



## Minutes of Meeting

### Meeting – 1

#### Annual General Body Meeting

**Date:** 27. 04. 2015 & 28. 04. 2015

**Venue:** Psychology Lab

The Annual General Meeting was held under the Leadership of our Secretary Rev. Sr. Margaret Julie, Principal Ms. Nisha Joseph, IQAC coordinator Ms. Mary Shaila and the faculty members in Psychology Lab at 10.00 AM.

#### AGENDA

- Introduction of Standard CBCS Booklet format
- National Conference
- General Guidelines like discipline, Dress Code
- NAAC Review Meeting
- Formation of committees and clubs
- Dept Fests
- Student Orientation
- To Organize Exhibition

The Meeting started with a short prayer by Ms. Alice, Asst Prof. Dept of Mathematics. Principal Ms. Nisha Joseph read out the agenda.

The Principal briefed on the over all performance of the students in all activities, and took feedback from the lectures on the necessity to have a good achieve plan for the forthcoming academic year to enhance the quality of the institution.

The Secretary also shared her suggestions with the staff members suggesting to develop the quality, culture at St. Anne's College.

#### 1. Introduction of Standard CBCS Booklet Format

Mr. Ranjit coordinator exam committee showed the Booklet, told the need of necessity for introducing the CBCS booklet format, prescribed by the university. He briefed on conducting the Mid Sem, End Sem exam in the same booklet. And documenting the same for future reference.

## **2. National Conference**

IQAC in accordance with principal and Secretary suggested to organize Seminars/Conference on quality related themes and promotion of quality in the institution.

The Dept of Management was asked to host the management conference, and make further plans for the dissemination of the same. Ms. Anjali Christine was appointed the coordinator, she along with other faculty members were asked to sketch the plan in detail and discuss the same with the principal during the next meeting.

## **3. NAAC review Meeting**

In the NAAC review meeting, suggestions were made to documentation of various programmes/activities of the institution leading to quality improvement. Suggestions made to prepare "Common Files" for common documents required for all the criterions. Department were asked to prepare their respective department PPTs.

## **4. Formation of Communities and Clubs**

For the forthcoming academic year various committees and clubs were formulated, and coordinators and members appointed to discharge their duties.

## **5. Department Fests**

As being the common practice, of conducted department fests. The Principal suggested to carry forward the best practices of each department, to encourage each and every student to participate on stage and off-stage activities to promote achieve participation and confidence was suggested by Ms. Vasudha to have more events, off stage to encourage the shy and stage fearing students.

## **6. Student Orientation**

IQAC coordinator, Ms. Shaila suggested on the need for having student orientation for the freshers and 2<sup>nd</sup> and final year students as well. Suggestions made are:

- Discipline
- Late coming
- Dress Code
- Ban on use of Mobile Phones in the campus


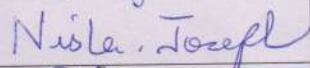

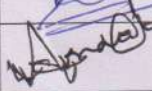
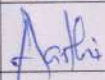
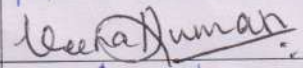
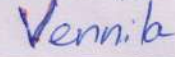
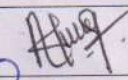
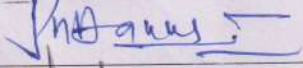
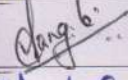
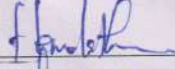

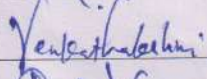
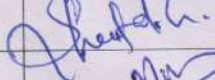
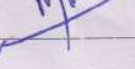
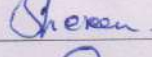


The following issues were discussed and unanimously agreed upon by everyone.

## 7. Exhibition

A proposal was put forth by Ms. Marina, HOD department of computer application to organize, science, commerce, Humanities and Management Exhibition.

The meeting came to an end with a vote of thanks by Principal.

