



St. Anne's Degree College for Women

Affiliated to Bengaluru Central University
Recognized by UGC under Section 2(f), Accredited by NAAC
Halasuru, Bangalore-560008



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting & ATR

2018-2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL GENERAL BODY MEETING – 11-05-2018

Members: General Council Members, Rev. Mother Margaret Julie – Secretary, Prof. Nisha Joseph, Asst. Prof. Ms. Shaila – IQAC Co-ordinator & all the respective Department Heads & Faculty

Time: 11.00 AM

Venue: Room NO 53

The following points were discussed in the meeting:

Agenda: ANNUAL GENERAL BODY MEETING

- Internal Audit by IQAC
- Formation of Clubs and Committees.
- Formation of new Clubs
- International Conference
- Department Fests
- Add on Programs
- Faculty Research Programme
- Evaluation of Activities
- Academic Results
- Revival of Rules, Regulations and Duties.
- Budget for Departments, IQAC, Various Cells and Committees

The meeting began with a prayer by Ms. Medlin to seek God's blessings. Ms. Nisha the Principal read out the Agenda for the day's meeting.

Rev. Sr. Margaret Julie addressed the staff and she suggested few amendments to be followed in the upcoming academic year. She also reframed the coordinators and members of few cells, committees and clubs. She elaborated its duties in detail for the effective functioning. She further encouraged the members of the cells and clubs to take tasks voluntarily and contribute to the institution and society at large.

IQAC Chairperson Prof. Nisha Joseph announced that the International Conference will be conducted. The tentative date and topic for the Conference was decided in the AGM with the consent of the faculty. It was decided that the National Conference would be held on Ethical values in Higher Education. She also encouraged the faculty to invite their colleagues and friends from different states to participate and present papers in the National Conference.

IQAC Coordinator Asst. Prof. Mary Shaila requested all the HODs of the departments to give the dates on which they would like to conduct the department fest, the programs to be

the guests they invite, the budget for the programs etc., All the HODs gave the same as they had held the meeting with their departments earlier and the same was announced during the meeting so that it there would be no overlapping of dates with other departments.

Each Department was asked to brief about the academic and cocurricular plans for the forth coming year, they also briefed about the results of each subject in the meeting.

IQAC discussed about the evaluation report filed by them for the academic year and few inputs given by the faculty were considered for the improvisation.

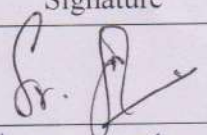
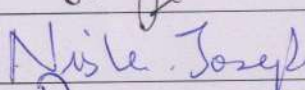
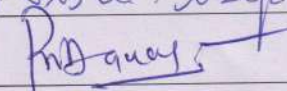
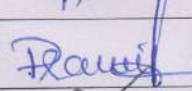
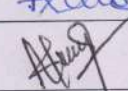
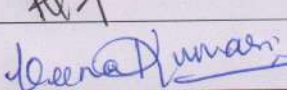
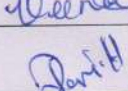
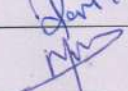
This year FRP would be held with respective specialization of the staff. She recommended to invite a subject expert with respect to each department during FRP to assess and guide the faculty for the same.

It was also informed to all the HOD's of the respective Departments to be ready with the documents as there will be an Internal Academic Audit by the team of Internal Quality Assurance Cell – IQAC which will undertake at the end of the academic year.

The Secretary asked the IQAC, various committees, clubs and the departments to give the budget for the academic year within a week.

The AGM came to an end with thank you note by the Principal.

