

S.K.P. GOVERNMENT COLLEGE

Guntakal, Ananthapuram District

2021-22

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

MEETING-1

- Circular
- Minutes
- Resolution
- Action Taken report

S.K.P.GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevaraya University, Anantapuram)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

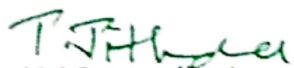
Circular No: 1/2021-22

Date : 28-06-2021


It is informed that all the IQAC Members are requested to attend the online Meeting at Zoom platform under Chairmanship of Principal on 02/07/2021 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 2021-22.
2. Conduct of online/offline classes of 1st, 3rd and 5th Semester for the Academic Year 2021-22.
3. Collection of 2nd, 4th and 6th Semester Curricular plans of 2020-21
4. Conduct of Internal Examinations-Discussion of whether online/offline process.
5. Collection of necessary information for NAAC Accreditation Process.
6. To propose tentative date to submit IQA to NAAC.
7. Online Workshop/Seminars/Webinars on NAAC to the Staff of the College.
8. Conducting Orientation Programme to First Year Students.
9. Preparation of PO's and CO's in view of change of syllabus as a part of NEP-2020 for 2nd and 4th semesters.
10. To Conduct seminar on Intellectual Property Rights.
11. Internal Academic Audit and Financial Audit.
12. Review NAAC preparation status with NAAC coordinator.
13. Proposed steps to take necessary steps to involve Alumni Association.
14. Extension Activities online / offline mode.
15. Submission of Information to AISHE and NIRF
16. Any other point with the permission of chair.


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




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

S.K.P. GOVERNMENT COLLEGE : GUNTAKAL

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting 1/2021-22

The members of IQAC met in PRINCIPALS Chamber on 02/07/2021 at 04:00 PM to discuss the items proposed in the Circular 1/ 2021-22. Principal Chaired the Session and he had read out the agenda circulated with the circular-1/2021-22 circulated on 28-06-2021.

Agenda for the Meeting

1. Discussion and Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2021-22.
2. Conduct of online/offline classes of 1st, 3rd and 5th Semester for the Academic Year 2021-22.
3. Collection of 2nd, 4th and 6th Semester Curricular plans of 2020-21
4. Conduct of Internal Examinations-Discussion of whether online/offline process.
5. Collection of necessary information for NAAC Accreditation Process.
6. To propose tentative date to submit IIQA to NAAC.
7. Online Workshop/Seminars/Webinars on NAAC to the Staff of the College.
8. Conducting Orientation Programme to First Year Students.
9. Preparation of PO's and CO's in view of change of syllabus as a part of NEP-2020 for 2nd and 4th semesters.
10. To Conduct seminar on Intellectual Property Rights.
11. Internal Academic Audit and Financial Audit.
12. Review NAAC preparation status with NAAC coordinator.
13. Proposed steps to take necessary steps to involve Alumni Association in college activities by keeping in contact using social media..
14. Extension Activities online / offline mode.
15. Submission of Information to AISHE and NIRF
16. 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 2021-22.

Resolution: It is unanimously resolved to Approve the Academic Calendar prepared by IQAC coordinator for the Academic Year 2021-22.

Point No : 2 Conduction of online/offline classes for the Academic Year 2021-22.

Resolution: It is resolved that the offline/online classes to be conducted as per CCE guidelines in blended mode.

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 Conduct of Internal Examinations whether online/offline

Resolution: It is resolved to conduct Internal Examinations as per the University Academic Calendar in offline mode.

Point No : 5 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 : 6 To propose tentative date to submit IQA to NAAC.

Resolution: It is resolved unanimously to submit the IQA in the month of Feb-2022 based on evolving situation of Covid.

Point No : 7 Workshop on NAAC to the Staff members of the College.

Resolution: It is resolved to conduct a Two Days workshop on NAAC Assessment process for the staff of the college in First week of August.

Point No : 8 Conducting Orientation Program for First Year Students .

Resolution: It is resolved to conduct an Orientation Program entitled "Know your College and your course" on 15-11-2021.

