



ACADEMIC YEAR - 2020 - 2021

IQAC - Minutes of Meeting - 1

Date: 18.01.2020

A staff meeting was conducted on 18.01.2020 in the Principal's chamber at 3.30 PM to discuss the establishment of the IQAC Committee.

- The main Agenda of the meeting was the Establishment of the IQAC committee
- After thorough discussions in the meeting, the Principal and the staff members decided to establish the IQAC Committee as per NAAC guideline.
- It was also decided to send a request and Invitation letters to all the Honorable External members and Internal members to be a part of IQAC, to guide us in the process to achieve Excellence in Academics, Administration and Research.

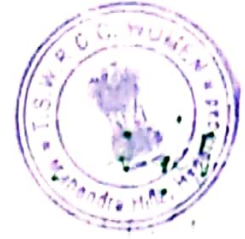
- **THE COMMITTEE:**

Chairperson: Dr.G.Nirupa, Principal

Coordinator: N.Kavitha DL in Biotechnology

External members

S.NO	Name of the the External member	Designation
1	Dr.Vinay Kumar Aileni	Sr.Medical Writer Bharat Biotech International Limited, Hyderabad, India
2	Dr.Kilari.Nagaprabhakara Rao	Retired Principal, Ordnance Factory High School, Chandrapur, Maharashtra.
3	Sivareddy Sumathi	Retired English Lecturer, Vivekananda Degree College, Bhadrawathi, Chandrapur, Maharashtra.



Internal members

S.NO	Name of the Internal member	Designation
1	Dr.M.Praveen Kumar	Joint Secretary, TSWREIS
2	Dr.P.Rajini	Zonal Coordinator(South zone) TSWREIS

Executive members

S.NO	Name of the Executive member	Designation
1	M.Vijayalakshmi	Vice-Principal, DL(HOD) Botany
2	Dr.Swarupa Rani. Ch.	DL(HOD) Microbiology
3	Dr.P.Vasantha	DL(HOD) Chemistry
4	Dr.A.S.N.Pavani	DL(HOD) Zoology
5	Mohini Aiyengar.T	DL(HOD) Genetics
6	Dr.Sumathi Natarajan	DL(HOD) Microbiology
7	Dr.V.Jyothi	DL(HOD) English
8		

Ministerial and Student members

S.NO	Name of the Executive member	Designation
1	Y.Rajashekar	DEO
2	Yamini Supriya	BZC - III

1. Nob
2. N-Kavitha
3. Uinay A.
4. Rapp V
5. U
6. @Lumi
7. ADJ
8. M. Vijayal.
9. ADJ
10. ADJ
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12. ADJ
13. ADJ
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16. ADJ



IQAC - Minutes of the Meeting - 2

Date: 20.01.2020

A staff meeting was conducted on 20.01.2020 in the Principal's chamber at 11.30 a.m. to announce the IQAC Committee officially.

- The IQAC committee was Officially Announced by the Principal Dr.G.Nirupa.

ESTABLISHMENT OF IQAC

S.NO	Name of the Member	Designation	Position in IQAC
1	Dr.G.Nirupa	Principal	Chairperson
2	N.Kavitha	DL(HOD) Biotechnology	Coordinator
3	Dr.Vinay Kumar Aileni	Sr.Medical Writer Bharat Biotech International Limited, Hyderabad, India	Industrialist
4	Dr.Kilari.Nagaprabha kara Rao	Retired Principal, Ordnance Factory High School, Chandrapur, Maharashtra.	Educationalist
5	Sivareddy Sumathi	Retired English Lecturer, Vivekananda Degree College, Bhadrawathi, Chandrapur, Maharashtra.	Educationalist
6	Dr.M.Praveen Kumar	Joint Secretary, TSWREIS	Administrative Member
7	Dr.P.Rajini	Zonal Coordinator(South zone) TSWREIS	Administrative Member
8	M.Vijayalakshmi	Vice-Principal, DL(HOD) Botany	Member
9	Dr.Swarupa Rani. Ch.	DL(HOD) Microbiology	Member
10	Dr.P.Vasantha	DL(HOD) Chemistry	Member
11	Dr.A.S.N.Pavani	DL(HOD) Zoology	Member



12	Mohini Aiyengar.T	DL(HOD) Genetics	Member
13	Dr.Sumathi Natarajan	DL(HOD) Microbiology	Member
14	Dr.V.Jyothi	DL(HOD) English	Member
15	Y.Rajashekar	DEO	Ministerial staff
16	Yamini Supriya	BZC - III	Student Member

- The seven Criteria heads are included as members to ensure comprehensive and quality output.
- Each member contributes expertise in areas such as teaching-learning, research, and governance, fostering continuous improvement in academic quality and institutional effectiveness.