STAFF MEMBERS :-

| SI. No | Name | Signature |
|--------|--------------------------|---|
| 1 | Rev. Sr. Margaret Julie |  |
| 2 | Mrs. Nisha Joseph Cyriac |  |
| 3 | Dr. H. R .Puttanna |  |
| 4 | Mrs. Vennila A | Absent |
| 5 | Mrs. Prameela |  |
| 6 | Mr. Ranjith Kumar .A |  |
| 7 | Mrs. Veena Kumari.V |  |
| 8 | Mr. Ravi.H |  |
| 9 | Mrs.Marina .B |  |

| | | |
|----|-------------------------|-----------------------|
| 10 | Mrs.Mary Shaila.F | <i>Mary</i> |
| 11 | Mrs.Sangita | <i>Sangita</i> |
| 12 | Mrs.Anjeli Christine | <i>Anjeli</i> |
| 13 | Ms.A Kumari Veenu | <i>Veenu</i> |
| 14 | Mr.Stephen Babu | <i>Stephen Babu</i> |
| 15 | Mrs.Vasudha.A.R | <i>Vasudha</i> |
| 16 | Mr.Santhosh Kumar R.M | <i>Santhosh</i> |
| 17 | Mrs. Sirisha | <i>Sirisha</i> |
| 18 | Ms.Venkatalakshmi K | <i>Venkatalakshmi</i> |
| 19 | Mrs.Vasantha Pillai | <i>Vasantha</i> |
| 20 | Mr.Mohamed Aftab | <i>Aftab</i> |
| 21 | Ms.M. Savitha | <i>MS Savitha</i> |
| 22 | Ms. Sindhu. S | <i>S. Sindhu</i> |
| 23 | Mrs.Neha Mantri | <i>Neha</i> |
| 24 | Mrs.Ramya.K | <i>Ramya</i> |
| 25 | Dr.R.Ramesh Naik | <i>Ramesh Naik</i> |
| 26 | Mrs.Lily Regina Arthi S | <i>Arthi</i> |
| 27 | Ms.Rekha.R | <i>Rekha</i> |
| 28 | Mr.Deepu . B | <i>Deepu</i> |
| 29 | Mrs.Khutaija Nazeen | <i>Nazeen</i> |
| 30 | Ms. Shruthi B.P | <i>Shruthi</i> |
| 31 | Mrs.Sheetal .G | <i>Sheetal</i> |
| 32 | Ms.Vidhya | <i>Vidhya</i> |
| 33 | Mrs. Sindu .R | <i>Sindu</i> |
| 34 | Mr.Krishna.S | <i>Krishna</i> |

| | | |
|----|--------------------------|------------------|
| 35 | Mrs. Anitha R | <i>Ad</i> |
| 36 | Mrs.Pradeepa | <i>Pr</i> |
| 37 | Mrs.Sujatha | <i>Sujatha</i> |
| 38 | Mrs.Suman Dinesh Malodey | <i>Suman</i> |
| 39 | Mr.Amarnath .R | <i>Amarnath</i> |
| 40 | Mr.Michael Melvin M | <i>Michael</i> |
| 41 | Ms.Vijaya Kumari.K | <i>Vijaya</i> |
| 42 | Mr.Santosh.S | <i>Santosh</i> |
| 43 | Mr.Anil Kumar (MBA) | <i>Anil</i> |
| 44 | Ms.Hemalatha | <i>Hemalatha</i> |
| 45 | Ms.Meera | <i>Meera</i> |
| 46 | Ms.Esther | <i>Esther</i> |
| 47 | Ms. Medlin | <i>Medlin</i> |
| 48 | Ms. Bindu | <i>Bindu</i> |
| 49 | Ms.Anu.S | <i>Anu</i> |

IOAC Coordinator



PRINCIPAL

Nisla Joseph

PRINCIPAL

St. Anne's Degree College
For Women

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

IQAC held a meeting on 10th January'18 with newly designated IQAC Co-ordinator Ms. A R Vasudha Head, Dept of English , Advisor, 7 members in the English Lab at 2:00 pm

Agenda :

- Planning regarding International Conference
- AQAR – Segregation of data
- Faculty Orientation Programme
- To Fix a date & topic for Faculty Research Programme
- Action Plan
- Minutes book allotment

Ms. Vasudha –IQAC Co-ordinator started the discussion regarding AQAR , that the entire data will be segregated –department wise, to eliminate blank columns & to streamline the procedure.