### MEMBERS

SL.NO	NAME	DESIGNATION	SIGNATURE
1	Rev. Sr. Julie	Secretary & Administrator	
2	Ms. Nisha Joseph	IQAC Chairperson	
3	Ms. Mary Shaila.F	IQAC Coordinator	
4	Ms. Vasudha	Member	
5	Ms. Aarthi	Member	
6	Ms. Veena Kumari	Hod Commerce	
7	Ms. Vennila	Asst.Prof.	
8	Mr. Ranjith Kumar	Asst.Prof.	
9	Mr. Puttanna	Asst.Prof.	
10	Ms. Sangitha	Asst.Prof.	
11	Ms. Hemalatha	Asst.Prof.	
12	Ms. Vidya	Asst.Prof.	
13	Ms. Venkatalakshmi	HOD Management	
14	Ms. Sheethal	Asst.Prof.	
15	Ms. Marina	HOD Computer Science	
16	Ms. Shereen	Asst.Prof.	
17	Ms. Neha Mantri	Asst.Prof.	
18	Ms. Eva Sandhyaraj	Asst.Prof.	

SL.NO	NAME	DESIGNATION	SIGNATURE
19	Ms. Rekha	Asst.Prof.	Rekha
20	Ms. Alice	Asst.Prof.	Alice
21	Ms. Savitha	HOD Physics,	Ms. Savitha
22	Ms. Sindhu	Asst.Prof.	S. Sindhu
23	Ms. Shirisha	Asst.Prof.	Shirisha
24	Ms. Vasantha Pillai	Asst.Prof.	Vasantha
25	Mr. Swamy	Asst.Prof.	Swamy
26	Mr. Stephen Babu	Asst.Prof.	Stephen Babu
27	Ms. Nalini	Asst.Prof.	Nalini
28	Ms. Shruthi	Asst.Prof.	Shruthi
29	Ms. Sathya	Asst.Prof.	Sathya
30	Ms. Parimala	Asst.Prof.	Parimala
31	Mr. Mohammad Aftab	Asst.Prof.	Aftab
32	Ms. Ramya.K	Asst.Prof.	Ramya
33	Mr. Ramesh Naik	Asst.Prof.	Ramesh Naik

IQAC COORDINATOR



Nisla Joseph  
PRINCIPAL

PRINCIPAL  
St. Anne's Degree College  
For Women

# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting – 2

Meeting of IQAC with SWO, Students council members and Class Representatives

Venue: Auditorium

Date: 27<sup>th</sup> July 2015

A meeting was held by IQAC members with SWO, student council members and class representatives on the following agenda.

Agenda

- College Vision and Mission
- Rules and Regulations
- To discuss how to improve the quality of activities held in the college
- Fresher's day
- Kala
- Teacher's Day
- Ebullience
- Industrial Visits

Members Present (Student)

SL.No	Names	Name of Post	Signature
1	Sheeraz Banu B	President	Sheeraz
2	Surriya S	Secretary	Surriya
3	Indra A	Treasurer	Indra
4	Sonia G	Vice-President	Sonia
5	Sofiya T	Cultural Secretary	Sofiya

Members Present (SWO)

SL.No	Names	Designation	Signature
1.	Prof. Nisha Joseph	Principal	Nisha Joseph
2	Ms. Mary Shaila	IQAC Co-ordinator	Mary Shaila
3	Mr. Aftab	Coordinator	Aftab
4	Mr. Santhosh	Member	Santhosh
5	Ms. Shereen	Member	Shereen
4	Ms. Ramya	Member	Ramya
5	Ms. Savitha	Member	H.S. #

**Item 1:** SWO coordinator Mr. Aftab, Mr. Santhosh Kumar, Ms. Shereen, Ms. Ramya met all the student council members, class representatives and discussed on improving the quality of programmes to be organized for the academic year.

**Item 2:** The students were briefed on the values of the institution, the Vision and Mission as cherished by our foundress Mother Gnanamma. They promised to abide by the goals of the institution, to uphold the Vision and actively involve in quality assurance through active participation and feedback mechanism.

