

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 04 September 2023

Time: 3 pm

Venue: Board Room

Presided over by:

Prof. Srikanth Jatla

Director

Members Present:

S.No	Name	Designation
1	Prof. Srikanth Jatla	Director, Chairperson, IQAC
2	Dr. Y Azith	Professor, Coordinator, IQAC
3	Dr. Ramesh Nimmatoori	Sceretary
4	Dr. P Rajavardhan Reddy	Principal
5	Dr. K Raghu Naga Prabhakar	Professor
6	Dr. M V Narasimha Rao	Professor
7	B Seshagiri Rao	Associate Professor
8	A Swathi	Associate Professor
9	D Siva Ranjan Das	Associate Professor
10	B Santosh Kumar	Associate Professor
11	B Srikanth	Administrative Officer
12	Ch Akshay	Alumnus
13	L Lavanya	Industrialist
14	M Mahesh	Industrialist

Agenda:

- Opening remarks by the Chairperson
- Introduction of IQAC members
- Presentation on the purpose, objectives, and functions of IQAC
- Identifying key areas for quality enhancement
- Establishing benchmarks/parameters for academic and administrative activities
- Formation of support systems for various quality initiatives
- Discussion on methods for collecting and analysing feedback from stakeholders
- Planning for NAAC Accreditation
- Other Matters

Minutes:

1. The meeting commenced at 3:00 PM with opening remarks by the Chairperson, Prof. Srikanth Jatla. He welcomed all members and initiated a round of introductions.
2. A presentation was given by Prof. Srikanth Jatla, detailing the objectives and functions of the IQAC. The members were informed about the role of IQAC in ensuring continuous improvement and maintaining standards of quality in the institution.
3. The members discussed key areas for quality enhancement, including academic performance, administrative efficiency, and student satisfaction. Several parameters were identified for further development.
4. The discussion led to the establishment of preliminary quality benchmarks for academic and administrative activities. It was agreed that these benchmarks would be refined in subsequent meetings.
5. It was decided to form various support systems including committees, cells and clubs to address various areas of quality enhancement and also improve the co-curricular and extra-curricular activities on campus.
6. Various methods for collecting and analysing feedback from students, parents, and staff were discussed. It was decided to implement online feedback forms and periodic surveys.
7. It was decided to apply for NAAC accreditation by the end of the current academic year and Dr. Y Azith is appointed as Coordinator for preparing a plan of action and ensuring timely collection of information and documentation.
8. Dr. Ramesh Nimmatoori suggested to procure and implement an ERP system to digitise all the academic and administrative operations of the institution.
9. Prof. Srikanth Jatla summarised the key points discussed and outlined the next steps.
10. The meeting concluded at 5pm.

Resolutions:

- Resolved that preliminary quality benchmarks for academic and administrative activities be established and refined in subsequent meetings.
- Resolved that support systems including committees, cells and clubs be formed to address specific areas of quality enhancement 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 Dr. Y Azith be appointed as the coordinator to oversee the planning, preparation and documentation pertaining to NAAC Accreditation.




Director

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