Each IQAC member was given the responsibility to follow up with the revised AQAR report with their respective departments.

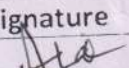
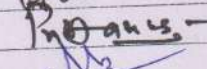
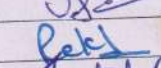
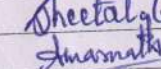
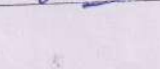

Ms. Vasudha & Mr. Amarnath took in charge to streamline the contents of AQAR report as per the department requirements.

For the first time IQAC is planning to organize an International Conference tentatively on September 18th or 19th .

IQAC also discussed & Planned to organize a Faculty orientation Programme in order to enhance the teaching skills & benefit our internal faculties.

FRP will be held on Feb 12th on the Subject Specialization.

Ms.Shetal G was allotted for maintaining the minutes book for the year.

| List of Faculty | | |
|-----------------|------------------|---|
| SL No. | Names | Signature |
| 1 | Ms. A R Vasudha |  |
| 2 | Dr. Puttanna H R |  |
| 3 | Mr. Aftab |  |
| 4 | Ms.Rekha |  |
| 5 | Ms.Sheetal G |  |
| 6 | Mr.Amarnath |  |

IQAC MEETING

IOAC held a meeting on 14th January '2019 with all the IQAC Members preceded by the IQAC Co-Ordinator Prof. Vasudha – Head dept of English, under the guidance of Prinipal Prof. Nisha Joseph in principal's cabin at 1.30 pm

Agenda :

- Discussions & Planning for
"INTERNATIONAL CONFERENCE"

Prof. Vasudha started the discussions & asked for suggestions regarding the committee members for heading different committees as per the suitability.

Conference agenda was written.
Chief guest names were shortlisted.

Discussions on filing & Documentation

IQAC members were given in charge for monitoring & Updating on each committee's work status.

| List of Faculty | | |
|-----------------|-------------------------------|---------------------|
| Sl.No | Names | Signature |
| 1 | Prinicipal Prof. Nisha Joseph | <i>Nisha Joseph</i> |
| 2 | Co-Ordinator Prof. Vasudha | <i>Vasudha</i> |
| 3 | Prof. Aftab | <i>Aftab</i> |
| 4 | Prof. Rekha | <i>Rekha</i> |
| 5 | Prof. Sheetal G | <i>Sheetal G</i> |
| 6 | Prof. Sindhu | <i>Sindhu</i> |
| 7 | Prof. Amarnath | <i>Amarnath</i> |

Aftab
Internal Quality Assurance Cell (IQAC)
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
Bengaluru - 560 008.

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

IQAC MEETING

IOAC held a meeting on 17th January '2019 with all the IQAC Members preceded by the IQAC Co-Ordinator Prof. Vasudha – Head dept of English, under the guidance of Prinipal Prof. Nisha Joseph in principal's cabin at 1.30 pm

Agenda :

- Formation of Committees for
" **INTERNATIONAL CONFERENCE** "
- Over all in-charge to the respective IQAC members

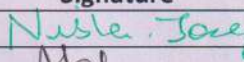
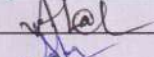
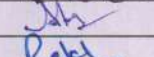
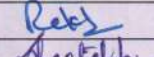
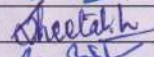
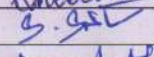
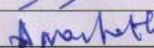
Prof. Vasudha started the discussions & asked for suggestions regarding the committee members for heading different committees as per the suitability.

After all the analysis the committees were framed & finalized.

& The following immediate next day the duty list was displayed on the notice board.

The roles & responsibilities of each committee was also noted & mentioned.

