

ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
Autonomous - NAAC Re-Accredited
O.U. Campus, Hyderabad – 500 007

IQAC-Internal Quality Assurance Cell
Minutes of the 20th IQAC Meeting

The 20th IQAC meeting was held on 26th April'16 at 3:30 PM .The following are the minutes of the meeting.

The following were present

Members:

- Dr.GN Bhagyarekha principal,
- Dr.K.Karuna Devi (IQACCoordinator)
- Prof.Vidyadhar Reddy,
- Prof. I B. RamaprasadRao
- ChS.ArvindSharma
- Dr.S.Sunanda
- Ms.G.Sukanya,
- Mr.Satyanarayan.

Special Invitees:

- Mr.Veerabadriah
- Dr.Diwakarachary
- Dr.Jhansi Rani

Members could not attend the meeting:

- Ms.P.Vijaya,
- Ms.A.Padmalatha,
- Dr.K.Kiranmai,
- Ms.Sruthi,
- Ms.R.Keerthipriya,
- Ms.Madhavi

20.1 Confirmation of the minutes of the 19th IQAC meeting

The Minutes of the 19th IQAC Meeting held on 17th Nov'2015 were confirmed by the members.

20.2 Action taken on the minutes of the previous meeting (19th IQAC)

19.2.1 Curricular aspects:

All the members accepted to follow the same pattern to conduct the internal exam and not to have it in Zero hour.

19.2.2 Teaching, Learning and Evaluation:

Members suggested that the teachers who attend a seminar or workshop should submit a summary of their presentation and share it with other faculty members.

19.2.3 Research, Consultancy and Extension:

Resolved to compile a list the list of projects completed and projects ongoing with details such as dates of submission/completion, source, amount sanctioned , present status of settlement etc. in the next meeting. The members opined that a concerted effort is needed to encourage teachers to take necessary steps to close the completed projects and apply for New projects, seminars/Workshops etc..

19.2.4 Students Support and Progression

Resolved to encourage students to participate/present paper in seminars.

19.2.5 Infrastructure and Learning Resources

Resolved to renovate washrooms and take necessary steps to rectify lacunae pointed out by the visiting committees (Academic audit, NAAC peer team etc.)

19.2.6 Governance and Management

- Resolved to submit the Autonomy extension document to the UGC through proper channel by 30th April, 2016.

- Resolved to install Rainwater harvest pits with the help of GHMC. Due publicity may be given to the efforts made in this regard.
- Resolved to take immediate steps to update the website of the college and maintain regularly. Efforts may be made to integrate in to DigitalIndia initiative of the Govt. of India.
- Resolved to apply for “Kaushalya”/Skill development programs of the UGC.

**ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
Autonomous - NAAC Re-Accredited
O.U.Campus, Hyderabad – 500 007.**

Meeting Notice

Dt: 08.08.2016

Dear Sir/ Madam,

**Sub: 21st meeting of IQAC on 11th August '16 at 2.00 pm in Board Room -
Regarding.**

With reference to the subject cited above, I am sending herewith the notes on the agenda for your kind perusal.

You are requested to kindly make it convenient to attend the meeting.

**Yours faithfully,
IQAC Coordinator.**

**To
All the IQAC members**

Agenda for the 20th IQAC Meeting:

- 20.1 Confirmation of the 20th meeting minutes held on 26th April 2016
- 20.2 Action taken on the minutes of the previous meeting
- 20.3 Report on the activities since previous meeting
- 20.4 Items for information
- 20.5 Dissemination of information and quality circle
- 20.6 Identification of parameters and bench marks
- 20.7 Any other matter with the permission of the Chair.

**ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
O.U.Campus, Hyderabad – 500 007
Autonomous - NAAC Re-Accredited**

**IQAC
Agenda Notes**

21.1 Confirmation of the minutes of the 20th IQAC meeting

21.2 Action taken on the minutes of the previous meeting (19th IQAC)

20.2.1 Curricular Aspects.

20.2.2 Teaching, Learning and Evaluation

- As per the suggestions the Deans are informed to maintain a record of departments achievements - faculty members who attend a seminar or workshop should give a summary of their presentations and share it with other faculty members.

20.2.3 Research, Consultancy and Extension

- As per the suggestion by the members a table is presented of the projects completed with dates of submission and projects ongoing in the next meeting – copy enclosed
- The faculty is encouraged to apply for New projects, seminar/Workshop and also to publish articles in reputed journals.

20.2.4 Students Support and Progression

- As per the suggestions of the members students will be encouraged to participate/present paper in seminars.

