

# SGK GOVERNMENT DEGREE COLLEGE

VINUKONDA, GUNTUR Dt, ANDHRA PRADESH

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING

DATE: 05-06-2017

TIME: 03:00PM

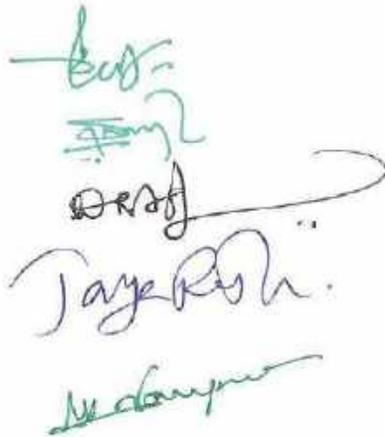
LOCATION: IQAC Chamber

#### Topics discussed:

- Review of various activities conducted in 2017-18.
- College Committees.

#### Decisions Taken:

- Finalised the coordinators of various college committees.

  
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PRINCIPAL  
SGK GOVT. DEGREE COLLEGE  
VINUKONDA

# SGK GOVERNMENT DEGREE COLLEGE

VINUKONDA, GUNTUR Dt, ANDHRA PRADESH

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING

DATE: 21-02-2018

TIME: 03:00PM

LOCATION: IQAC Chamber

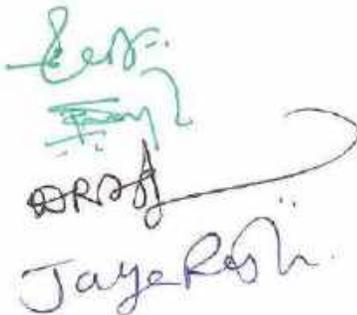
#### Topics Discussed:

- SWOC Analysis of the college.

A detailed analysis of the present academic situation of the college is done. Identified various key areas in which the college is performing below expectations. It is resolved to make serious effort to improve admissions.

  
IQAC Co-ordinator

  
PRINCIPAL  
SGK GOVERNMENT DEGREE COLLEGE  
VINUKONDA

  
Jaya Reddy

## **Action Taken Report 2017-18**

- i) All students and staff are prohibited from using plastic bottles inside the campus.
- ii) Teaching staff is frequently sensitized to use seminar hall and ppt in teaching process.
- iii) Teaching staff is encouraged to use ICT tools like plickers in the process of assessment.
- iv) Mock interviews and mock tests are conducted to final year students once in a month to make them job ready.
- v) Career counseling sessions are organized two times to create future opportunities among final year students.
- vi) Measures have been taken for optimum utilization of Laboratories by students.
- vii) Mid-day meals program is arranged for students who are preparing for semester exams.
- viii) Extension activities like Janmabhoomi, Vanam Manam, Swach bharaoh are given prominence to imbibe social responsibility in students.

### Action taken Report 2018-19

- i) Teaching staff is encouraged to attend Faculty Development programs.
- ii) A study trip to Polavaram project is undertaken for all the branches of the students.
- iii) Programs like "Vanamahotsavam" are organized to inculcate environmental ethics in students.
- iv) All the Laboratories are furnished with new equipment to increase the usage of Laboratory.
- v) Sports and cultural activities are given more importance.
- vi) Extension activities like Janmabhoomi, distribution of clothes for the poor, Swachh Bharath are organized with more vigor.
- vii) Rigorous training and counseling is given to students to improve their job prospects.
- viii) Guest lectures are taken for junior college students to attract them into joining in our degree college.

# SGK GOVERNMENT DEGREE COLLEGE

VINUKONDA, GUNTUR Dt, ANDHRA PRADESH

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING

DATE: 03-01-2019

TIME: 03:00PM

LOCATION: IQAC Chamber

#### Topics Discussed:

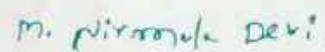
- > Organizing Janmabhoomi Program
- > Celebration of Annual Day

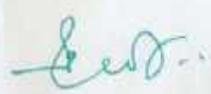
#### Decisions Taken:

- > Prepared the action plan for Janmabhoomi program.
- > Established an organizing committee for annual day celebrations.

