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TEMPLE
OF
LEARNING

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 23 December 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	M Mahesh	Industrialist

Agenda:

- Review of the previous meeting's minutes
- Update on preparations for NAAC Accreditation
- Review of ERP implementation for academic and administrative processes
- Planning upcoming Workshops and Seminars
- Planning activities by support systems
- Additional Matters

Minutes:

1. The meeting commenced at 2:00 PM with Dr. Sanjay Kumar Padhy welcoming all members. The minutes of the previous meeting were reviewed and approved without amendments.

2. Mr. N Sundaram presented a comprehensive action plan for preparing the NAAC accreditation application. Sub-committees were formed and approved to handle data collection and preparation for each of the NAAC criteria. It was resolved to submit the NAAC IIQA by the end of June 2024 while concurrently working on the SSR.

3. Dr. Sanjay Kumar Padhy provided an update on the ERP implementation for academic and administrative operations. He reported that details of all programs and student information had been successfully uploaded to the portal as the initial step.

4. Mr. N Sundaram announced that the CSI Student Branch is planning to organise an IT Quiz in February 2024.

5. The IQAC planned to organise workshops and seminars focused on enhancing the quality of education for both students and staff. It was decided to hold a Management Meet, Adyant, on 24th and 25th January 2024.

6. Dr. Sanjay Kumar Padhy listed the support systems established by the institution and informed that these systems were directed to plan and execute relevant curricular, co-curricular, and extra-curricular activities, including the celebration of significant national and international days.

7. Mr. M Mahesh suggested organising industrial visits for students in the upcoming semester.

8. The IQAC decided to collect online feedback from students in February 2024 regarding the courses taught during the current semester.

9. Prof. Srikanth Jatla proposed launching a quarterly newsletter, "Aurora Chronicles," to feature student and staff activities and achievements starting in January 2024.

10. Dr. Sanjay Kumar Padhy summarised the key points discussed and outlined the next steps.

11. The meeting concluded at 4:00 PM.

Resolutions:

- Resolved to submit NAAC IIQA by June 2024 and start the preparation of SSR from January 2024.

- Resolved to organise a Management Meet, Adyant on 24th and 25th January 2024.

- Resolved to conduct an IT Quiz under CSI Student Branch in the month of February 2024.

- Resolved to conduct various co-curricular and extra-curricular activities under the purview of support systems of the institution and collect their action plans.

- Resolved to collect online feedback from students during February 2024 upon nearing the completion of their present semester.

- Resolved to launch a quarterly newsletter under the title Aurora Chronicles from January 2024.

- Resolved to celebrate Women's Day, World Water Day, International Day of Happiness and Holi festival on campus.

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