20.2.5 Infrastructure and Learning Resources

- The washrooms are renovated.
- Napkin crushers are installed in washrooms.

20.2.6 Governance and Management

- The Autonomy report is submitted to UGC on 10th May, 2016 – copy enclosed
- Tree plantation programme is taken up under Haritha Haram programme.

20.4 Identification of Parameters and Bench marks

- Digital AMS- updating of website

The works not taken up of the last meeting:

- The members suggested having Rainwater harvest pits with the help of GHMC. This will be taken up shortly.
- Digital AMS- updating of website.
- To download schemes or project from UGC Website specially “Kaushalya”/Skill development and apply for it.
- The members stressed on having more MoU’s in the college – the departments are informed to atleast have one MoU from this academic year.

21.3 Reports on the activities since previous meeting

Activities

Curricular aspects:

- BOS meeting of all depts. for 2016-17 were conducted.
- The college reopened on 13th June’ 16

Teaching learning and evaluation:

- Results of II, IV & VI semesters were declared on 14th June, 2016.
- 1st Internal for the II & III year were conducted from 25th-28th July, 2016
- The classes for the I years have started from 4th July, 2016 because of the online admissions.

Research, Consultancy & Extension:

- Dr. J.Saritha HOD Commerce was awarded Ph.D. on the title “*Perfomance of NGO’s with reference to Women empowerment*” on 27th April, 2016.
- Dr.Shantisudha, Dept. of Chemistry, Ms .P.Rajyalakshmi HOD English, and Dr.K.Karuna Devi Dept. Of English submitted their Minor Research Projects

- Dr.Kiranmai, Dr. Jhansi, Dr.Karuna and Dr. ShanthiSudha attended an Orientation programme on *Gender Sensitization* course held on 3rd & 4th June, 2016, sponsored by State Project Directorate RUSA organized by CCE Govt. Of Telangana at JNTU.
- Dr.K.Karuna attended BOS meeting as a member in UG in Dept. of English at Arts college O.U on 13th June,2016 at 10am
- Dr.K.Karuna, NSS PO,attended NSS meeting in connection with TelanganakuHaritha Haram, Tree plantation programme on 13th June,2016 at 3.30 pm at PGDDER,O.U
- Dr.Sridevi, Lect in Phy. Education and Ms.P.Rajyalakshmi, HOD, Dept. of English attended International workshop on “Recent Trends in *Physical Education & Sports Industry* “on 26th &27th June, 2016.
- Ms. P.Rajyalakshmi&Dr.K.Karuna Devi attended Departmental Conference at Arts College OU on 2nd July, 2016 at Arts College, Osmania University.
- Dr.Jhansi Rani HOD Public administration attended a workshop organized by Dept. Of Public Administration, Osmania University at Arts college on 2nd July, 2016.

Student Support & Progression:

- In connection with DurgabaiDeshmukhJayanthi essay writing competitions were conducted. Ms. K. Akhila of B.Sc. (BZC) II year and Ms. K.Ramya of B.A II year received I &II prize
- On account of *World Environment Day* 5th June’16 the Dept. of Botany organized awareness programme and also took up cleaning of the nursery in the college campus
- On the occasion of *World Music Day* 21st June’16 the Dept. of Telugu and Mathematics conducted singing competition.
- On the occasion of *International Yoga Day* 21st June’16 the Dept. of Physical Education conducted Yoga demonstration to the staff and students
- On the occasion of our founder president Dr. DurgabaiDeshmukh’s birthday we participated in the Memorial lecture on “*Women – Marchinga Head*” at Central Office
- The Eco-club of the college along with NSS & NCC participated in the *TelanganakuHarithHaaram* programme and planted more than 800 plants in the college campus.

- NSS volunteer P.Sharda of B.Com II yr. participated in National Integration camp at Bhuvaneshwar from 10 to 17 July, 2016'
- 20 students of B.Sc.(MScs) II and III yr. participated in essay writing competition and Ppt presentations on account of statistics day on 29th June 2016 conducted by NSSO at PGRDE,OU.

Governance and management:

- Enhanced B.Sc./MScs and Biotech, B.Com Computers fee with rupees two thousand to meet the financial requirement of faculty remuneration and other expenditure under self-finance mode.
- On the occasion of the founder president of the college Dr.Durgabai Deshmukh's death day 19th May' 16 clothes were distributed to the attenders of the college.
- AQAR was submitted to NAAC online on 5th Aug' 2016.

Innovative practices:

- Online attendance submission
- Students Quality Assurance Cell (SQAC) is formed.

