



**SKR & SKR Government College for Women (A), Kadapa,
Andhra Pradesh, India.**

Re-Accredited with NAAC 'B' Grade

Internal Quality Assurance Cell

IQAC Minutes of the Meetings

2019-20

Composition of IQAC Cell 2019-20

S.No	Name	Designation
1	Dr. P. SubbaLakshumma Principal	President
2	C. V. Krishnaveni Computer Science	IQAC Coordinator
3	K. Shalini, Mathematics	IQAC Co-Coordinator
4	Dr. Shazeeya Begum, Urdu	Criteria I Curricular Aspects
5	Dr. D Aruna Kumari Zoology	Criteria II Teaching-Learning and Evaluation
6	Dr. B Sudakar Reddy Physics	Criteria III Research, Innovations and Extension
7	V. Sreeram Reddy Commerce	Criteria IV Infrastructure and Learning Resources
8	Dr. M Venkata Ramanaiah Physics	Criteria V Student Support and Progression
9	K. Madan Mohan Physical Education	Criteria VI Governance, Leadership and Management
10	K. Namratha, English	Criteria VII Institutional Values and Best Practices
11	B. Yugavani, Botany	Controller of Examinations
12	L. Sudheera, Chemistry	Academic Coordinator
13	N. Raghavendra, Statistics	College Website Coordinator



SKR & SKR Government College for Women (A),
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Internal Quality Assurance Cell (IQAC)

15-06-2019

Minutes of meeting

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. SubbaLakshumma, Principal. The IQAC coordinator presented the below given agenda points for discussion and implementation.

Agenda:

1. To prepare Institutional plan of Action for the Academic Year 2019-20.
2. To organise Certificate Courses and value added to impart transferable and life skills to the students and to enrich their knowledge levels in addition to curriculum.
3. To conduct Field Projects / Internships by all the departments by involving all the students to impart Entrepreneurial skills.
4. To implement Bloom's Taxonomy and to design Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all the programmes offered by the institution and are communicated to the students and made available in college website <https://skrgdcwakdp.edu.in/>
5. To send proposals for Seminars/Conferences/Workshops to various Research funding agencies UGC, DST, RUSA, CSIR, ICSR, industry and other organizations.
6. To organise Workshops/Seminars/awareness programmes on Intellectual Property Rights (IPR) and Industry-academia innovative practices.
7. To encourage all the faculty to publish papers in good Scopus, Indian Citation Index journals or UGC CARE recognised Journals.
8. To conduct Workshops/Seminars on Industry-Academia Innovative practices during the year
9. To create awareness programmes about incubation centre, start-ups and the feasibility.
10. To develop Collaborative activities for research, faculty exchange, student exchange in the college.
11. To develop digital content by the faculty for Learning Management System such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.
12. To establish e-studio in the college and to develop quality video lessons by the teachers and made available in college website to all the stakeholders.

13. To implement e-governance for timely disposal of files and to maintain transparency and accountability and to reduce usage of paper to safeguard environment.
14. To conduct Student Induction Programme for all first year entrants.
15. To prepare action plans at department level with all the initiatives.

Minutes of the meeting

1	<p>Institutional plan of Action 2019-20: The IQAC Committee members are requested to prepare Institutional Action Plan for the year 2019-20 by incorporating all the quality initiatives for the college development and for the benefits of the students.</p>
2	<p>Certificate Courses/ Value Added Courses: All the department in charges are requested to organise Certificate Courses and Value added courses to impart transferable and life skills to the students and to enrich their knowledge levels in addition to curriculum.</p>
3	<p>Field Projects/Internships: All the teaching fraternity are requested to conduct Field Projects / Internships by involving all the students to impart Entrepreneurial skills</p>
4	<p>Outcome based Education: All the department In charges are instructed to implement Bloom's Taxonomy and to design Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all the programmes offered by the institution and are communicated to the students and made available in college website https://skrgdcwakdp.edu.in/</p>
5	<p>Proposals to funding Agencies: All the department in charges are requested to prepare and to send proposals for Seminars/Conferences/Workshops to various Research funding agencies UGC, DST, RUSA, CSIR, ICSR, industry and other organizations.</p>
6	<p>Intellectual Property Rights (IPR): To organise Workshops/Seminars/awareness programmes on Intellectual Property Rights (IPR) and Industry-academia innovative practices</p>
7	<p>Research Papers: All the faculty are encouraged to publish papers in good Scopus, Indian Citation Index journals or UGC CARE recognised Journals.</p>
8	<p>Industry-Academia Innovative practices: All the faculty are motivated to conduct Workshops/Seminars on Industry-Academia Innovative practices during the year</p>
9	<p>Incubation centre, start-ups: All the faculty should conduct awareness programmes about incubation centre, start-ups and the feasibility to start their own small Industries.</p>
10	<p>Collaborative activities:</p>

	All the faculty are requested to develop Collaborative activities for research, faculty exchange, student exchange in the college
12	e-Content: All the faculty are motivated to develop digital content by the faculty for Learning Management System such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.
13	Media Centre (e-studio): All the faculty are instructed to establish e-studio in the college and to develop quality video lessons by the teachers and made them available in college website to all the stakeholders
14	e-governance: To implement e-governance for timely disposal of files and to maintain transparency and accountability and to reduce usage of paper to safeguard environment.
15	Student Induction Programme: To conduct Student Induction Programme for all first year entrants
16	Action plans at department level: All the department in charges are requested to prepare action plans at department level with all the initiatives.

c.v. Krishnaveni
IQAC Coordinator

P. Suresh Babu
Principal



SKR & SKR Government College for Women (A),
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Internal Quality Assurance Cell (IQAC)

10-08-2019

Minutes of meeting

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. SubbaLakshumma, Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

Agenda:

1. To instruct all the HODs to conduct field projects, field trips, student study projects and internships.
2. Curriculum Delivery to be done in accordance with the framed POs, PSOs and Cos.
3. Eco-friendly Campus.
4. To conduct on-campus and off-campus drives.

