



LITTLE FLOWER DEGREE COLLEGE

UPPAL, HYDERABAD-39

(Affiliated to Osmania University)

Internal Quality Assurance Cell (IQAC)

Academic Year 2022-23

CIRCULAR

CR.NO.01/LFDC/IQAC/2022-23

Date: 18.08.2022

IQAC members are hereby informed to attend the IQAC meeting scheduled on 19/8/22 at 2pm in the conference hall.

Agenda:

- Collaborative programs
- Proposal to conduct a workshop on Outcome Based Education.
- Outreach program
- Training for faculty members on software updates in smart boards.

IQAC Members

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T.Swapna
- ❖ Ms. Suvarna Jeevapuri
- ❖ Ms. J.Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T.Manjusha
- ❖ Ms. D.Gayathri
- ❖ Ms. G.Lakshmi

M. Prashanth
Pannaga
the
Dr.
J. Usha
Rani
Dr. K. Gomathi
Ms. T. Manjusha
Ms. D. Gayathri
Ms. G. Lakshmi

Prashanth P
VICE PRINCIPAL
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Internal Quality Assurance Cell (IQAC)

Academic Year 2022-23

IQAC Meeting 1

Date: 19/08/22

Time: 2.30 PM

Venue: Conference Hall

Minutes of the Meeting

- Principal Rev. Bro. Vincent Reddy and Vice Principal Ms. Jayanthi Reddy welcomed the members to the meeting at the commencement of the new academic year.
- IQAC coordinator, Mr. Prashanth reviewed the minutes of the previous meeting.
- Vice Principal Ms. Jayanthi Reddy proposed a Workshop on Outcome Based Education in collaboration with St. Ann's College for Women., Mehdiapatnam.
- The members expressed the need to continue collaborating with other institutions and proposed to conduct programs for the benefit of students and faculty.
- Ms. Pannaga was assigned the task of communicating with the Coordinator of LIFE Mr. Vijay to organise a medical camp in Konampeta village as part of the outreach program.
- Dr. Gomathi expressed the need for a training program for smart board updates for faculty members.

Members Present

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. Suvarna Jeevapuri
- ❖ Ms. J. Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi

M. Prashanth
Pannaga

Swapna

J. Usha Rani

Dr. K. Gomathi

T. Manjusha

D. Gayathri

G. Lakshmi

Jayanthi Reddy
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Action Taken Report

- Five Day PDP on IPR on the topic “Contemporary and upcoming issues of IPR” was conducted from 5th July to 9th July, 2022.
- An induction program was organised for the new faculty members on 22nd August, 2022.
- National Workshop on Outcome Based Education was organised in collaboration with St. Ann’s College for Women, Mehdiapatnam on 30th September and 1st October, 2022.
- The department of Mathematics has conducted a five day national level online PDP on Writing Research Articles in Mathematics and Statistics in collaboration with Auxilium College, Vellore.
- Life (Little Flower Extension) has organised a free medical camp on 12th September, 2022 at Konampeta village.
- A training program for faculty members on software updates was organised on 26th & 27th September, 2022.
- A National workshop on “ Research & Project development using statistical techniques was conducted in collaboration with Carmel College, Mala, Kerala from 28th to 30th November, 2022.

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Internal Quality Assurance Cell (IQAC)

Academic Year 2022-23

CIRCULAR

CR.NO.04/LFDC/IQAC/2022-23

Date: 02.01.2023

IQAC members are hereby informed to attend the IQAC meeting scheduled on 04/01/2023 at 2pm in the conference hall.

Agenda:

- Preparation for Internal audit and documentation
- Criteria Documentation process
- Proposal for activity on awareness on environmental sustainability and programs for students on social awareness.
- External Audit

IQAC Members

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. Suvarna Jeevapur
- ❖ Dr. J.Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T.Manjusha
- ❖ Ms. D.Gayathri
- ❖ Ms. G.Lakshmi

M. Prashanth
Pannaga

Dr. J. Usha Rani

Dr. K. Gomathi

Ms. T. Manjusha

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Internal Quality Assurance Cell (IQAC)

Academic Year 2022-23

IQAC Meeting 2

Date: 04/01/2023

Time: 2.00 PM

Venue: Conference Hall

Minutes of the Meeting

- Ms. Jayanthi Reddy, Vice Principal discussed the activities conducted during the year and instructed the IQAC team to prepare for internal Audit in the month of March.
- Mr. Prashanth directed Ms. Swapna, AAA Coordinator to take the help of IQAC team to check the documentation of departments as part of internal audit.
- The team members were also asked to check with the criterion heads regarding the criteria documentation process for the last five years.
- Activities to promote environmental sustainability were discussed and it was decided to conduct a program on E-Waste.
- It is decided to conduct a program on cyber security threats for the students.
- External audit is planned to be conducted in the month of April.

Members Present

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. J. Suvarna Jeevapur
- ❖ Dr. J. Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi

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Academic Year 2022-23

Action Taken Report

- The AAA coordinator with the help of the IQAC team conducted the internal audit .
- The criteria documentation process is in progress and will be completed by the end of the month.
- E-waste collection drive was undertaken by students of Physics and Electronics for a duration of one month from 10th February to 10th March.
- A seminar on cyber Security was arranged at Central Detective Training Institute , Ramanthapur for students.
- External audit is completed.

