

# NARAYANA MEDICAL COLLEGE

Chinthareddypalem, Nellore: 524003

Date: 18.12.2024

## Internal Quality Assurance Cell

Sub: IQAC Review meeting

### CIRCULAR

This is to inform you that a committee review meeting has been scheduled as follows:

Date: **19.12.2024**

Time: **10.00 am**

Venue: **College Council Hall**

Agenda: To review on

1. Establishment of Mentor Mentee System
2. Establishment of Student Counselling Cell
3. Establishment of Student Career Guidance Cell
4. Establishment of Student Grievance Reddrasal Cell
5. Taking Feed Back on Curriculum from stakeholder
6. Green Audit
7. Financial Audit

All members are requested to attend without fail. Your presence and participation are highly appreciated.

  
IQAC Coordinator  
Coordinator

IQAC  
NARAYANA MEDICAL COLLEGE  
CHINTHAREDDYPALEM,  
NELLORE-524 003.

  
IQAC Chairman  
Chairman

IQAC  
NARAYANA MEDICAL COLLEGE  
CHINTHAREDDYPALEM,  
NELLORE-524 003.

Copy to:

1. Senior Administrative Officer -
2. Senior Administrative Officer -
3. Teacher -
4. Teacher -
5. Teacher -
6. Teacher -
7. Teacher -
8. Member of Management -
9. Member of Management -
10. . Nominee of local Society -
11. Nominee of Student -
12. Alumni Representative -
13. Nominee of employer -
14. Establishment of Mentor Mentee System -
15. Establishment of Student Counselling Cell -
16. Establishment of Student Career Guidance Cell -
17. Establishment of Student Grievance Reddrasal Cell -
18. Taking Feed Back on Curriculum from stakeholder -
19. Green Audit -
20. Financial Audit → *for R*
21. Co-ordinator, NMI

Mr.Sandesh Raikar *Jil*

Mr.Ch.Bhaskar Reddy

Dr.R. Suman Babu - *RS 18/12/24*

Dr.E.Ananda Reddy

Dr.P.Sasikala - *K. Sasikala*

Dr.P.Vasundhara Devi *M. V. -*

Dr.K.Krishna Chaithanya *Chaitanya*

Dr.Y.V.Prabhakar *for Kaula*

Sri .R.Sambasiva Rao

Sri. B.V.Subbarao

Dr.Desireddy Nikhil Reddy *for N. Reddy*

Dr.C.Jyothi - *A. Kapara*

Dr.A.Muni Sankar *A. Muni*

Dr.K.Ashalatha *K. Ashalatha*

Dr.R.Viswa Kumar - *for R. Viswa*

Dr.C.Jyothi - *A. Kapara*

Mr.Sandesh Raikar *Jil*

Mr.A.Muni Sankar *A. Muni*

Mr.G.Suresh Kumar - *for G. Suresh*

Dr. BISU. R - *for BISU. R*

*18/12/24.*

# NARAYANA MEDICAL COLLEGE

CHINTAREDDYPALEM, NELLORE-524003

## INTERNAL QUALITY ASSURANCE CELL

PLACE: College Council Hall

DATE: 19.12.2024

Participants in the meeting:

Chairperson : Dr. P.Sreenivasulu Reddy, Principal

Coordinator : Dr.C.Kumar

### Members:

- |                                                       |                             |
|-------------------------------------------------------|-----------------------------|
| 1. Senior Administrative Officer                      | - Mr.Sandesh Raikar         |
| 2. Senior Administrative Officer                      | - Mr.Ch.Bhaskar Reddy       |
| 3. Teacher                                            | - Dr.R. Suman Babu          |
| 4. Teacher                                            | - Dr.E.Ananda Reddy         |
| 5. Teacher                                            | - Dr.P.Sasikala             |
| 6. Teacher                                            | - Dr.P.Vasundhara Devi      |
| 7. Teacher                                            | - Dr.K.Krishna Chaithanya   |
| 8. Member of Management                               | - Dr.Y.V.Prabhakar          |
| 9. Member of Management                               | - Sri .R.Sambasiva Rao      |
| 10. . Nominee of local Society                        | - Sri. B.V.Subbarao         |
| 11.Nominee of Student                                 | - Dr.Desireddy Nikhil Reddy |
| 12.Alumni Representative                              | - Dr.C.Jyothi               |
| 13. Nominee of employer                               | - Dr.A.Muni Sankar          |
| 14. Establishment of Mentor Mentee System             | - Dr.K.Ashalatha            |
| 15. Establishment of Student Counselling Cell         | - Dr.R.Viswa Kumar          |
| 16. Establishment of Student Career Guidance Cell -   | - Dr.C.Jyothi               |
| 17. Establishment of Student Grievance Reddrasal Cell | - Mr.Sandesh Raikar         |
| 18. Taking Feed Back on Curriculum from stakeholder   | - Mr.A.Muni Sankar          |
| 19. Green Audit                                       | - Mr.G.Suresh Kumar         |
| 20. Financial Audit                                   |                             |



**Agenda:**

Appointment of Criteria Heads

To Discuss about plan of action for the academic year 2024-25

**Key points of discussion:**

1. Appointment of Criteria Heads
2. Development of Student support system
  - a. Establishment of Mentor Mentee System
  - b. Establishment of Student Counselling Cell
  - c. Establishment of Student Career Guidance Cell
  - d. Establishment of Student Grievance Reddrasal Cell
3. Taking Feed Back on Curriculum from stakeholder
4. Conducting Internal & External Auditing
5. Hiring Consultant for NAAC activity

**Key Points Discussed: -**

The meeting started at 10.00am and concluded at 11.45. am. The following issues were discussed.

1. Appointment of Criteria Heads
  2. Development of Student support system
  3. Establishment of Mentor Mentee System
  4. Establishment of Student Counselling Cell
  5. Establishment of Student Career Guidance Cell
  6. Establishment of Student Grievance Reddrasal Cell
  7. Taking Feed Back on Curriculum from stakeholder
  8. Conducting Internal & External Auditing
  9. Hiring Consultant for NAAC activity
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- a. It was decided to start student counselling cell and appoint a student counselor. The Administrative officer was instructed to pursue this.
  - b. It was decided to take feedback form students in Google Forms
  - c. Mr. Munisankar, Nominee of employer was asked to complete Green Audit as early as Possible.

  
IQAC Coordinator

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IQAC Chairman

Chairman  
IQAC  
NARAYANA MEDICAL COLLEGE  
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