

S.K.P. GOVERNMENT COLLEGE

Guntakal, Ananthapuram District

2021-22

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: 2/2021-22

Date : 12-12-2021

It is informed that all the IQAC Members are requested to attend the Meeting at Principal's Chamber on 04/01/2022 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 2022-23
8. Data Collection and Preparation of Annual Report 2020-21.
9. Conducting Mock Practical Examinations.
10. Maintenance of College Activities by News Letter in College Website
11. Any other matter with the permission of chair.

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



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

S.K.P. GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevaraya University, Anantapur)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting -2/2021-22

The members of IQAC met in the Principal's Chamber on 04-01-2022 at 03:00 PM. Principal Chaired the Session and he had read out the agenda circulated with the circular sent on 12-12-2021.

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 2022-23
8. Data Collection and Preparation of Annual Report 2020-21.
9. Conducting Mock Practical Examinations.
10. Maintenance of College Activities by News Letter in College Website
11. Reassigning of duties for newly joined staff on transfers.
12. 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, Sri P.Narayana, Lecturer in Zoology, Dr.,K.Gopi Naik, Lecturer in History and Smt A.Pavani, Lecturer in Physics.

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 01-02-2022 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 2022-23 by IQAC Coordinator.

Item No 8 : Data Collection and Preparation of Annual Report 2021-22.

It is resolved to Prepare Annual Report for the Academic Year 2021-22 in the month of May -2022 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 2021-22.

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 : Maintenance of College activities in the form of News Letter in College Website

Dr.K.Kiran Kumar, Lecturer in English is assaigned the responsibility of uploading the college activities monthly in college website

Item No 11 : Reassigning of duties for newly joined staff on transfers

College Committees are to be revamped and Principal shall circulate new College Committees

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.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	Sri A.Ravi Shankar Sharma, Lecturer in Physics	Member
5	Dr.G.Pavan Kumar. Lecturer in Commerce	Member
6	Dr.K. Kiran Kumar, Lecturer in English	Member
7	Smt B.VaniSree, Lecturer in Chemistry	Member
8	Sri R.Nagaraju, Lecturer in English	Member



9	Sri. A.Mallikarjuna B.A.	Office Superintendent
10	Dr.A.Lakshmaiah , Renowned Alumni,	External Member
11	Sri. S.Anwar Basha M.Com	External Member

P. Jithu
 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 (D.C.)

S.K.P.GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevaraya University, Anantapuram)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the Meeting-2/2021-22 conducted on 04-01-2022

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 10-03-2022, 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 25-02-2022 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, Sri P.Narayana, Lecturer in Zoology, Dr.,K.Gopi Naik, Lecturer in History and Smt P.Pavani, Lecturer in Physics.
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 01-02-2022 to 25-02-2022 in the evening hours
6	Annual College Day Celebrations.	The Annual College Day celebrations was was conducted in July.
7	Institutional Plan for the Academic Year 2021-22	IQAC Coordinator is instructed to prepare the Institutional Plan for the Academic Year 2022-23.
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 2021-22 and the same is circulated among the staff members of the college.
9	Conducting Mock Practical Examinations.	A Circular is circulated on 10-01-2022 with the schedule of Mock Practical Examinations.
10	Maintenance of College activities in the form of News Letter in College Website	Dr.K.Kiran Kumar, Lecturer in English is assigned the responsibility of uploading the college activities monthly in college website and the News letters are maintained in the website
11	Reassigning of duties for newly joined staff on transfers	College Committees are revamped and Circular is issued on 24/01/2022 with new college Committees and same is kept in College website.

T. Jithu
 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.)