

OSMANIA UNIVERSITY

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) with Principals and QMC Coordinators of Campus and Constituent Colleges.

Held on 13.09.2006, at 12.30 P.M., in The Committee Room, Administrative Building, OU.

Members Present

S.No	Name/Designation	
1	The Vice-Chancellor, OU	Chairman
2	Prof M Mutha Reddy	Registrar
3	Prof V Satyanarayana	OSD
4	Principal University College of Arts & Social Sciences, OU	Member
5	Principal University College of Science, OU	Member
6	Principal, University College of Commerce & Business Management, OU	Member
7	Principal University College of Law, OU	Member
8	Principal, IASE University College of Education, OU	Member
9	Principal University College of Physical Education, OU	Member
10	Principal (Rep by Vice-Principal) University College of Technology, OU	Member
11	Principal University College for Women, Koti	Member
12	Principal PG College, Secunderabad	Member
13	Principal PG College of Science, Saifabad	Member
14	QMC Coordinator University College of Science, OU	Member
15	QMC Coordinator, University College of Education, OU, IASE	Member
16	QMC Coordinator, Nizam College	Member
17	QMC Coordinator, PG College of Science, Saifabad	Member
18	Dr T Vijay Kumar, Member IQAC, QMC Coordinator, PG College, Secunderabad	Member

19	Dr G Prasad, Member IQAC	Member
20	Prof M Lakshmipathi Rao, Coordinator, IQAC	Convener

The meeting began with the opening remarks of the Chairman. The Vice-Chancellor then instructed the Principals to periodically address the grievances and suggestions received through the Grievance/Suggestion boxes installed in all the colleges. He also instructed them to constitute Student Councils, and activate the QMCs. Then the Principals were asked to report the innovations initiated/planned in their colleges for quality sustenance and enhancement.

- 1) Principal, College of Physical Education
 - QMC was formed
 - Student Advisor appointed
 - Grievance/Suggestion box installed. No grievance/suggestion received
 - Remedial classes are conducted after practical hours

- 2) Principal, University College of Science
 - Periodic reports are sought from the departments as per a check list prepared by the QMC
 - Student Councils are formed
 - Separate amenities are being created for boys and girls
 - Grievance/Suggestion box installed. No grievance/suggestion received
 - English Language Cell for imparting soft skills is being planned
 - Ambience of the college improved
 - Improvement of the lab conditions is planned
 - Improvement of greenery in the space between the departments is to be done
 - Contribution to e-journals and Scifinder is planned
 - Introduction of credit based and inter-disciplinary courses involving different departments is to be done
 - Improvement of the college website is planned
 - Conducting a mega science fair on the lawns of the college on February 28th, the National Science Day is planned

3) Principal, University College of Science, Saifabad

- Placement is active
- One grievance was received and appropriate action taken
- A ladies room is created for students and staff
- Web site is to be launched/updated
- Student councils are to be formed
- Competitive exam preparation center is being created
- Three departments (Physics, Chemistry, Geology) are supported by DST-FIST, and Botany department is applying for the same
- Organized a course in Communication Skills
- Further improvement of the ambience of the college and hostel is planned
- e-learning centre with a capacity for 50 students will be started soon
- A new building for Computer Science department was inaugurated recently
- A new dining hall has become functional recently

4) Principal, University College of Arts & Social Sciences

- Improved performance of students in the class room, and a fool-proof mechanism is evolved to monitor class work
- PRADAAN, a NGO Exam is conducted for placements
- Placement cell revived
- Web site is to be launched
- e-learning center will be created
- Courses are conducted for improving communication skills
- 15 day personality development course is conducted
- It is planned to modernize library
- Interdisciplinary courses involving Departments Hindi, Sanskrit and Telugu and Islamic studies, Persian and Arabic are planned.

VC has advised the Principal to prepare:

- i. Inter disciplinary courses
- ii. Automation of Library
- iii. TV Studio – Advanced center for Journalism

5) Law College

- Alumni association is formed

- Hand book is printed
- Rationalized the syllabus of LLB (40 subjects)
- IPR depository is prepared
- South Indian Mock court
- A law Journal is revived
- It is planned to construct a Mock Court hall with funds from Bar council.

VC has advised the Principal to prepare:

- i. Web site
- ii. Placement cell
- iii. Automation of Library
- iv. Legal Aid Cell
- v. Spoken English courses through CELT
- vi. Paralegal training center is to be created
- vii. Greenery to be developed and ambience to be improved

6) College of Commerce and Business Management

- MOUs with Genpact and Tally in industry Department co-operation
- Active placement cell
- Quarterly News letter
- Training programs for teachers of M.Com
- Journal of Management started
- Web site is to be updated with all the syllabuses
- Earn while you learn programs
- Industry is involved in BOS
- Training through ELTC
- Personality development programs organized

VC has advised the Principal to prepare:

- i. Add on courses
- ii. e-learning center to be created
- iii. Automation of Library
- iv. Hand books for each Departments
- v. Syllabus of MBA is to be revised
- vi. Ambience of the surrounding to be improved.

