

**INTERNAL QUALITY ASSURANCE CELL**  
**MINUTES OF MEETING HELD ON 03.01.2019**

- ❖ Welcome note by Coordinator.

**Agenda:**

1. Reading minutes of previous meeting.
2. Conducting Student Satisfaction Survey in the college.
3. Designing Teacher and Parent feedback forms.

**Reading minutes of previous meeting:**

- The minutes of previous meeting were read and confirmed.

**Conducting Student Satisfaction Survey in the college:**

- Student Satisfaction Survey is decided to conduct by the end of January month, analyze and upload the same in college website.
- It is decided that Class Mentors will be conducting the survey in their respective class.

**Designing Teachers' & Parents' Feedback forms:**

- The responsibility of designing Teacher feedback form is given to Mrs. Dr.T. Nagalakshmi.
- The responsibility of designing Parent feedback form is given to Mrs. K. Padma Priya.
- It is decided to design the forms within 2 or 3 days.

**Other matters:**

- Mr. U.Vishwa Narayana has been included in criteria VI and Mrs.K.Padma Priya has been shifted to criteria II.

- ❖ Vote of thanks proposed by Coordinator.

**Members attended:**

1. Mr. K. RaghuVeer.
2. Mrs. Satya Sudha.
3. Mrs. K. Padma Priya.
4. Mrs. T. Nagalakshmi.
5. Mrs. M. Mamatha.
6. Mrs.K. Swapna.
7. Mrs. G. Rama devi.
8. Mrs. N. KarunaSree.
9. Mrs. G. Santoshi.
10. Mr. K. Prasanth Kumar.
11. Mr. K. Shiva Kumar.
12. Mr. B. Pratap.
13. Mr. U. Vishwa Narayana.