

# **IQAC Meeting Minutes 2019-20**

# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

29-06-2019

Dear Madam,

The IQAC meeting will be held on **2<sup>nd</sup> July, 2019** in the Board Room at 3.30 P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Plan of action for the academic year 2019-20
2. Preparation of Academic Calendar
3. Participating in NIRF Ranking
4. Registering for MOOCs online Certificate Courses by staff and students
5. Organizing Seminars & workshops on quality enhancement by departments
6. College Inaugural Function and Retirement function of Dr.G.Saraswathi Devi
7. Organizing Eye and Dental Camp
8. Any other matter with the permission of the Chairperson

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJC College for Women (Autonomous)  
TENALI - 522 202.

**JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**  
**Minutes of Internal Quality Assurance Cell (IQAC) Meetings**  
**2019 - 20**

**Minutes of the IQAC Meeting held on 2<sup>nd</sup> July, 2019**

The IQAC meeting was held on 2<sup>nd</sup> July, 2019 at 3.30 P.M in the Board Room to discuss the following agenda;

**Agenda:**

1. Plan of action for the academic year 2019-20
2. Preparation of Academic Calendar
3. Participating in NIRF Ranking
4. Registering for MOOCs online Certificate Courses by staff and students
5. Organizing Seminars & workshops on quality enhancement by departments
6. College Inaugural Function and Retirement function of Dr.G.Saraswathi Devi
7. Organizing Eye and Dental Camp
8. Any other matter with the permission of the Chairperson

The following Members were present for the meeting;

S.No	Members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmala	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma. Gade	Member from Management
15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator

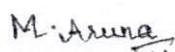


The Chairperson welcomed the members for the meeting and asked the IQAC members to review the recommendations given by various bodies and prepare Institutional plan for the academic year 2019-20. The IQAC informed the members to collect the departmental action plan through IQAC mail. The IQAC members were asked to prepare academic calendar by the end of July.

The IQAC coordinator informed regarding the 5 parameters of NRIF ranking and divided the work among the members. The members decided to register for MOOCs and other online Courses by staff and students.

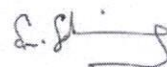
It was decided to organize Seminars & Workshops on quality enhancement and Faculty Development Programmes by all departments. The date for college inaugural function was decided to have on 30<sup>th</sup> July, 2019.

The retirement function of Dr.G.Saraswathi Devi would be organized on 2<sup>nd</sup> August 2019. It was decided to give home sick holidays to the students from 9<sup>th</sup> to 13<sup>th</sup> August, 2019 and to organize eye and dental camps on 3<sup>rd</sup> and 4<sup>th</sup> August, 2019. The meeting came to an end by 4.30 P.M.



Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
J.M.J. College for Women (Autonomous)  
TENALI - 522 202.



Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI



### Action Taken Report on the decisions of the IQAC meeting held on 2<sup>nd</sup> July, 2019

The following Actions were taken:

S.No	Decision	Action taken
1.	Preparing Institutional plan by IQAC	IQAC chalked out the plan of Action for the year 2019-20
2.	Finalizing the Academic Calendar by the end of July	It was carried out by IQAC and College Calendar and Hand Book was distributed to the staff & students
3.	Registering for NRIF Ranking	A report was submitted to the National Institutional Ranking Framework (NIRF) for India Ranking 2020 on 21.11.2019.
4.	Registering for MOOCs and other online Courses by staff and students	Many of our staff and students completed MOOCs and NPTEL online courses on various topics like Managing Online Classes and Co-creating MOOCs, Communicative English, Life Skills, Comprehensive e-learning to e-Training guide for Administrative Work, Human Growth and Development, Introduction to Rings and Fields, Introduction to Abstract and Linear Algebra, Electromagnetism, Leadership, Gender Justice and Workplace Security, Life Skills, Data Base Management and so on.
5.	Organizing Seminars & Workshops on quality enhancement and Faculty Development Programme by all departments.	All the departments organized various workshops, seminars, guest, endowment lectures and Faculty Development Programmes to enhance the quality of teaching and learning. A few of them are; Workshop on Quality Improvement & Substance in Higher Education on 11th June 2019, Orientation Programme on Research & Quality Publication 15th June 2019, Workshop on Quality Development and Leadership of Students in Higher Education on 25th November 2019, Departments of Physics & Zoology - two day workshop on Intellectual Property Rights: Importance and Scope for Young Researchers and Students as a Career Option on 3rd & 4th January 2020 etc.
6.	Organizing College Inaugural Function and Retirement function	College Inaugural Day was celebrated on 30 <sup>th</sup> July, 2019. The Chief Guest was Dr. Velaga Joshi, RJD, Guntur and retirement function of <b>Dr.G.Saraswathi Devi</b> , HOD, Physics was on 31 <sup>st</sup> July 2019.
7.	Organizing Eye and Dental camps	Organized <b>Eye and Dental Camps</b> by NSS & NCC cadets on 3 <sup>rd</sup> and 4 <sup>th</sup> August, 2019 and students were benefitted by this activity.

