



# S.K.P GOVT DEGREE COLLEGE

An ISO 9001:2015, 50001:2011, 140001:2015 Certified College  
(Reaccredited by NAAC with 'B' Grade, CGPA 2.76)  
Ambedkar Colony, GUNTAKAL-515803, Ananthapuramu Dist. (AP)  
Affiliated to Sri Krishnadevaraya University, Ananthapuramu



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Circular No: 1/2018-19**

**Date: 16/7/2018**

It is informed that all the IQAC Members are requested to attend the Meeting at Principal's Chamber on 21/7/2018 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 2018-19.
2. Result Analysis of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester Examinations for the Academic Year 2017-18.
3. Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.
4. Collection of necessary information for preparation of AQAR-2017-18.
5. Workshop Computer Literacy to the Staff members of the College.
6. Conducting Orientation Program for First Year Students and their Parents.
7. Conducting Internal Academic Audit
8. Proposed to take necessary steps to register and augment Alumni Association activities.
9. Extension Activities.
10. Submission of Information to AISHE and NIRF
11. Any other point with the permission of chair.



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



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting 1/2018-19

The members of IQAC met in the Principal's Chamber on 21/7/2018 at 04:00 PM to discuss the items proposed in the Circular 1/ 2018-19. Principal Chaired the Session and he had read out the agenda circulated with the circular-1 / 2018-19 circulated on 16/7/2018.

### **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 2018-19.
2. Result Analysis of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester Examinations for the Academic Year 2017-18.
3. Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.
4. Collection of necessary information for preparation of AQAR-2017-18.
5. Workshop Computer Literacy to the Staff members of the College.
6. Conducting Orientation Program for First Year Students and their Parents.
7. Conducting Internal Academic Audit
8. Proposed to take necessary steps to register and augment Alumni Association activities.
9. Extension Activities.
10. Submission of Information to AISHE and NIRF
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 2018-19.

*Resolution: It is unanimously resolved to Approve the Academic Calendar prepared by IQAC coordinator for the Academic Year 2018-19.*



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**Point No : 2** Presentation of Result Analysis of 2<sup>nd</sup> , 4<sup>th</sup> and 6<sup>th</sup> Semester Examinations for the Academic Year 2017-18.

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

**Point No : 3** Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.

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

**Point No : 4** Collection of necessary information for preparation of AQAR-2017-18.

*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 Legal Affairs to the Staff members of the College.

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

**Point No : 6** Conducting Orientation Program for First Year Students.

*Resolution: It is resolved to conduct an Orientation Program entitled "Know your College and your course" on 15-08-2021.*

**Point No : 7** Conduction of Internal Academic Audit .

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

**Point No : 8** Proposed to take necessary steps to register and augment activities of 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



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*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*



Principal

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **Action Taken Report on the Meeting1/ 2018-19 conducted on 21/7/2018**

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 2018-19.	<i>Circulated among the staff and Implemented the Institutional Academic Calendar for the Academic Year 2018-19</i>
2.	Presentation of Result Analysis of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester Examinations for the Academic Year 2017-18.	<i>The results were placed before the Principal and Academic Staff Council for further action.</i>
3.	Collection of 1 <sup>st</sup> 3 <sup>rd</sup> and 5 <sup>th</sup> Semester Curricular plan.	<i>Circular Circulated on 01-08-2018 among the staff and heads of the department to submit Semester Curricular Plans to IQAC</i>
4.	Collection of necessary information for preparation of AQAR-2017-18.	<i>Circular related to sharing of information is circulated on 01-08-2018 to all the staff members.</i>
5.	Workshop on Legal Affairs to the Staff members of the College.	<i>Workshop on NAAC Assessment Process was conducted on 3/8/2018b inviting Legal authorities from Sessions Court , Guntakal</i>
6.	Conducting Orientation Program for First Year Students and their Parents.	<i>The program was conducted successfully on 15-07-2019</i>
7.	Conduction of Internal Academic Audit.	<i>Internal Academic Audit will be conducted under the guidance and supervision of CCE, Govt. Of AP.</i>
8.	Proposed to take necessary steps to register and augment activities of Alumni Association.	<i>The Alumni Association is registered and shared the registration number as 340 of 2019 in the month of September.</i>
9.	Extension Activities	<i>Resolution is shared among the NSS Coordinators and among the students.</i>
10	Submission of Information to AISHE and NIRF	<i>Data successfully submitted</i>