  
IQAC Co-ordinator

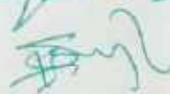
  
Principal

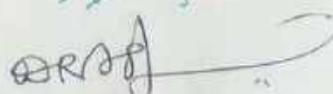
  
M. Nirmala Devi.

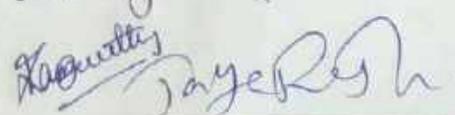










  
Jaya Roshni

# SGK GOVERNMENT DEGREE COLLEGE

VINUKONDA, GUNTUR Dt, ANDHRA PRADESH

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING

DATE: 03-06-2018

TIME: 03:00PM

LOCATION: IQAC Chamber

#### Topics discussed:

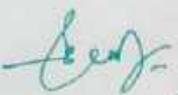
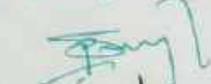
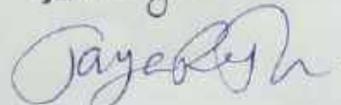
- Review of various activities conducted in 2017-18.
- Review of the feedback for the academic year 2017-18 from various stakeholders
- Plan of Action for the year 2018-19.

#### Decisions Taken:

- Approved Plan of Action for the year 2018-19

  
IQAC Co-ordinator

  
Principal  
SGK GOVT. DEGREE COLLEGE  
VINUKONDA



## S.G.K GOVERNMENT DEGREE COLLEGE, VINUKONDA

### Minutes of Meeting and Resolutions of IQAC Meeting

Date: 01-06-2019

Time: 03:00PM

The IQAC Committee met in the chambers of IQAC cell to discuss about the admission process and other academic issues.

- The committee discussed the need of increasing admissions and chalked out various methods to be adopted to increase the student strength.
- It is resolved to open counseling cells in Junior colleges in and around Vinukonda town to facilitate intermediate passed out students.
- It is resolved to distribute college pamphlets to intermediate students.
- It is resolved to use various online media for the promotion of the college.
- A committee comprising of the principal, IQAC Coordinator and Academic Calendar in-charge is formed to prepare academic plan for the year 2019-20.
- It is resolved to form various co-curricular and Extra-curricular committees.

1. D. Manjusha
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]
6. [Signature]
7. [Signature]



## S.G.K GOVERNMENT DEGREE COLLEGE, VINUKONDA

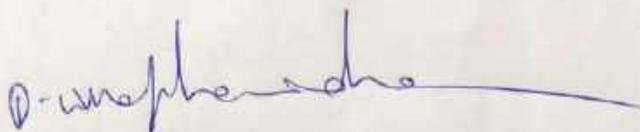
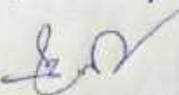
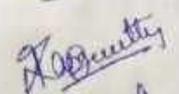
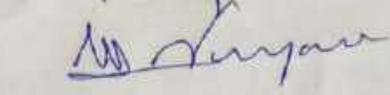
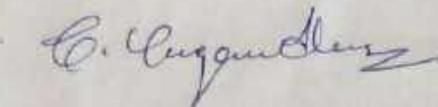
### Minutes of Meeting and Resolutions of IQAC Meeting

Date: 15-06-2019

Time: 03:00PM

The newly formed IQAC met in the chambers of Principal to discuss about the new academic year.

- The Principal conveyed his wishes for the newly formed committee.
- After thorough discussion, it is resolved to introduce 10-day bridge courses for the first year students to refresh their knowledge.
- It is resolved to introduce certificate courses for all students that would augment their skills and make them industry ready.
- All the teaching staff is directed to utilize ICT tools in their classes and make them interactive.

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## Minutes of Meeting and Resolutions of IQAC Meeting

Date: 15-07-2019

Time: 03:00PM

A meeting was held in the chambers of IQAC cell to discuss various academic issues.

- It is resolved to conduct Faculty Forum once in two weeks.
- It is resolved to celebrate various days of National and International significance.
- It is resolved to organize Fresher's day celebration and use as orientation program for the newly joined first year students.
- It is resolved to conduct internal audit of academic records at the end of every month.
- It is resolved to conduct awareness programs on women empowerment once in every month.

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## Minutes of Meeting and Resolutions of IQAC Meeting

Date: 09-08-2019

Time: 03:00PM

IQAC meeting was convened in the chambers of the principal to discuss the celebrations of Independence day.

