

# INTERNAL QUALITY ASSURANCE CELL, IIMC, Hyd

## Minutes of Meeting held on 31/10/2018

### **Agenda:**

1. Reading the minutes of previous meeting.
2. Implementation of Club activities in the college.
3. Designing the feedback forms for various stakeholders.

#### **1. Reading the minutes of previous meeting.**

Reading the minutes of previous meeting, acceptance the same and recording it.

#### **2. Implementation of club activities in the college**

It is discussed that Management club, English club and Science clubs have initiated organizing the activities in the college and the other clubs are yet to start. All the clubs shall maintain some representatives from the students of various courses so that activities can be organized from all the courses. The activities conducted under the clubs are to be recorded and filed by the respective club heads.

It is also suggested to initiate an Art & Literature club by the Language department.

#### **3. Designing the feedback forms for various stakeholders.**

It is discussed that feedback forms for stake holders – Students, Employers, Parents and Alumni are to be designed.

According to the new NAAC methodology, the student feedback form – Student Satisfaction Survey(SSS) is to be designed on the criteria II – Teaching, Learning and Evaluation Process is discussed.

15 days time is given for designing the forms.

It is also discussed the implementation of these feedback forms.

**Vote of thanks by K.SWAPNA (Co-ordinator)**

**Members attended the meeting:**

Mr. K.Raghuveer(Chairman, Head of the Institution)

Mrs.K.Satya Sudha(Ex-Offico, Alumni Gen. Sec.,Vice-Principal)

Mrs.K.Swapna (Co-Ordinator, Department of Business Management)

Mrs.K.Padma Priya (Faculty, Department of Commerce)

Mrs.Dr.T.Naga Lakshmi(Faculty, Department of Commerce)

Mr.Dr.D.Thirumala Rao(Faculty, Department of Commerce)

Mrs.G.Santoshi (Head, Department of Business Management)

Mr.K.Prasanth kumar (Head, Department of Computer Science)

Mrs.M.Mamatha (Faculty, Department of English)

Mrs.N.Karuna Sree (Faculty, Department of English)

Mrs.G.Ramadevi (Librarian)

Mrs.S.Saritha (Head, Department of Mathematics)

Mr.B.Pratap (Faculty, Department in Physical Education)

Mr.K.Shiva Kumar (Faculty, Department of Statistics)

Mrs.G.Ramya Sree(Faculty, Department of Commerce)