

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

<b>Minutes of Meeting</b>	
<b>Date</b>	<b>23.01.2020</b>
<b>Time</b>	3.30 PM
<b>Venue</b>	Conference Hall of Mamata Medical College
<b>Present</b>	Dr. B. Anuradha, Professor of Microbiology Dr. B.P. Ravi Kumar, Professor of Community medicine Dr. B Kishan Rao, Professor, Anesthesia Dr. M. Vijaya Sree, Professor of OBG Dr. M. Pramod Kumar Reddy, Professor of Psychiatry Dr. P.Madhu Latha, Professor of Biochemistry Dr. P. Naveen Kumar, Professor of Pharmacology Ms. Puvvada Jayasree, Secretary, MES Mr. K. Ranadheer Reddy Accounts Officer, MES Mr. T V Babu Administrative Office, MMC Mr. C. Satyanarayana Reddy, Lay Secretary, MMC Sri Potala Madhava Rao, Advocate Dr. P. Naren, Internee
<b>Absent</b>	Dr. C. Chandra Shekar, Almuni Sri. V Rama Rao, Stakeholder Khammam Sri. B. Venkaiaha, Industrialist

**Opening Address**

Confirmation of the Preliminary Minutes of the IQAC meeting held on 23.01.2020: The preliminary minutes of the meeting of the IQAC held on 30.01.2019 is placed before the IQAC for confirmations.

Decision: The Preliminary Minutes of the IQAC meeting held on 30.01.2019 was approved by the council

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

<b>Decision</b>	<b>Action Taken</b>
Conducting Student Feedback	No action pending
Preparation of AQAR 2018-19:	On going
Proposal for promoting Inter disciplinarity	No action pending
Reconstitution of Research Council and Centre for Academic Collaboration:	Initiated
Waste Management: Proposal	On going
Proposal for new IQAC office and Boardroom:	Action pending from Administration

#### **1. NAAC accreditation-Compiling Data for SSR.**

The format for criteria- wise uploading was submitted to all the teaching departments and centres. The filled in forms are being scrutinized by the conveners under the NAAC Directorate

#### **2. Campus Beautification and Infrastructure.**

The meeting of empowered committee for infrastructure development was held to resolved to expedite the following Infrastructure needs as part of the forth coming 3<sup>rd</sup> cycle of NAAC reaccreditation.

- 1) Department-wise requirement for campus/building maintenance, upkeep and requirements of classrooms and toilets.
- 2) Campus beautification and garden support for teaching departments. As the matter requires urgent consideration, implementation and execution has to be undertaken on a priority basis, for which a special status need to be accorded. With regard to (1) above, the matter was discussed with college maintenance department and other concerned in charges.

Resolved to prepare a detailed proposal for infrastructure development in the teaching departments. The Hon'ble members of Syndicate would undertake the visit to the Departments and assess current facilities as well as future requirements considering the upcoming NAAC visit. Campus infrastructure modernization would also be suggested. The members of the Syndicate would be assisted by the following IQAC members:

### **3. Submission of AQAR 2018-19 and preparation of SSR for 3<sup>rd</sup> cycle**

The committee constituted for the purpose of compilation of AQAR is assigned with task of compilation of AQAR 2018-19.

#### **4. Any other items permitted by the chair:**

- ✓ A policy to promote research in affiliated colleges to be explored.
- ✓ MOU by all Departments with national/international agencies be ensured
- ✓ IQAC can aid and support research sub-committee of Syndicate.
- ✓ All Departments to be encouraged to publish research journals.
- ✓ Bridge courses to be explored.
- ✓ Departments to maintain daily activity documentation.
- ✓ Idea boxes to invite ideas to improve quality to be made available on-line.
- ✓ IQAC must take pro-active role regarding quality issues.
- ✓ Quality activities for women should be designed.
- ✓ Number of MOUs to be enhanced.
- ✓ Patents to be encouraged.
- ✓ Wi-Fi to be extended to hostels and quarters area.
- ✓ On-line data collection to be explored.

**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 5.00 PM**

**IQAC Coordinator**

**Dr B Nageshwar Rao**

**IQAC Chairperson**

**Dr K Vijaya Kumar**