

**MAMATA MEDICAL COLLEGE**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

<b>Minutes of Meeting</b>	
<b>Date</b>	<b>22.01.2018</b>
<b>Time</b>	3.00 PM
<b>Venue</b>	Conference Hall of Mamata Medical College
<b>Present</b>	Dr. K. Koteswver Rao, Dean - Chairperson Dr. B. Nageshwar Rao, Assoc. Professor - NAAC Coordinator <b>Members :</b> 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. 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. P. Srilakshmi, Asst Prof of Biochemistry
<b>Absent</b>	

**Opening Address**

The meeting of Research committee was held on 22.01.2018 under the Chairmanship of Dr. K. Koteswver Rao, Dean at the Conference Hall of Mamata Medical College.

Confirmation of the Preliminary Minutes of the IQAC meeting held on 22.01.2018: The preliminary minutes of the meeting of the IQAC held on 17.01.2017 is placed before the IQAC for confirmations.

Decision: The Preliminary Minutes of the IQAC meeting held on 17.01.2017 was approved by the council

### **Action Taken Report on decisions of the previous meeting**

<b>Decision</b>	<b>Action Taken</b>
Seminar on quality- 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.	No action pending
Immediate steps to submit the AQAR for the year 2016-17	On going
Alumni Association:	Started a Alumni web link on college website
Advisory role of IQAC	Initiated

The following agenda was discussed

#### **1. Strengthening of IQAC administrative setup:**

The IQAC Cycle 3 envisages a larger canvas than earlier, as a number of new activities are to be taken up. It is expected that IQAC will have to play much active role in almost all college activities that are related to quality parameters. Therefore the IQAC office needs to be strengthened. The suggestion is to set up a full-fledged section. An departmental registrar from each department may be selected to assist the Director in his office to provide day-to-day assistance.

#### **2. Master Action Plan (MAP) to Improve Quality:**

The Master Action Plan (MAP) to improve quality is being prepared by the committee. Once draft is prepared and shall be placed before the council.

#### **3. Preparation of AQAR 2017-18:**

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 2018.

#### **4. Best Researcher Award:**

The “Best Researcher award” of the college. The evaluation is merely based on marks awarded by judges based on the parameters defined. This is brought to the notice of the council as there is a quality concern.

#### **5. Establishing Idea Boxes:**

As a part of promoting all stake holders of the University to contribute ideas for continuous improvement of the college system, it is proposed that IQAC place “Idea Boxes” in key locations in college Campus & Hospital Campus.

#### **6. Department level quality plans:**

The Department level quality plans have been compiled and shall be tabled at the meeting. The IQAC may decide next course of action.

#### **7. Attracting Research Funding- Compilation of a handbook.**

It is felt that younger faculty may find it useful to have a handy reference on attracting research funding (listing organizations, agencies and schemes which provide funding, regarding submission, processing of such proposals). IQAC may constitute a committee to lead this compilation.

**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 Koteswver Rao**