21.4 Items for information

- The Autonomy report is submitted to UGC 5th May, 2016.
- SQAC is formed.
- The AQAR submitted on 5th Aug' 2016.
- The vol.2 issue 3 of PRAVEENYA IQAC Newsletter is brought out.

21.5 Dissemination of information and Quality circles

- Upgrading of website.
- To have MO U'S

21.6 Identification of parameters and bench marks

21.7 Other matters for discussion

- Orientation programme for Ist years
- Motivation lecture for Faculty.

ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
O.U.Campus, Hyderabad – 500 007 Autonomous - NAAC Re-Accredited

IQAC
Agenda Notes

17.1 Confirmation of the minutes of the 16th IQAC meeting

The minutes of the 19th IQAC Meeting held on..... No comments were received so the 19th IQAC meeting minutes are confirmed.

17.2 Action taken on the minutes of the previous meeting (16th IQAC)

16.2.1 Curricular Aspects.

16.2.2 Teaching, Learning and Evaluation

16.2.3 Research, Consultancy and Extension

16.2.4 Students Support and Progression

16.2.5 Infrastructure and Learning Resources

16.2.6 Governance and Management

16.4 Identification of Parameters and Bench marks

16.5 Feedback from others

17.3 Reports on the activities since previous meeting

Activities from Oct' 2015 to 30th Jan'

Curricular aspects:

- All the departments conducted BOS meeting & the syllabus for the next academic year is approved.

Teaching learning and evaluation:

- The II Internal of II, IV & VI semester were held from 6th Feb' 15 to 10th Feb' 15.
- The semester end examinations of II, IV & VI have commenced from 25th Mar' 15 to 13th Apr' 15.

Research, Consultancy & Extension:

- Ms.A.Padmalaatha took over as Incharge Controller of Examinations in Jan' 15.
- Dr.K.Karuna Devi, Lecturer in Dept. of English, is extending her services to Osmania University English Language Training Centre, Arts College by taking one period of two hrs. per week, a short term course (5 months) for foreign students from 5th Jan' 15 onwards.
- Dr.Shaaradha, Head Dept. of Hindi is elected as Add.Gen.Secretary of Telangana Aided College Teachers Association (TACTA) on 8th Mar'15. This is the first body formed in Telangana State.
- Dr. K.Karuna Devi was invited as resource person on communication and employability skills to the students of RGKUT IIIT, Kadapa from 25th to 30th Mar' 15.

Infrastructure and learning resource:

- All the departments purchased books for the library worth Rs. 2,50,000/-
- Laptop was purchased under the IQAC budget.

Student Support & Progression:

NSS winter special camp was organized by NSS unit I & II at Edulabad & Mairipallyguda, Ranga Reddy Dist. From 30th Jan' 15 to 5th Feb' 15.

- Gandhi Vardhanthi was observed on 30th Jan' 15 in Gandhi Bhavan. Mr. Lavanam, a true Gandhian was the Chief Guest to the function.
- Matrubhasha Dinotsavam was organized by Dept. of Telugu on 21st Feb' 15, Ms.Rajani, Lecturer in Telugu, _____ was the chief guest.
- Nine Gandhi Bhavan Meetings were conducted by all the departments of the college from Jun' 14 to Feb' 15.
- College organized Annual Sports Day on 26th Feb'15. Prof.Satyanarayana, Director of Physical Education, OU was the Chief Guest.
- Dept. of Botany organized a workshop on "Bonsai" in the botany lab on 23rd Feb'15.
- College celebrated its college day on 3rd Mar'15, Dr, Vanitha Datla, CFO, ELICO Ltd.
- Five students of MSCS final year participated in the YOGA tournament held at Kurukshetra from 17th to 25th Mar' 15.

Governance and management:

- Urgent Finance Committee Meeting was held on 2nd Feb' 15.

Innovative practices:

17.4 Items for information

- Under the IQAC budget a new laptop worth Rs.35,000/- is purchased.

17.5 Dissemination of information and Quality circles

- To have a quality circle of staff and students to work towards quality .
- Statistical analysis by students on teaching faculty for their teaching performance is completed.

17.6 Identification of parameters and bench marks

17.7 Feedback from other institutions

17.8 Others matters

ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
O.U.Campus, Hyderabad – 500 007 Autonomous - NAAC
Re-Accredited
IQAC
Agenda Notes

17.1 Confirmation of the minutes of the 17th IQAC meeting

The minutes of the 17th IQAC Meeting held on 22nd April' 2015.

