

S.K.P.GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevara University, Anantapur)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular No: 1/2019-20

Date : 25-05-2019

It is informed that all the IQAC Members are requested to attend the Meeting at Principal's Chamber on 28/05/2019 at 4:00 PM to discuss the following points.

Agenda

1. Discussion and Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2019-20.
2. Result Analysis of 2nd, 4th and 6th Semester Examinations for the Academic Year 2018-19.
3. Collection of 1st 3rd and 5th Semester Curricular plan.
4. Collection of necessary information for NAAC Accreditation Process.
5. Workshop on NAAC to the Staff members of the College.
6. Conducting Orientation Program for First Year Students and their Parents.
7. Internal Academic Audit .
8. Proposed to take necessary steps to register Alumni Association.
9. Extension Activities.
10. Submission of Information to AISHE and NIRF
11. Any other point with the permission of chair.

IQAC Co-Ordinator

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9.	10.



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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting 1/2019-20

The members of IQAC met in the Principal's Chamber on 28-05-2019 at 04:00 PM to discuss the items proposed in the Circular 1/ 2019-20. Principal Chaired the Session and he had read out the agenda circulated with the circular-1 / 2019-20 circulated on 25-05-2019.

Agenda for the Meeting

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11. Any other point with the permission of chair.

Discussed and Resolved the Following Items

Point No : 1 Discussion and Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2019-20.

Resolution: It is unanimously resolved to Approve the Academic Calendar prepared by IQAC coordinator for the Academic Year 2019-20.

Point No : 2 Presentation of Result Analysis of 2nd , 4th and 6th Semester Examinations for the Academic Year 2018-19.

Resolution: It is resolved that the Result Analysis is placed before the Academic Staff Council and before the Management for necessary action.

Point No : 3 Collection of 1st 3rd and 5th Semester Curricular plan.

Resolution: It is resolved to collect Semester Curricular plans from the departments.

Point No : 4 Collection of necessary information for NAAC Accreditation Process.

Resolution: It is resolved to instruct all the members of the institution to share the required information regarding the college to NAAC Coordinator as and when necessary.

Point No : 5 Workshop on NAAC to the Staff members of the College.

Resolution: It is resolved to conduct one Day workshop on NAAC Assessment process for the staff of the college in First week of July.

Point No : 6 Conducting Orientation Program for First Year Students and their Parents.

Resolution: It is resolved to conduct an Orientation Program entitled "Know your College and your course" on 15-06-2021.

Point No : 7 Internal Academic Audit.

Resolution: It is resolved to conduct Internal Academic and Financial Audit in the month of Jan -2020.

Point No : 8 Proposed to take necessary steps to register Alumni Association.

Resolution: It is resolved to register alumni association and the task is given to Dr G.Pavan Kumar, Lecturer in Commerce for further process.

Point No : 9 Extension Activities.

Resolution: It is resolved to increase the participation of students in extension activities.

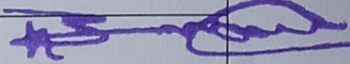
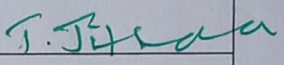
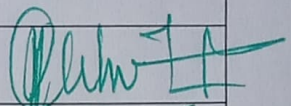

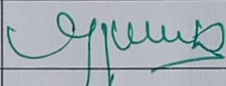
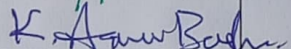
Point No : 10 Submission of Information to AISHE and NIRF

Resolution: It is resolved to submit required information to AISHE and NIRF.

Point No : 11 Any other point with the permission of chair.


Resolution: NIL

The following IQAC Members were present in the meeting and resolved the above points after extensive discussion.

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,	External Member	


IQAC Co-Ordinator




Principal
PRINCIPAL
S.K.P. Govt. College
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the Meeting1/ 2019-20 conducted on 28-05-2019

S.No	Minutes	Action Taken
1.	Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2019-20.	<i>Circulated among the staff and Implemented the Institutional Academic Calendar for the Academic Year 2019-20</i>
2.	Presentation of Result Analysis of 2 nd , 4 th and 6 th Semester Examinations for the Academic Year 2018-19.	<i>The results were placed before the Academic Staff Council and Management for further action.</i>
3.	Collection of 1 st 3 rd and 5 th Semester Curricular plan.	<i>Circular Circulated on 01-06-2019 among the staff and heads of the department to submit Semester Curricular Plans to IQAC</i>
4.	Collection of necessary information for NAAC Accreditation Process.	<i>Circular related to sharing of information is circulated on 01-06-2019 to all the staff members.</i>
5.	Conducting Orientation Program for First Year Students and their Parents.	<i>The program was conducted successfully on 15-06-2019</i>
6.	Internal Academic Audit .	<i>Internal Academic Audit was conducted on 25-01-2020.</i>
7.	Proposed to take necessary steps to register Alumni Association.	<i>The Alumni Association is registered and shared the registration number as 340 of 2019 in the month of September.</i>
8.	Extension Activities	<i>Resolution is shared among the NSS Coordinators and among the students.</i>
9.	Submission of Information to AISHE and NIRF	<i>Data successfully submitted</i>

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



[Signature]

Principal
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