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INTERNAL QUALITY ASSURANCE CELL OSMANIA UNIVERSITY

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Minutes Meeting – Osmania University QMC Meeting, IQAC, Osmania University

Date: August 10, 2023

Time: 11.30am

Participants: The QMC Coordinators and Members of colleges of Osmania University, Director and Coordinator - IQAC Osmania University.

Members Present:

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| 1. Dr. C.S. Swathi | Coordinator, QMC, UCA &SS, OU. |
| 2. Dr. S.M. Altaf | Member, QMC, Asst. Professor, Dept of Islamic Studies UCA & SS,OU. |
| 3. Prof. V. Bhikshma | Coordinator, QMC, Sr. Professor of CED, UCE,OU. |
| 4. Prof. Md. Shareefudin | Member, QMC, Physics UCS, OU. |
| 5. Dr. N.V. Prasad | Member, QMC, Associate professor Dept of Physics. |
| 6. Prof. G. Jayashree | Coordinator, QMC, Vice-Principal, UCS, OU. |
| 7. Prof. J. Lalitha | Coordinator, QMC, Asst. Prof. UCE, OU. |
| 8. Prof. A. Hari Padmasri | Deputy Coordinator, QMC, Dept. of Applied Geo Chemistry,OU. |
| 9. Prof. B. Sireesha | Director, IQAC, OU. |
| 10. Dr. A. Vijaya Bhasker Reddy, | Coordinator, IQAC, OU. Asst. Professor, Dept of Botany. |

Summary of Discussion:


- 1. Submission of AQAR Reports (2022-2023):** The requirement to submit AQAR reports for the period of July 2022 to June 2023 was highlighted.
- 2. Quality Manual Dispatch:** The imminent dispatch of the Quality Manual (QM) to relevant recipients was noted.
- 3. Departmental Website Updates:** All departments were reminded of the necessity to maintain updated and relevant information on their respective websites need uniform template, has been emphasized.
- 4. Revised QMC Members List:** The need to revise the list of QMC members and share it with the IQAC cell was emphasized.
- 5. Academic Audit (AAA):** The significance of the Academic Audit (AAA) process was discussed.


6. **Mentor-Mentee List:** Departments were advised to finalize and maintain mentor-mentee lists. Mentees should be uniformly distributed between all mentors in the department.
7. **Department Heads and Notice Boards:** Department heads' names were emphasized for accurate record-keeping and must be displayed on notice boards.
8. **Academic Diaries & Student Engagement:** Department heads were encouraged to distribute academic diaries to teachers and promote active student engagement across all classes.
9. **Mission and Vision Statements:** Each department was urged to prominently display their respective mission and vision statements.
10. **Certificates Display:** Principals of the colleges were reminded to display NIRF and NAAC certificates in their respective Principal offices.
11. **Departmental File Maintenance:** Departments were instructed to maintain well-organized files according to earlier provided guidelines.
12. **Student Data Collection:** For the Student Satisfaction Survey (SRR), departments were requested to prepare and keep ready student contact details of the 1st and 3rd Semesters. (Containing email id and phone number)
13. **Past Student Data Compilation:** Departments were tasked with compiling the last three years' student data (2021-2024), along with details of their subsequent higher studies or job achievements, by posting in the whatsapp groups.
14. **Google Form for Data Collection:** IQAC will send out a Google Form to gather essential data about past students.
15. **SSR Submission (September 2023):** All departments were reminded of the deadline for submitting the Self-Study Report (SSR) in September 2023.
16. **Staff Meeting with VC:** An upcoming staff meeting with the Vice-Chancellor was noted, and specific dates will be announced.
17. **October Workshop:** IQAC plans to organize workshop in October 2023 involving all stakeholders of Osmania University to enhance the university's ranking in the NAAC accreditation process.
18. **College-Level QMC Data Verification:** Departments were reiterated to verify college-level QMC data available in the principal office.
19. **BOS Reconstitution:** The Board of Studies (BOS) composition was discussed, including one student member, one alumni member, and subject experts. The committee will serve for a two-year term.
20. **Establishment of Student Councils:** It was recommended that each college establish a student council with class representatives from each class.
21. **Parent-Teacher Meetings:** Parent-Teacher meetings were advised to be conducted during the induction program for 1st Semester students, at college level and record the proceedings.
22. **Student Clubs:** In-charge heads were requested to appoint coordinators for student clubs. All students should be part of at least one student club out of the 18 available clubs.
23. **MoUs and Progress Sharing:** Departments were encouraged to actively engage with other organizations through MoUs and regularly share progress with the IQAC.

- documentation of Consultancy Services:** Departments were instructed to document the services offered and consultancy services generated by the departments, and share the details to IQAC.
25. **Consultancy Policy Development:** A new consultancy policy will be developed and shared in the near future.
 26. **Swayam/MOOCs/You-tube courses:** Staff should provide with the details of links of these developed programmes with links.
 27. **Inter-Department Collaborations:** The need for and encouragement of inter-departmental collaborations for research and academic activities was unanimously agreed upon, and share the details of existing collaborations.
 28. **Participation in Outreach Programs:** Departments were strongly encouraged to participate in various outreach programs.
 29. **GPS Geo-tagging of Photos:** Implementation of GPS geo-tagging for departmental activity photos was discussed, with emphasis on geo-tagging for all photos, which is a mandate for NAAC.
 30. **IQAC Meeting for PhD Scholars:** An IQAC meeting will be held specifically to discuss qualitative and quantitative analysis for PhD scholars. The Centre for Quantitative Methods will provide logistics support for research scholars at no cost.
 31. **Standardized Website Update Format:** A standardized format for website updates will be shared with all departments.
 32. **UMS Portal Usage:** All teachers were encouraged to utilize the University Management System (UMS) and upload their profiles on the platform.
 33. **Establishment of Feedback Mechanism:** Feedback forms were made available to obtain a feedback mechanism for students and parents, in student login portal and for teachers in faculty login UMS portal.
 34. **Importance of Google Scholar:** The importance of using Google Scholar for academic purposes was emphasized, and all teachers were encouraged to enroll with Google Scholar accounts, Web of Science, and ORCID and share the details to IQAC.

Next Steps and Conclusion:

The meeting concluded with the agreement to implement the discussed action items. The next IQAC meeting will be announced at a later date.


Dr. A. Vijaya Bhasker Reddy
Coordinator, IQAC
Osmania University


Prof. B. Sireesha
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