*M. Aruna*

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IQAC Coordinator

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J.M.J. College for Women (Autonomous)  
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*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

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J.M.J. COLLEGE FOR WOMEN  
TENALI

# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

30-07-2019

Dear Madam,

The IQAC meeting will be held on 1<sup>st</sup> August, 2019 in the Board Room at 3.00 P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Organizing Independence Day Celebration
2. Organizing National Seminars
3. Training on virtual class room
4. Preparation for Autonomous inspection
5. Planning for Extension activities
6. Any other matter with the permission of the Chairperson

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

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JMJC College for Women (Autonomous)  
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## **JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**

### **Minutes of the IQAC Meeting held on 1<sup>st</sup> August, 2019**

The IQAC meeting was held on 1<sup>st</sup> August, 2019 at 3 P.M in the Board Room to discuss the following agenda;

#### **Agenda:**

1. Organizing Independence Day Celebration
2. Organizing National Seminars
3. Training on virtual class room
4. Preparation for Autonomous inspection
5. Planning for Extension activities
6. Any other matter with the permission of the Chairperson

The following Members were present for the meeting;

<b>S.No</b>	<b>members of IQAC</b>	<b>Designation</b>
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmalatha	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma. Gade	Member from Management
15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator



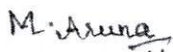
The Chairperson welcomed the members for the meeting. The members reviewed the previous IQAC meeting.

It was decided to invite **Smt. Srilakshmi, DSP** as the Chief Guest on the eve of Independence day celebration on 15<sup>th</sup> August 2019.

The members discussed and decided to organize National Seminars by four departments such as Chemistry, Political Science, Commerce and IQAC in different dates. The department of Chemistry would organize in September, Commerce in November, Political Science in December and IQAC in January 2020.

The virtual class training for the staff would be conducted on 7<sup>th</sup> August, 2019 in the Seminar hall. The Chairperson asked the members to prepare for the Peer Team Visit for the extension of Autonomous status to the college on 14<sup>th</sup> & 15<sup>th</sup> October, 2019. She also instructed regarding the presentation of PPT highlighting the achievements of the departments after giving Autonomy to the institution.

The members have decided 3 villages to carry out the extension activities by all departments to develop the villages. The meeting came to an end by 4.15 P.M.



Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJ College for Women (Autonomous)  
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Dr. Sr. Shiny K. P  
Chairperson

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J.M.J. COLLEGE FOR WOMEN  
TENALI

## Action Taken Report on the decisions of the IQAC meeting held on 1<sup>st</sup> August, 2019

The following Actions were taken:

S.No	Decision	Action taken
1.	Organizing Independence Day Celebration	Independence day was celebrated and <b>Smt. Srilakshmi, DSP</b> was the Chief Guest.
2.	National Seminars	Under the guidance of IQAC <b>four National Seminars were organized</b> by various departments. 1. Department of Chemistry - one day <b>National seminar on Modern Applications of Chemistry in Engineering &amp; Sciences</b> on 22 <sup>nd</sup> November 2019. 2. Department of Political Science - two day <b>National Seminar on Political Parties and Indian Democracy: Current Scenario of Regional Political Parties</b> on 27 <sup>th</sup> & 28 <sup>th</sup> November 2019. 3. Department of Commerce - <b>One Day National Seminar on Emerging Technologies in Business in collaboration with UGC &amp; ICSSR on 29<sup>th</sup> January 2020.</b> 4. IQAC - two day <b>National Workshop on Quality Apprenticeship to Enhance the Competence and Employability of the youth</b> on 31 <sup>st</sup> January to 1 <sup>st</sup> February, 2020.
3.	Training on virtual class room	IQAC arranged a trainer with the direction of CCE for the virtual class training programme. All the staff benefitted by attending this class on 7 <sup>th</sup> August, 2019 in the virtual class room.
4.	Preparation for Autonomous inspection	The Chairperson instructed all the IQAC members to be ready with PPTs and evidences showing growth of the college in different aspects such as academic, research, extension activities and infrastructure.
5.	Planning for Extension activities	IQAC adopted 3 villages to carry out the extension activities by all departments to develop the villages.

*M. Aruna*

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IQAC Coordinator

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JMJ College for Women (Autonomous)  
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*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI

# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

31-08-2019

Dear Madam,

The IQAC meeting will be held on 3<sup>rd</sup> September, 2019 in the Board Room at 3.30 P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Preparation for AQAR 2019-20
2. Re-constituting the IQAC
3. BOS, Academic Council and Governing Board meetings
4. Re-MID examinations
5. Any other matter with the permission of the Chairperson

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

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JMJ College for Women (Autonomous)  
TENALI - 522 202.



**JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**

**Minutes of the IQAC Meeting held on 3<sup>rd</sup> September, 2019**

The IQAC meeting was held on 3<sup>rd</sup> September, 2019 at 3.30 P.M in the Board Room to discuss the following agenda;

**Agenda:**

1. Preparation for AQAR 2019-20
2. Re-constituting the IQAC
3. BOS, Academic Council and Governing Board meetings
4. Re-MID examinations
5. Any other matter with the permission of the Chairperson

The following Members were present for the meeting;

S.No	members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmalatha	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma Gade	Member from Management
15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator

The Chairperson welcomed the members for the meeting. IQAC Coordinator presented the minutes of the previous IQAC meeting. Chairperson instructed the members to prepare AQAR with proofs and get suggestions from other colleges. IQAC has been reconstituted. The New Vice -Principal Sr.D.Mariamamma, Dr.K.Nirmala Jyothi, senior Lecturer in Chemistry and Two new student representatives G.Mery Stella III B.Sc Computer & G.Priskilla III B.A spl.English were appointed. It was decided to conduct Board of Studies meetings from 1<sup>st</sup> to 8<sup>th</sup>, September, 2019, Academic Council Meeting on 23<sup>rd</sup> September, 2019 and Autonomous Governing Board meeting on 30<sup>th</sup> September, 2019. The members also discussed regarding the effective conduct of Re-MID examinations from 9<sup>th</sup> to 11<sup>th</sup> October, 2019. The meeting came to an end by 4.30 P.M.

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJ College for Women (Autonomous)  
TENALI - 522 202.

*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI



**Action Taken Report on the decisions of the IQAC meeting held on 3<sup>rd</sup> September, 2019**

The following Actions were taken:

