

SAROJINI NAIDU VANITA MAHA VIDYALAYA  
INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting 2012 – 2017

2012-2013

Date	Minutes of meetings	Action taken
6.8.2012	Peer Team Visit for Re-accreditation was completed on 1 <sup>st</sup> August 2012. The team had come on a visit on 30 <sup>th</sup> , 31 <sup>st</sup> July and 1 <sup>st</sup> August and the staff meeting was conducted on 6 <sup>th</sup> August 2012 to review the Peer Team Visit – their comments, remarks, on various departments. An interaction was carried out and self assessment towards the prospective grade was discussed.	Self assessment of Departments. Post Peer Team
21.2.2013	The meeting was conducted for the heads of the departments and in-charges of various activities towards the departmental, staff and student achievements for the academic year 2012-13.	Preparation towards AQAR
25.3.2013	The meeting was conducted to celebrate the receipt of re-accreditation A grade with CGPA 3 .12 Certificate from NAAC, Bangalore by the Principal. The Principal expressed her views regarding the interaction she had with the officials at NAAC, Bangalore and also the future plan of action to be carried out by the institution.	Celebration time on re-accreditation with 'A' Grade

2013-14

19.9.2013	A meeting of in-charges of various departments was conducted to finalize the Annual Quality Assurance Report (AQAR) 2012-13 pertaining to the various criterions as per the NAAC proforma to be sent online.	Presentation of AQAR for finalization & correction before online uploading.
4.1.2014	The meeting of in-charges of various departments was conducted in connection with the details sought for by the CCE regarding Rashtriya Uchatar Siksha Abhiyan (RUSA). The details of the proforma was discussed and the information was sought from the departments.	RUSA proforma finalized, to be submitted to Commissionarate of Collegiate Education.
12.3.2014	The meeting was conducted for in-charges of various departments and activities for the academic year 2013-14 regarding departmental staff and student achievements as well as the future plan of action for the academic year 2014-15	Preparation of AQAR for the year 2013-14
26.3.2014	This meeting was for the in-charges of various departments and activities to discuss post academic audit report. The academic audit is conducted by the CCE and the remarks and the accolades were discussed.	Action taken on CCE academic audit report

2014-15

12.12.2014	A meeting of in-charges of various departments was conducted to discuss the Annual Quality Assurance Report 2013-14 and feedback on the report from in-charges was taken and accordingly inserted in the report which was sent to NAAC through the dedicated email	Presentation of AQAR before submission to NAAC 2013-14.
16.2.2015	The meeting was conducted for in-charges of various departments and activities for the academic year 2014-15 regarding departmental staff and student achievements as well as the future plan of action for the academic year 2015-16	Preparation of AQAR 2014-15 & future plans for 2015-16.
27.2.2015	This meeting was for the in-charges of various departments and activities regarding the conduct of open day on the occasion of National Science Day on 28.2.2015. the meeting discussed the route map and the experiments, career opportunities and various activities to be showcased to the school children of Grade IX and X.	Conduct of Open Day to the school students

2015-16

13.8.2015	A meeting of in-charges of various departments was conducted to discuss regarding the making of short film of the college and the preparation required by every department and various activities to be displayed when the film shoot takes place. The meeting discussed various activities to be carried out live for the film to be shot.	Making of Short Film on the institution since inception.
18.8.2015	The meeting was conducted for in-charges of various departments and activities discussed the preparation of the institution for the 2 day shooting regarding the short film. for the academic year 2014-15 regarding departmental staff and student achievements as well as the future plan of action for the academic year 2015-16	Pre-shoot preparation of the institution.
12.1.2016	A meeting of in-charges of various departments was conducted to discuss the Annual Quality Assurance Report 2014-15 and feedback on the report from in-charges was taken and accordingly inserted in the report which was sent to NAAC through the dedicated e-mail	Presentation of the AQAR for the year 2014-15 before submission to NAAC

23.01.2016	A meeting of the in-charges of various departments and activities conducted in the committee room at 01:00 pm, discussed the preparation required for the CCE Academic Audit Cell Inspection to be conducted in the last week of January 2016. As per the agenda, details of departmental registers, curricular plan, activities register, teaching diaries, teaching plans, departmental library and departmental marks registers were to be kept ready by the departments.	Preparation for C.C.E Academic Audit Cell inspection.
28.01.2017	The IQAC meeting was held in view of the Degree II and Final year General Education and practical exams. In view of the introduction of the Choice Based Credit System (CBCS) for the first year students, there were variations on the academic schedule for the 1 <sup>st</sup> year, 2 <sup>nd</sup> year and 3 <sup>rd</sup> year students. There would be conduct of classes for the 1 <sup>st</sup> year students where as 2 <sup>nd</sup> and 3 <sup>rd</sup> year students would proceed for the exam. As the Open Day is conducted every year, it was decided to hold on 7 <sup>th</sup> February 2017 tentatively.	Conduct of CBCS classes, exams for final year students and Open Day.
15.03.2017	An exit meeting was held by the Commissionerate of Collegiate Education Academic Audit team comprising of Dr.Lakshmi Satyavathi and Dr.Bangla Bharati. The inspection team conducted an on sight visit of the institution on lines of NAAC Peer Team and inspected the various departments and checked various facilities available in the institution. The 7 criteria proforma was checked and feedback was provided with certain suggestions and recommendations.	Action taken on C.C.E Academic Audit
07.04.2017	An IQAC meeting was held towards appointment of various Committees for preparation of SSR and the preparation to be made towards the NAAC Peer Team visit. Before breaking for the ensuing summer vacation the Heads of Departments were informed to keep the departmental data ready in a soft copy so that it would be easy to gather information and prepare the SSR & Departmental profiles.	Preparation towards re-accreditation

2017-2018

05.08.2017	NAAC Reaccreditation New Manual Submission of IIQA & SSR Departmental preparation A meeting was conducted to discuss the new manual uploaded on the NAAC website on 31.07.2017 and the members were informed of the ICT based IIQA and SSR to be submitted online within the stipulated period of time. The members were also enlightened about the online student feedback i.e., Student satisfaction feedback and the need to speed up preparation towards the fulfilment of the necessary requirements.	New manual of NAAC for Re-accreditation and preparation towards IIQA & RAR
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