

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

Meeting Notice

Dt: 15.04.18

Dear Sir/ Madam,

Sub: IQAC – Convening the meeting of the 28th meeting on 20th April 2018 at 3.30 pm
–
in Board Room - Regarding.

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

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

Yours faithfully

IQAC Coordinator

To
All the IQAC members

Agenda for the 28th IQAC Meeting:

- 28.1 Confirmation of the 27th meeting minutes held on 27th Jan' 2018
- 28.2 Action taken on the minutes of the previous meeting
- 28.3 Report on the activities since previous meeting
- 28.4 Items for information
- 28.5 Any other matter with the permission of the Chair.

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 28th IQAC Meeting

The 28th IQAC meeting was held on 20th April' 18 at 11:30 AM .
Prof. P. Ramaiah, Chairman of the college presided over the meeting.

The following members were present to the meeting:

- Dr.G.N. Bhagyarekha (Principal)
- Prof.M.Srinivas, Hon. Secretary & Correspondent
- Dr.G.L.K Durga, Vice-Chairperson
- Prof.Sreeram Venkatesh, Director, IQAC, O U
- Dr.Smitha Asthana, Coordinator, IQAC, St.Anns College for Women
- Ms.Pushpa Bhaskar, Alumini
- Dr.D.Rajeswari, Academic Coordinator
- Ms.P.Rajyalakshmi, HoD, English
- Dr.M.Sridevi, HoD, Physical Education, Convenor Criteria – IV
- Dr.S.Sunanda (Staff representative)
- Ms.Y.Vasundhara, HoD, Political Science
- Dr.A.Pramila, HoD, Botany, Convenor Criteria-I
- Dr.K.Kiranmai, HoD, Chemistry, Convenor Criteria - III
- Dr.K.Jhansi Rani, HoD, Public Administration, Convenor Criteria - VI
- Dr.J.Saritha, HoD, Commerce, Convenor Criteria - II
- Ms.K Padmalatha, Controller of Examinations
- Ms.P Sarada, HoD, Mathematics
- Ms.B.Ramani, HoD, Computer science
- Ms.Srilatha, Convenor Criteria – V
- Ms.D.Ramanamma, HoD, Telugu
- Mr.K.Satyanarayana , Member
- Dr.K.Karuna Devi, (IQAC Coordinator)

Members who did not attend the meeting

- Prof. P S N. Reddy, Governing Body Representative
- Ch.S.Arvind Sharma, Industrialist
- Dr.Shaaradha, HoD, Hindi
- Dr.K B Shanthi Sudha, Criteria Convenor –VII

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28.1 Confirmation of the minutes of the 27th IQAC meeting

The Minutes of the 27th IQAC meeting held on 27th January 2018 were confirmed by the members. However, members suggested that the Bio-metric is the must as it is the order of the day and ought to be implemented by June 2018 for the academic year 2018-19.

28.2 Action taken on the minutes of the previous meeting i.e., 27th meeting.

S.no	Action Proposed	Action Taken
1	To organize National Seminar in IQAC.	The Proposal will be taken up this year as the IQAC coordinator organized a National Seminar in the Dept of English as Convenor.
2	To conduct Computer awareness programme to non-teaching staff of the college.	Yes, conducted by the Dept of Computer Science from 21 st to 25 th July 2018.
3	To install Bio-metric machines for tracking the attendance of the students from the academic year 2017-18.	This is reviewed and possible suggestions will be taken in the meeting.
4	Results to be declared within 20 days after the last exam.	Results were declared within 30 days PG and UG.

28.3 Activities of the college since previous meeting:

The activities of the college have been presented in detail in the agenda notes circulated and the members noted it.

28.4 Any other matter

- To install Biometric attendance to the students from June 2018.
- A brief report of the AQAR should be presented to the members before submitting it to NAAC.
- Plan of action for the academic year exclusively from IQAC.

- To collect each department's plan of action for the academic year 2018-2019.
- To participate in NIRF (National Institute Ranking Framework).
- Extension activities like NSS/NCC should be reflected in Criteria - III

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ARTS & SCIENCE COLLEGE FOR WOMEN**
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Meeting Notice

Dt: 20.01.2018

Dear Sir/ Madam,

Sub: IQAC – Convening the meeting of the 27th meeting on 27th Jan' 2018 at 3.30 pm
– in Board Room - Regarding.

