



INTERNAL QUALITY ASSURANCE CELL UNIVERSITY ARTS & SCIENCE COLLEGE

(AUTONOMOUS) (Reaccredited with "A" Grade by NAAC)

Kakatiya University, Subedari, Warangal, T.S. – 506001

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Minutes of the proceedings of the INTERNAL QUALITY ASSURANCE CELL (IQAC) meeting held on On 17th April, 2020 at 03:00 PM over online using ZOOM App due to COVID-19 Pandemic situation

Members Present:

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| 1. Prof. Banna Ailaiah | Principal and Chairperson |
| 2. Dr. M. Swarnalatha | Coordinator, IQAC |
| 3. Dr. B.S.L. Soujanya G | Controller of Examinations |
| 4. Dr. K. Ailaiah | Associate Professor |
| 5. Mr. A. Raju | Assistant Professor |
| 6. Dr. E. Anjan Rao | Assistant Professor (C) |
| 7. Prof. P. Krishnama Chary | Management Representative |
| 8. Mr. S. Kistaiah | Asst. Registrar |
| 9. Mr. T. Javer | Librarian |
| 10. Dr. Chirra Raju | Student Alumni Representative |
| 11. Mr. Chinthalapalli Veera Rao | Industrialist |
| 12. Mr. V. Yadagiri (P. Chand) | Parent / Stakeholder Representative |
| 13. Mr. B. Teja | Student Representative |

1. The meeting commenced with the welcome of all members of IQAC.
2. The minutes of the previous IQAC meeting held on 24th January, 2020 were mailed amongst the members of the IQAC.
3. Resolved that all the academic activities like conduct of classes and other student related activities should be carried out using online mode as per the instructions issued by Government of Telangana and Kakatiya University, Warangal.
4. It is also recommended to maintain an online record of classes taken by the teachers using Google Forms and should be backed up month-wise. A month wise report should be kept in the records for future academic and financial needs.

5. It is resolved to prepare an AQAR report with the consultation of all sections of the college as soon as possible using online source of data collection.
6. It is resolved to conduct the examinations as per the instructions issued by the Kakatiya University and as per the examination scheme and structure prescribed.
7. It is also advised to conduct sanitization process at college timely with the help of municipal authorities and office staff should be provided with hand sanitizers and other precautionary equipment as advised by WHO, Government of Telangana and Kakatiya University, Warangal.
8. It is also recommended to carryout online internal evaluation for this semester due to prevailing COVID-19 pandemic situations.

The meeting ended with the vote of the thanks to the chair and wishing all the members a healthy life.



Dr. M. Swarnalatha
Coordinator, IQAC



Prof. Banna Ailaiah
Principal and Chairperson