S.No	Decision	Action taken
1.	Preparation for AQAR 2019-20	Chairperson instructed the members to prepare AQAR with proofs. IQAC members <b>prepared AQAR</b> and submitted before the Academic Council & Standing Committee of the College. The same was submitted to the NAAC.
2.	Re-constituting the IQAC	IQAC has been reconstituted. The New Vice - Principal Sr.D.Mariamamma, Dr.K.Nirmala Jyothi, senior Lecturer in Chemistry and Two new student representatives G.Mery Stella III B.Sc Computer & G.Priskilla III B.A spl.English were appointed.
3.	Conducting BOS, Academic Council and Governing Board meetings	Under the guidance of IQAC, all departments conducted their respective <b>Boards of Studies</b> meetings on various dates. <b>Academic Council meeting</b> was held on <b>23<sup>rd</sup> September, 2019</b> and second <b>Academic Council</b> meeting was held online on 17 <sup>th</sup> June, 2020 and first <b>Autonomous Governing Board meeting</b> was held on <b>4<sup>th</sup> October, 2019</b> and second Autonomous Governing Board meeting was conducted online on <b>1<sup>st</sup> July, 2020.</b>
4.	Re-MID examinations	Re-MID examinations were conducted from 9 <sup>th</sup> to 11 <sup>th</sup> October, 2019.

*M. Aruna*

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IQAC Coordinator

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*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

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TENALI



# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

01-10-2019

Dear Madam,

The IQAC meeting will be held on 4<sup>th</sup> October, 2019 in the Board Room at 3.00 P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Peer Team Visit for Autonomous inspection
2. Preparing VI Semester Time Tables
3. Preparing for National Institute Ranking Framework
4. Review of Departmental and Committee activities
5. Any other matter with the permission of the Chairperson

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

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JMJC College for Women (Autonomous)  
TENALI - 522 202.

**JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**

**Minutes of the IQAC Meeting held on 4<sup>th</sup> October, 2019**

The IQAC meeting was held on 4<sup>th</sup> October, 2019 at 3 P.M in the Board Room to discuss the following agenda;

**Agenda:**

1. Peer Team Visit for Autonomous inspection
2. Preparing VI Semester Time Tables
3. Preparing for National Institute Ranking Framework
4. Review of Departmental and Committee activities
5. Any other matter with the permission of the Chairperson

The following Members were present for the meeting;

S.No	members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmalatha	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma Gade	Member from Management
15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator

The Chairperson welcomed the members for the meeting. IQAC Coordinator presented the minutes of the previous IQAC meeting. The members discussed regarding the visit of peer team for the Autonomous inspection and delegated the duties among the staff members. The Peer Team visited the college on 14<sup>th</sup> & 15<sup>th</sup> October, 2019. Chairperson instructed the members along with Head of the departments to prepare time table for VI Semester. She also encouraged the staff to prepare well to participate in NRIF Ranking and explained the parameters. IQAC Coordinator assigned the responsibilities to the members to visit and evaluate the departmental and committee activities once in three months. The meeting came to an end by 4 P.M.

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

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JMJ College for Women (Autonomous)  
TENALI - 522 202.

*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

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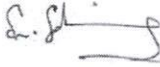


**Action Taken Report on the decisions of the IQAC meeting held on 4<sup>th</sup> October, 2019**

The following Actions were taken:

S.No	Decision	Action taken
1.	Peer Team Visit for Autonomous inspection	The members discussed regarding the visit of peer team for the Autonomous inspection and delegated duties among the staff members for the evaluation and the Performance of Academic Attainments for the Extension of Autonomous Status. The Peer Team visited the college on 14 <sup>th</sup> & 15 <sup>th</sup> October, 2019.
2.	Preparing VI Semester Time Tables	Time Table were prepared and finalized for VI Semester.
3.	Preparing for National Institute Ranking Framework	IQAC co-coordinator explained different parameters in NIRF ranking and participated in NRIF ranking.
4.	Review of Departmental and Committee activities	IQAC Coordinator assigned the responsibilities to the members to visit and evaluate the departmental and committee activities once in three months.

  
Ms.M.Aruna  
IQAC Coordinator  
IQAC Coordinator  
JMJ College for Women (Autonomous)  
TENALI - 522 202.

