

IDEAL DEGREE COLLEGE FOR WOMEN

DILSUKHNAGAR, HYDERABAD – 500060

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

IDCW/IQAC/CIR/1/2023-24

DATE: 01-09-2023

The IQAC chairperson has decided to conduct its 4th meeting on 04-09-2023 at 02:45 PM in the IQAC Room. All the members of the IQAC are requested to attend the meeting.


AGENDA of the Meeting

- Review of meeting minutes last held.
- Discussion on the action taken report on the last meeting minutes.
- Approval of the report.
- Progress of NAAC work.
- Establishment of committees / cells for various activities.
- Enhancement of library facilities.

Copy to:

All the members of IQAC

IQAC notification file


CO-ORDINATOR, IQAC
V.V. SRIRAM KUMAR
CO-ORDINATOR, IQAC
IDEAL DEGREE COLLEGE FOR WOMEN

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DILSUKHNAGAR, HYDERABAD – 500060

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

In accordance with the circular No: IDCW/IQAC/CIR/1/2023-24 Dated 01-09-2023, the fourth IQAC meeting was conducted on 04-09-2023 at 02:45 PM in the IQAC Room. The meeting was presided over by the Principal and Chairperson of the cell Mr. B MADHUSUDHAN. The proceedings of the meeting are listed below.

1. The meeting minutes of the 3rd meeting and the action taken report was presented in the meeting by the IQAC Co-Ordinator for its review and approval.
2. After the review and discussion, the report was accepted and approved by the members.
3. The main discussion was taken place on the progress of NAAC work and the following points were traced out.
 - Introducing mentor system
 - Criteria and key indicator wise allocation of work to the staff members.
 - Expanding IQAC by inducting new members in accordance with NAAC guidelines.
 - Conducting feedback from all the stakeholders.
4. Constituting committees / cells for effective functioning of the institution.
5. The members of the cell proposed the digitalization of library, purchase of new reference books, magazines, and journals in accordance with new curriculum and syllabus introduced in different programmes.


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CHAIRPERSON, IQAC
PRINCIPAL
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Dilsukhnaga Hyderabad - 50

IDEAL DEGREE COLLEGE FOR WOMEN

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ATTENDANCE SHEET FOR IQAC MEETING

PARTICIPANTS: IQAC MEMBERS		VENUE: IQAC ROOM		
CHAIRMAN: B. MADHUSUDAN, PRINCIPAL		DATE & TIME: 04-09-2023 4:02:45 PM		
S.NO	NAME OF THE PARTICIPANT	DESIGNATION	DEPARTMENT	SIGNATURE
1	Mr. B. Madhusudan	Principal		B. Madhusudan
2	Mr. V. V. Srinam Kumar	Asst. professor	Statistics	[Signature]
3	Mr. Ravan Kumar	"	Mathematics	[Signature]
4	Ms. Bhagya Laxmi	"	Commerce	[Signature]
5	Ms. Sumila Reddy	"	Microbiology	[Signature]
6	Ms. Padmeja	"	Computer Science	[Signature]
7	Ms. M. Sravani	"	Mathematics	[Signature]
8	Mr. Raja Shekhar	Admin/Office	Admin	[Signature]
9	Ms. Sunitha	Office Executive	"	[Signature]
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B. Madhusudan.
CHAIRPERSON, IQAC

PRINCIPAL
Ideal Degree College for Women
Dilsukhnagar Hyderabad - 60

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT ON MEETING MINUTES - 4







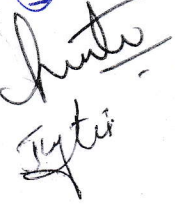

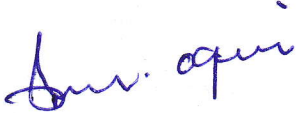




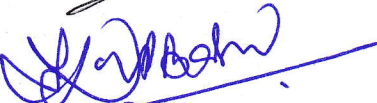
Date: 04-03-2024

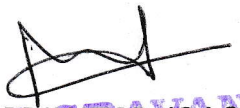
The following is the action taken report on the points discussed in the 4th IQAC meeting held on 04-09-2023. This report is prepared by the IQAC Co-Ordinator.

S. No	Points Discussed	Action Taken
1	Introducing mentor system	Mentor System was introduced in the month of October. Mentors were allotted for each section/group and every mentor is maintaining mentee record.
2	Criteria wise NAAC work allocation	NAAC work allotted for various faculty members. Conveners and Co-conveners were appointed for each criteria.
3	Expansion of IQAC	IQAC expanded in accordance with the NAAC guidelines representing various sections.
4	Conducting feedback from the Stakeholders	Feedback collected from various stakeholders like parents, students, employers, alumni etc and analysed.
5	Constitution of Cells/Committees	For the effective functioning of the college various cells like Academic, Event, Grievance Redressal cells were constituted.
6	Enhancement of library facilities	New reference books were purchased and also process started to digitalise the library.

The report is presented in the 5th IQAC meeting for approval by the IQAC Co-Ordinator on 11-03-2024

It is discussed and approved by the IQAC members by signing on the report.