- It is resolved to conduct Independence Day celebrations.
- It is decided to conduct various activities and competitions with the aim of inculcating respect to the warriors of independence movement.
- Proposals are received from the members of the committee to organize competitions for the students of primary school in Chatragaddapadu, adopted village of the college and has been approved.

1. P. maphe...
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5. ...
6. C. ...
7. M. ...



## Minutes of Meeting and Resolutions of IQAC Meeting

Date: 11-09-2019

Time: 03:00PM

The IQAC committee met in the chambers of the IQAC cell to discuss about various academic issues.

- As the semester exams are looming over, it is decided to group students into **Fast Learners, Average Learners** and **Slow Learners** and help slow learners to cope up with the subjects by conducting remedial classes.
- It is resolved to take feedback from the students, Parents and alumni by the end of the month.
- The in-charges of NSS ,JKC and RRC have briefed the committee of various activities conducted so far .

1. M. Suresh
2. C. Lakshmi
3. A. Senthil
4. S. S. S.
5. T. S.
6. D. S. S.



## Minutes of Meeting and Resolutions of IQAC Meeting

Date: 12.11.2019

The IQAC committee met in the chambers of IQAC cell to discuss various academic issues at the outset of new semester.

- All the departments are directed to conduct field trips for students so that they gain exposure to the practical issues of the society and industry.
- A sub committee consisting of Principal, AQAR incharge and College infrastructure incharge was formed to prepare Detailed Project Report for "Naadu-Nedu" program initiated by the Government of Andhra Pradesh.
- A detailed scrutiny of the feedback taken at the end of the previous semester was taken up and resolved to address various issues raised by students, parents and alumni.

1. P. Anantha -
2. S. S.
3. K. S. S.
4. S. S. S.
5. S. S. S.
6. S. S. S.



## Minutes of Meeting and Resolutions of IQAC Meeting

Date: 23-01-2020

Time: 03:00PM

The IQAC committee met in the chambers of the principal to discuss give a presentation to the new principal.

- After exchanging pleasantries, each member of the IQAC committee gave a presentation to the new principal on various activities performed by IQAC.
- It is resolved to organize alumni meet in the month of February.
- It is decided to celebrate annual day in the month of February.

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## Minutes of Meeting and Resolutions of IQAC Meeting

Date: 03-02-2020

Time: 03:00PM

The IQAC committee met in the chambers of the principal to prepare a plan of action to increase admissions in the coming academic year and discuss various academic matters.

- A campaigning committee was formed with all the Teaching and Non-Teaching Faculty
- Faculty Groups are instituted to campaign in various junior colleges in and around vinukonda.
- With the semester end exams looming over, it is resolved to conduct remedial classes for slow learners.
- It is decided to collect a comprehensive feedback from students, parents and alumni.
- Heads of all departments, including coordinators of various committees constituted gave a presentation on various activities undertaken by them.
- It is resolved to prepare action plans for the next academic year. Action plan of every department has to be presented in the faculty forum.

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## Action taken Report 2019-20

- i) Organized blood donation camp
- ii) Organized corona awareness campaign
- iii) Organized Swach Bharath camp by cleaning some of the areas of the adopted village.
- iv) Intensified admission campaign by visiting junior college students at their home.
- v) Ran admission campaign using social media like facebook.
- vi) Conducted 10 day bridge courses for newly joined students.
- vii) Conducted Faculty forum every two weeks.
- viii) Drafted a Detailed project report for "Naadu-Nedu" program.
- ix) Conducted Aids awareness program.
- x) Organized Alumni meet on grand scale from the alumni of all the batches since 1980.
- xi) Feedback is taken on college and Lecturers.



PRINCIPAL  
SGK Govt. Degree College  
VINUKONDA-522647  
Guntur Dist., A.P.

# SGK GOVERNMENT DEGREE COLLEGE

VINUKONDA, GUNTUR Dt, ANDHRA PRADESH

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING

DATE: 20-10-2020

TIME: 03:00PM

LOCATION: IQAC Chamber

#### Topics discussed:

- Review of various activities conducted in 2019-20.
- Review of the feedback for the academic year 2019-20 from various stakeholders
- Preparation of Academic Plan, Lesson Plan, Plan of Action.
- Timely updation of Academic Records-Teaching Diary, Activities Report.

