
1	To reform the composition of IQAC	New members form Industry, Stakeholders, Employers were considered and taken accordingly.
2	To begin the classwork for the Academic year 2020-2021	The date of reopening for classwork was on 5 th August 2020,
3	To begin the On-line classes and to usage of LMS	On-line classes for Semester-III & Semester-V for Degree & PG students was started from 5 th Semester and the mode of teaching was decided as Google Meet & Zoom.
4	To review the submission of E-AQAR for 2019-2020	The E-AQAR was reviewed criteria wise and each criterion was endorsed to the members to cumulate the data.

5	To encourage to start virtual Department Activities	Departments conducted number of Guests lectures/ Webinars for enriching the knowledge of the students. Clubs in the college have also started conducting activities virtually through Google Meet.
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Item-3: To conduct a One-day National Webinar on intellectual Property Rights & Series of Webinar on New Educational Policy.

Resolution: It was decided to conduct a One-day Webinar on Intellectual Property Rights, for Faculty and the topic as 'Intellectual Property Rights & Innovation Driven Research'. Date was set as 21st November, 2020, & the Resource Speaker as Mr. Subhajit Saha, Director, CII Telangana, platform through ZOOM. A series of Webinars on New Educational Policy was decided to organize by the members and the date for the webinar was proposed on 12th December 2020.

Item -4: To collect data for Students Progression for Higher Education from the outgoing batch:

Resolution: It was decided by the members to collect the data form the outgoing batch. The heads of the departments were informed and Google Sheets were shared to them to fill the details of Student Progression for Higher Education

Dr. T. Bhaskara Sudha, IQAC Coordinator, proposed the vote of thanks to all the IQAC members. The next IQAC meeting was proposed in the month of December, 2020

Dr. T. Bhaskara Sudha
Dr. T. Bhaskara Sudha

Coordinator, IQAC

Dr. Sr. Shyji
Dr. Sr. Shyji

Principal
PRINCIPAL
St. Joseph's College for Women
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