Principal  
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GUNTAKAL, AP



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### *Circular*

Circular No: 2/2018-19

Date: 30/12/2018

It is informed that all the IQAC Members are requested to attend the Meeting at Principal's Chamber on 06/01/2019 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 202019-20
9. Data Collection and Preparation of Annual Report 2018-19.
10. Conducting Mock Practical Examinations.
11. Any other matter with the permission of chair.



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

### Minutes of the Meeting: 2/2018-19

The members of IQAC met in the Principal's Chamber on 06-01-2019 at 04:00 PM. Principal Chaired the Session and he had read out the agenda circulated with the circular sent on 30-12-2018.

#### **Agenda for the Meeting**

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 202019-20
9. Data Collection and Preparation of Annual Report 2018-19.
10. Conducting Mock Practical Examinations.
11. 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*



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- 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 and the members as Sri P.Dharmender, Lecturer in Chemistry and Sri P.Sashi Kiran, Lecturer in Botany.*

- 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 01-02-2019 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 Feb-2019*

- Item No 8 :** Institutional Plan for the Academic Year 2019-20

*It is resolved to prepare Institutional Plan for the Academic Year 2019-20 by IQAC Coordinator.*

- Item No 9 :** Data Collection and Preparation of Annual Report 2018-19.



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*It is resolved to Prepare Annual Report for the Academic Year 2018-19 in the month of April -2019 for which it is advised to draft a committee for Data Collection and Preparation of Annual Report 2018-19.*

**Item No 10 :** Conducting Mock Practical Examinations.

It is resolved to conduct Mock Practical Examinations in the first week of March - 2019.

**Item No 11 :** Any other matter with the permission of chair.

**NIL**



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

### Action Taken Report on the Meeting-2/2018-19 conducted on 06-01-2019

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 10-02-2019 .
3	To Prepare feedback forms regarding stakeholders' feedback and tentative date to collect Feedback forms.	Sri P.Janardhana Sastry, Lecturer in Commerce is instructed to prepare stakeholders' feedback forms and asked to submit the same to IQAC in the last week of Feb-2019.
4	To constitute feedback collection committee to collect and analyze feedback.	Proceedings of the principal issued on 25-02-2019 regarding feedback collection committee and the committee was constituted with Dr.Y.Purushotham Reddy, Lecturer in Mathematics as convener and the members as Sri P.Dharmender, Lecturer in Chemistry and Sri.K.Sashi Kiran., Lecturer in Botany.
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.
6	Study hours to be conducted in view of final examinations.	Study hours was conducted from 01-02-2019 to 25-02-2019 in the evening hours
7	Annual College Day Celebrations.	It is resolved to conduct Annual College Day in the last week of Feb-2019



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8	<b>Institutional Plan for the Academic Year 2019-20</b>	<i>IQAC Coordinator is instructed to prepare the Institutional Plan for the Academic Year 2019-20.</i>
9	<b>Data Collection and Preparation of Annual Report 2018-19.</b>	<i>A Committee is Constituted for Data Collection and Preparation of Annual Report for the Academic Year 2018-19 and the same is circulated among the staff members of the college.</i>
10	<b>Conducting Mock Practical Examinations.</b>	<i>A Circular is circulated on 10-01-2019 with the schedule of Mock Practical Examinations.</i>



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## 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

12. Discussion and Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2019-20.
13. Result Analysis of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester Examinations for the Academic Year 2018-19.
14. Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.
15. Collection of necessary information for preparation of AQAR -2018-19 and NAAC accreditation Process.
16. Workshop on NAAC to the Staff members of the College.
17. Conducting Orientation Program for First Year Students and their Parents.
18. Conduction of Academic Audit.
19. Proposed to take necessary steps to augment activities of Alumni Association.
20. Extension Activities.
21. Submission of Information to AISHE and NIRF
22. Any other point with the permission of chair.