#### Decisions Taken:

- Plan of action shall be finalized by 29-10-2020.
- Academic plan and Lesson Plan shall be prepared by the end of October-2020.

*P. V. S. Prasad*  
20-10-2020  
IQAC Coordinator

*[Handwritten signatures and initials in green ink]*

*[Handwritten signature]*  
Principal  
PRINCIPAL (IAC)  
SGK Govt. Degree College  
VINUKONDA-522647  
Guntur Dist., A.P.

# SGK GOVERNMENT DEGREE COLLEGE

VINUKONDA, GUNTUR Dt, ANDHRA PRADESH

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING

DATE: 29-10-2020

TIME: 03:00PM

LOCATION: IQAC Chamber

#### Topics Discussed:

Plan of Action for the academic year 2020-21. A critical discussion on each point was done, inputs taken and a final draft prepared.

#### Decisions Taken:

Approved the Plan of Action for the academic Year 2020-21.

  
IQAC Coordinator

  
PRIN (Principal) (IAC)  
SGK Govt. Degree College  
VINUKONDA-522847  
Guntur Dist., A.P.




# SGK GOVERNMENT DEGREE COLLEGE

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting:

Date: 12/05/2021  
Time: 4.00 PM

A meeting was convened in the IQAC to discuss the design, development, and maintenance of the college website. After thorough discussion, the committee has identified the following criteria for inviting quotations.

- i. The company should have at least two years of experience in designing and developing dynamic websites.
- ii. The company should be able to incorporate any changes in the website, whenever needed.
- iii. The company should be able to develop the website in accordance with the guidelines of NAAC, UGC and CCE, AP.

### Resolutions:

- i. The committee has resolved to call for quotations for the Design, Development and Maintenance of College website.
- ii. Last date for submitting quotations has been fixed as 25<sup>th</sup> May, 2021.

*C. V. Venkatesh*  
12/5/21  
(IQAC Co-ordinator)

*T. S. S. S.*  
12/5/21

*M. S. S. S.*  
12/5/21

*S. S. S.*  
*S. S. S.*



# SGK GOVERNMENT DEGREE COLLEGE

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting:

Date: 26/05/2021

Time: 4.00 PM

The committee met in the office of IQAC to assess the quotations called for the Design, Development and Maintenance of College website. Three quotations have been received within the stipulated time (i.e., 25/05/2021).

The comparative statement of the quotations is as follows-

Specification	Company name		
	Ray Technologies	Gudduz Technologies	Someda Soft solutions
Domain Hosting charge (one year)	10000	5000	8000
Customized Home Page template	3000	5000	3000
PHP pages Unlimited	9000	10000	8000
Admin panel	5000	-	4000
Total	27000	20000	23000

After considering all the terms and conditions, the committee has identified Gudduz technologies as the "Lowest Bidder (L1)". The company has also developed websites for various Degree colleges including Government Degree Colleges and their understanding of our requirements is worth for consideration.

### Resolutions:

- The committee has unanimously resolved to select Gudduz Technologies as our service provider for the Design, Development and Maintenance of College website and resolved to issue work order to Gudduz Technologies.
- Sri D. Siva Phanindra, lecturer in Computer Science, has been nominated as the incharge for website related activities.

The following terms and conditions have been identified as part of work order.

- Total amount for the proposed work is finalized at Rs.20000, (Twenty Thousand only) which includes Design, Development of website, Domain hosting charge, customized Home page, maintenance for one year and Unlimited storage. The company need to attend the requirements of the college related to the website in this period.
- Work should start immediately and the payment will be made after the completion of design of the website.

Li. Uyyakonda  
26/5/21  
(IQAC Co-ordinator)

Tulu  
26/5/21

M. Manjuna  
26/5/21

Ch. S.

Ch. S.

Ch. S.

Ch. S.

V. Reddy



## SGK GOVERNMENT DEGREE COLLEGE

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting:

Date: 08/07/2021

Time: 4.00 PM

A meeting was convened in the chambers of IQAC to review the status of the work done by Gudduz Technologies towards the Design, Development and Maintenance of College website.

- The website was designed as per the recommendations made by Sri. Siva Phanindra, Lecturer in Computer Science, who is In-charge of college website.
- Basing on the recommendations of the website in-charge and the IQAC committee, it is resolved to pay the amount to Gudduz Technologies for the Design, Development and Maintenance of College website.