- 1 Nick
- 2 N. Kavitha
- 3 Vinayak.
- 4 Nandy
- 5 Shy
- 6 P
- 7 3.00
- 8 H. Vijaya
- 9 Surf
- 10 Warp
- 11 Up
- 12 Cell
- 13 Smith
- 14 Sao
- 15 Wali
- 16 TH



IQAC - Minutes of the Meeting - 3

Date: 10.03.2020

The first IQAC meeting was conducted on 10.03.2020 with all the members of the committee in the Principal's chamber at 2.30 p.m. to discuss the following points.

- IQAC coordinator welcomed the Chairman and all the members of the IQAC
- Formulation of VISION AND MISSION of the IQAC of the institution
- Discussed the Objectives and Functions of IQAC
- Briefing about the procedure
- All the Criteria in charges are instructed to go through the official websites of any five colleges of the grade A+ of A. Refer to the information and collect the data accordingly.
- Departmental profiles must be updated and created.
- The action plan of the Institution was briefed by the principal



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The following members were present at the meeting

S.NO	Name of the Member	Signature
1	Dr.G.Nirupa	
2	N.Kavitha	
3	M.Vijayalakshmi	
4	Dr.Swarupa Rani .Ch.	
5	Dr.P.Vasantha	
6	Mohini Aiyengar.T	
7	Dr.Sumathi Natarajan	
8	Dr.V.Jyothi	
9	Y.Rajashekar	
10	Yamini Supriya	

The next quarterly meeting was not conducted due to Covid -19



ACADEMIC YEAR - 2021 - 2022

IQAC - Minutes of the Meeting - 1

Date: 5.01.2021

Due to the COVID-19 pandemic, the IQAC meeting was conducted through an online platform. Discussion on various key indicators took place and the following steps were recommended by members.

- The esteemed members Dr.Vinay Kumar Aileni, Dr.Kilar Nagaprabhakara Rao Guided all members on curriculum, Teaching and Learning methodologies, Research activities and how to connect the curriculum and students with industry.
- All the Criteria in charges are instructed to go through the SSR reports of colleges of the grade A+ of A.
- Recommended to initiate more number of Certificate courses and Skill enhancement courses
- Recommended all the faculty to attend online FDPs for advancement and to update their teaching skills.
- Instructed all the faculty to give COVID-19 precautionary procedures to all the students and parents while taking online classes.
- Microsoft TEAMS-related problems were discussed
- Yamini Supriya was included in IQAC as an Alumni member
- P.Roshini BGC-III was included in IQAC as a Student Representative
- Detailed discussion on SSR and NAAC Accreditation procedure took place



The following members were present at the meeting(Online)

S.NO	Name of the Member
1	Dr.G.Nirupa
2	Dr.Vinay Kumar Aileni
3	Dr.Kilari.Nagaprabhakara Rao
4	Sivareddy Sumathi
5	N.Kavitha
6	M.Vijayalakshmi
7	Dr.Swarupa Rani .Ch.
8	Dr.P.Vasantha
9	Mohini Aiyengar.T
10	Dr.Sumathi Natarajan
11	P.Roshini



IQAC - Minutes of the Meeting - 2

Date:10.03.2021

The IQAC meeting was conducted on 10.03.2021 with all IQAC members in the Principal's chamber at 3.30 p.m. to discuss the following points.

- IQAC coordinator welcomed the Chairman and all the members of the IQAC
- Three IQAC members were replaced by other members on the recommendation of the Principal

S.NO	Name of the Member	Reason for replacement	Replaced Member
1	Dr.P.Vasantha	Maternity leave	M.Annapurna
2	Dr.A.S.N.Pavani	Deputation	Ch.L.P.Siva Kumari
3	Mohini Aiyengar.T	Maternity leave	Dr.A.Lakshmi

- New members were introduced to the committee
- Members suggested the faculty to motivate the students to enroll for certificate courses in SWAYAM, NPTEL, MOOCS.
- Discussed Criteria wise Key indicators and Quantitative and Qualitative Matrix
- Documentation of activities
- Conduction of Academic and Administration Audit
- Beautification of the Campus
- Training Session for non-teaching Staff
- A small briefing was given to new members about SSR and NAAC Accreditation procedure



