

S.K.P. GOVERNMENT COLLEGE

Guntakal, Ananthapuram District

2020-21

INTERNAL QUALITY ASSURANCE CELL

(IQAC)

MEETING-2

➤ **Circular**

➤ **Minutes**

➤ **Resolution**

➤ **Action Taken report**



S.K.P. GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevaraya University, Anantapur)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

Circular No: 2/2020-21

Date : 14-12-2020

It is informed that all the IQAC Members are requested to attend the Meeting at Principal's Chamber on 06/01/2021 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 constitute feedback collection committee to collect and analyze feedback.
4. Pre-final Examinations.
5. Study hours to be conducted in view of final examinations.
6. College Day Celebrations.
7. Institutional Plan for the Academic Year 2020-21
8. Data Collection and Preparation of Annual Report 2019-20.
9. Conducting Mock Practical Examinations.
10. Any other matter with the permission of chair.

P. J. H. S. S.
IQAC Co-Ordinator

T. J. S. S.
Co-Ordinator, IQAC
(Internal Quality Assurance Cell)
S.K.P. Govt. College
GUNTAKAL Anantapuramu Dist



[Signature]
Principal
PRINCIPAL
S.K.P. Govt. College
GUNTAKAL, Ananthapuramu (Dt.)

S.K.P. GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevaraya University, Anantapur)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting -2/2020-21

The members of IQAC met in the Principal's Chamber on 06-01-2021 at 03:00 PM. Principal Chaired the Session and he had read out the agenda circulated with the circular sent on 14-12-2020.

Agenda

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

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 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 Sri T.Jithendra, Coordinator , IQAC, as convener and the members as Sri. P.Janardana Sastry, Lecturer in Commerce, Dr.Kamli Naik, Lecturer in Zoology, Dr.,K.Gopi Naik, Lecturer in History and Smt P.A.B.L.Pavani, Lecturer in Mathematics.

Item No 4 : 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 5 : Study hours to be conducted in view of final examinations.

It is resolved to conduct study hours from 01-02-2021 in the evening hours i.e 04:00 pm to 05:00 pm for all the students in view of external examinations.

Item No 6 : College Day Celebrations.

It is resolved to conduct Annual College Day in the last week of March 2021

Item No 7 : Institutional Plan for the Academic Year 2021-22

It is resolved to prepare Institutional Plan for the Academic Year 2021-22 by IQAC Coordinator.

Item No 8 : Data Collection and Preparation of Annual Report 2020-21.

It is resolved to Prepare Annual Report for the Academic Year 2020-21 in the month of May -2021 as the academic year got extended due to Covid, for which it is advised to draft a committee for Data Collection and Preparation of Annual Report 2020-21.



Item No 9 : Conducting Mock Practical Examinations.

It is resolved to conduct Mock Practical Examinations in the first week of April -2021.

Item No 10 : Any other matter with the permission of chair :

NIL

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

S.N	Name of the Member	Designation
1	Dr. K. Gnaneshwar, Principal	Chairman
2	Dr.T,Jithendra , Lecturer in Chemistry	Co-ordinator
3	Sri P.Janardhana Sastry. Lecturer in Commerce	Member
4	Dr.P.Sashi Kiran, Lecturer in Botany	Member
5	Dr.G.Pavan Kumar. Lecturer in Commerce	Member
6	Dr.K. Gopi Naik, Lecturer in History	Member
7	Smt A.B.L.Pavani, Lecturer in Mathematics	Member
8	Sri R.Nagaraju, Lecturer in English	Member
9	Sri. R.Rama Subbamma B.A.	Office Superintendent
10	Dr.A.Lakshmaiah , Renowned Alumni,	External Member
11	Sri. S.Anwar Basha M.Com	External Member

T. Jithendra
IQAC Co-Ordinator
Co-Ordinator, IQAC
(Internal Quality Assurance Cell)
S.K.P Govt. College
GUNTAKAL Ananthapuramu Dist



[Signature]
Principal
PRINCIPAL
S.K.P. Govt. College
GUNTAKAL, Ananthapuramu (Dt.)

S.K.P.GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevaraya University, Anantapuram)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the Meeting-2/2020-21 conducted
on 06-01-2021

S.No	Minutes	Action Taken
1	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.
2	Conduct of special remedial classes for academically backward students.	Circular related to Special remedial classes is issued on 10-03-2021, but due to covid lockdown physical classes are unable to conduct. Hence, online classes were conducted.
3	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 T.Jithendra, Coordinator , IQAC, as convener and the members as Sri. P.Janardana Sastry, Lecturer in Commerce, Dr.Kamli Naik, Lecturer in Zoology, Dr.,K.Gopi Naik, Lecturer in History and Smt P.A.B.L.Pavani, Lecturer in Mathematics.
4	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.
5	Study hours to be conducted in view of final examinations.	Study hours was conducted from 01-02-2021 to 25-02-2021 in the evening hours
6	Annual College Day Celebrations.	Due to Covid lockdown, the Annual College Day celebrations was unable to conduct.
7	Institutional Plan for the Academic Year 2021-22	IQAC Coordinator is instructed to prepare the Institutional Plan for the Academic Year 2021-22.
8	Data Collection and Preparation of Annual Report 2019-20.	A Committee is Constituted for Data Collection and Preparation of Annual Report for the Academic Year 2020-21 and the same is circulated among the staff members of the college.
9	Conducting Mock Practical Examinations.	A Circular is circulated on 10-01-2021 with the schedule of Mock Practical Examinations.

T. Jithuola
 IQAC Co-Ordinator
 Co-Ordinator, IQAC
 (Internal Quality Assurance Cell)
 S.K.P. Govt. College
 GUNTAKAL Anantapuramu Dist



[Signature]
 Principal
 PRINCIPAL
 S.K.P. Govt. College
 GUNTAKAL, Ananthapuramu (Dt.)