*G. Udayashankar*  
8/7/21  
(IQAC Co-ordinator)

*1.00*  
8/7/21

*M. Srinivas*  
8/7/21

*S. Srinivas*  
*S. Srinivas*  
*S. Srinivas*

*V. Reddy*  
V. Reddy

### CONSTITUTION OF COMMITTEE

The IQAC committee was constituted vide proceedings of the principal RC.NO.87-A/Committees/2021-22 dated 26-10-2021 with the following members.

**CHAIRMAN: Dr. K. SRINIVASA RAO, Principal**

S.NO	NAME	DESIGNATION
1.	Dr.K.V.S.Koteswara Rao	Convenor
2.	Smt.N.Vasanthi	Member
3.	Sri.V.Balayesu	Member
4.	Dr.G.Swarnalatha	Member
5.	Sri.Rama kishore Behara	Member
6.	Sri.D.Siva Phanindra	Member
7.	Sri.S.Srinivasarao	Member
8.	Sri.Bhaskar Reddy	Alumni member
9.	Sri.V.Saidulu	Non-Teaching staff member
10.	M.Gurunadham	Student member
11.	M.Anjaneyulu	Parent member

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## **Resolution 01/2021-22**

**Date: 01.11.2021**

The IQAC committee met in the IQAC chamber on 01-12-2021 with Dr.K.Srinivasarao, principal, in chair and made the following Resolutions.

It is unanimously resolved to

1. Complete the syllabus by the end of the first week of the month and revise the syllabus for II semester students.
2. Conduct Mid-term exam in the second week of this month.
3. To counsel students, identify slow learners and take necessary steps to improve the overall pass percentage.
4. To effectively use social media for improving admissions.
5. To submit activity reports to the IQAC in time.
6. To complete the submission of AQAR for the academic year 2019-20 with the support of newly appointed IQAC member.

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## **Resolution 02/2021-22**

**Date: 16.11.2021**

The IQAC committee met in the IQAC chamber on 16-11-2021 with Dr.K.Srinivasa rao, principal in chair and made the following resolutions.

It is resolved to constitute criteria-wise coordinators for all the seven criteria in AQAR. After thorough discussion, IQAC members are re-designated as criteria coordinators as listed below.

<b>S.NO</b>	<b>CRITERION NAME</b>	<b>CRITERION COORDINATOR</b>
1.	Curricular aspects	Dr.K.V.S.Koteswara Rao
2.	Teaching, Learning & Evaluation	Smt.N.Vasanthi
3.	Research, Innovation & Extension	Sri.V.BalaYesu
4.	Infrastructure & Learning Resources	Dr.G.Swarnalatha
5.	Student support and progression	Sri.Rama kishore Behara
6.	Institutional Governance & Leadership	Sri.D.Siva Phanindra
7.	Best practices	Sri.S.Srinivasa Rao

All the criterion wise coordinators are responsible for collection of data and helping IQAC convener to successfully furnish AQAR.

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## **Resolution 03/2021-22**

**Date: 04.12.2021**

The IQAC committee met in the IQAC chamber on 04.12.2021 at 3:00pm with Dr.K.Srinivasa Rao, principal in the chair. Various issues regarding the onset of the academic year 2021-22 were discussed and the following resolutions were made

It is unanimously resolved to

1. Identify failed students in the results of semester –I & semester-III and plan remedial classes so that they may clear the subject in the next attempt.
2. Put forth more efforts to increase student grades.
3. Prepare academic calendar for the year 2021-22.
4. Prepare department wise activity plan for the academic year 2021-22.
5. Prepare course wise annual curricular plans.
6. Prepare lesson plan for each paper.
7. Do door – to –door campaigning to increase admissions.
8. Submit activity Reports on time.

All the departments are sensitized to increase research activity and establish Research labs.

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**Resolution 04/2021-22**

**Date: 14.12.2021**

MEETING VENUE : IQAC Chamber.

CHAIRPERSON : Dr.K.Srinivasa Rao, principal.

**Agenda:**

Assess Academic Calendar, Departmental activity plans, Annual curricular plan, Lesson plan.

