



SIR C R REDDY COLLEGE FOR WOMEN (Estd : 1987)

Affiliated to ADIKAVI NANNAYA UNIVERSITY, Rajamahendravaram

Vatluru, Eluru - 534007

e-mail : sircrrwomen.principal@gmail.com

Website : www.sircrrwomen.ac.in

Phone : 08812-231192

Minutes of Meeting
of
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

2018-2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Vatluru(Post), Pedapadu Mandal, (A.P)

MEETING-1

NOTICE

Date: 10th Sep 2018

This is to inform the members of IQAC, that there will be an IQAC meeting on 14th Sept 2018 at 1.30pm in the IQAC/NAAC hall. We look forward to your presence and suggestions for our quality assurance and improvement measures.

Agenda:

1. To establish the IQAC committee.
2. To delegate responsibilities to senior faculty aligning with NAAC criteria.
3. To designate staff members to each criterion.
4. To arrange a medical camp for conducting staff laboratory tests by Medal Lab.
5. To administer the second mid-semester examinations.
6. Discussion of additional matters, contingent upon the chair's approval.



Signature of IQAC coordinator

MEETING-1

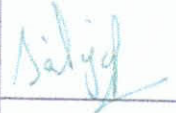
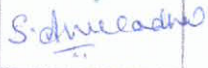
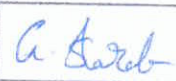
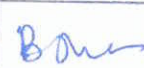
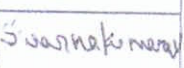
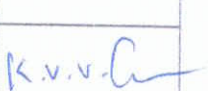
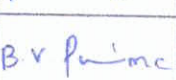
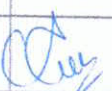
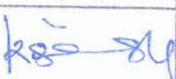
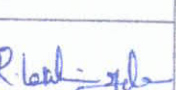
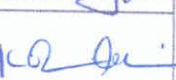
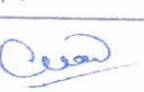
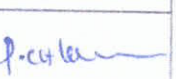
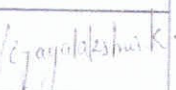
14thSept 2018

The IQAC meeting was convened at IQAC/NAAC hall on 14th September at 1.30pm under the chairmanship of the principal Smt. P.Sailaja.

Agenda:

1. To establish the IQAC committee.
2. To delegate responsibilities to senior faculty aligning with NAAC criteria.
3. To designate staff members to each criterion.
4. To arrange a medical camp for conducting staff laboratory tests by Medal Lab.
5. To administer the second mid-semester examinations.
6. Discussion of additional matters, contingent upon the chair's approval.

Members of IQAC attended for the meeting 2018-19

S.No	Name and Designation	Member type	Category	Signature
1	Smt. P.Sailaja Principal, Sir C.R.Reddy College for Women	Chairman of IQAC	Head of the Institution	
2	Smt. S Anuradha Vice Principal, Academic Coordinator	Coordinator, IQAC	Senior administrator	
3	Smt. G Sarala Vice Principal, Administrative Coordinator	Member	Senior administrator	
4	Mrs. B. Tulasi Koteswari Bai, Controller of Examinations	Member	Senior administrator	
5	Mrs. V.Swarna Kumari HOD Dept. of English	Member	Teacher representative	
6	Mr. K.V.V.Srinivas HOD Dept. of Computer Science	Member	Teacher representative	
7	Dr. B. Valli Poornima HOD P.G. Dept. of Chemistry	Member	Teacher representative	
8	Dr. Ch.Swapna Co-Ordinator, Research & Development	Member	Teacher representative	
9	Mrs. M.Durga HOD Dept. of Commerce	Member	Teacher representative	
10	Mrs. K.Sirisha HOD Dept. of Physics	Member	Teacher representative	
11	Mrs. V.D.Ratna Kumari HOD Dept. of Mathematics	Member	Teacher representative	
12	Mrs. R.L.Syamala HOD Dept. of Statistics	Member	Teacher representative	
13	Smt. K. Jhansi Lakshmi Lecturer, Dept of Computer Science	Member	Teacher representative	
14	Mrs. K.Sirisha Librarian	Member	Incharge of library	
15	Sri Ch. Viswanadha Rao Correspondent	Member	Management representative	
16	Mrs. P.Ch.Kumari Office Superintendent	Member	Senior administrative officer	
17	Sri A. V. Subrahmanyam Employer & Industrialist	Member	Nominee from Industrialists	
18	Mrs. K.Vijaya Lakshmi Member of Alumni	Member	Nominee from Alumni	
19	Ms. A. Geetha, III B.Sc (MPC)	Member	Nominee from student	