17.2 Action taken on the minutes of the previous meeting (16th IQAC)

16.2.1 Curricular Aspects.

16.2.2 Teaching, Learning and Evaluation

16.2.3 Research, Consultancy and Extension

16.2.4 Students Support and Progression

16.2.5 Infrastructure and Learning Resources

16.2.6 Governance and Management

16.4 Identification of Parameters and Bench marks

16.5 Feedback from others

17.3 Reports on the activities since previous meeting

Activities from May–July 15

Curricular aspects:

- The department of English has revised its Ist year's syllabus and it is approved by the BOS of the department.

Teaching learning and evaluation:

- PG results of M.SC Maths with computers, M.SC Chemistry and M.Com results of I YrI sem under autonomy were declared on 18.04.2015
- The Results of semester end examinations of II, IV & VI were declared on 24th June 2015.

Research, Consultancy & Extension:

- Dr, Rajeshwari, Ms.P. Sarada, Dr. Shaaradha and Ms. Jhansi Rani attended one day seminar on 'Strength of Higher Education in Telangana state and Introduction of CBCS at UG level' on 17TH May 2015 at Kasturba Gandhi College, Marredpally, Hyderabad.
- Dr. K.Karuna Devi dept. of English is nominated by the dept. of English, OU as a member of BOS for a period of two years for the academic year 2015 to 2017.
- Dr. K.KarunaDevi, is given opportunity to give guests lectures at J.E.T.L () on written and oral communication skill at OU, organized by English Language Training Centre O.U from 25th May to 15th July, 2015 .
University 28th June to 4th June 2014
- I/C Principal Ms. P.Rajyalakshmi , Ms.P.Sarada on 27th June 2015 at R.B.V.R.R College attend one day seminar on ' Introduction of CBCS System' K.ShreeHari Minister for Higher Education was the Chief Guest
- K.Jhansi Rani, Dept. of Public Administration, is nominated as a member of PG BOS, Dept.of Public Administration, Osmania University, Hyderabad and BOS, Dept. of Public Administration Government Degree College for Women, Begumpet
- K.Jhansi Rani, Dept. of Public Administration AMS ASCW Presented a paper in the First National Young Scholars Conferences in Public Administration with the title 'Right to Information Act as are Instrument of Transparency and Accountability in Administration' on May 7 & 8 at Central University of Jammu.

Infrastructure and learning resource:

- Audio conference equipment-1, Esoft software-1, Almirahs-16, Staff Tables-18, Staff Chairs-16, Plastic chairs-49, Computer tables-4, Computer chairs-5, Xerox machine-1, Computers-30, English and Maths software, Invertors - 6 were purchased,

Student Support & Progression:

- NSS Volunteer of B.Sc BZC Miss K.Sumati was selected to attend National Integration Camp at Mumbai.
- International Yoga Day was celebrated on 22nd June. the Guest to the program was our former student MsKalpana who has done her Masters in Yoga . A one month free Certificate course is given to the students.
- Eco Club celebrated TelanganaHaritha Haram on July 3rd by planting trees in college campus.
- Dr. K.Karuna Devi, NSS PO of unit III organized special camp at Faculty club in Osmania University from 1st to 7th July, 2015.

Governance and management:

- Dr.Durgabai'svardhanthi was observed on 9thMay,2015.Clothes weredistributed to all the supporting staff.
- UGC review meeting was conducted on 03.7.2015 in the Board room. Prof.PSN Reddy , Prof. Ramprasad, Prof. Suryanarayana, Prof.Rajender and various coordinators (Academic Coordinator, IQAC Coordinator, CBCS Convenor, Member Secretary and Controller of Examination) attended.

Innovative practices:

17.4 Items for information

- HOD, Dept of Public Administration, MSK.Jhansi Rani's paper with the title 'The Right to Information Act as a Tool for Good Governance' has been selected for presentation at Narayan Technological University Conference, Singapore on Nov,20-21,2015.
- Three senior staff members were given an opportunity to attend DPC for filling up of Principal position on regular basis on 3rd June 2015 at Central office AMS Vidyanagar.
- Ms. Jhansi Rani, HOD, Public Administration, is awarded Ph.D. degree on 20th July 2015.

17.5 Dissemination of information and Quality circles

- To have a quality circle of staff and students to work towards quality .
- Statistical analysis by students on teaching faculty for their teaching performance is completed.

17.6 Identification of parameters and bench marks

17.7 Feedback from other institutions

17.8 Others matters

- To conduct parent teacher meeting on 14th Aug'15
- To get feedback from students in Sep'15 about the college and faculty.
- Submission of AQAR