**Resolutions:** It is unanimously resolved to

- i) Ratify the academic calendar, Departmental activity plans, Annual curricular plans and lesson plans.
- ii) To direct NSS and RRC conduct a blood donation camp.
- iii) To strictly adhere to the time-table prepared for semester – I

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## **Action Taken Report:**

- 1) Ensured optimum utilisation of ICT to deliver content to students during the lockdown period.
- 2) IQAC made it sure that the students doesn't loose academic year due to lockdown by conducting online classes with regular Time Table.
- 3) In order to increase college admissions and help intermediate passed out students, IQAC conducted counseling session online.
- 4) Faculty Forum was made active by conducting it every week. Each faculty presented his plan of action for the upcoming academic year in the forum followed by expert talk on a specific topic.
- 5) Webinars, influential talks were conducted on diverse topics for the benefit of society.
- 6) Organized Covid awareness campaigns, covid diagnostic and vaccination campaigns.
- 7) Conducted AIDS awareness, Environmental awareness, Consumer awareness programs and rallies.
- 8) Conducted Bridge course for newly admitted students.
- 9) Due prominence is given for celebration of National and International days of importance.
- 10) All the committee activities are frequently reviewed and are motivated for better performance.
- 11) Feedback taken from various stake holders is analysed and discussed in staff council.
- 12) Made it sure that the admissions for the upcoming year are not affected due to Lecturers transfer.
- 13) Assisted the principal by suggesting various measures for overall improvement of the college.

  
PRINCIPAL  
SGK Govt. Degree College  
VINUKONDA-522647  
Guntur Dist., A.P.



## SGK GOVERNMENT DEGREE COLLEGE

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting:

Date: 08/07/2021

Time: 4.00 PM

A meeting was convened in the chambers of IQAC to review the status of the work done by Gudduz Technologies towards the Design, Development and Maintenance of College website.

- The website was designed as per the recommendations made by Sri. Siva Phanindra, Lecturer in Computer Science, who is In-charge of college website.
- Basing on the recommendations of the website in-charge and the IQAC committee, it is resolved to pay the amount to Gudduz Technologies for the Design, Development and Maintenance of College website.

*G. Chandra*  
8/7/21  
(IQAC Co-ordinator)

*Indu*  
8/7/21

*Meenakshi*  
8/7/21

*Sudh*

*DRD*

*V. Reddipati*

### CONSTITUTION OF COMMITTEE

The IQAC committee was constituted vide proceedings of the principal RC.NO.87-A/Committees/2021-22 dated 26-10-2021 with the following members.

**CHAIRMAN: Dr. K. SRINIVASA RAO, Principal**

S.NO	NAME	DESIGNATION
1.	Dr.K.V.S.Koteswara Rao	Convenor
2.	Smt.N.Vasanthi	Member
3.	Sri.V.Balayesu	Member
4.	Dr.G.Swarnalatha	Member
5.	Sri.Rama kishore Behara	Member
6.	Sri.D.Siva Phanindra	Member
7.	Sri.S.Srinivasarao	Member
8.	Sri.Bhaskar Reddy	Alumni member
9.	Sri.V.Saidulu	Non-Teaching staff member
10.	M.Gurunadham	Student member
11.	M.Anjaneyulu	Parent member

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## **Resolution 01/2021-22**

**Date: 01.11.2021**

The IQAC committee met in the IQAC chamber on 01-12-2021 with Dr.K.Srinivasarao, principal, in chair and made the following Resolutions.

It is unanimously resolved to

1. Complete the syllabus by the end of the first week of the month and revise the syllabus for II semester students.
2. Conduct Mid-term exam in the second week of this month.
3. To counsel students, identify slow learners and take necessary steps to improve the overall pass percentage.
4. To effectively use social media for improving admissions.
5. To submit activity reports to the IQAC in time.
6. To complete the submission of AQAR for the academic year 2019-20 with the support of newly appointed IQAC member.

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## **Resolution 02/2021-22**

**Date: 16.11.2021**

The IQAC committee met in the IQAC chamber on 16-11-2021 with Dr.K.Srinivasa rao, principal in chair and made the following resolutions.

It is resolved to constitute criteria-wise coordinators for all the seven criteria in AQAR. After thorough discussion, IQAC members are re-designated as criteria coordinators as listed below.