IQAC members were given in charge for monitoring & Updating on each committee's work status.

| List of Faculty | | |
|------------------------|-------------------------------|--|
| Sl.No | Names | Signature |
| 1 | Principial Prof. Nisha Joseph |  |
| 2 | Co-Ordinator Prof. Vasudha |  |
| 3 | Prof. Aftab |  |
| 4 | Prof. Rekha |  |
| 5 | Prof. Sheetal G |  |
| 6 | Prof. Sindhu |  |
| 7 | Prof. Amarnath |  |


Internal Quality Assurance Cell (IQAC)
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
Bengaluru - 560 008.


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

IQAC MEETING

IOAC held a meeting on 11th February '19 with all the IQAC Members preceded by the IQAC Co-Ordinator Prof. Vasudha – Head dept of English, in English Staff room at 2.30 pm

Agenda :

- Discussions & Work Allotment for "INTERNATIONAL CONFERENCE"
- Maintenance of Reports
- Discussion on seating arrangement
- Preparation of letters
- Collecting profile
- Regarding Certificates
- Brief discussion about valedictory

Prof. Vasudha started the meeting on the number of papers received for international conference Later on the following responsibilities was given to the respective IQAC Members :

Prof. Aftab incharge for Stage set up, Technical aspects, Installation & Arrangement of skype , preparing name plates

Prof. Amarnath incharge For logistics, pick & drop of international conference speaker, Booking cabs, arranging for the mode of transport

Prof. Rekha incharge for Certificates, preparing thank you letters, To collect remuneration from Prof. Veena, & taking the feedback of the guests in the visitors book

Prof. Sheetal G incharge for MC, Stage set up, & summing up the valedictory report accompanied by Prof Sirisha, following it up with feedback forms, Collecting the profile of the speakers & guests and handing over to the respective incharge.

Prof.Sindhu incharge for Monitoring & updating on registration, Maintaining files, Collecting reports from the concerned committee heads after program.


Later for the panel discussion, Seating arrangement was made for each department faculty member divided into 3 groups : Auditorium

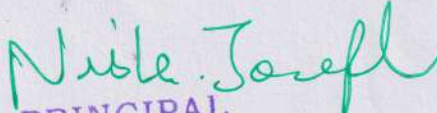
Language room

AV Room

There was also an discussion regarding the best 5-10 students of each class from each department will be given a chance to attend the conference.

Food & Beverages updates & status was checked on & finalized.


Internal Quality Assurance Cell (IQAC)
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
Bengaluru - 560 008.


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

| List of Faculty | | |
|-----------------|----------------|------------------|
| Sl.No | Names | Signature |
| 1 | Prof. Vasudha | <i>Vasudha</i> |
| 2 | Prof.Aftab | <i>Aftab</i> |
| 3 | Prof.Rekha | <i>Rekha</i> |
| 4 | Prof.Sheetal G | <i>Sheetal G</i> |
| 5 | Prof.Sindhu | <i>Sindhu</i> |
| 6 | Prof.Amarnath | <i>Amarnath</i> |

Vasudha
 Internal Quality Assurance Cell (IQAC)
 St. Anne's Degree College for Women
 #23, Cambridge Road, Halasuru,
 Bengaluru - 560 008.

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

IQAC MEETING

IQAC held a meeting on 27th February '2019 with all the IQAC Members preceded by the IQAC Co-Ordinator Prof. Vasudha – Head, dept of English, under the guidance of Prinsipal Prof. Nisha Joseph in principal's cabin at 2.30 pm

Agenda :

- Regarding the upcoming **“FACULTY RESEARCH PROGRAMME”**
- Assigning roles & Responsibilities to the respective IQAC members
- Inauguration
- Bouquets
- Thank you letters
- Remuneration
- Papers
- Certificate
- Feedback
- Visitors Book
- Report
- MC
- Vote of thanks

The meeting was regarding the FRP which will be held on 6th March'2019.