**Principal**  
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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**


12. Discussion and Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2019-20.
13. Result Analysis of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester Examinations for the Academic Year 2018-19.
14. Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.
15. Collection of necessary information for preparation of AQAR-2018-19 and NAAC Accreditation Process.
16. Workshop on NAAC to the Staff members of the College.
17. Conducting Orientation Program for First Year Students and their Parents.
18. Conduction of Academic Audit .
19. Proposed to take necessary steps to augment activities of Alumni Association.
20. Extension Activities.
21. Submission of Information to AISHE and NIRF
22. Any other point with the permission of chair.

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

##### **Point No : 12**

Discussion and Approval of Institutional Academic calendar prepared



  
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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 : 13** Presentation of Result Analysis of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester Examinations for the Academic Year 2018-19.

*Resolution: It is resolved that the Result Analysis is placed before the Principal and Academic Staff Council.*

**Point No : 14** Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.

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

**Point No : 15** Collection of necessary information for preparation of AQAR-2018-19 and 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 : 16** 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 : 17** 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.*



*Principal*  
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**Point No : 18** Conduction of Academic Audit.

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

**Point No : 19** Proposed to take necessary steps to augment activities of 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 : 20** Extension Activities.

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

**Point No : 21** Submission of Information to AISHE and NIRF

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

**Point No : 22** 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.



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

### **Action Taken Report on the Meeting-1/ 2019-20 conducted on 28-05-2019**

S.No	Minutes	Action Taken
11	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>
12	Presentation of Result Analysis of 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Semester Examinations for the Academic Year 2018-19.	<i>The results were placed before the Principal and Academic Staff Council for further action.</i>
13	Collection of 1 <sup>st</sup> 3 <sup>rd</sup> and 5 <sup>th</sup> 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>
14	Collection of necessary information for preparation of AQAR-2018-19 and NAAC Accreditation Process.	<i>Circular related to sharing of information is circulated on 01-06-2019 to all the staff members.</i>
15	Workshop on NAAC to the Staff members of the College	<i>It is resolved to conduct one Day workshop on NAAC Assessment process for the staff of the college in First week of July</i>



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16	Conducting Orientation Program for First Year Students and their Parents.	<i>The program was conducted successfully on 15-07-2019</i>
17	Conduction of Academic Audit .	<i>Academic Audit was conducted on 25-01-2020.</i>
18	Proposed to take necessary steps to augment activities of Alumni Association.	<i>The Alumni Association is registered and shared the Registration number as 340 of 2019 in the month of September.</i>
19	Extension Activities	<i>Resolution is shared among the Departments, NSS Coordinators and among the students.</i>
20	Submission of Information to AISHE and NIRF	<i>Data successfully submitted</i>



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### *Circular*

**Circular No : 2/2019-20**

**Date : 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**

12. Action plan for preparing the students to write University exams.
13. Conduct of special remedial classes for academically backward students.
14. To Prepare feedback forms regarding stakeholders 'feedback and tentative date to collect Feedback forms.
15. To constitute feedback collection committee to collect and analyze feedback.
16. Pre-final Examinations.
17. Study hours to be conducted in view of final examinations.
18. College Day Celebrations.
19. Institutional Plan for the Academic Year 2020-21
20. Data Collection and Preparation of Annual Report 2019-20.
21. Conducting Mock Practical Examinations.
22. Any other matter with the permission of chair.



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **Minutes of the Meeting – 2/2019-20**

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.

#### **Agenda of the Meeting**

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.

#### **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*



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**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 :** 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 9 :** Data Collection and Preparation of Annual Report 2019-20.