  
Dr. Sr. Shiny K. P  
Chairperson  
PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI

# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

01-11-2019

Dear Madam,

The IQAC meeting will be held on 5<sup>th</sup> November, 2019 in the Board Room at 4.00 P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Taking feedback from staff and other stakeholders
2. College Governing Body meeting.
3. Conduct of National Seminars.
4. Organizing Faculty Enrichment Programme for quality enhancement
5. Any other matter with the permission of the Chairperson

*M. Aruna*

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IQAC Coordinator

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JMJC College for Women (Autonomous)  
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**JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**

**Minutes of the IQAC Meeting held on 5<sup>th</sup> November, 2019**

The IQAC meeting was held on **5<sup>th</sup> November, 2019** at 4 P.M in the Board Room to discuss the following agenda;

**Agenda:**

1. Taking feedback from staff and other stakeholders
2. College Governing Body meeting.
3. Organizing National Seminars
4. Organizing Faculty Enrichment Programme for quality enhancement
5. Any other matter with the permission of the Chairperson

The following Members were present for the meeting;

S.No	members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmalatha	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma Gade	Member from Management
15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator

The Chairperson welcomed the members for the meeting. IQAC Coordinator presented the minutes of the previous IQAC meeting. The Chairperson instructed the members to take feedback from staff and students with the format given by APSCHE on CBCS System for the last five years. The Chairperson informed the visit of the President to the college and College Governing Body meeting would be held on 18<sup>th</sup> November, 2019. IQAC Coordinator informed that the National Seminar by the Dept.of Chemistry would be organized on 22<sup>nd</sup> November, 2019 and by the Dept. of Political Science on 27<sup>th</sup> and 28<sup>th</sup> November, 2019. It was decided to organize Faculty Enrichment Programme for quality enhancement by the Dept. of Physics. The meeting came to an end at 5 P.M.

*M. Aruna*

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IQAC Coordinator

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*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
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TENALI



**Action Taken Report on the decisions of the IQAC meeting held on 5<sup>th</sup> November, 2019**

The following Actions were taken:

S.No	Decision	Action taken
1.	Taking feedback from staff and other stakeholders	IQAC took feedback from staff and students with the format given by APSCHE on CBCS System for the last five years and sent the report.
2.	College Governing Body meeting.	College Governing Body meeting was conducted on 18 <sup>th</sup> November, 2019.
3.	Organizing National Seminars	IQAC guided two departments Chemistry and Political Science to organize National Seminars as scheduled.
4.	Organizing Faculty Enrichment Programme for quality enhancement	Faculty Enrichment Programme was organized on <b>Teacher Quality in Higher Education</b> on 25.11.2019.

# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

29-11-2019

Dear Madam,

The IQAC meeting will be held on 3<sup>rd</sup> December, 2019 in the Board Room at 4.00 P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Faculty Enrichment Programme by IQAC
2. Review of the Institutional Plan and extension activities
3. Organizing Annual Sports day
4. Review of Departmental and Committee activities.
5. Any other matter with the permission of the Chairperson

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJ College for Women (Autonomous)  
TENALI - 522 202.



**JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**

**Minutes of the IQAC Meeting held on 3<sup>rd</sup> December, 2019**

The IQAC meeting was held on 3<sup>rd</sup> December, 2019 at 4 P.M in the Board Room to discuss the following agenda;

**Agenda:**

1. Faculty Enrichment Programme by IQAC
2. Review of the Institutional Plan and extension activities
3. Organizing Annual Sports day
4. Review of Departmental and Committee activities.
5. Any other matter with the permission of the Chairperson

The following Members were present for the meeting;

S.No	members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmala	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma Gade	Member from Management
15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator

The Chairperson welcomed the members for the meeting. IQAC Coordinator presented the minutes of the previous IQAC meeting. The members decided to organize Faculty Development Programme by IQAC on **Quality Apprenticeship to Enhance the Competence and Employability of the youth** on 31<sup>st</sup> January to 1<sup>st</sup> February, 2020. It was decided to conduct Faculty Enrichment Programme on **Google Class Room** on 2<sup>nd</sup> January 2020 and one day workshop on **Intellectual Property Rights** on 4<sup>th</sup> January 2020. Chairperson asked the members to review the institutional plan and suggested conducting one extension activity in adopted villages by every department. She also suggested to review the Departmental and Committee activities and provide suggestions if needed. The meeting came to an end at 5 P.M.