Point No : 9 Preparation of PO's and CO's . in view of change of syllabus as a part of NEP-2020 for 2nd and 4th semesters



Resolution: It is resolved to prepare Program Outcomes and Course Outcomes and it is resolved to appoint Sri P.Dharmender, Lecturer in Chemistry to look after the things and instructed to submit PO's and CO's on or before 20-09-2021.

Point No: 10 Conduct of Seminar on Intellectual Property Rights.

Resolution: It is unanimously resolved to conduct a Seminar on Intellectual Property Rights by requesting Papents Office , Chennai in Online mode in Dec-2021.

Point No: 11 Internal Academic Audit and Financial Audit.

Resolution: It is resolved to conduct Internal Academic and Financial Audit in the month of Jan -2021.

Point No: 12 Review of Status of NAAC preparation with NAAC Coordinator.

Resolution: It is resolved that Sri P.Janardana Sastry, Lecturer in Commerce, take necessary steps in consultation with the principal for preparation of IQA and SSR.

Point No: 13 Proposed to take necessary steps to give wide spread reach for Alumni using social media and engage them in college activities.

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: 14 Conduct of Extension Activities online/offline.

Resolution: It is resolved to conduct extension activities in offline mode with the participation of students based on evolution of Covid situation.

Point No: 15 Submission of Information to AISHE and NIRF

Resolution: It is resolved to submit required information to AISHE and NIRF by T.Jithendra, Coordinator, IQAC.

Point No: 16 Any other point with the permission of chair : None

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



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.)

[Signature]
 GUNTAKAL

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the Meeting1/ 2021-22 conducted on 02-07-2021

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 2021-22	<i>Circulated among the staff and Implemented the Institutional Academic Calendar for the Academic Year 2021-22</i>
2.	Conduction of online/offline classes for the Academic Year 2021-22	<i>It is resolved that the offline/online classes to be conducted as per CCE guidelines in blended mode</i>
3.	Collection of 1 st 3 rd and 5 th Semester Curricular plan.	<i>Circular Circulated on 01-08-2021 among the staff and heads of the department to submit Semester Curricular Plans to IQAC</i>
4.	Conduct of Internal Examinations.	<i>Internal Examinations was conducted as per the schedule given by the University in offline mode.</i>
5.	Collection of necessary information for NAAC Accreditation Process.	<i>Circular related to sharing of information is circulated on 18-07-2021 to all the staff members.</i>
6.	To propose tentative date to submit IQA to NAAC.	<i>IQA to be Submitted to NAAC in Feb-2022</i>
7.	Workshop on NAAC to the Staff members of the College.	<i>Workshop on NAAC Assessment Process was conducted on 5-12-2021 to 6-12-2021.</i>
8.	Conducting Orientation Program for First Year Students.	<i>The program was conducted successfully on 15-11-2021</i>
9.	Preparation of PO's and Co's . in view of change of syllabus	<i>PO's and CO's was prepared as per given Schedule</i>



	as a part of NEP-2020 for 2 nd and 4 th semesters	
10.	Conduct of Seminar on Intellectual Property Rights	<i>Seminar on Intellectual Properties was conducted on online mode by Patents office , Chennai.</i>
11.	Internal Academic Audit and Financial Audit.	<i>Internal Academic Audit was conducted</i>
12.	Appointing NAAC Coordinator for Smooth conduct of NAAC Accreditation.	<i>Principal Proceedings was given in the name of Sri P.Janardana Sastry and the same was circulated among the staff members.</i>
13.	Proposed to take necessary steps to give wide spread reach for Alumni using social media and engage them in college activities	<i>Whatsapp groups are created and Alumni are contacted for college development activities and Alumni are coming forward to participate in college activities and development</i>
14.	Extension Activities	<i>Resolution is shared among the NSS Coordinators and among the students.</i>
15.	Submission of Information to AISHE and NIRF	<i>Data successfully submitted</i>

P. Jithu
 IQAC Co-Ordinator
 Co-Ordinator, IQAC
 (Internal Quality Assurance Cell)
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[Signature]
 Principal
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