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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 10 : Conducting Mock Practical Examinations.**

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

**Item No 11 : Any other matter with the permission of chair.**

NIL



Principal  
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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
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.
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.	Dr.R.Kamli Naik , Lecturer in Zoology is instructed to prepare stakeholders' feedback forms and asked to submit the same to IQAC in the last week of Feb-2020 due to transfer of Dr.Y.Purushotham Reddy
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 Dr.R.Kamli Naik, Lecturer in Zoology as convener and the members as Sri. P.Dharmender, Lecturer in Chemistry, Sri D.D.C.Sowjanya Lecturer in Computer Science and Smt A.B.L.Pavani, Lecturer in Mathamatics.



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7	<b>Pre-final Examination.</b>	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	<b>Study hours to be conducted in view of final examinations.</b>	Study hours was conducted from 01-02-2020 to 25-02-2020 in the evening hours
9	<b>Annual College Day Celebrations.</b>	Due to Covid lockdown, the Annual College Day celebrations was unable to conduct.
11	<b>Institutional Plan for the Academic Year 2020-21</b>	IQAC Coordinator is instructed to prepare the Institutional Plan for the Academic Year 2020-21.
12	<b>Data Collection and Preparation of Annual Report 2019-20.</b>	A Committee is Constituted for Data Collection and Preparation of Annual Report for the Academic Year 2019-20 and the same is circulated among the staff members of the college.
13	<b>Conducting Mock Practical Examinations.</b>	A Circular is circulated on 10-01-2020 with the schedule of Mock Practical Examinations but due to Covid Mock Practicals could not be conducted and online Virtual practicals are planned .



Principal

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Circular No: 1/2020-21**

**Date: 25-06-2020**

It is informed that all the IQAC Members are requested to attend the online Meeting at Zoom platform under Chairmanship of Principal on 30/06/2020 at 4:00 PM to discuss the following points.

### Agenda

23. Discussion and Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2020-21.
24. Conduct of online classes of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester for the Academic Year 2020-21.
25. Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.
26. Conduct of Internal Examinations-Discussion of whether online/offline process.
27. Collection of necessary information for NAAC Accreditation Process.
28. To propose tentative date to submit IIQA to NAAC.
29. Online Workshop/Seminars/Webinars on NAAC to the Staff members of the College.
30. Preparation of PO's and CO's.
31. Seminar on IPR.
32. Internal Academic Audit and Financial Audit.
33. Appointing NAAC Coordinator for Smooth conduct of NAAC Accreditation.
34. Proposed to Increase ICT Classrooms.
35. Proposed steps to take necessary steps to involve Alumni Association.
36. Extension Activities online / offline mode.
37. Submission of Information to AISHE and NIRF
38. Any other point with the permission of chair.



Principal

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

### **Minutes of Meeting 1/2020-21**

The members of IQAC met online in zoom call on 30-06-2020 at 04:00 PM to discuss the items proposed in the Circular 1/ 2020-21. Principal Chaired the Session and he had read out the agenda circulated with the circular-1/2020-21 circulated on 25-06-2020.

#### **Agenda for the Meeting**

23. Discussion and Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2020-21.
24. Conduct of online classes of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester for the Academic Year 2020-21.
25. Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.
26. Conduct of Internal Examinations.
27. Collection of necessary information for NAAC Accreditation Process.
28. To propose tentative date to submit IQA to NAAC.
29. Workshop on NAAC to the Staff members of the College.
30. Conducting Orientation Program for First Year Students and their Parents.
31. Preparation of PO's and Co's.
32. Seminar on IPR.
33. Internal Academic Audit and Financial Audit.
34. Appointing NAAC Coordinator for Smooth conduct of NAAC Accreditation.
35. Proposed to Increase ICT Classrooms.
36. Proposed to take necessary steps to register Alumni Association.
37. Extension Activities.
38. Submission of Information to AISHE and NIRF
39. Any other point with the permission of chair.

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

##### **Point No : 23**

Discussion and Approval of Institutional Academic calendar prepared



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By the IQAC coordinator based on University Academic calendar for the Academic Year 2020-21.

