

SAROJINI NAIDU VANITA MAHA VIDYALAYA  
INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meetings & Compliance Report 2018 – 19

4.7.2018	Members attended 109	A general staff meeting was held and the Principal announced that the college has been accredited with B Grade in the 3 <sup>rd</sup> cycle. She also read out the report submitted by the Peer Team and discussed in detail.	The report was analyzed in detail by the staff members. The strengths and weaknesses pointed out by the Team were read out and the staff agreed to overcome the weak points. Mr.Subba Rao from Physics Dept. responded by saying that the staff will work together to strengthen the college in future.
5.7.2018	Members attended 85	A general staff meeting was held and the Principal announced that there would be criterion wise committees for the following year and the staff was asked to discuss the report in detail and any feedback or suggestions were welcomed.	The criterion wise committees were formed and the coordinators of the 7 criteria were assigned the task to prepare a report for the following year.
11.7.2018	Members attended 32	A meeting of the Heads of Departments and various committees was called to discuss the NAAC grade point. The Principal also pointed out that the format for the IQAC and AQAR has changed.	The new format of IQAC and AQAR was circulated among the heads. The Principal asked them to go through in detail and come back with suggestions.
26.11.2018	Members attended 28	The heads were informed that criterion wise committees were formed for the smooth functioning of IQAC. Each department was requested to have a mission and a vision for their department. The PEO's, PO's, PSO's and CO's were explained to the heads. The Principal also asked the	It was decided that the committees would meet once a month to review the progress. The heads were also asked to submit the PEO's, PO's, PSO's and CO's of their department by the end of December 2018.

		heads to include the students as representatives in every committee as per the NAAC requirement. Appointment of New IQAC Coordinator	The Principal informed that the student enrolment needs to be done in all committees. Dr.Aarti Simha, took charge as IQAC Coordinator on retirement of Dr.B.Sudha.
03.12.2018	Members attended 101	The Principal announced to the staff members about the formation of new IQAC and criterion wise committees. The PEO's, PO's, PSO's and CO's were also explained in detail in the general staff meeting.	New IQAC committee was formed as per NAAC guidelines.
04.01.2019	Members attended 99	The Principal in the general staff meeting expressed the need to have mentors and asked the staff members to suggest names. The staff was also asked to convey to the student's information regarding PEO's, PO's, PSO's and CO's before the commencement of next semester.	Class wise mentors were selected and they were briefed about the duties of the mentors.
16.04.2019	Members attended 21	The heads were asked to pass on the information pertaining to the criterions along with documentary evidence to the Committees. They were also informed to collect feedback forms from students. The Principal requested the heads to submit future plans for the coming academic year.	Before going for vacation the departments gave the necessary information to the criterion wise committees and also the future plans were submitted.