Ms. Prof Vasudha read out the agenda of the meeting, and as per the agenda each IQAC member was assigned certain duties & responsibility as prescribed in the below table

| Work Area | Name of the Faculty |
|--|--|
| Inauguration – Invocation song | Prof.Sindhu |
| Bouquets (Flower pot) | Prof.Puttanna & Prof. Amarnath <i>Puttanna</i> |
| Thank letters | Prof.Rekha |
| Remuneration | Prof.Aftab |
| Papers – Follow up | Prof. Amarnath |
| Certificate | Prof.Puttanna |
| Feedback – Chairperson (faculty Wise) | Prof.Sheetal G |
| Visitors Book | Prof.Sheetal G |
| Report from HOD's | Prof.Sheetal G |
| MC | Prof.Rekha & Prof.Sindhu |
| Vote of thanks | Prof.Sheetal G |
| Overall Incharge | Prof. Vasudha <i>Vasudha</i> |

Vasudha
Internal Quality Assurance Cell (IQAC)
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
Bengaluru - 560 008.

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

Later on , Number of chair persons, Area of stream, Venue for the paper presentation was decided.

- Commerce , Management, M.com – 20 members – Auditorium
- BCA – 5 members – Computer lab
- BSC – 4 members , 2members (EVS) – Room no :21
- BA – 3 members , 1 member (Rehab), 1 member (Journalism) – Psychology lab
- Language – 12 members – Language lab

| <i>List of Faculty</i> | | |
|------------------------|-------------------------------|----------------|
| Sl.No | Names | Signature |
| 1 | Principial Prof. Nisha Joseph | |
| 2 | Co-Ordinator Prof. Vasudha | <i>AH@</i> |
| 3 | Prof.Aftab | <i>Aftab</i> |
| 4 | Prof.Rekha | <i>Rekha</i> |
| 5 | Prof.Sheetal G | <i>Sheetal</i> |
| 6 | Prof.Sindhu | <i>ABSENT</i> |
| 7 | Prof.Amarnath | |

AH@
Internal Quality Assurance Ceil (IQAC)
St. Anne's Degree College for Women
#23, Cambridge Road, Halasuru,
Bengaluru - 560 008.

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



St. Anne's Degree College for Women

Permanently Affiliated to Bengaluru Central University
Recognized by UGC under Section 2(f), Accredited by NAAC
#23, Cambridge Road, Halasuru, Bangalore- 560008
Ph:080-25544454, Website: www.stannescollege.in

IQAC (Internal Quality Assurance Cell)

Action Taken Report for the Academic Year 2018-19

Action Taken Report of IQAC for the Academic Year 2018-19 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 |
|--|---|
| To get recognition by UGC under 12B and permanent affiliation | Under Process |
| To enhance the research output | <ul style="list-style-type: none"> • Research Lab has been set up with latest statistical tools and other software's There is an increase in research publications • Student Seminars were organized |
| To organize one International level programme on Quality | One International Conference was organized and the Compendium ISBN : 978-93-87844-11-7 was published with International Journal of Research in Education and Psychology (A Peer reviewed Journal) (ISSN 2455-426X) |
| To organize orientation programmes for Fresher's and also for Parents | Under the guidance of IQAC Centre for Excellence organized Orientation Programme for Fresher's, UG & PG , Parents and also for High School Students on various topics |
| To enlighten the staff about the changes in the latest AQAR format and the method of filling the same by all the Departments, Clubs , Committees and Cell Coordinators | On 30th October, 2018 IQAC organized a Power Point Presentation to guide the staff about the updated format of AQAR and the necessary information to be filled by the Heads of the Department, Coordinators of various Committees and Cells |
| Faculty Research Programme | On 9th November- An Innovative Teaching Organization called Patshalagave useful tips on Innovative, Creative and an Awe Inspiring Teaching Techniques |



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