**Item 3:** It was suggested by SWO members Ms. Ramya, Ms. Shireen and Savitha to conduct Fresher's Day Kala, Teacher's day and Ebullience. The meeting was aimed at making the activities and programmes a grand success. The events were discussed and suggestions were made by the students as well

**Item 4:** IQAC Coordinator Ms. Mary Shaila suggested to organize more Industrial Visits for Students.

IQAC COORDINATOR



*Nisla Joseph*  
PRINCIPAL

PRINCIPAL  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Meeting – 3

#### IQAC Meeting with Staff

**Venue:** Principal's Chamber

**Time:** 2.30

**Date:** 02-08-2015

**Agenda:**

- National Conference
- Alumnae Meet
- Centre for Excellence
- Social leadership club; Render Leader, Club, ECO Club

#### **National Conference**

As Proposal in the earlier meeting, about the national conference of management along with other faculty members gave a tentative plan for the same. The topic and sub: Themes were decided, to be on "Emerging issues in Global Economy Challenges and Strategies for international competitiveness". Date was finalized to be held on 2<sup>nd</sup> September 2015. Chief Guest, key note speaker and various other guests, were shortlisted. Broachers, handouts were shown. Committees were formed and all the staff members were formed and all the staff members were allotted various duties and responsibilities.

#### **Alumnae Meet**

Alumnae Coordinator, Mr. Puttanna proposed to host an Alumnae meet in the month of September. Discussion was held, Association formed, few alumnae members were appointed president, V.P and Secretary, Details contact address were to be collected. Therefore, plans were sketched for the smooth conduct of Alumnae meet during the month on September.

#### **Center for Excellence**

St. Anne's college has contributed a knowledge resource center, where the Faculty Members carry out the "Reach Out" Programme, through their creative classroom teaching. Rev. Sr. Margaret Julie Secretary proposed during the meeting to carry out the "Reach out" activities started in 2013. She encourages the staff to impart the same to other colleges other states as

well. Centre for Excellence coordinator Ms. Shirisha proposed to conduct too such activities during the semester in Jain College in Bangalore, and another Christ College in Chennai.

### **Social Leadership Club**

Ms. Ramya Coordinator for social leadership club proposed to carry out various activities during the semester.

1. Clean up drive in the campus and the surroundings of the college.
2. Ban on Tobacco and Smoking.
3. Mid-Day meal programme in Govt. Schools.
4. Awareness programme in Govt. Schools.
5. Traffic control in front of the college.
6. Visit to Orphanages.

Ms. Nisha Joseph, Principal agreed to the proposed plan.

### **ECO Club and Reader Leader Club**

Ms. Kumari Veena Coordinator for ECO Club and Reader Leader Club discussed her plans to carry out various activities, in the campus during the academic year. She proposed to plant more saplings as compared to the previous year, continue with Garbage composting tasks, carry out the Swatch Bharat Campaign, and also take the students out to Botanical Gardens to study various kinds of flora existing and as a large mission to conserve the Beauty of Nature.

She also put forth her idea of hosting a massive rally, for the cause of girl child protection against violence and all kinds of Harassment.

### **Reader Leader Club**

Under the guidance of Ms. Veena coordinator for Reader Leader Club, carried out various programmes, like Street play, enact the life of Dr. Abdul Kalam, Character enactment, Book review, concept in a poem, Article writing, Critical Evaluation of a book, debate, etc., to develop confidence, participation and in the students.

The meeting came to an end with a note of gratitude by the Principal.