2

The following members were present at the meeting

S.NO	Name of the Member	Signature
1	Dr.G.Nirupa	
2	Dr.Kilari.Nagaprabhakara Rao	
3	N.Kavitha	
4	M.Vijayalakshmi	
5	Dr.Swarupa Rani .Ch.	
6	M.Annapurna	
7	Dr.A.Lakshmi	
8	Dr.Sumathi Natarajan	
9	Dr.V.Jyothi	
10	Ch.L.P.Siva kumari	
11	P.Roshini	

The third quarterly meeting was not conducted due to Covid -19



IQAC - Minutes of the Meeting - 4

Date:10.11.2021

The IQAC meeting was conducted on 10.11.2021 with all IQAC members in the Principal's chamber at 3.00 p.m. to discuss the following points.

- IQAC coordinator welcomed the Chairman and all the members of the IQAC
- Two IQAC members were replaced by other members on the recommendation of the Principal

S.NO	Name of the Member	Reason for replacement	Replaced Member
1	M.Annapurna	Rejoining of previous incharge	Dr.P.Vasantha
2	Dr.A.Lakshmi	Rejoining of previous incharge	Mohini Aiyengar.T

The following suggestions were given by the Committee members.

- Departmental profiles must be updated
- Detailed discussion on SSR and NAAC Accreditation procedure
- Library Automation and upgradation
- Need to Subscribe more online free Journals
- Need of Revamping of committees, cells for Quality sustenance
- Documents prepared by Head of the Departments and Criteria heads need to be reviewed by IQAC
- Organize more number of IPR and Entrepreneurship orientation programmes
- Improvement in Collaboration and Extension activities
- Invited Dr.Kilari Nagaprabhakara Rao to be a part of External Audit Member for AAA
- P.Roshini BGC-III was included in IQAC as a Alumni member
- K.Sahithi NDZC - III was included in IQAC as a Student representative



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The following members were present at the meeting

S.NO	Name of the Member	Signature
1	Dr.G.Nirupa	
2	N.Kavitha	
3	Dr.D.Kavitha	
4	N.Saritha	
5	Dr.Swarupa Rani .Ch.	
6	Dr.P.Vasantha	
7	Mohini Aiyengar.T	
8	Dr.V.Jyothi	
9	B.Vyshali	



ACADEMIC YEAR - 2022 - 2023

IQAC - Minutes of the Meeting - 1

Date:14.06.2022

The IQAC meeting was conducted on 14.06.2022 with all IQAC members in the Principal's chamber at 3.30PM. Two IQAC members were replaced by other members on the recommendation of the Principal.

RECONSTITUTED IQAC COMMITTEE

S.NO	Name of the Member	Designation	Position in IQAC
1	Dr.G.Nirupa	Principal	Chairperson
2.	Dr.Vinay Kumar Aileni	Sr.Medical Writer Bharat Biotech International Limited, Hyderabad, India	Industrialist
3	Dr.Kilari.Nagaprabhakara Rao	Retired Principal, Ordnance Factory High School, Chandrapur, Maharashtra.	Educationalist
4	Sivareddy Sumathi	Retired English Lecturer, Vivekananda Degree College, Bhadrawathi, Chandrapur, Maharashtra.	Educationalist
5	N.Kavitha	DL(HOD) Biotechnology	Coordinator
6	M.Annapurna	DL Chemistry	Member
7	Dr.Swarupa Rani. Ch.	DL(HOD) Microbiology	Member
8	Dr.P.Vasantha	DL(HOD) Chemistry	Member
9	N.Saritha	DL(HOD) Zoology	Member



10	Mohini Aiyengar.T	DL(HOD) Genetics	Member
11	Dr.D.Kavitha	DL(HOD) Botany	Member
12	Dr.V.Jyothi	DL(HOD) English	Member
15	B.Rajashekar	DEO	Management Member
16	Yamini Supriya	Pursuing Integrated M.Sc(Biotechnology) In HCU	Alumni Member
17			Student Member

