

## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

**Date:** 16 December 2023

**Time:** 2 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. P Rajavardhan Reddy	Principal
4	Dr. M V Narasimha Rao	Professor
5	B Seshagiri Rao	Associate Professor
6	A Swathi	Associate Professor
7	D Siva Ranjan Das	Associate Professor
8	B Santosh Kumar	Associate Professor
9	B Srikanth	Administrative Officer
10	Ch Akshay	Alumnus
11	M Mahesh	Industrialist

**Agenda:**

- Review of the previous meeting's minutes
- Review on preparations for application of NAAC Accreditation
- Review of digitisation of academic and administrative activities through ERP
- Planning of Workshops and Seminars
- Planning of activities by various support systems
- Other Matters

**Minutes:**

1. The meeting commenced at 2:00 PM with the Prof. Srikanth Jatla welcoming all members. The minutes of the previous meeting were reviewed and approved.
2. Dr Y Azith has presented a detailed plan of action for making preparations to apply for NAAC accreditation. The sub-committees for the preparation of data under each of the NAAC criteria

were identified and approved by IQAC. It was decided to submit the NAAC IQA by the end of June 2024 while simultaneously working on NAAC SSR.

3. Dr P Rajavardhan Reddy updated the committee regarding the status of implementing of ERP for academic and administrative operations of the institution. He informed the committee that all the details pertaining to the programmes being offered by the institution and the student details were uploaded into the portal as a first step.
4. It was decided by the committee to plan and conduct workshops and seminars focusing on quality improvement for students and staff. It was decided to organise a Management Meet, Adyant 24th and 25th January 2024.
5. Dr P Rajavardhan Reddy presented the list of support systems formed by the institution and he informed that all the support systems were instructed to plan and organise relevant curricular, co-curricular and extra-curricular activities and celebrate all days on national and international importance.
6. Mr. D Siva Ranjan Das informed the cell members that CSI student chapter of the institution is planning to organise IT Quiz in the month of February 2024.
7. The members of the IQAC decided to collect online feedback from students during February 2024 on the courses being taught during the current semester.
8. Mr. M Mahesh advised the cell members to conduct industrial visits to students in the upcoming semester.
9. Prof. Srikanth Jatla suggested to launch a quarterly newsletter under the name Aurora Chronicles covering all the student and staff activities and achievements from the month of January 2024.
10. Prof. Srikanth Jatla summarised the key points discussed and outlined the next steps.
11. The meeting concluded at 4:30pm.

#### **Resolutions:**

- Resolved to submit NAAC IQA 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 chapter 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.



  
Director

**DIRECTOR**  
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