MEMBERS PRESENT-2.8.2015

SL.NO	Names	Designation	Signature
1.	Ms. Nisha Joseph	IQAC Chairperson	<i>Nisha Joseph</i>
2.	Ms. Shaila	IQAC Coordinator	<i>Shaila</i>
3.	Ms. Vasudha	Member	<i>Vasudha</i>
4.	Ms. Aarthi	Member	<i>Aarthi</i>
5.	Ms. Vennila	Asst.Prof.	<i>Vennila</i>
6.	Ms. Veena Kumari	HOD Commerce	<i>Veena Kumari</i>
7.	Ms. Venkatlakshmi K	Asst.Prof.	<i>Venkatlakshmi K</i>
8.	Ms. Anjeli	HOD Management	<i>Anjeli</i>
9.	Ms. Sheetal	Asst.Prof.	<i>Sheetal</i>
10.	Ms. Shirisha	Member	<i>Shirisha</i>
11.	Ms. Ramya	Asst.Prof.	<i>Ramya</i>
12.	Ms. Marina	HOD Computer Science	<i>Marina</i>
14.	Ms. Prameela	HOD Kannada	<i>Prameela</i>
15.	Vasantha Pillai	Asst.Prof.	<i>Vasantha</i>

IQAC COORDINATOR



*Nisha Joseph*  
 PRINCIPAL  
**PRINCIPAL**  
**St. Anne's Degree College**  
**For Women**  
 # 23, Cambridge Road, Malasuru,  
 Bangalore - 560 008.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Meeting – 4

### MINUTES OF IQAC MEETING WITH ADMINISTRATIVE STAFF

**Venue:** Principal Chamber

**Time:** 2.30

**Date:** 14.10.2015

The meeting was held with reference to the following agenda to provide easy services to the students.

#### Agenda

- I Boss Entry
- Documentations
- To provide soft copy of Results

It was suggested in the meeting by Mr. Ramesh Naik member of IQAC to the admin staff, that their help is needed in I-Boss entry. As it was very confusing for the staff to enter B. Com classes attendance.

IQAC suggested the admin staff to maintain and properly fill the important documents for NAAC peer visit. Ms. Vasudha, member of IQAC suggested in Development and maintenance of Institutional data base through MIS for the enhancing the institutional quality.

Ms. Shaila suggested Office staff how to maintain files according to the format asked by NAAC.

IQAC suggested to provide soft copy of results, internal marks to respective department, year wise to help in easy documentation.



*Nishe Joseph*  
PRINCIPAL  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.

**Members Present**

SL.No	Name	Designation	Signature
1.	Ms. Nisha Joseph	Principal	<i>Nisha Joseph</i>
2.	Ms Mary Shaila	IQAC Coordinator	<i>Shaila</i>
3.	Ms. Lissy	Office Superintendent	<i>Lissy</i>
4.	Ms. Amala		<i>Amala</i>
5.	Ms. Swarnapoorthi		<i>Swarnapoorthi</i>
6.	Ms. Ashwini		<i>Ashwini</i>
7.	Mr. Manjunath		<i>Manjunath</i>
8.	Mr. Jesuraj		<i>Jesuraj</i>
9.	Mr. Srinivas		<i>Srinivas</i>

IQAC Coordinator



Principal

*Nisha Joseph*  
**PRINCIPAL**  
**St. Anne's Degree College**  
**For Women**  
# 23, Cambridge Road, Halasuru  
Bangalore - 560 008

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## Meeting – 5

### IQAC MEETING WITH THE PRINCIPAL AND HOD'S

Venue: Principal Chamber

Date: 21.01.2016

Time: 3: 30 PM

#### Agenda

- Organizing Food Fest
- NAAC Update

#### Members Present

SL.NO	Names	Designation	Signature
1.	Ms. Nisha Joseph	Principal	Nisha Joseph
2.	Ms. Vennila	NAAC Coordinator	Venna
3.	Ms. Shaila	Coordinator	Shaila
4.	Ms. Vasudha	Member	Vasudha
5.	Mr. Swamy	Member	Swamy
6.	Ms. Veena Kumari	HOD	Veena Kumari
7.	Ms. Prameela	HOD	Prameela
8.	Mr. Puttana	HOD	Puttana
9.	Mr. Stephen	HOD	Stephen
10.	Mr. Ranjeeth	Staff Coordinator	Ranjeeth
11.	Ms. Sathya	HOD	Sathya
12.	Ms. Parimala	HOD	Parimala
13.	Ms. Venkatlakshmi	HOD	Venkatlakshmi
14.	Mr. Ramesh Naik	Member	Ramesh Naik

