

MAMATA MEDICAL COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IOAC)

Minutes of Meeting	
Date	17.01.2017
Time	3.00 PM
Venue	Conference Hall of Mamata Medical College
Present	Dr. K. Koteswera Rao, Dean & Principal - Chairperson Dr. B. Nageswara Rao, Assoc. Professor - NAAC Coordinator Members : Dr. B.P. Ravi Kumar, Professor of SPM Dr. B. Anuradha, Professor of Microbiology Dr. T. Jaya Sree, Professor of Pharmacology Dr. M. Vijaya Sree, Professor of OBGY Dr. D. Suseelamma, Professor of Anatomy Dr. V. Dharma Rao, Professor of General Medicine Dr. M. Pramod Kumar Reddy, Assoc. Prof of Psychiatry Dr. B. Naveen Kumar, Assoc. Prof of Anatomy Dr. K. Kalyan Kumar, Assoc. Prof of Biochemistry Dr. S. Vijaya Durga, Assoc. Prof of Microbiology Dr. K.V. Phani Madhavi, Asst. Prof of Community Medicine Dr. P. Srilakshmi, Asst Prof of Biochemistry
Absent	Dr. Lokam Geetha, Asst. Prof. of OBGY Dr. A. Vamsidhar, Assoc. Prof of Pathology

Opening Address

The meeting of Research committee was held on 17.01.2017 under the Chairmanship of Dr. K. Koteshwer Rao, Dean & Principal at the Conference Hall of Mamata Medical College.

Confirmation of the Preliminary Minutes of the IQAC meeting held on 21.01.2016: The preliminary minutes of the meeting of the IQAC held on 17.01.2016 is placed before the IQAC for confirmations.

Decision: The Preliminary Minutes of the IQAC meeting held on 17.01.2016 was approved by the council

Action Taken Report on decisions of the previous meeting

Decision	Action Taken
Initiatives to maintain the momentum achieved during the 2nd cycle of NAAC Accreditation process and evolve positive strategies for achieving better results during the 3 rd Cycle Re-accreditation process	Ongoing, as reflected in the Items placed before this IQAC meeting
Immediate steps to submit the AQAR for the year 2015-16	On going
Web link for IQAC, linked with the college Web Site	Started a web link on college website
Formation of a Placement Cell in the college under the auspices of IQAC.	Initiated

The following agenda was discussed

1. Seminar on quality:

IQAC to organize, excellence and for creating awareness on the importance of accreditation of NAAC and other external agencies among the college teachers, students and non-teaching staff, once in a year. The Director, IQAC shall take initiatives towards conducting a one day seminar focusing on quality, excellence etc., and for creating awareness of the importance of accreditation by NAAC and other external agencies, once in every year.

2. Alumni Association:

Alumni Associations of all teaching departments to be revamped and rejuvenated. Also, all teaching departments shall properly document the Alumni meetings conducted and report the same to IQAC. The college to conduct an Alumni day each year. Alumni support for the development in all spheres, academic, administrative and financial, to be sought for. The Director, IQAC shall take initiatives towards: Revamping and rejuvenating the Alumni Associations of all teaching departments in the college and ensure that the meetings of the Department Alumni Associations are properly documented and presented to IQAC.

- i. To conduct an Alumni Day each year.
- ii. Seek the support of the Alumni of the college for the development of the college in all spheres.
- iii. Create an Alumni Web link in the college Website

3. Preparation of AQAR 2016-17:

As per the norms of the NAAC, the Annual Quality Assurance Reports have to be submitted each year covering the period of June to June. The next AQAR is due by July 2017.

The following schedule is proposed for preparation of AQAR (steps are on to collect raw data so that the AQAR can be compiled without additional data collection in future):

1. March 1st week: Circular calling for data pertaining to June 2016 to Jan 2017
2. June: 3rd week Deadline to submit the data up to 15th June
3. June last week: Circulation of draft AQAR for correction and adding of data up to 31st June
4. July 2nd week: Uploading of AQAR Decision: The Council will approve the schedule and the simplified form for AQAR data collection from Departments

4. Advisory role of IQAC:

The Advisory role of IQAC and other aspects for improvement were proposed by the Director, IQAC the following suggestions were made by the members based on Presentation made by the Director, IQAC:

1. IQAC may identify and promote research project applications received from major national and international funding agencies. Also, constitute committees of experts who can assist and as well provide critical review of the proposals and presentations.

2. Encourage erudite visitors to college and arrange interaction with students. IQAC shall plan workshops, training programmes and sensitization.
3. Academic Audit by external peers for each Department, to identify SWOT
4. Collaborative research with agencies such as ICMR, CSIR, DST, DBT and also to provide seed money to encourage faculty for short pilot studies and publishing research articles.

This report is to be presented in the next IQAC meeting for its approval and feedback

The meeting was ended with vote of thanks by IQAC Coordinator at 4.00 PM

IQAC Coordinator

Dr B Nageshwar Rao

IQAC Chairperson

Dr K Koteswara Rao