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
J.M.J. College for Women (Autonomous)  
TENALI - 522 202.

*S. Shiny K. P.*

Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI

**Action Taken Report on the decisions of the IQAC meeting held on 3<sup>rd</sup> December, 2019**

The following Actions were taken:

S.No	Decision	Action taken
1.	Faculty Enrichment Programme by IQAC 1.	IQAC organized Faculty Development Programmes on <b>Quality Apprenticeship to Enhance the Competence and Employability of the youth</b> on 31 <sup>st</sup> January to 1 <sup>st</sup> February, 2020, <b>Google Class Room</b> on 2 <sup>nd</sup> January 2020 and one day workshop on <b>Intellectual Property Rights</b> on 4 <sup>th</sup> January 2020.
2.	Review of the Institutional Plan and extension activities	IQAC reviewed the Institutional plan and extension activities of three various departments and Committees and suggested to conduct one extension activity in adopted villages by every department.
3.	Conducting Annual Sports day	Annual Sports day was conducted on 1 <sup>st</sup> February, 2020.
4.	Review of Departmental and Committee activities.	IQAC members reviewed the Departmental and Committee activities once in three months and suggestions were given for the further improvement.

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
J.M.J. College for Women (Autonomous)  
TENALI - 522 202.

*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI



# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

03-01-2020

Dear Madam,

The IQAC meeting will be held on 6<sup>th</sup> January, 2020 in the Board Room at 3.30 P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Annual Day Celebration
2. National Workshop by IQAC
3. Conduct of Pre practical Exams
4. Any other matter with the permission of the Chairperson

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJC College for Women (Autonomous)  
TENALI - 522 202.

## **JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**

### **Minutes of the IQAC Meeting held on 6<sup>th</sup> January, 2020**

The IQAC meeting was held on 6<sup>th</sup> January, 2020 at 3.30 P.M in the Board Room to discuss the following agenda;

#### **Agenda:**

1. Annual Day Celebration
2. National Workshop by IQAC
3. Conduct of Pre practical Exams
4. Any other matter with the permission of the Chairperson

The following Members were present for the meeting;

S.No	members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmalatha	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma Gade	Member from Management
15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator

The Coordinator presented the minutes of the previous meeting. The members decided to celebrate College Annual Day on 25<sup>th</sup> January, 2020. The Chairperson delegated the duties for the annual day celebration and to prepare the Annual Report. The members decided to organize Two Day National workshop in the 1<sup>st</sup> week of February, 2020. It was decided to conduct Pre-practical exams in the 1<sup>st</sup> week of January, 2020. The meeting came to an end at 4.30 P.M.

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJ College for Women (Autonomous)  
TENALI - 522 202.

*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI



**Action Taken Report on the decisions of the IQAC meeting held on 6<sup>th</sup> January, 2020**

The following Actions were taken:

S.No	Decision	Action taken
1.	Annual Day Celebration	College Annual Day was celebrated on 25 <sup>th</sup> January, 2020.
2.	National Workshop by IQAC	IQAC organized Two Day National workshop on the 31 <sup>st</sup> January and 1 <sup>st</sup> February, 2020.
3.	Conduct of Pre practical Exams	Conducted Pre-practical exams in the 1 <sup>st</sup> week of January, 2020.



# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

03-02-2020

Dear Madam,

The IQAC meeting will be held on 5<sup>th</sup> February, 2020 in the Board Room at 3. P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Organizing Alumnae Meet
2. Conducting BOS meetings
3. Completion of Syllabus by all staff
4. Conduct of II MID Examinations, Public Practical and Semester End exams
5. Any other matter with the permission of the Chairperson

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJC College for Women (Autonomous)  
TENALI - 522 202.



**JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**

**Minutes of the IQAC Meeting held on 5th February, 2020**

The IQAC meeting was held on **5<sup>th</sup> February, 2020** at 3 P.M in the Board Room to discuss the following agenda;

**Agenda:**

1. Organizing Alumnae Meet
2. Conducting BOS meetings
3. Completion of Syllabus by all staff
4. Conduct of II MID Examinations, Public Practical and Semester End exams
5. Any other matter with the permission of the Chairperson

The following Members were present for the meeting;

S.No	members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmalatha	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma Gade	Member from Management
15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator



The Coordinator presented the minutes of the previous meeting. The members decided to organize Alumnae Meet on 18<sup>th</sup> February, 2020. It was decided to conduct BoS meetings by various departments from 6<sup>th</sup> to 10<sup>th</sup> March, 2020. The Chairperson instructed the members to complete the syllabus of all subjects by 20<sup>th</sup> February, 2020. It was decided to conduct II MID examinations from 13<sup>th</sup> to 15<sup>th</sup> February, 2020 and Public Practical exams from 24<sup>th</sup> Feb to 2<sup>nd</sup> March and Semester End exams from 5<sup>th</sup> March to 7<sup>th</sup> April, 2020 as scheduled in the calendar. The meeting came to an end at 4.30 P.M.

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJ College for Women (Autonomous)  
TENALI - 522 202.

*S. Shiny K. P*

Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI



## Action Taken Report on the decisions of the IQAC meeting held on 5th February, 2020

The following Actions were taken:

S.No	Decision	Action taken
1.	Organizing Alumnae Meet	Alumnae Meet was organized on 18 <sup>th</sup> February, 2020. Collected feedback from the Alumnae and taken their suggestions for the Progress of the Alumnae Association and the Institution.
2.	Conducting BoS meetings	BoS meetings were conducted by various departments from 6 <sup>th</sup> to 10 <sup>th</sup> March, 2020.
3.	Completion of Syllabus by all staff	All teaching staff completed the syllabus by 20 <sup>th</sup> February, 2020.
4.	Conduct of II MID Examinations, Public Practical and Semester End exams	Conducted II MID examinations from 13 <sup>th</sup> to 15 <sup>th</sup> February, 2020 and Public Practical exams from 24 <sup>th</sup> Feb to 2 <sup>nd</sup> March and Semester End exams from 5 <sup>th</sup> March to 7 <sup>th</sup> April, 2020 as scheduled in the calendar.

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJ College for Women (Autonomous)  
TENALI - 522 202.

*S. Shiny K. P.*

Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI



# JMJ COLLEGE FOR WOMEN (A), TENALI

## IQAC Meeting Notice

29-02-2020

Dear Madam,

The IQAC meeting will be held on 4<sup>th</sup> March, 2020 in the Board Room at 4 P.M. The IQAC members **are** requested to make it convenient to attend the meeting without fail.

### Agenda:

1. Preparing Institutional plan for the year 2020-21
2. To review the progress of each criterion of AQAR 2019-20
3. Conducting Academic Council and Governing Board Meeting
4. Taking MOU's from Industries and Colleges
5. Organizing National Workshop by IQAC and other departments
6. Faculty Forum Lectures
7. Any other matter with the permission of the Chairperson

*M. Aruna*

Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
JMJC College for Women (Autonomous)  
TENALI - 522 202.



**JMJ COLLEGE FOR WOMEN (AUTONOMOUS):: TENALI**

**Minutes of the IQAC Meeting held on 4<sup>th</sup> March, 2020**

The IQAC meeting was held on **4<sup>th</sup> March, 2020** at 4 P.M in the Board Room to discuss the following agenda;

**Agenda:**

1. Preparing Institutional plan for the year 2020-21
2. To review the progress of each criterion of AQAR 2019-20
3. Conducting Academic Council and Governing Board Meeting
4. Taking MOU's from Industries and Colleges
5. Organizing National Workshop by IQAC and other departments in the next academic year
6. Faculty Forum Lectures in the next
7. Any other matter with the permission of the Chairperson

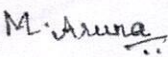
The following Members were present for the meeting;

