

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 08 September 2023

Time: 2 pm

Venue: Board Room

Presided over by:

Dr. Sanjay Kumar Padhy, Principal

Members Present:

S.No	Name	Designation
1	Dr. Sanjay Kumar Padhy	Principal, Chairperson, IQAC
2	N Sundaram	Associate Professor, Coordinator, IQAC
3	Dr. Ramesh Nimmatoori	Sceretary
4	Prof. Srikanth Jatla	Director
5	Dr. P S Subha Prada	Professor
6	Dr. A Shirisha	Professor
7	Dr. A Jyothi	Associate Professor
8	Sanjay Gosh	Assistant Professor
9	S Soni	Assistant Professor
10	O Shalini	Assistant Professor
11	M Manjula	Administrative Officer
12	J Surya Vamsi	Alumnus
13	T Teja	Alumnus
14	L Lavanya	Industrialist
15	M Mahesh	Industrialist

Agenda:

- Opening remarks by the Chairperson
- Introduction of IQAC members
- Overview of IQAC's mission and objectives
- Identification of key areas for quality improvement
- Setting benchmarks for academic and administrative standards
- Formation of support structures for quality initiatives
- Strategies for stakeholder feedback collection and analysis
- Preparation for NAAC Accreditation
- Enhancing faculty development programs
- Implementing digital tools and technology

- Improving industry-academia collaborations
- Additional discussions

Minutes:


1. The meeting commenced at 2:00 PM with opening remarks by the Chairperson, Dr. Sanjay Kumar Padhy, who welcomed all members and initiated introductions.
2. Dr. Sanjay Kumar Padhy provided an overview of the IQAC's mission and objectives, emphasising its role in fostering continuous improvement and upholding quality standards within the institution.
3. Members discussed and identified key areas for quality improvement, focusing on enhancing academic performance, administrative efficiency, and student satisfaction. Specific areas for development were highlighted.
4. The discussion led to the preliminary establishment of benchmarks for academic and administrative standards, with an agreement to refine these benchmarks in future meetings.
5. The formation of various support structures, including committees, cells, and clubs, was decided to address specific areas of quality enhancement and to boost co-curricular and extra-curricular activities on campus.
6. Strategies for collecting and analysing feedback from students, parents, and staff were discussed. The decision was made to implement online feedback forms and conduct periodic surveys.
7. It was decided to pursue NAAC accreditation by the end of the current academic year. Mr. N Sundaram was appointed as the Coordinator to prepare an action plan and ensure timely information collection and documentation.
8. Dr. Ramesh Nimmatoori proposed the procurement and implementation of an ERP system to digitise academic and administrative operations, which was agreed upon.
9. Plans to enhance faculty development programs were discussed, including workshops, seminars, and training sessions to improve teaching methodologies and research capabilities.
10. The implementation of digital tools and technology to support academic and administrative functions was discussed. Members agreed on the need for upgrading IT infrastructure and promoting the use of e-learning platforms.
11. The importance of fostering industry-academia collaborations was highlighted. It was decided to establish partnerships with industry leaders to enhance practical learning experiences and research opportunities for students and faculty.
12. Dr. Sanjay Kumar Padhy summarised the key points discussed and outlined the next steps.
13. The meeting concluded at 5:00 PM.

Resolutions:

- Resolved that preliminary benchmarks for academic and administrative standards be established and refined in subsequent meetings.
- Resolved that support structures, including committees, cells, and clubs, be formed to address specific quality enhancement areas and improve co-curricular and extra-curricular activities on campus.
- Resolved that online feedback forms and periodic surveys be implemented to collect and analyse feedback from stakeholders.

- Resolved that Mr. N Sundaram be appointed as the coordinator to oversee the planning, preparation, and documentation for NAAC Accreditation.
- Resolved to enhance faculty development programs through workshops, seminars, and training sessions.
- Resolved to implement digital tools and upgrade IT infrastructure to support academic and administrative functions.
- Resolved to establish industry-academia collaborations to enhance practical learning experiences and research opportunities.




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