



# LITTLE FLOWER DEGREE COLLEGE

UPPAL, HYDERABAD-39

(Affiliated to Osmania University)

**Internal Quality Assurance Cell (IQAC)**

**Academic Year 2022-23**

Lr. No: 01/LFDC/IQAC/2022-23

Date:19-08-2022

The following are identified as the members of the IQAC for the academic year 2022-23

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 Jeevapuri	Member
9	Ms. T.Manjusha	Member
10	Ms. D.Gayathri	Member
11	Mrs.G.Lakshmi	Member

*Jayanthi*  
**PRINCIPAL**  
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College Code : 2010  
Principal



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**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 Jeevapur
- ❖ Ms. J.Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms.T.Manjusha
- ❖ Ms. D.Gayathri
- ❖ Ms. G.Lakshmi

*Gayanthi*  
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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 Jeevapur
- ❖ Ms. J.Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms.T.Manjusha
- ❖ Ms. D.Gayathri
- ❖ Ms. G.Lakshmi

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**Internal Quality Assurance Cell (IQAC)**

**Academic Year 2022-23**

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

  
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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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**Internal Quality Assurance Cell (IQAC)**

**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.

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**Internal Quality Assurance Cell (IQAC)**

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

  
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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

  
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Principal



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**Internal Quality Assurance Cell (IQAC)**

**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.
- Report on Action taken 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.

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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 Jeevapur
- ❖ Ms. J.Usha Rani
- ❖ Dr. K. Gomathi
- ❖ Ms.T.Manjusha
- ❖ Ms. D.Gayathri
- ❖ Ms. 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 Jeevapuri	Member
9	Ms. T.Manjusha	Member
10	Ms. D.Gayathri	Member
11	Mrs.G.Lakshmi	Member

*Jayanthi R*  
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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 Jeevapur
- ❖ 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.Dhwani
- ❖ Ms. T.Nagalakshmi
- ❖ Ms. Sheela Balaji
- ❖ Ms. Rama Devi

*Jayanthi . P*  
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**Internal Quality Assurance Cell (IQAC)**

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	

  
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**Internal Quality Assurance Cell (IQAC)**

Academic Year 2021-22

Members present:

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

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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

  
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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
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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.

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