7) University College for Women

- Environmental Science is introduced in UG courses
- Personality development course is introduced in UG Courses

- A course on Vermi-compost preparation is started
- Active placement cell
- Sramdaan program launched
- Many diploma programs started
- Exam branch automation

VC has advised the Principal to prepare:

- i. A note on the world heritage monument of UCW
- ii. Web site
- iii. Automation of Library
- iv. Hand books of Departments/courses
- v. e-class room and e-learning center
- vi. issue of postal stamps
- vii. Make a documentary on UCW
- viii. Ford Foundation details
- ix. Start a ELTC

8) Institute of Advanced Studies in Education (B.Ed. College)

- QMC is formed
- Placement cell is in place
- Alumni Association is functional
- Library Automation is being done
- Adult literacy programs undertaken
- AIDS awareness programs for villagers are launched
- Adopted 5 villages in Hyathnagar Mandal
- M.Ed. Curriculum revised
- Upgrading the labs
- Computer training is given to office staff
- Career Guidance cell started

VC has advised the Principal to:

- i. Update Web site
- ii. Guidance cell to be created
- iii. E-learning center to be created
- iv. Offer personality development courses
- v. Plan curriculum and exam reforms in MEd
- vi. Prepare hand book
- vii. Help Model School to improve

9) PG college, Sec'bad

- QMC is formed

- Event Register is maintained
- Placement cell is there
- Library automation is being done
- Conference hall is being made
- Language and soft skills improvement programs offered

VC has advised the Principal to prepare:

- i. Conference Room
- ii. constitution of student councils
- iii. e-learning center
- ii. Automation of Library
- iii. Hand Book
- iv. Create internet facility to be used by all students and teachers
- v. Campus upkeep and improvement of ambience

Dr. Sunayana Singh, Canadian cell, details are to be sent to IQAC

10) Nizam College

- Remedial courses conducted for foreign students
- College magazine published
- Personality development cell created
- Placement cell is existing
- Course for improvement of communication skills offered

VC has advised the Principal to prepare:

- i. e-learning center
- ii. Spoken English courses
- iii. Automation of Library
- iv. Hand book
- v. Swimming pool to be revived
- vi. Astroturf to be provided for cricket ground
- vii. Cricket ground is to fenced

11). College of Technology

- Principal office is improved
- Teachers are given lap-top computers
- On-line exams are being conducted
- e-class room for 50 students is created
- Placement and Entrepreneur Development cell are being created

- Library building (Ground + 2 floors) is being constructed
- Ambience of the college is being improved.
- Remedial classes for GATE are conducted to SC/ST students
- Updated web site.
- Central Instrumentation Center created

VC has advised the Principal to:

- i. provide internet to students in hostel
- ii. publish hand book
- iii. to give face lift to all the buildings by undertaking white washing/coloring
 - iv. Spoken English courses
 - v. Automation of Library

Further, the Vice-Chancellor has advised all the Principals to implement the following in their colleges at the earliest:

- I. Vision and Mission statements of the university and of the college to be displayed.
- II. Creation of websites for all the colleges and departments. The websites may contain the following information:
 - a. Goals and objectives
 - b. Program options
 - c. Eligibility criteria
 - d. Admission policy and process
 - e. Academic calendar
 - f. Examination and other assessment schedules and procedures
 - g. Infrastructure facilities available for teaching, learning, sports, residence, research and recreation
 - h. Scholarships given by the state and institution (if any)
 - i. Fee structure
 - j. Alumni association
- III. Data banks, Event registers, Hand books
 - a. Data banks to consist of all academic activities of teachers
 - b. Event registers to maintain all the activities of the Departments/Colleges

- c. Hand books containing information about faculty, courses, almanac, research and other facilities available in the Departments/Colleges.
- IV. Provide internet facility to all departments in the colleges and provide access to all students, teachers and research students.
- V. Constitute a college level Research Advisory Committee to encourage and guide teacher applying for research projects and monitor research work done.
- VI. Creation of student councils, appointment of teacher counselors and a lady counselor for all Departments/Colleges.
- VII. Creation of placement and guidance cells in all departments/colleges.
- VIII. Organizing one day seminar in all colleges for students through students councils to get feedback from the students regarding the academic activities of the departments/colleges and any other students problems and suggestions to be invited for enhancement of quality.
- IX. Provision of basic facilities like telephone, safe drinking water, toilet facilities in all departments/colleges.
- X. Introduction of teacher-ward system in the departments/colleges.
- XI. Undertaking of community activities –each college to adopt 2 or 3 villages under NSS activity.
- XII. Conduct of bridge courses and remedial classes for needy students out side working hours.
- XIII. Creation of academic audit units in all colleges.
- XIV. Collection and analysis of feedback for students and employees.
- XV. Arranging parent teacher meets.
- XVI. Undertaking programmes for soft skills and personality development.

Then the Coordinator, IQAC requested all the Principals and QMC coordinators to collect information from all the staff members and other administrative wings of the colleges for the period 2001-2006, consolidate and submit the same in the prescribed format (copies of which are given to all colleges) so that the final RAR can be prepared based on this feedback received from them. The Coordinator, IQAC, requested the Principals/QMC

coordinators to submit the required information before 30th October positively.

- It is agreed by the Principals to arrange staff meetings in all the Colleges and request the VC to address these meetings to gear up the teachers and prepare them for reaccreditation.
- Coordinator, IQAC suggested that all colleges can conduct one day workshops to the students through student councils in order to provide a platform to all students representatives and councilors to air their views on the academic and administrative aspects of the College/University and to invite suggestions for the quality furtherance in the college/university.

Finally the Coordinator, IQAC thanked the VC for his suggestions and all the members present for their active participation in the deliberations.