Resolutions:

1. The IQAC committee has been formed, and respective duties have been allocated to its members.
2. Seven criteria were thoroughly discussed, and criterion in charges have been appointed.
3. Staff members have been assigned to each criterion for effective implementation.
4. A resolution has been passed to organize a medical camp, facilitating laboratory tests by Medal Labs for the staff.
5. A resolution has been made to conduct the second mid-semester examinations.
6. It has been resolved to focus efforts on supporting academically struggling students.



Signature of IQAC coordinator



Signature of the Principal
Principal
Sir C.R.Reddy College for Women
ELURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Vatluru(Post), Pedapadu Mandal, (A.P)

MEETING-2

NOTICE

Date: 26th Nov 2018

This is to inform the members of IQAC, that there will be an IQAC meeting on 30th Nov 2018 at 2.30pm in the IQAC/NAAC hall. We eagerly anticipate your attendance and valuable input towards enhancing our quality assurance and improvement initiatives.

Agenda:

1. Discussion on Potential Collaborations with Industries, Institutions, or Organizations.
2. To organize Cultural Week celebrations for staff and students
3. To Arrange a Valedictory ceremony for prize winners
4. To Develop the Annual Curricular Plan for the even semester
5. To Establish Teaching Diaries for the even semester
6. To Strategize activities under all departments
7. To Discuss any other matters, subject to the Chair's permission
8. To Conduct an Awareness program by AP Women and Child welfare Association



Signature of IQAC coordinator

MEETING-2

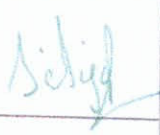
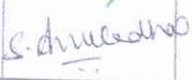
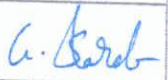
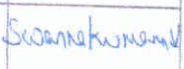
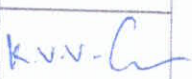
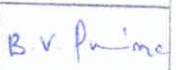
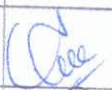
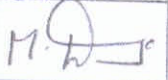
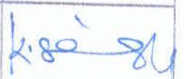
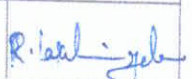
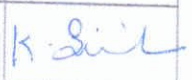
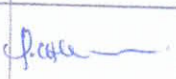
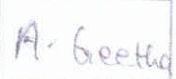
30th Nov 2018

The IQAC meeting was convened at IQAC/NAAC hall on 30th Nov 2018 at 2.30pm under the chairmanship of Principal Smt P.Sailaja.

Agenda:

1. Discussion on Potential Collaborations with Industries, Institutions, or Organizations.
2. To organize Cultural Week celebrations for staff and students
3. To Arrange a Valedictory ceremony for prize winners
4. To Develop the Annual Curricular Plan for the even semester
5. To Establish Teaching Diaries for the even semester
6. To Strategize activities under all departments
7. To Discuss any other matters, subject to the Chair's permission
8. To Conduct an Awareness program by AP Women and Child welfare Association

Members of IQAC attended for the meeting 2018-19

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18	Mrs. K.Vijaya Lakshmi Member of Alumni	Member	Nominee from Alumni	
19	Ms. A. Geetha, III B.Sc (MPC)	Member	Nominee from student	

Resolutions:

1. We've decided to create a special team to explore potential collaborations with industries, institutions, or organizations. They'll study possible partnerships, see how they can benefit us, and present their findings and suggestions in a detailed report within two months for us to consider.
2. A unanimous resolution has been passed to enthusiastically celebrate a Cultural Week dedicated to fostering cultural exchange and engagement among the staff and student community.
3. A resolution has been made to organize and conduct a formal valedictory function dedicated to honoring the achievements of prize-winning individuals within the institution.
4. It has been resolved to meticulously devise and structure the curricular plan for the upcoming even semester in alignment with institutional objectives.
5. A resolution has been passed to commence the practice of maintaining teaching diaries for faculty members to effectively organize their teaching methodologies and strategies.
6. It has been resolved to collaboratively strategize and plan diverse academic, extracurricular, and administrative activities across all departments to enhance institutional engagement.
7. A resolution has been made to conduct a rally on AIDS Day, aiming to raise awareness and promote understanding about AIDS-related issues within the community.
8. It has been decided to partner with AP Women and Child Welfare Association to host and execute an awareness program focused on crucial topics regarding the welfare of women and children within the community.