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

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

Yours faithfully

IQAC Coor

To
All the IQAC members

Agenda for the 27th IQAC Meeting:

- 27.1 Confirmation of the 26th meeting minutes held on 18th Oct' 2017
- 27.2 Action taken on the minutes of the previous meeting
- 27.3 Report on the activities since previous meeting
- 27.4 Items for information

27.5 Any other matter with the permission of the Chair.

**ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN**
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O.U.Campus, Hyderabad – 500 007.

IQAC-Internal Quality Assurance Cell

Minutes of the 27th IQAC Meeting

The 27th IQAC meeting was held on 27th Jan' 2018 at 3.30 pm .The following are the minutes of the meeting.

The following were present

Members:

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

Special Invitees:

- Prof.P.Ramaiah
- Sri.G.Sethu Madhava Rao

Members could not attend the meeting:

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

27.1 Confirmation of the 26th meeting minutes held on 18th Oct' 2017

The minutes of 26th meeting were confirmed by the members.

27.2 Action taken on the minutes of the previous meeting

S.No.	Action proposed	Action taken
1	Members suggested to apply for Major and Minor projects	Some members who were sanctioned MRP's have submitted final reports and accounts to UGC. Other members are being encouraged continuously for submitting proposals for MRP's to UGC.
2	Encourage the faculty to write papers in reputed journals	All the faculty are writing papers and submitting the details with impact factor to the principal
3	Encourage the students to present papers in National/International seminars	In the next academic year, the proposal will be taken up.
4	Suggested to update website	It was updated at the time of Autonomy inspection.

27.3 Report on the activities since previous meeting

I- Curricular Aspects

II – Teaching Learning and Evaluation

- All the faculty members included power point presentations as classroom activity.
- The Science departments took the students on Field trips to industries, Ecological parks and Nurseries to expose students to the practical knowledge of the present day.
- First, Second, Final year students of MSCs and PG (MCs) visited **“Zoom Technologies”**. A half day awareness program was given on *Networking, Server software and Operating systems* on 14th Dec 2017.
- Department of Zoology organized Education trip to **“Dr.B.K.Das Museum”**, Dept.of Zoology at Osmania University for B.Sc I, II, III year students on 20th December 2017.
- Department of Zoology and Botany organized Educational trip to **“Ecological Knowledge Park & Biodiversity Park”** near Srisailam on 5th January 2018.

- Results declared on 05th Jan 2018 i.e., **30days after completion of the exams**

III – Research, Innovations and Extension

No. Faculty as Resource Person	03
No. of Faculty presented papers in Seminars International / National	04
No. of Faculty attended Seminars	10
No. of Faculty on Boards in other institutions as members	06

- **“Helping hands”** is an extension of our previous programme “Fistful of Rice – Contribution from My Side”. Students help an orphanage home run by a NGO – Rainbow at Ramnagar by contributing food grains and clothes regularly.
- The women’s cell organized a workshop on *Woman and her Rights*. The students also take out rally to create awareness on Anti- dowry and child Labour issues.
- The Certified Volunteers Work (CVW) students help poor students in improving their subjects, sometimes at home or even in the neighboring Government schools.

IV - Infrastructure and Learning Resources

- LCD – 03
- Office furniture
- Renovations of washrooms
- Books & Journals are purchased with an amount Rs.2, 09,287/- for the library.

V - Students Support and Progression

- The institution organizes Seminars on latest topics through each department. The Students are encouraged to organize present papers in these seminars, this helps

them to build confidence and learn the latest happenings in their respective subjects.

- The institution organized a talk on “**Intellectual Property Rights**”.
- Pravallika of B.Com I year participated in (Representing Osmania University). **All India Inter University Kabaddi Tournament** at Chennai on 19th Nov 2017.
- Geervani Tummala B.Sc (Biotechnology) Second year student participated in *Inter Collegiate Songs Competition* organized by A.V. College, Hyderabad and won the **First prize** (cash award worth of Rs.2000/-).
- Geervani, Prashanthi, Vennela of B.Sc (Biotech) II year and K.Laharika & H.Neha of B.Sc III year attended “**BIOFEST 2017**” organized by Raja Bahadur Venkata Rani Reddy College on 16th Dec 2017. G.Veenela & G.Prashanthi have presented a paper on topic “**Nanotechnology, Nanorobots & DNA Nanotechnology**” and also participated in Quiz Competition. K.Laharika & H.Neha presented paper on topic – “**Bio Degradable Nano particles in the Cancer treatment**” and won II Prize.
- K.Laharika participated in “**SPELLATHON**” competition and won Ist prize on 16th Dec 2017.
- V.Srujana, V.Neelima, V.Spandana, P.Aarthi, S.Chethana, M.Mounika, Uma, Tejaswini, T.Padmini of B.Sc BT III year attended a “**Hands on training programme**” in plant tissue culture for one week from 18th Dec 2017 to 23rd Dec 2017 at Agri Biotech Foundation, Rajendranagar, Prof.Jayashankar Telangana State Agricultural University, Hyd.
- Students of B.Com (General & Computers) I year and B.B.A attended a seminar on “**Foreign Trade Policy and Procedures 2015 – 2020**” in AMS School of Informatics on 3rd January 2018.
- K.Laharika, H.Neha, S.Chethana & Mounika B.Sc BT III year participated in “**MEDOLAS 2018**” organized by Shamala Devi Degree College for Women and presented a 3D-Model on topic the of “**in-vitro fertilization**” & won II prize, they also presented power point presentation on topic “**Classification of Drugs**” 10th Jan 2018
- Cadet V. Pravallika of B.Sc MSCS Final year participated “**Rock Climbing & Tracking camp**” at Gwalior from 16th to 28th November – 2017.