#### Organizing Food Fest

IQAC suggested in conducting food fest for the cause of helping the food victims of Chennai. Various Committees were formed, each class headed by the class teacher, plans sketched out for arranging food and games stalls, 50 and odd stalls were decided upon. Budget and profit were discussed, coupons amount and designs decided. Members present gave various suggestions to invite the parents, primary school, PUC Higher School teachers and Students as well which was agreed unanimously.

**NAAC Review**

Discussed the contents of the letter received from the peer team. Ms. Vennila coordinator read out the contents of the letter, discussed in detail the planned schedule made plans for future expectation. A welcome letter was also decided to be sent to the NAAC peer team.

IQAC Coordinator suggested to form committees for NAAC Visit.

IQAC Coordinator



*Nishe Joseph*  
PRINCIPAL

PRINCIPAL  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Meeting – 6

#### MINUTES OF IQAC MEETING WITH THE PRINCIPAL/HOD & COMMITTEE COORDINATORS

**Venue:** Board Room

**Date:** 01.02.2016

**Time:** 2.30

A meeting was held on 01.02.2016, with IQAC, HOD's and Committee Coordinators to upgrade the configuration of the systems to introduce Wi-Fi access to the staff. IQAC discussed on the role of placement cell as well.

#### **Agenda**

- He suggested upgrading the configuration of the systems for the healthier learning of the students.
- Suggestion to introduce Wi-Fi connectivity
- Gave Valuable suggestion on NAAC Peer team visit.
- To introduce Wi-Fi connectivity to all the staff members
- Feedback on department PPT's
- Placement cell activities

#### **Minutes of the meeting:-**

##### **Upgrading the configuration of computes**

Mr. Ranjit Kumar, Staff Coordinator suggested to upgrade the configuration of the existing systems for a healthier learning process. He also conveyed the need to have few more computers in the staff room, and labs. All the members agreed for this suggestion.

Ms. Vasudha, member of IQAC suggested for introducing Wi-Fi access for all the staff members for easy of accessing the internet.

##### **NAAC peer team Visit**

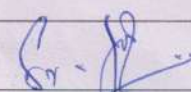
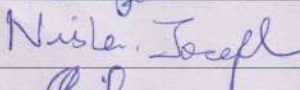

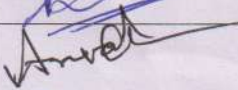
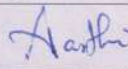

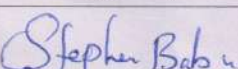
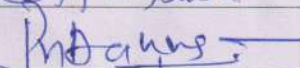
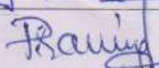
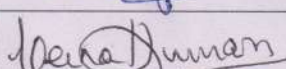
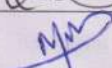
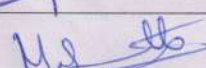
IQAC discussed with the members present on the progress of the respective departments and committees with planning, documenting, department PPT, Handouts, Albums, Charts, maintaining Labs, Department Libraries, and instruments etc. Suggesting were made and the common format, Template, logo etc. were discussed to make department PPT's.

## Placement Cell

Placement cell coordinator, Mr. Anil Kumar informed the IQAC and the members present about the progress of the placement cell. Companies that visited campus in 2015 till date are Northern Trust Bank – where 3 girls got selected ICICI Prudential – 56 girls got selected Greet Tech (Tally Company) – 48 got selected HGS, Flaming Gulf, TCS, Accenture many got selected. Mr. Anil Kumar also suggested on introducing various job-oriented courses like SAS for B. Com and BBA, SAP for increasing the Employability opportunities. He also advised on the need for introducing soft skills training and mental aptitude training for the students. All the members present agreed to the suggesting made by the placement officer.