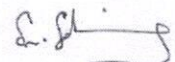
S.No	members of IQAC	Designation
1	Dr.Sr.Shiny.K.P	Principal, Chair Person
2	Ms.K.Anthony Mary	Senior Administrative Officer
3	Ms. N. Ignatius Mary	Jr. Administrative Officer
4	Ms .D.Margaret	Jr. Administrative Officer
5	Ms.K.Nirguna	Member
6	Ms. K. Pramela	Member
7	Ms C.M. Anitha	Member
8	Dr.P.M.Padmalatha	Member
9	Dr.S.Uma maheswari	Member
10	Dr. K. Nirmala Jyothi	Member
11	Ms. P. Hemalatha	Member
12	Dr. R. Naga Jyothi	Member
13	M. Esther Shoba	Librarian
14	Dr.Sr. Theresamma Gade	Member from Management



15	Sr.D.Mariamamma,	Member from Management
16	Mr. K. Sambasiva Rao Rtd. Principal	Local nominee – External Member
17	Dr. T. Swaruparani, Principal	Alumnae
18	Ms. G. Mary Stella III BSc.	Student Representative
19	Ms.G. Priskilla III BA.	Student Representative
20	Dr. S. Sivaramakrishna	Industrialist
21	Ms.M. Aruna	IQAC Co-coordinator

The Coordinator presented the minutes of the previous meeting. The Chairperson instructed to prepare institutional plan for the year 2020-21 and also guided the members to prepare AQAR in Criteria Wise collecting the data from departments. It was decided to conduct Academic Council Meeting on 30<sup>th</sup> March and Autonomous Governing Board Meeting on 8<sup>th</sup> April, 2020. The Coordinator suggested taking MOU's and linkages from industries and reputed colleges on stamped paper by every department for projects, curriculum designing, certificate courses, placements etc. It was decided to organize One week National Workshop by IQAC in July, 2020 and by other departments like Economics, Physics, History and Physical Education. It was decided to organize Faculty Forum Lectures by the department of History, English, Commerce, Botany and Chemistry for the academic year 2020-21. The meeting came to an end at 4.30 P.M.

  
Ms.M.Aruna  
IQAC Coordinator  
IQAC Coordinator  
JMJ College for Women (Autonomous)  
TENALI - 522 202.

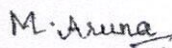
  
Dr. Sr. Shiny K. P  
Chairperson  
PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI



## Action Taken Report on the decisions of the IQAC meeting held on 4<sup>th</sup> March, 2020

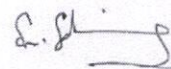
The following Actions were taken:

S.No	Decision	Action taken
1.	Preparing Institutional plan for the year 2020-21	The institutional plan is finalized by the Planning and Evaluation Committee for the year 2020-21
2.	Preparing Criteria wise AQAR 2019-20	IQAC collected the data from departments and Committees and prepared AQAR in Criteria wise.
3.	Conducting Academic Council and Governing Board Meeting	Academic Council Meeting was conducted on 30 <sup>th</sup> March and Autonomous Governing Board Meeting was on 8 <sup>th</sup> April, 2020.
4.	Taking MOU's from Industries and Colleges	The departments took MOU's and linkages from Industries, Universities and reputed colleges to do projects, training, curriculum designing, certificate courses, placements etc.
5	Organizing National Workshop by IQAC and other departments in the next academic year	It was decided to organize One week National Workshop by IQAC in July, 2020 and by other departments like Economics, Physics and Physical Education in the next academic year 2020-21.
6	Faculty Forum Lectures	It was decided to organize Faculty Forum Lectures by the departments of History, English, Commerce, Botany and Chemistry for the academic year 2020-21.



Ms.M.Aruna  
IQAC Coordinator

IQAC Coordinator  
J.M.J. College for Women (Autonomous)  
TENALI - 522 202.



Dr. Sr. Shiny K. P  
Chairperson

PRINCIPAL  
J.M.J. COLLEGE FOR WOMEN  
TENALI