- Cadet K. Mounika of B.Com final year participated in (NIC) ‘‘*National Integration Camp*’’ at *Guntur* from 8th to 19th January 2018.
- Ms T Hima Bindhu (B.com II year) participated in ‘‘*National Integration camp*’’ at Guru Jambheshwar University of Science and Technology, Hisar, Haryana from 02nd Oct 2017 to 08th Oct 2017.
- Ms A Harika (BZC II year) participated in west zone ‘‘*NSS Pre-Republic Day Parade*’’ camp 2017 held at *Sreyas Institute of Engineering & Technology*.
- Ms G Varsha of final B.Com participated in ‘‘*22nd National Youth Festival*’’ held at Gyan Vihar University, Jagatpura, Jaipur (Rajasthan) from 12th to 16th January 2018.

VI – Governance, Leadership and Management

- Every month of second Friday one of the departments of the college conducts Gandhi Bhavan meeting as per the almanac the departments conducted the meeting. These meetings are conducted to inculcate moral values in students. This is a regular practice since many years. Sometimes eminent persons are also invited to speak on Gandian values.

VII – Institutional Values and Best Practices

- Research Training & Consultancy Cell was inaugurated on 17.03.2018.

27.4 Items for information

- Dr.M.Sridevi, Head Dept of Physical Education received ‘‘Best Faculty Award’’ presented by Venus International Foundation at Chennai on 08th July 2017.
- In the 09th Administrative Committee meeting the members suggested to discontinue BA (E.P.P) Telugu Medium from the academic year 2018-19. At present M.E.Cs is considered as the B.A. Course but the Committee members have suggested to change the course from B.A to B.Sc (M.E.Cs). The change is taken up by giving information to O U and TSCHE.

27.5 Any other matter with the permission of the Chair.

- To organize National Seminar in IQAC.
- To conduct Computer awareness programme to non-teaching staff of the college.

- To install Bio-metric machines for tracking the attendance of the students from the academic year 2017-18.
- Results to be declared within 20 days after the last exam.

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Meeting Notice

Dt: 15.10.17

Dear Sir/ Madam,

Sub: IQAC – Convening the meeting of the 26th meeting on 18th Oct' 2017 at 3.30 pm
– in Board Room - Regarding.

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

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

Yours faithfully

IQAC Coor

**To
All the IQAC members**

Agenda for the 26th IQAC Meeting:

- 26.1 Confirmation of the 25th meeting minutes held on 31st July 2017
- 26.2 Action taken on the minutes of the previous meeting
- 26.3 Report on the activities since previous meeting
- 26.4 Items for information

26.5 Any other matter with the permission of the Chair.

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IQAC-Internal Quality Assurance Cell
Minutes of the 26th IQAC Meeting

The 26th IQAC meeting was held on 18th Oct' 2017 at 3.30 pm. The following are the minutes of the meeting.

The following were present

Members:

- Dr.G.N Bhagyarekha principal
- Dr.K.Karuna Devi (IQACCoordinator)
- Prof.Vidyadhar Reddy
- ChS.Arvind Sharma
- Dr.S.Sunanda
- Mr.Satyanarayan

Special Invitees:

- Prof.P.Ramaiah
- Sri.G.Sethu Madhava Rao

Members could not attend the meeting:

- Prof. I B. Ramaprasad Rao
- Ms.P.Vijaya
- Ms.G.Sukanya
- Ms.A.Padmalatha
- Dr.K.Kiranmai
- Ms.Sruthi
- Ms.R.Keerthipriya
- Ms.Madhavi

26.1 Confirmation of the 25th meeting minutes held on 31st July 2017

The minutes of the 25th IQAC Meeting held on 31st July 2017. No comments were received so the 25th IQAC meeting minutes are confirmed.