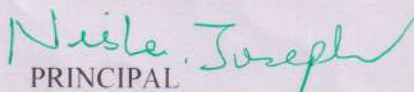
The meeting came to an end with a vote of thanks by the Principal.

### MEMBERS PRESENT

SL.NO	Names	Designation	Signature
1.	Rev.Sr.Margaret Julie	Secretary	
2.	Ms. Nisha Joseph	IQAC Chairperson	
3.	Ms. Mary Shaila	IQAC Coordinator	
4.	Ms. Vasudha	HOD Dept.of English	
5.	Ms. Aarthi	Member	
6.	Mr. Ranjit Kumar	Staff Coordinator	
7.	Mr. Stephen Babu	HOD Dept. of Humanities	
8.	Mr. Puttanna	HOD Dept. of Hindi	
9.	Ms. Prameela	HOD Dept.of Kannada	
10.	Ms. Veena Kumari	HOD Dept.of Commerce	
11.	Ms. Marina	HOD Dept.of Computer Application	
11.	Ms. Savitha	HOD Dept. of Physics	

IQAC Coordinator



  
PRINCIPAL

**PRINCIPAL**  
**St. Anne's Degree College**  
**For Women**

# 23, Cambridge Road, Halasuru,  
Bangalore - 560 008



# St. Anne's Degree College for Women

Affiliated to Bangalore University, Bangalore

#23, Cambridge Road, Halasuru, Bangalore, Karnataka-560008



## IQAC ( Internal Quality Assurance Cell)

### Action Taken Report for the Academic Year 2015-16

Action Taken Report of IQAC for the Academic Year 2015-16 is based on Academic planner and meeting held during the year. ATR has been placed before the management for the inclusion in the institutional Annual Report. Following Quality initiatives have been taken to ensure quality culture in the Campus.

Resolution passed/Plan of Action	Action Taken
Planning & Uploading of NAAC SSR	NAAC Accreditation got in the month of February 2016
To organize Industrial Visits for Students Exposure	<ul style="list-style-type: none"> <li>➤ 147 students of Commerce went for Industrial Visit to Karnataka Milk Federation</li> <li>➤ 80 students from BBA visited Caterpillar Company in Hosur</li> <li>➤</li> </ul>
To organize Awareness Program	Legal Issues Awareness Program was organized by Traffic Police in Association with Dept.of Kannada.
To encourage Faculty members to attend more FDP's & present Papers	29 papers were Presented & Published in UGC Journal & other Conferences
To organize Workshops	<ul style="list-style-type: none"> <li>➤ Dept.of Computer Application has organized a Seminar on " Computer Networks and Security" on 5<sup>th</sup> October 2015</li> <li>➤ Dept.of Commerce has organized a Seminar on "Business Taxation" on 5<sup>th</sup> October 2015</li> </ul>



*Nisile Joseph*  
 PRINCIPAL  
 St. Anne's Degree College  
 For Women  
 # 23, Cambridge Road, Halasuru,  
 Bangalore - 560 008.



To organize Health Camp for Faculty & students	<p>➤ On 3.10.15- A Health Camp was organised for all faculty and students in the campus. Dr Sr. Veena was the doctor at the health Centre who answered all medical queries. Basic height, weight and blood Pressure was taken.</p> <p>➤ 25th Jan 2016- Dr Amala Selvam from St Joseph's Clinic conducted a Health Check up for faculty and students.</p>
To conduct A Clean Up Drive	Social Leadership Club has conducted "A Clean Up Drive" as part of Swatch Bharat Abhiyan on 16 <sup>th</sup> January 2016
To conduct Rally on Suicide Prevention	The Department of Psychology in association with NIMHANS organised a rally on "Prevention of Suicide and Mental Health Awareness"..
To organize Blood Donation Camp	The NSS unit in association with Kidwai Memorial Institute of Oncology conducted a Blood Donation Camp on 11 th January 2016.



PRINCIPAL  
St. Anne's Degree College  
For Women  
# 23, Cambridge Road, Halasuru  
Bangalore - 560 008.