*Resolution: It is unanimously resolved to Approve the Academic Calendar prepared by IQAC coordinator for the Academic Year 2020-21.*

**Point No : 24** Conduction of online classes for the Academic Year 2020-21.

*Resolution: It is resolved that the online classes to be conducted as per CCE guidelines .*

**Point No : 25** Collection of 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> Semester Curricular plan.

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

**Point No : 26** Conduct of Internal Examinations

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

**Point No : 27** 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 : 28** To propose tentative date to submit IIQA to NAAC.

*Resolution: It is resolved unanimously to submit the IIQA in the month of Feb-2021 based on evolving situation of Corona.*

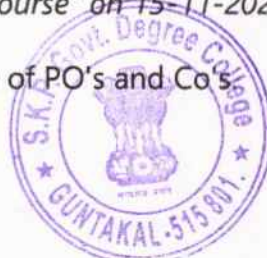
**Point No : 29** Workshop on NAAC to the Staff members of the College.

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

**Point No : 30** 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 15-11-2020.*

**Point No : 31** Preparation of PO's and Co's



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*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 20-11-2020.*

**Point No : 32** Seminar on IPR.

*Resolution: It is unanimously resolved to conduct a Seminar on IPR by inviting a eminent Lawyer in Dec-2020.*

**Point No : 33** Internal Academic Audit and Financial Audit.

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

**Point No : 34** Appointing NAAC Coordinator for Smooth conduct of NAAC Accreditation.

*Resolution: It is resolved that Sri P.Janardana Sastry, Lecturer in Commerce, is appointed as NAAC Coordinator.*

**Point No : 35** Proposed to Increase ICT Classrooms.

*Resolution: It is unanimously resolved to increase the ICT classrooms in the institution for better Teaching Learning Process*

**Point No : 36** 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 : 37** Extension Activities.

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

**Point No : 38** Submission of Information to AISHE and NIRF

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

**Point No : 39** Any other point with the permission of chair : Proposed to conduct Training Classes by IQAC on online Teaching usage of Zoom, Cisco Webex, Google Meet .

*Resolution: Resolved to conduct Training Classes by IQAC on online Teaching usage of Zoom, Cisco Webex, Google Meet Resolved to NIL*



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

  
Principal

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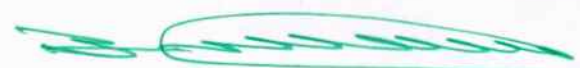
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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Action Taken Report on the Meeting1/ 2020-21 conducted on 30-06-2020

S.No	Minutes	Action Taken
21	Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2020-21.	Circulated among the staff and Implemented the Institutional Academic Calendar for the Academic Year 2020-21
22	Conduct of Online Classes for Year 2020-21.	CCE guidelines will be circulated : Zoom/Google Meet/ Cisco webex to be used.



  
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23	Collection of 1 <sup>st</sup> 3 <sup>rd</sup> and 5 <sup>th</sup> Semester Curricular plan.	<i>Circular Circulated on 01-06-2020 among the staff and heads of the department to submit Semester Curricular Plans to IQAC</i>
24	Conduct of Internal Examinations.	<i>Internal Examinations was conducted as per the schedule given by the University.</i>
25	Collection of necessary information for NAAC Accreditation Process.	<i>Circular related to sharing of information is circulated on 01-06-2020 to all the staff members.</i>
26	To propose tentative date to submit IIQA to NAAC.	<i>IIQA Submitted to NAAC in December - 2020</i>
27	Workshop on NAAC to the Staff members of the College.	<i>Workshop on NAAC Assessment Process was conducted on 5-12-2020 to 6-12-2020 .</i>
28	Conducting Orientation Program for First Year Students and their Parents.	<i>The program was conducted successfully on 15-11-2020</i>
29	Preparation of PO's and Co's.	<i>PO's and CO's was prepared as per given Schedule</i>
30	Seminar on IPR.	<i>Seminar on IPR was postponed to further date</i>
31	Internal Academic Audit and Financial Audit.	<i>Internal Academic Audit was conducted</i>
32	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>
33	Proposed to Increase ICT Classrooms.	<i>The request to increase the ICT Classrooms placed before the Management and the request is approved and made 7 ICT enabled classrooms.</i>