26.2 Action taken on the minutes of the previous meeting

S.No.	Recommendations	Action taken
1	As per suggestions the deans are informed to maintain a record of department achievement.	The deans are maintaining a record of department achievement
2	Faculty members who attend a seminar or work shop should give a summary of their presentations.	The faculty members are informed the same and the concern deans have to record it.
3	To present a table form of the projects completed with dates of submission and projects ongoing in the next meeting.	This is presented to the members in the meeting.
4	To improve website	Informed the computer Science department to look into it.

26.3 Report on the activities since previous meeting

I- Curricular Aspects

- All the departments got approval for the syllabus of II year – III and IV semester in the month of July 2017. This was approved in all the BOS meetings of individual departments followed by approval from the 16th Academic Council Meeting of the college.

II – Teaching Learning and Evaluation

- UG: III & V Sem Practicals – 16.10.2017 to 25.10.2017
III & V Sem Theory – 27.10.2017 to 14.11.2017
Supply VI & IV Theory – 28.10.2017 to 15.11.2017

I Sem Theory – 20.11.2017 to 01.12.2017

I Sem Practicals - 13.11.2017 to 15.11.2017

II Sem Supply – 21.11.2017 to 04.12.2017

- **PG :** III Sem Theory – 13.11.2017 to 24.11.2017
III Sem Practicals – 27.11.2017 to 30.11.2017
I Sem Theory – 18.12.2017 to 29.12.2017
I Sem Practicals – 02.01.2018 to 05.01.2018
Results declared 03.02.2018 i.e., **28 days after completion of the exams**

III – Research, Innovations and Extension

- Open House was organized on 10th October 2017. Other colleges in twin city and the neighbouring school students visited the exhibition and expressed their happiness and appreciated the explanation of the students. This gave the students to present their talent in live experiments.
- The Eco-Club of the college creates awareness on environmental issues like preparing Clay Ganesh idols and distributes in the neighbouring community every year to spread awareness on water pollution. Government of Telangana Tree plantation activities are taken up regularly under the banner *Telangana ku Haritha Haaram*. Students participated in save water campaign under the banner *Rally for Rivers*.
- NSS volunteers participated in Swachh Bharat program in college campus. The NSS volunteers have taken initiative in digging the Rain Water Harvesting Pits. They have participated in tree plantation programmes in college campus as well as in Osmania University.
- Voter's awareness day was celebrated by NSS volunteers in the college campus by enrolling students names.
- A rally was conducted in the nearby areas on Segregation of dry and wet waste.
- A special camp was conducted in Osmania University Campus regarding beautification of campus in connection with organizing Indian Science Congress.

IV - Infrastructure and Learning Resources

- Examination branch seepage repair work

V - Students Support and Progression

- Mounika Chary B.Sc (Biotechnology) Final year Student participated in “*Telangana Independence Day parade*” at Golkonda Fort on 15th August 2017.

- Harshini B.Sc (BZC) Final year student participated in *Godavari sailing adventure* camp on 22nd August 2017 at *National Level*.
- Ms.V.Spandana, Ms.V.Neelima & Ms.V.Srujana of B.Sc (Biotech) II yr attended one day workshop on ‘*Forensic Science*’ in RBVRR College on 12th Dec 2017.
- Three Army Cadets attended 10 days ‘*Special camp*’ at *Bison polo grounds* from 20th to 30th August- 2017.
- Cadet Harshini of B.Sc BZC final year participated in ‘*Godavari Sailing Adventure Camp*’ at *National Level* from 4th to 15th September 2017
- We have a total strength of 26 in NCC Cadet - **Navy Wing 23** and **Army Wing 3**.

VI – Governance, Leadership and Management

- Submitted AQAR on 30th July 2017.
- Monetary assistance of Rs. 50,000/- was given to the department of English from the seed amount to conduct National Seminar on 28th Oct 2017. The department repaid the money received from TSCHE an amount of Rs. 25,000/- and the remaining amount from the amount received from registration fee for the seminar.
- The IQAC organized Orientation programme to teachers on the topic ‘How to be a Good Teacher’ by Prof.Vishwanadham, Retd. Professor in Commerce, O U.
- The IQAC organized Orientation programme to the Ist year students on 12th Oct 2017.This year it was conducted late because the admissions went on till the month of October.
- The IQAC conducted Computer training programme to Non-Teaching staff from 21st to 25th July 2017.
- The IQAC of the college organized Open House and FETE 2017 on 10th October 2017.