<b>S.NO</b>	<b>CRITERION NAME</b>	<b>CRITERION COORDINATOR</b>
1.	Curricular aspects	Dr.K.V.S.Koteswara Rao
2.	Teaching, Learning & Evaluation	Smt.N.Vasanthi
3.	Research, Innovation & Extension	Sri.V.BalaYesu
4.	Infrastructure & Learning Resources	Dr.G.Swarnalatha
5.	Student support and progression	Sri.Rama kishore Behara
6.	Institutional Governance & Leadership	Sri.D.Siva Phanindra
7.	Best practices	Sri.S.Srinivasa Rao

All the criterion wise coordinators are responsible for collection of data and helping IQAC convener to successfully furnish AQAR.

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## **Resolution 03/2021-22**

**Date: 04.12.2021**

The IQAC committee met in the IQAC chamber on 04.12.2021 at 3:00pm with Dr.K.Srinivasa Rao, principal in the chair. Various issues regarding the onset of the academic year 2021-22 were discussed and the following resolutions were made

It is unanimously resolved to

1. Identify failed students in the results of semester –I & semester-III and plan remedial classes so that they may clear the subject in the next attempt.
2. Put forth more efforts to increase student grades.
3. Prepare academic calendar for the year 2021-22.
4. Prepare department wise activity plan for the academic year 2021-22.
5. Prepare course wise annual curricular plans.
6. Prepare lesson plan for each paper.
7. Do door – to –door campaigning to increase admissions.
8. Submit activity Reports on time.

All the departments are sensitized to increase research activity and establish Research labs.

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## **Resolution 04/2021-22**

**Date: 14.12.2021**

MEETING VENUE : IQAC Chamber.

CHAIRPERSON : Dr.K.Srinivasa Rao, principal.

### **Agenda:**

Assess Academic Calendar, Departmental activity plans, Annual curricular plan, Lesson plan.

**Resolutions:** It is unanimously resolved to

- i) Ratify the academic calendar, Departmental activity plans, Annual curricular plans and lesson plans.
- ii) To direct NSS and RRC conduct a blood donation camp.
- iii) To strictly adhere to the time-table prepared for semester – I

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## **Resolution 05/2021-22**

**Date: 30.01.2022**

The IQAC committee met in the IQAC chamber on 30.01.2022 at 3:00pm with Dr.K.SrinivasaRao, principal in the chair.

### **Agenda:-**

- To discuss about the semester-II result released in the month.
- Conducting Mid-term examinations.
- Organizing Guest Lectures.
- Conduct job mela.
- Conduct Alumni meet.
- Submission of AISHE and NIRF data.

### **Resolutions:-**

1. It is resolved to chalk out a plan to conduct remedial classes to the poor performers in semester-II examinations.
2. It is resolved to counsel the poor performers, know the reasons behind their performance and give suggestions for improvements.
3. It is resolved to direct the examination cell to prepare time table to conduct mid-term examinations in the month of February.
4. It is resolved that each department shall conduct at least one guest lecture ASAP.
5. The JKC is directed to conduct job mela in the month of February for the benefit of final year students.
6. The Alumni coordinator is directed to escalate the process of Alumni committee registration.
7. Since the last date of submission of AISHE and NIRF data is loorning, the respective Nodal officer is directed to submit the data in three days of time.

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## **Resolution 06/2021-22**

**Date: 28.02.2022**

A meeting was organized by IQAC to all the faculty members on 28<sup>th</sup> February at seminar Hall around 4.p.m to discuss some issues .

### **AGENDA :**

- 1.Review the recommendations made by Mock NAAC team during their visit to the college on 25.02.2022.
- 2.Documents to be maintained by the Departments.
- 3.Records to be maintained by the lecturers.
- 4.Timelines for the submission of the records.
- 5.Submission of Annual Academic curricular plan.

### **RESOLUTIONS:**

1. It is unanimously resolved that all the recommendations & suggestions made by NAAC team has to be achieved scrupulously at the stipulated timeline.
2. It is unanimously resolved that records must be strictly maintained by each Dept, as mentioned below.
  - i. Departmental Minutes
  - ii. Dept Activity Register
  - iii. Workshops conducted
  - iv. Certificate course conducted
  - v. Year book
  - vi. Invited Lectures
  - vii. Poster Presentations
  - viii. Internship Record
  - ix. MoU's record /collaborative Activities
  - x. B.O.S book
  - xi. Consultancy policy
  - xii. Student progression to higher studies.
  - xiii. Extension Activities/ community outreach Activities
  - xiv. Best practices details.
  - xv. Result Analysis record
  - xvi. Awards/Achievements Register.
  - xvii. Infrastructure & funds received sheet.
  - xviii. Seminars/workshops/ other activities.