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34	Proposed to take necessary steps to register Alumni Association.	<i>The Alumni Association is registered .</i>
35	Extension Activities	<i>Resolution is shared among the NSS Coordinators and among the students.</i>
36	Submission of Information to AISHE and NIRF	<i>Data successfully submitted</i>



Principal **PRINCIPAL**  
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## 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**

23. Action plan for preparing the students to write University exams.
24. Conduct of special remedial classes for academically backward students.
25. To Prepare feedback forms regarding stakeholders' feedback and tentative date to collect Feedback forms.
26. To constitute feedback collection committee to collect and analyze feedback.
27. Pre-final Examinations.
28. Study hours to be conducted in view of final examinations.
29. College Day Celebrations.
30. Institutional Plan for the Academic Year 2020-21
31. Data Collection and Preparation of Annual Report 2019-20.
32. Conducting Mock Practical Examinations.
33. Any other matter with the permission of chair.



Principal

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## 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 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.

#### 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.**



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*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 T.Jithendra, Coordinator , IQAC, and further it is decided to collect feedback forms in the Last week of march and the schedule will be prepared by Sri. T.Jithendra.*

**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 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 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 01-02-2021 in the evening hours i.e 04:00 pm to 05:00 pm for all the students in view of external examinations.*

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

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

**Item No 8 : Institutional Plan for the Academic Year 2021-22**



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

**Item No 9 : 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 10 : Conducting Mock Practical Examinations.**

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

**Item No 11 : Any other matter with the permission of chair :**

NIL

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



Principal

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## 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 Prepare feedback forms regarding stakeholders' feedback and tentative date to collect Feedback forms.	Sri T.Jithendra, Coordinator, IQAC, is instructed to prepare stakeholders' feedback forms and asked to submit the same to IQAC in the last week of Feb-2020.
4	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.



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5	<b>Pre-final Examination.</b>	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.
6	<b>Study hours to be conducted in view of final examinations.</b>	Study hours was conducted from 01-02-2021 to 25-02-2021 in the evening hours
7	<b>Annual College Day Celebrations.</b>	Due to Covid lockdown, the Annual College Day celebrations was unable to conduct.
8	<b>Institutional Plan for the Academic Year 2021-22</b>	IQAC Coordinator is instructed to prepare the Institutional Plan for the Academic Year 2021-22.
9	<b>Data Collection and Preparation of Annual Report 2019-20.</b>	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.
10	<b>Conducting Mock Practical Examinations.</b>	A Circular is circulated on 10-01-2021 with the schedule of Mock Practical Examinations.



Principal

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## 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 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester for the Academic Year 2021-22.
3. Collection of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> 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 2<sup>nd</sup> and 4<sup>th</sup> 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.



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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 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester for the Academic Year 2021-22.
3. Collection of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> 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 2<sup>nd</sup> and 4<sup>th</sup> 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



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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 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> 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 IIQA to NAAC.

*Resolution: It is resolved unanimously to submit the IIQA 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 2<sup>nd</sup> and 4<sup>th</sup> semesters

*Resolution: It is resolved to prepare Program Outcomes and Course Outcomes and it is resolved to appoint Sri P.Dharmender, Lecturer in*



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*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 Patents 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



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on the Meeting1/ 2020-21 conducted on 30-06-2020

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 <sup>st</sup> 3 <sup>rd</sup> and 5 <sup>th</sup> 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</i>



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	as a part of NEP-2020 for 2 <sup>nd</sup> and 4 <sup>th</sup> semesters	<i>Schedule</i>
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>



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## 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.



  
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## 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*



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**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.**



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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 assigned 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



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## 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 10-03-2022, 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



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		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 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.



Principal  
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