M. Prashant
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Academic Year 2022-23

CIRCULAR

CR.NO.05/LFDC/IQAC/2022-23

Date: 02.05.2023

The members are hereby informed to attend the IQAC meeting scheduled on 04/05/2023 at 3pm in the conference hall.

Agenda:

- Annual report of the current academic year
- Updation of activities on the website
- Feedback
- Planning activities for the forthcoming year
- Preparation of academic Calendar- Handbook

IQAC Members

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. Suvarna Jeevapuri
- ❖ Dr. J.Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi

M. Prashanth
Pannaga

Swapna

J. Usha Rani

K. Gomathi

G. Lakshmi

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Internal Quality Assurance Cell (IQAC)

Academic Year 2022-23

IQAC Meeting 3

Date: 04/05/23

Time: 2.00 PM

Venue: Conference Hall

Minutes of the Meeting

- The minutes of the previous meeting were reviewed by co -coordinator, IQAC Ms. Pannaga.
- Mr. Prashanth , coordinator, IQAC asked the members to compile data for the year and prepare Annual Report .
- Mr. Prashanth instructed the team members to collect feedback for the current academic year from all the stakeholders.
- Ms. Pannaga and Ms. Manjusha were assigned the task of analysing the feedback forms and preparing an action taken report.
- Ms. Jayanthi Reddy, vice principal suggested an induction program for the staff members. She also reminded that preparations for staff orientation must be done at the beginning of the academic year.
- Mr. Prashanth suggested that the IQAC team has to meet and finalise the activities to be conducted in the forthcoming year . Orientation for 1st.2nd and 3rd year students has to be conducted .
- The preparation of the academic calendar was delegated to the IQAC team members.

Members Present

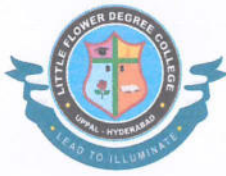
- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. J. Suvarna Jeevapuri
- ❖ Dr. J. Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi

M. Prashanth
Pannaga
the

J. Usha Rani
Dr. K. Gomathi
Ms. T. Manjusha
Ms. D. Gayathri
Ms. G. Lakshmi

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Academic Year 2022-23

Action Taken Report

- The Annual report for the year has been compiled.
- Feedback has been collected from the stakeholders and analysed.
- Action taken Report on feedback prepared.
- The staff induction and orientation programmes have been finalised.
- Preparation for the student orientation programme has been completed.
- The activities for the forthcoming year are finalised and mentioned in the handbook.

M. Prasanna

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Internal Quality Assurance Cell (IQAC)

Academic Year 2021-22

CIRCULAR

CR.NO.01/LFDC/IQAC/2021-22

Date: 28.04.2022

The following faculty are hereby informed to attend the IQAC meeting scheduled on 02/05/22 at 2pm in the Principal's office.

Agenda:

- Constitution of IQAC

Members

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. Suvarna Jeevapuri
- ❖ Ms. J. Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi

M. Prashanth
Pannaga
Swapna
Suvarna
J. Usha
Dr. K. Gomathi
T. Manjusha
D. Gayathri
G. Lakshmi

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Internal Quality Assurance Cell (IQAC)

Academic Year 2021-22

IQAC Meeting 1

Date: 02/05/2022

Time: 2.00 PM

Venue: Principal's Office

Minutes of the meeting

The principal, Rev. Bro. Vincent Reddy, and vice principal, Ms. Jayanthi Reddy, convened the meeting with the senior staff members of the college.

- The IQAC is formed to enhance the quality of education and to develop a conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution; it was decided to constitute the Internal Quality Assurance Cell (IQAC).
- The IQAC was constituted with the coordinator, co-coordinator and members.
- The tenure of the members will be five years.

The following members were identified as members of the IQAC for the year 2021-22

S.No.	Name	Designation
1	Rev.Bro.G.Vincent Reddy	Principal
2	Mrs.P.Jayanthi Reddy	Vice Principal
3	Mr. M. Prashanth	Co ordinator
4	Ms. V. Pannaga	Co-Coordinator
5	Ms. T. Swapna	AAA Coordinator
6	Ms. J. Usha Rani	Member
7	Dr.K. Gomathi	Member
8	Ms. Suvarna Jeevapur	Member
9	Ms. T.Manjusha	Member
10	Ms. D.Gayathri	Member
11	Mrs.G.Lakshmi	Member


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Internal Quality Assurance Cell (IQAC)

Academic Year 2021-22

CIRCULAR

CR.NO.02/LFDC/IQAC/2021-22

Date: 30.05.2022

The following faculty are hereby informed to attend the IQAC meeting scheduled on 3/6/22 at 2pm in the conference hall.

