



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 24th July, 2017 at 03:00 PM in the Principal Chamber, UASC, KU

Members Present:

1. Prof. Banna Ailaiah	Principal and Chairperson
2. Dr. K. Rajender	Coordinator, IQAC
3. Dr. K. Mamatha	Controller of Examinations
4. Prof. T. Ramesh	Professor
5. Dr. A. Narender	Assistant Professor
6. Dr. P. Venkataiah	Assistant Professor (C)
7. Prof. P. Krishnama Chary	Management Representative
8. Mr. S. Kistaiah	Asst. Registrar
9. Mr. T. Javer	Librarian
10. Dr. Pervaram Srinath	Student Alumni Representative
11. Mr. D. Anjaiah	Industrialist
12. Mr. V. Yadagiri (P. Chand)	Parent / Stakeholder Representative
13. Ms. J. Sowmya	Student Representative

1. The meeting commenced with the welcome of all members of IQAC.
2. The minutes of the previous IQAC meeting were redistributed amongst the members of the IQAC.
3. The guideline for IQAC was redistributed to the members so that they could familiarize themselves with its mandate, the reporting requirements and the obligations of the Cell in addition to the timelines for such mandate.
4. The convenor informed the IQAC that the Internal Subject Meetings were being held course wise per semester and a copy of the minutes of such was kept with the IQAC.
5. Resolved that the Principal will constitute Statutory and Non-Statutory Committees as accordance with NAAC-UGC Autonomous College Guidelines.
6. A draft proposal for an attendance monitoring system in the college was discussed. it was proposed that a new system of attendance monitoring be developed wherein the faculty notifies the principal office if certain attendance benchmarks are not met and the principal office would take further action on such notification. An alternative view was proposed, wherein the

administrative wing will send SMS to the parents of the students who had failed to meet the University mandated minimum attendance criterion.

7. The need for maintaining an adequate balance between academic consistency (with a focus on attendance) and extracurricular activities was discussed.
8. It was informed that the college has taken a step in this direction by preparing an activity planner in conjunction with the student committee to coordinate and systematically plan the extra-curricular activities in the college.
9. It was proposed that the college should further develop the academic calendar for better management of students' academic and extracurricular activities simultaneously.
10. It was proposed that the departments and committees of the college must work to create at least one best practice model each year under their extension and outreach programmes. To encourage them, the college may institute additional funds, incentives or prizes in addition to the grants other than from the college to the committees and departments.
11. It was stated that a college journal has to be planned and the work in this regard needed to be carried out. The college should also make additional efforts to introduce journal for every department as well as interdisciplinary ones in commerce, social sciences and humanities.
12. Given the huge task of preparation of an extensive college manual for various schemes, initiatives, opportunities, rule, regulations and guidelines etc., it was proposed a sub-committee of willing members of the college for the same be formed.
13. The sub-committee shall decide upon the structure and compilation of the manual within responsible timelines and a softcopy should be made available on the college website for greater transparency and dissemination of information.
14. It was also decided to prepare an integrated timetable for the better conduct of classes.
15. The current state of infrastructure, cleanliness and maintenance of the college campus was discussed. It was reported that the cleanliness and maintenance of hygiene were given adequate attention.
16. A mechanism to ensure timely and regular cleanliness along with garbage cleaning from room to room and other open areas to be developed. The housekeeping staff should be sensitized on maintenance of adequate cleanliness. Awareness must be spread amongst students on the same to maintain the due cleanliness and setup of the room.
17. The issues about the hygiene of drinking water were taken up. It was reported the AMC of the RO machines had been given and due cleaning of the RO's was taken periodically. However, it was felt

that the college should set up adequate water purifiers with regular maintenance to ensure safe drinking water.

18. The status of the progress in Wi-Fi was taken up. Seamless Wi-Fi facility in each area and corner of the college to be made available as soon as possible. It was stated that the work of Wi-Fi is being taken on diligently and the multiple alternatives, keeping in view the cost-benefits and procedures, were being considered.
19. The services of administration should be made seamless, user-friendly, proactive and responsive. In this regard, it was proposed that the administrative wings establish certain benchmarks and gradually improve on this benchmark by some measurable standards. The administrative wings could improve their competitiveness by focusing on such marginal year-to-year increase in benchmark.
20. MIS in administrative functions should be introduced. Digitalization of records should be given priority. The progress on such digitization was discussed.
21. Resolved that the student feedback system should be made available in the college and the feedback committee to meet as soon as possible and discuss the modalities of the feedback mechanism.
22. The status of student progression was discussed. It was informed that the administrative office had to develop an online form for the same and a database of the previous batches has been developed.
23. It was proposed that the IQAC should plan and organize seminars on different areas about the quality of education.
24. It was also proposed to apply for financial grants from various funding agencies to conduct Seminars, Symposia, Workshops and FDPs.
25. It was proposed to constitute the Governing Body as early as possible.
26. It is resolved to strengthen the examination branch and conduct the examination and paper valuation at the college level only instead of handing it over to the university.

The meeting ended with the vote of the thanks to the chair.



Dr. K. Rajender
Coordinator, IQAC



Prof. Banna Ailaiah
Principal and Chairperson