



LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

(A Catholic Minority Institution Run By Brothers of St. Gabriel Educational Society)

2-18-25, Opp. Survey of India,
Uppal, R.R. Dist (Medchal Malkajgiri Dist. (New))
Hyderabad - 500 039

Mobile : 7673960152
E-mail : littleflowercollege@gmail.com
Website : www.lfdc.edu.in

Internal Quality Assurance cell(IQAC)

For the Academic Year 2022-23

Lr. No: LFDC/2022-23/02

Date:02-08-2023

The following are identified as the members of the IQAC

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. J. Usha Rani	Member
6	Dr.K. Gomathi	Member
7	Ms. Suvarna Jeevapur	Member
8	Ms. T.Manjusha	Member
9	Ms. D.Gayathri	Member
10	Mrs.G.Lakshmi	Member

Jayanthi P
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CIRCULAR

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. Suvarna Jeevapuri
- Ms. T.Usha Rani
- Dr. K. Gomathi
- Ms.T.Manjusha
- Ms. D.Gayathri
- Ms. G.Lakshmi


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IQAC Meeting 1

Date: 19/08/22

Time: 2.30 PM

Venue: Conference Hall

Minutes of the Meeting

- 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 Cell 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. J. Suvarna Jeevapuri
- Ms. T. Usha Rani
- Dr. K. Gomathi
- Ms. T. Manjusha
- Ms. D. Gayathri
- Ms. G. Lakshmi Casual Leave


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Action Taken Report

- National Workshop on Outcome Based Education was organized 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 organized 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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CIRCULAR

Date: 05.11.2022

IQAC members are hereby informed to attend the IQAC meeting scheduled on 07/11/22 at 2pm in the conference hall.

Agenda:

- Preparation for Internal audit and documentation
- Criteria Documentation process
- AAA-

IQAC Members

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


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IQAC Meeting 2

Date: 07/11/22

Time: 3.00 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.
- Mr. Prashanth directed Ms. Pannaga to take the help of criteria coordinators 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.

Members Present

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

Action Taken Report

- The IQAC coordinator along with the criteria coordinators conducted the internal audit.
- The criteria documentation process is in progress and will be completed by the end of the month.


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CIRCULAR

Date: 02.01.2023

IQAC members are hereby informed to attend the IQAC meeting scheduled on 04/01/2023 at 3pm in the conference hall.

Agenda:

- Proposal for activity on awareness on environmental sustainability and programs for students on social awareness.
- Data compilation for the academic year.
- External Audit

IQAC Members

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

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IQAC Meeting 3

Date: 04/01/22

Time: 2.00 PM

Venue: Conference Hall

Minutes of the Meeting


- Mr. Prashanth reviewed the minutes of previous meetings.
- 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.
- The members were advised to collect the data for the activities conducted during the semester.
- External audit is planned to be conducted this month.

Members Present

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

Action Taken Report

- 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.
- The compilation of data is in progress.
- External audit is completed.


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CIRCULAR

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
- Planning activities for the forthcoming year
- Preparation of academic Calendar- Handbook

IQAC Members

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

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IQAC Meeting 4

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

Action Taken Report

- The Annual report for the year has been compiled.
- 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.

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Internal Quality Assurance cell(IQAC)

For the Academic Year 2021-22

CIRCULAR

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

Prashanthi
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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. J. Usha Rani	Member
6	Dr.K. Gomathi	Member
7	Ms. Suvarna Jeevapur	Member
8	Ms. T.Manjusha	Member
9	Ms. D.Gayathri	Member
10	Mrs.G.Lakshmi	Member

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CIRCULAR

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

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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. Suvarna Jeevapur
- 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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CIRCULAR

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

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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. J. Suvarna Jeevapur
- Ms. J.Usha Rani
- Dr. K. Gomathi
- Ms.T.Manjusha
- Ms. D.Gayathri
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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 organized 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 organized from 4th August to 6th August,2022 by 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 in website.


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