Agenda:

- Discussion regarding NAAC Preparation
- Criteria Coordinators

Members

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. J. Suvarna Jeevapuri
- ❖ Ms. J. Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi
- ❖ Ms. Vanitha Vhavle
- ❖ Ms. Sandhya Arya
- ❖ Mr. Vijay Reddy
- ❖ Ms. N. Dhvani
- ❖ Ms. T. Nagalakshmi
- ❖ Ms. Sheela Balaji
- ❖ Ms. Rama Devi

Mr. Prashanth
Pannaga

Ms. J. Usha Rani

Dr. K. Gomathi

Ms. T. Manjusha

Ms. D. Gayathri

Ms. G. Lakshmi

Ms. Vanitha Vhavle

Ms. Sandhya Arya

Mr. Vijay Reddy

Ms. N. Dhvani

Ms. T. Nagalakshmi

Ms. Sheela Balaji

Ms. Rama Devi

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Academic Year 2021-22

IQAC Meeting 2

Date: 03/06/2022

Time: 2.00 PM

Venue: Conference Hall

Minutes of the meeting

- Principal Rev. Bro. Vincent Reddy congratulated the staff members on the formation of its Internal Quality Assurance Cell (IQAC).
- Ms. Jayanthi Reddy, Vice Principal, welcomed the members and discussed the need for a quality assurance cell in the college, and the members of IQAC were encouraged to refer to the NAAC Manual.
- The following senior staff members were identified as criteria coordinators.

S.NO	NAME	COORDINATOR
1	Ms. Vanitha Vhavle	Criteria 1
2	Ms. T. Swapna	Criteria 2
3	Ms. Sandhya Arya	Criteria 3
4	Mr. Vijay Reddy	Criteria 4
5	Ms. N. Dhvani	Criteria 5
6	Ms. T.Nagalakshmi	Criteria 6
7	Ms. Rama Devi	Criteria 7
8	Ms. Sheela Balaji	

Members present:

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. J. Suvana Jeevapuri
- ❖ Ms. J. Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi
- ❖ Ms. T. Swapna

- MS. Vanitha Vhavle
- Ms. T. Swapna
- Ms. Sandhya Arya
- Mr. Vijay Reddy
- Ms. N. Dhvani
- Ms. Nagalakshmi
- Ms. Rama Devi
- Ms. Sheela

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Internal Quality Assurance Cell (IQAC)

Academic Year 2021-22

CIRCULAR

CR.NO.03/LFDC/IQAC/2021-22

Date: 11.06.2022

The members are hereby informed to attend the IQAC meeting scheduled on 14/6/22 at 2pm in the conference hall.

Agenda:

- Activities to be conducted in support of research & innovation.
- Documentation of activities to be compiled.

IQAC Members

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. Suvarna Jeevapuri
- ❖ Ms. J. Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi

M. Prashanth
Pannaga
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J. Usha
Gomathi
Manjusha
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Lakshmi

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Internal Quality Assurance Cell (IQAC)

Academic Year 2021-22

IQAC Meeting 3

Date: 14/06/22

Time: 2.00 PM

Venue: Conference Hall

Minutes of the Meeting

- Mr. Prashanth, IQAC coordinator, invited ideas for activities which can be conducted to help research and innovation in the college.
- Ms. Usha suggested an orientation program on IPR.
- An induction program was suggested to be conducted for new faculty members to introduce the policies and procedures of the college.
- Proposal to plan for certificate courses.
- Ms. Gomathi was assigned the task of conducting a PDP on research writing.
- The establishment of a new commerce lab was assigned to Ms. Pannaga.
- A program for environmental sustainable development was suggested to be conducted during the current semester.
- Documentation of activities conducted during the semester are to be sent to media corner and IQAC and subsequently updated on the website after approval of IQAC.

IQAC Members

- ❖ Mr. Prashanth. M
- ❖ Ms. V. Pannaga
- ❖ Ms. T. Swapna
- ❖ Ms. J. Suvarna Jeevapur
- ❖ Ms. J. Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms. T. Manjusha
- ❖ Ms. D. Gayathri
- ❖ Ms. G. Lakshmi

Mr. Prashanth
Pannaga
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Dr.
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Manjusha
Gayathri
et al.

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Internal Quality Assurance Cell (IQAC)

Academic Year 2021-22

Action Taken Report

- A five day PDP on Upcoming and contemporary issues in Intellectual Property Rights was organized by IPR Cell from 5th July to 9th July, 2022.
- An induction program for faculty members was organised on August 22nd, 2022 .
- A five day National Level online PDP on “ Writing Research Articles in Mathematics & Statistics” in collaboration with Auxillium college, Vellore was organised from 26th September to 30th September, 2022.
- On the occasion of World Commerce Day, Commerce Lab was inaugurated by Principal Rev. Bro. Vincent Reddy and Vice Principal Ms. Jayanthi Reddy on 1st August, 2022.
- Certificate course on MATLAB was organised from 4th August to 6th August, 2022 by the Department of Mathematics.
- LENVIN Club organised an awareness session for students on “ Green Building Technology for environment sustainable development through article writing and paper presentation on 20th July, 2022.
- Reports and photos of activities conducted are being sent to IQAC and updated on the website.

M. Prashanth

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