

# S.K.P. GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevara University, Anantapur)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Circular


30-12-2019

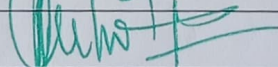
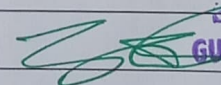
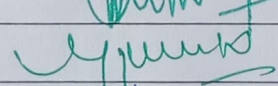
It is informed that all the IQAC Members are requested to attend the Meeting at Principal's Chamber on 06/01/2020 at 3:00 PM to discuss the following points.

#### Agenda

1. Action plan for preparing the students to write University exams.
2. Conduct of special remedial classes for academically backward students.
3. To Prepare feedback forms regarding stakeholders' feedback and tentative date to collect Feedback forms.
4. To constitute feedback collection committee to collect and analyze feedback.
5. Pre-final Examinations.
6. Study hours to be conducted in view of final examinations.
7. College Day Celebrations.
8. Institutional Plan for the Academic Year 2020-21
9. Data Collection and Preparation of Annual Report 2019-20.
10. Conducting Mock Practical Examinations.
11. Any other matter with the permission of chair.

T. Jithu Reddy  
IQAC Co-Ordinator

  
Principal

1. 	2. 
3. 	4.
5. K. Anuradha	6.
7.	8.
9.	10.

S.K.P. GOVT. COLLEGE  
GUNTAKAL, Ananthapuramu (Dt.)

# **S.K.P. GOVERNMENT COLLEGE : GUNTAKAL**

(Affiliated to Sri Krishnadevara University, Anantapur)

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The members of IQAC met in the Principal's Chamber on 06-01-2020 at 04:00 PM. Principal Chaired the Session and he had read out the agenda circulated with the circular sent on 30-12-2019.

### **Discussed and Resolved the Following Items**

**Item No -1 : Action plan for preparing the students to write University exams.**

*In view of external examinations in the month of March / April, it is resolved to get action plan from all the department heads and the same is placed before the Academic staff council for implementation.*

**Item No 2 : Conduct of special remedial classes for academically backward students.**

*It is unanimously resolved to conduct special remedial classes for academically backward students in the month of March*

**Item No 3 : To Prepare feedback forms regarding stakeholders feedback and tentative date to collect Feedback forms.**

*It is resolved to prepare all feedback forms by Sri P.Janardhana Sastry, and further it is decided to collect feedback forms in the first week of march and the schedule will be prepared by Sri. P.Janardhana Sastry, Lecturer in Commerce.*

**Item No 4 : To constitute feedback collection committee to collect and analyze feedback.**

*It is unanimously resolved to constitute a committee to Collect and analyze feedback from stake holders. It is further decided to appoint Dr.Y.Purushotham reddy , Lecturer in Mathematics as convener.*

**Item No 5 : Pre-final Examination.**

*It is resolved to conduct pre-final examinations in the month of march and instructed to examination coordinator to collect question papers from the department head and the same is kept in safe custody.*

**Item No 6 : Study hours to be conducted in view of final examinations.**

*It is resolved to conduct study hours from 01-02-2020 in the evening hours i.e 04:00 pm to 05:00 pm for all the students in view of external examinations.*

**Item No 7 : College Day Celebrations.**

*It is resolved to conduct Annual College Day in the last week of 30-03-2020*

**Item No 8 : Mock Peer Team Visit to the departments.**

*It is resolved to conduct Mock Peer Team Visit to all the departments by calling external members.*

**Item No 9 : Institutional Plan for the Academic Year 2020-21**

*It is resolved to prepare Institutional Plan for the Academic Year 2020-21 by IQAC Coordinator.*

**Item No 10 : Data Collection and Preparation of Annual Report 2019-20.**

*It is resolved to Prepare Annual Report for the Academic Year 2019-20 in the month of April -2020 for which it is advised to draft a committee for Data Collection and Preparation of Annual Report 2019-20.*

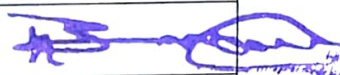

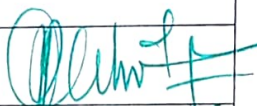



**Item No 11 : Conducting Mock Practical Examinations.**

*It is resolved to conduct Mock Practical Examinations in the first week of March -2020.*

**Item No 12 : Any other matter with the permission of chair.**

NIL

The following IQAC Members were present in the meeting and resolved the following.

S.no	Name of the Member	Designation	Signature
1.	Dr. K. Gnaneshwar, Principal	Chairman	
2.	Sri T.Jithendra , Lecturer in Chemistry	Co-Ordinator	
3.	Dr.Y.Purushotham Reddy, Lecturer in Mathematics	Member	
4.	Sri P.Janardhana Sastry. Lecturer in Commerce	Member	
5.	Sri Gopi Naik, Lecturer in History	Member	
6.	Dr.K.Sashi Kiran, Lecturer in Botany	Member	
7.	Dr.G.Pavan Kumar, Lecturer in Commerce	Member	
8.	Sri Anwar Basha , Renowned Alumni,	Exf. Member	

  
IQAC Co-Ordinator



  
Principal

**PRINCIPAL**  
**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report on the Meeting conducted on 06-01-2020

S.No	Minutes	Action Taken
2	Action plan for preparing the students to write University exams.	Circular related to action plan is circulated to all the department heads and the action plan is placed before the Academic staff council and the same is approved.
3	Conduct of special remedial classes for academically backward students.	Circular related to Special remedial classes is issued on 10-03-2020, but due to covid lockdown physical classes are unable to conduct. Hence, online classes were conducted.
5	To Prepare feedback forms regarding stakeholders' feedback and tentative date to collect Feedback forms.	Sri R. Suresh Babu, Lecturer in Mathematics is instructed to prepare stakeholders' feedback forms and asked to submit the same to IQAC in the last week of Feb-2020.
6	To constitute feedback collection committee to collect and analyze feedback.	Proceedings of the principal issued on 25-02-2020 regarding feedback collection committee and the committee was constituted with Sri R. Suresh Babu, Lecturer in Mathematics as convener and the members as Sri. S. Khaja Vali, Lecturer in Chemistry, Sri D. SulthanBasha, Lecturer in Computer Science and Smt P. Sravani, Lecturer in Management Studies.
7	Pre-final Examination.	Question Papers was collected from the Heads of the Departments, but due covid lockdown the prefinal exam was unable to conduct. Instructed the students to write the examination following open book system.
8	Study hours to be conducted in view of final examinations.	Study hours was conducted from 01-02-2020 to 25-02-2020 in the evening hours
9	Annual College Day Celebrations.	Due to Covid lockdown, the Annual College Day celebrations was unable to conduct.
11	Institutional Plan for the Academic Year 2020-21	IQAC Coordinator is instructed to prepare the Institutional Plan for the Academic Year 2020-21.
12	Data Collection and Preparation of Annual Report 2019-20.	A Committee is Constituted for Data Collection and Preparation of Annual Report