26.5 Any other matter with the permission of the Chair.

- Members suggested to apply for Major and Minor projects
- Encourage the faculty to write papers in reputed journals
- Encourage the students to present papers in National/International seminars
- Suggested to update website

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Autonomous - NAAC Re-Accredited
O.U.Campus, Hyderabad – 500 007.

Meeting Notice

Dt: 26.07.17

Dear Sir/ Madam,

Sub: IQAC – Convening the meeting of the 25th meeting on 31st July 2017 at 3.30 pm - in Board Room - Regarding.

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

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

Yours faithfully

IQAC Coor

To
All the IQAC members

Agenda for the 25th IQAC Meeting:

- 25.1 Confirmation of the 24th meeting minutes held on 31st July 2017
- 25.2 Action taken on the minutes of the previous meeting
- 25.3 Report on the activities since previous meeting

- 25.4 Items for information
- 25.5 Any other matter with the permission of the Chair.

ANDHRA MAHILA SABHA
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O.U.Campus, Hyderabad – 500 007.

IQAC-Internal Quality Assurance Cell
Minutes of the 25th IQAC Meeting

The 25th meeting was held on 25th meeting on 31st July 2017. The following are the minutes of the meeting.

The following members were present:

- Dr.G.N.Bhagya Rekha, Principal (Chairperson)
- Dr.K.Karuna Devi, IQAC Coordinator
- Ms.G.Sukanya, Alumni
- Dr.S.Sunanda, Member
- Mr.K.Satyanarayana, Member
- Ms.R.Keerhipriya, Member, Student

Special Invitees:

- Sri.G.Sethu Madhva Rao , Hon.Secretary & Correspondent

The members could not attend the meeting:

- Prof.Vidyadhar Reddy, Ch.S.Arvind Sarma, Ms.P.Vijaya, , Dr.K.Kiranmai, Ms.A.Padmalatha, Ms.Satyapriya, Ms.Yamini

- 25.1 Confirmation of the 24th meeting minutes held on 31st July 2017

The minutes of the 24th IQAC Meeting held on 31st July 2017. No comments were received so the 24th IQAC meeting minutes are confirmed.

25.2 Action taken on the minutes of the previous meeting (24th meeting)

S.No	Recommendations	Action taken
1	To approach companies and organizations to increase job opportunities to students and also for project work	The Placement coordinator is informed to invite more companies for job opportunities.
2	To improve website	The website coordinator was instructed to update the website once in two months
3	To renovate wash rooms seepage works	The proposal to renovate washrooms for students is taken up.
4	To repair RO (Water purifier)	Work completed
5	Aquaguard to Hostel students	Work completed

25.3 Report on the activities since previous meeting

- The three units of NSS participate in all the activities like Aids awareness, Drugs free India, Women Trafficking, Swachh Bharat programs organized by various social service organisations, NGOs and affiliated University.
- One day workshop was organized to all the students of UG (MSCs) and PG on “*Networking Concepts*” in collaboration with Indian Institute of Hardware Technology on 06th Feb’ 2018.

- T.Manasa, R.Kavya, V.Pravallika, Sai Deepika of B.Sc MSCS, and K. Mounika of B.Com Final Years participated in “*Senior Nationals Dragon Boat Racing Championship*” from 1st to 6th June 2017 held at Kolkata.
- Petty officer Cadet T. Manasa of B.Sc MSCS Final year participated in “*National Trekking Camp*” from 25th April to 6th May 2017 at Ooty, Coimbatore.
- Our NCC Cadets participated in the “*Third International Yoga Day*” celebrations on 21st June 2017 at parade grounds, which was organized by the Government of India.
- 4 NCC Cadets attended IGC State level camp at Visakhapatnam from 22nd to 29th August - 2017. Our cadets secured “*Ship Modeling Runner-up*” in the State level Competition.
- 9 NCC Cadets Navy wing attended 10 days “*Special camp*” at *Bison polo grounds* from 30th July to 7th August – 2017.

25.4 Items for information

- Fourth *Mini Convocation* was conducted on 29th May 2017. Prof. V.S.Prasad, Former Director, NAAC was the chief guest to the ceremony. The Controller of Examination, OU, was the Guest of Honour. The president of AMS declared the convocation opens. The chief guest delivered his convocation address.

25.5 Any other matter

- As per suggestions the deans are informed to maintain a record of department achievement
- Faculty members who attend a seminar or work shop should give a summary of their presentations.
- To present a table form of the projects completed with dates of submission and projects ongoing in the next meeting
- To improve website