It is unanimously resolved that the above mentioned records must be maintained by each Dept, based on the data & timeline of the possibilities and make it ready at the earliest.

3. It is unanimously resolved the following records are to be maintained by every faculty.

- i. Annual academic plan.
- ii. Teaching diary.
- iii. Lesson plan.
- iv. Bridge course Record.
- v. Student seminar.
- vi. Remedial coaching record.
- vii. Study project record.
- viii. Research publications.
- ix. Semesters Marks Record.
- x. Syllabus copy.
- xi. Orientation course details.
- xii. Refresher course details.
- xiii. Research guide details.
- xiv. ICT Tools & Lesson plan.
- xv. Teachers Achievements.

4. It is unanimously resolved that all the Records must be maintained and prepared in the stipulated time.

5. It is unanimously Resolved that the faculty dealing with VI Semester must submit their respective annual academic curriculum plan report at the earliest accordingly.

6. It is unanimously resolved that all the faculty must extend their co-operation for NAAC mission to gear up.

**Resolution 07/2021-22**

**Date: 16.03.2022**

The IQAC committee met in the principal's chamber on 16.03.2022 with Dr.K.Srinivasa Rao, principal in the chair at 3:30pm.

**AGENDA:**

- i. To discuss student feedback.
- ii. To discuss about field visits.
- iii. To discuss about conducting parents meeting.

**RESOLUTIONS:**

- i) Student feedback on lecturers was analysed and each lecturer is counseled separately to improve on the point in which they scored low marks.
- ii) It is resolved that each department shall conduct a field trip after the semester end examinations.
- iii) It is resolved to conduct parents meeting in the beginning of April

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## **RESOLUTION 08/2021-22**

**Date: 31.03.2022**

The IQAC committee met in IQAC chamber on 31.03.2021 at 4:00pm with Dr.K.Srinivasa Rao, principal in the chair and made the following resolutions.

- i) It is resolved to conduct parents-teachers meeting on 07.04.2022.
- ii) All the lecturers are directed to keep complete record of their wards for whom they are counseling.
- iii) It is resolved to complete AQAR of 2020-21 by the end of April-2022.

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## **RESOLUTION 09/2021-22**

**Date: 20-06-2022**

The IQAC committee met in IQAC chamber to analyze the feedback on Curriculum taken from students, Alumni, Parents and Teachers on the coverage of the syllabus, Student centric methods adopted communication Skills of the Teachers, availability of suitable equipment / Software in laboratories and usage of ICT facilities.

The committee unanimously approved the following resolutions on action to be taken to address the issues

-> A Research Lab is established in the department t of chemistry to improve Research ambience in the college.

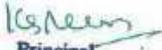
-> Every Lecturer is encouraged to publish atleast one paper in a year so that the industry and society may benefit from it.

-> More stress is given on practical's to make students understand and appreciate the application of theory concepts learned in the classroom.

-> Lecturers are encouraged to organize certificate/ addon courses / workshops to make improve the knowledge of students and make them think over solutions to society problems.

### **Action Taken Report:**

- 1) Ensured optimum utilization of ICT to deliver content to students during the lockdown period.
- 2) Faculty Forum was made active by conducting it every week. Each faculty presented his plan of action for the upcoming academic year in the forum followed by expert talk on a specific topic.
- 3) Webinars were conducted on diverse topics for the benefit of society.
- 4) Organized Covid diagnostic and vaccination campaigns.
- 5) Conducted AIDS awareness, Environmental awareness, Consumer awareness programs and rallies.
- 6) Conducted Bridge course for newly admitted students.
- 7) Conducted Blood Donation awareness and Blood donation Camp with the association of RedCross Society.
- 8) Prominence is given to Sports which resulted in our students winning medals in State, National and International Level competitions.
- 9) Conducted Alumni Meet with Alumni of all the prior batches.
- 10) Due prominence is given for celebration of National and International days of importance
- 11) All the committee activities are frequently reviewed and are motivated for better performance.
- 12) Feedback taken from various stake holders is analysed and discussed in staff council.
- 13) Assisted the principal by suggesting various measures for overall improvement of the college

  
Principal  
SGK Govt. Degree College  
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Palnadu Dist., A.P.

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