The following points were discussed in the meeting

IQAC coordinator welcomed the Chairman and all the members of the IQAC

- Action plan should be chalked out by the Departments at the beginning of the Academic year ,so as to ensure effective teaching learning process
- Library Automation and upgradation
- Need to Subscribe more online free Journals
- Usage of ICT must be increased for an effective teaching learning process
- Improvement in Alumni Collaborative Activities
- Initiates Alumni Registration process
- More MOUs and Collaboration
- Medicinal and Kitchen Garden need to be initiated
- Prepare the SOPs for disposable systems in the laboratory
- Beatification of Campus



4

The following members were present at the meeting

S.NO	Name of the Member	Signature
1	Dr.G.Nirupa	
2	N.Kavitha	
3	Dr.D.Kavitha	
4	N.Saritha	
5	Dr.Swarupa Rani .Ch.	
6	Dr.P.Vasantha	
7	Mohini Aiyengar.T	
8	Dr.V.Jyothi	
9	M.Annapurna	
10	B.Vyshali	



IQAC - Minutes of the Meeting - 2

Date:14.9.2022

The IQAC meeting was conducted on 14.06.2022 with all IQAC members in the Principal's chamber at 3.00 PM. . The following points were discussed in the meeting

- Action plan should be chalked out by the Departments at the beginning of the Academic year ,so as to ensure effective teaching learning process
- Encourage the faculty to initiate active research work.
- Collaborations and MOUs with other institutions should be increased.
- Library Automation and upgradation
- Need to Subscribe more online free Journals
- Library Automation and upgradation
- Need to Subscribe more online free Journals
- Encourage the students to participate in the Green initiatives
- Review of COs,POs and PSos by IQAC



6

The following members were present at the meeting

S.NO	Name of the Member	Signature
1	Dr.G.Nirupa	
2	N.Kavitha	N.Kavitha
3	N.Saritha	
4	Dr.Swarupa Rani .Ch.	
5	Dr.P.Vasanth	
6	Mohini Aiyengar.T	
7	Dr.V.Jyothi	
8	M.Annapurna	
10	B.Vyshali	



IQAC - Minutes of the Meeting - 3

Date: 9.1.2023

The IQAC meeting was conducted on 14.01.2023 with all IQAC members in the Principal's chamber at 3.00 p.m. The following points were discussed in the meeting.

- Motivate the students to take up the certificate courses in SWAYAM,NPTEL,MOOCS.
- Recommended all the faculty to attend online FDPs for advancement and to update their teaching skills.
- Invited Dr.Kilari Nagaprabhakara Rao to be a part of External Audit Member for AAA
- Motivate the faculty to secure more funds to organize seminars and conferences.
- Instructed all HODs to make efforts to organize national and international seminars.
- SOPs for disposable systems in all the laboratories must follow
- Student counseling cell Coordinator Smt.K.Radhika briefed about the different ways of Counseling of the students.



3

The following members were present at the meeting

S.NO	Name of the Member	Signature
1	Dr.G.Nirupa	
2	Dr.Kilari.Nagaprabhakara Rao	
3	N.Kavitha	
4	M.Vijayalakshmi	
5	Dr.Swarupa Rani .Ch.	
6	Dr.P.Vasantha	
7	Mohini Aiyengar.T	
8	Dr.Sumathi Natarajan	
9	Dr.V.Jyothi	
10	Ch.L.P.Siva kumari	
11	K.Sahithi	



IQAC - Minutes of the Meeting - 4

Date:10.4.2023

The IQAC meeting was conducted on 14.01.2023 with all IQAC members in the Principal's chamber at 1.00 p.m. The following points were discussed in the meeting

- Submission of Documents by all the criteria heads to IQAC for screening
- Faculty should initiate innovative teaching methods and also need to use ICT tools
- All faculty must look after slow learners and if necessary initiate Remedial classes
- Discussed about PG coaching classes
- Status of academic and Non-academic clubs and their activities
- Submission of annual reports by HODs
- Completion of Theory and Practical syllabus
- Updation of Lab stock Registers
- Updation of Library Registers
- Collecting Feedback from Stakeholders



4

The following members were present at the meeting

S.NO	Name of the Member	Signature
1	Dr.G.Nirupa	
2	N.Kavitha	N.Kavitha
3	Dr.D.Kavitha	
4	N.Saritha	
5	Dr.Swarupa Rani .Ch.	
6	Dr.P.Vasantha	
7	Mohini Aiyengar.T	
8	Dr.V.Jyothi	
9	M.Annapurna	
10	B.Vyshali	