Signature of IQAC coordinator

Signature of the Principal

Principal
Sir C.R.Reddy College for Women
ELURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Vatluru(Post), Pedapadu Mandal, (A.P)

MEETING-3

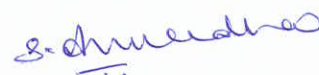
NOTICE

Date: 1st Feb 2019

This is to inform the members of IQAC, that there will be an IQAC meeting on 5th Feb 2019 at 1.30pm in the IQAC/NAAC hall. Your attendance and valuable insights pertaining to our quality assurance and enhancement strategies are greatly anticipated.

Agenda:

1. Discussion on Implementing and Streamlining Activities Filing Procedures for NAAC Compliance
2. To organize the College Annual Day
3. To Arrange an Awareness Program on "Road Safety" by the Road and Transport Department
4. To Organize a Driving License Mela in the College Campus
5. To Conduct a Seminar on "Android and Python"
6. To Arrange a Guest Lecture on Vedic Maths
7. Preparation for Even Semester Examinations
8. To Review and Confirm the Minutes of the Previous Meeting
9. Any Other Matters


Signature of IQAC coordinator

MEETING-3

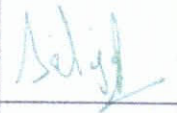
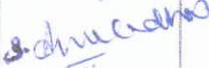
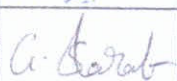
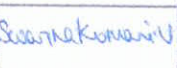
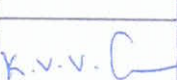
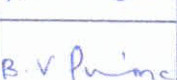
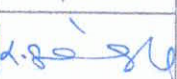
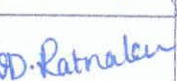
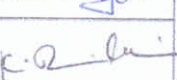
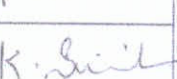
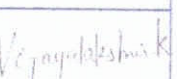
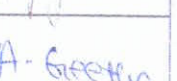
5th Feb 2019

The IQAC meeting was convened at IQAC/NAAC hall on 5th February at 1.30pm under the chairmanship of Principal Smt P.Sailaja.

Agenda:

1. Discussion on Implementing and Streamlining Activities Filing Procedures for NAAC Compliance
2. To organize the College Annual Day
3. To Arrange an Awareness Program on "Road Safety" by the Road and Transport Department
4. To Organize a Driving License Mela in the College Campus
5. To Conduct a Seminar on "Android and Python"
6. To Arrange a Guest Lecture on Vedic Maths
7. Preparation for Even Semester Examinations
8. To Review and Confirm the Minutes of the Previous Meeting
9. Any Other Matters

Members of IQAC attended for the meeting 2018-19

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19	Ms. A. Geetha, III B.Sc (MPC)	Member	Nominee from student	

Resolutions:

1. The committee has unanimously agreed to form a task force comprising representatives from various departments. This task force will evaluate current filing procedures, identify areas for enhancement, and propose a structured framework aligned with NAAC standards within the next month. The task force will regularly report its progress and findings to the IQAC for further review and implementation guidance.
2. The decision is made to actively plan, organize, and execute the College Annual Day event to commemorate achievements and celebrate the academic and extracurricular successes of the institution.
3. It is resolved to collaborate with the Road and Transport Department to conduct an impactful awareness program focused on road safety within the community.
4. The decision is made to facilitate and conduct a Driving License Mela within the college premises to assist and streamline the process of obtaining driving licenses for students and staff.
5. It is resolved to conduct a seminar addressing the topics of Android and Python, aiming to enhance knowledge and skills in these technological domains.
6. The decision is made to organize and host a guest lecture session dedicated to exploring and understanding Vedic Mathematics, enriching the academic discourse within the institution.
7. It is resolved to diligently prepare and equip students, faculty, and staff for the forthcoming even semester examinations through systematic planning and preparation.
8. The decision is made to review, verify, and confirm the accuracy of the minutes documented from the previous meeting, ensuring the correct recording of discussions and decisions.
9. An acknowledgment is made to entertain any additional topics or matters that may arise for discussion during the meeting, allowing flexibility to address diverse concerns or ideas.


Signature of IQAC coordinator


Signature of the Principal
Principal
Sir C.R.Reddy College for Women
ELURU