Name of the Member	Signature
1. Mr. RAVAN KUMAR	
2. Ms. BHAGYA LAKSHMI	
3. Ms. SUMILA REDDY	
4. Ms. PADMAJA	
5. Ms. D GAYATHRI	
6. Mr. K SUDHAKAR	
7. Ms. SUNITHA	
8. Ms. JYOTHI POOJARI	
9. Mr. SRIHARI OGURI	
10. Ms. MAHEEN FATIMA	
11. Ms. DEVIKA MAHESH POOJARI	
12. Ms. KALISHETTI VENNALA	
13. Mr. P NITYANAND	
14. Mr. K NAGA PRASAD BABU	


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B Madhurdham
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DILSUKHNAGAR, HYDERABAD – 500060

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

IDCW/IQAC/CIR/2/2023-24

DATE: 07-03-2024

The IQAC chairperson has decided to conduct its 5th meeting on 11-03-2024 at 02:45 PM in the IQAC Room. All the members of the IQAC are requested to attend the meeting.

AGENDA of the Meeting

- Review of meeting minutes last held.
- Discussion on the action taken report on the last meeting minutes.
- Approval of the report.
- Progress of NAAC work.
- ISO 9001:2015 QMS Awareness and Internal Auditor Training.
- Plan for Internal Audit, Management Review Meeting.
- Confirmation for First Annual Surveillance Audit.
- Establishment of cells / clubs for various activities.



M SRAVANI

Copy to:

All the members of IQAC

IQAC notification file

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M. SRAVANI
CO-ORDINATOR, IQAC
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

In accordance with the circular No: **IDCW/IQAC/CIR/2/2023-24** Dated 07-03-2024, the fifth IQAC meeting was conducted on 11-03-2024 at 02:45 PM in the IQAC Room. The meeting was presided over by the Principal and Chairperson of the cell Mr. B MADHUSUDHAN. The proceedings of the meeting are listed below.

1. The meeting minutes of the 4th meeting and the action taken report was presented in the meeting by the IQAC Coordinator for its review and approval.
2. After the review and discussion, the report was accepted and approved by the members.
3. The main discussion took place on the progress of NAAC work and the following points were traced out.
 - Data required for filling up the online format of the Self Study Report (SSR).
 - Submission of Institutional Information for Quality Assessment (IIQA).
 - Conduct Student Satisfaction Survey (SSS).
4. It is finalised to conduct Internal Auditor Training Programme for few faculty members.
5. Decided to conduct Internal Audit, Management Review Meeting and also confirming First Annual Surveillance Audit in the month of May.
6. Decided to establish several cells and clubs like Research & Development Cell, Entrepreneur Development Cell, Cultural & Literary Club etc.
7. Finally, it was decided to release a college newsletter for the academic year 2023-24.



M SRAVANI

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B MADHUSUDHAN

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IDEAL DEGREE COLLEGE FOR WOMEN

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ATTENDANCE SHEET FOR IQAC MEETING

PARTICIPANTS: IQAC MEMBERS			VENUE: IQAC ROOM	
CHAIRD BY: B. MADHUSUDAN, PRINCIPAL		DATE & TIME	11-03-2024 @ 02:45 PM	
S.NO	NAME OF THE PARTICIPANT	DESIGNATION	DEPARTMENT	SIGNATURE
1	Mr. Ravan Kumar	Asst Professor	Mathematics	
2	Ms. Bhagya Laxmi	"	Commerce	
3	Ms. Sumila Reddy	"	Life Sciences	
4	Ms. Padmaja	"	Computer Science	
5	Ms. D. Gayathri	"	Life Sciences	
6	Mr. K. Sudhakar	"	English	
7	Ms. Sunitha	Office Executive	Admin	
8	Ms. Jyothi Poojari	"	Admin.	
9	Mr. Srihari Oguri	Deputy G.M.	Management Repres	
10	Ms. Maheen Fatima	Senior Executive wells Fargo.	Alumni Repres	
11	Ms. Devika Mahesh Poojari	Student Rep.	Student Repres entative	
12	Ms. Kalishetti Vennala	HR NUACEM Manikonda.	Employer Representative	
13	Mr. P. Nityanand	Marketing Executive	Parent Representative	
14	Mr. K. Naga Prasad Babu	Director. Ideal Junior College.	Society Repres entative	
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M SRAVANI

COORDINATOR IQAC

M. SRAVANI

CO-ORDINATOR, IQAC

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B Madhusudhan
B MADHUSUDHAN

CHAIRPERSON, IQAC

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTION TAKEN REPORT ON MEETING MINUTES - 5

Date: 03-06-2024

The following is the action taken report on the points discussed in the 5th IQAC meeting held on 11-03-2024. This report is prepared by the IQAC Co-Ordinator.

S. No	Points Discussed	Action Taken
1	Progress of NAAC work	IIQA was submitted on 26-04-2024 and it was approved on 08-05-2024. Student Satisfaction Survey was conducted during 16-04-2024 to 17-05-2024. Revised Templates circulated to convenors and co-convenors.
2	Internal Auditor Training Programme	To impart awareness and knowledge of the International Standards management conducted Internal Auditor Training for 10 faculty members by appointing K Panduranga Rao, Lead Auditor NVT-QC as a trainer on 23 rd & 26 th March 2024.
3	Internal Audit, Management Review Meeting, Annual Surveillance Audit	The second Internal Audit was conducted on 3 rd , 4 th & 6 th May 2024. The Management Review Meeting was conducted on 8 th May 2024 and the first Annual Surveillance Audit was conducted by T Bhanu Murthy Lead Auditor NVT-QC on 11 th & 14 th May 2024.
4	Establishment of Cells & Clubs	For the effective functioning of the college various cells like Research & Development Cell, Upskilling Guidance Cell and Infrastructure Maintenance Cells were established.
5	Newsletter	The college newsletter for the academic year 2023-24 is decided to release in the month of June 2024.