Resolution:

1. To built capacity and creativity and research inquisition among students and to get state of art of learning all HODs are instructed make arrangements to conduct student field projects, field trips, student study projects and internships.
2. Faculty communicated all the subject wise POs and COs to the students to accomplish the predetermined goals of the college.
3. To make the campus eco-friendly more plant saplings should be grown within the campus and also directed to save the power by using LED bulbs in place of tubes. Students should be instructed by all faculty to make campus plastic-free.
4. The JKC training cell is directed to give appropriate training in job skills to all the enrolled students in specified times. It is also directed to conduct on-campus and off-campus drives by inviting MNCs and other start-ups.

C.V. Krishnaveni
IQAC Coordinator

P. Subba Lakshma

Principal



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Internal Quality Assurance Cell (IQAC)

10-10-2019

Minutes of meeting

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. SubbaLakshumma, Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

Agenda:

1. To nominate convenors to NIRF parameters
2. To discuss the parameter wise data
3. Examination revaluation process.
4. To collect the required data of the year 2018-2019 with in the stipulated time.
5. Curriculum Design.

Resolution:

1. With a view to obtain data from various sources and to avoid delay in process in submitting NIRF data Convenors are nominated by the Principal to collect the data for each below given parameter of NIRF and for other necessary information.

Parameter no	Parameter name	Convenor
1	Teaching, Learning and Resources	B. Gangadhar, Lec in History M.VeeraBhadraiah, Lec in Political science
2	Research and professional practice	Dr B. Sudhakar Reddy, Reader in Physics
3	Graduation Outcomes	Dr Shazeeya Begum, Lec in Urdu PMR Jayanthi, Lec in hindi
4	Outreach and Inclusivity	Dr M.V Ramanaiah, Reader in Physics P.Venkatarami Reddy, Lec in Economics
5	Perception	Dr M.Padmavathi, Lec in Physics G. Vijaya Lakshmi, Lec in Economics
6	Budget/funds utilization	K. Madan Mohan, Lec in Physical Education

2. It is resolved to get all the required data in old NIRF templates. Discussed the parameter wise questions and clarified the doubts pointed out by the members attended distributed. It is strongly determine to submit apt data from the respective departments to get rank in NIRF.
3. It is resolved to procure software to examination cell for the planning, administration, documenting the performance of students obtained in learning process.

C.V. Krishnaveni
IQAC Coordinator

P. Suresh Babu
Principal



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Internal Quality Assurance Cell (IQAC)

10-12-2019

Minutes of meeting

All the Heads of Departments and IQAC committee members met in the principal chamber at 3pm under the Chairmanship of Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

Agenda:

1. To discuss the criterion wise key indicators of NAAC
2. To handover the templates related to all 7 criteria of NAAC
3. To conduct bridge courses.
4. To plan Certificate Courses.

Resolution:

1. In view of NAAC 3rd Cycle, discussed about total metrics of (QIM)-35 and QnM(72). Apart from this there are 34 key indicators with different weightages. The total weightage of across key indicators are 1000. Hence, all the criterion convenors and Department Heads are advised to bestow special attention in fulfilling NAAC Objectives.
2. To make the things easy as per the guidelines of NAAC, suggestive documents of each Quantitative Metric is provided to all the Convenors and HODs to fulfil the required quantitative data.
3. As a part of curriculum specially designed for autonomous college, all the faculty are advised to conduct Bridge Course to fill the gap between the intermediate programmes and UG programmes for the newly enrolled students from different academic backgrounds.
4. At the same time, all the Department Incharges are also instructed to offer Value added Certificate courses outside the curriculum that add value and help in the students in getting employment in various organizations.

C.V. Krishnaveni
IQAC Coordinator

P. Subhaneetha
Principal



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Internal Quality Assurance Cell (IQAC)

06-2-2020

All the Heads of Departments and IQAC committee members met in the principal chamber at 3pm under the Chairmanship of Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

Agenda:

1. To explain the usage of google sheets / Google forms etc.
2. To inform faculty to enrol in MOOCS and write exams
3. To inform faculty to encourage students to enrol in MOOCS and write exams.
4. To direct faculty to complete registrations in vidwan and get Ids

Resolution:

1. To get information fast anytime and anywhere by using google sheets is new trend in administration . This procedure is adopted and awareness created among faculty. Resolved to use Google sheets to gettimely information and to reduce paper usage.
2. Faculty are directed to enrol themselves and students in MOOCs online courses, complete them and write exams
3. Vidwanprovides important information on various subjects experts views on many fields. Resolved that all the faculty should register in Vidwan.

c.v.krishnaveni
IQAC Coordinator

P. Summe Reddy
Principal



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Internal Quality Assurance Cell (IQAC)

06-4-2020

Minutes of meeting

IQAC members, Department Incharges and Principal discussed through Online Conference call about planning and conduct of online teaching classes, videolessons due to lockdown period of COVID-19 pandemic situation.

Agenda:

1. To plan to conduct online teaching classes due to COVID-19 pandemic situation.
2. To prepare video lessons by teachers and share to students due to COVID-19 .
3. To conduct online assessment using various online tools available.

Resolution:

1. In the midst of COVID-19 situation special care and focus was laid to teach the course material in different modes. Hence, It is resolved to conduct teaching and learning process using online tools available(Zoom, Google Meet, Cisco Webex).
2. It is resolved to prepare video classes by each and every Department and share links to students so that they can revise the concepts from their home.
3. It is resolved to conduct Online assessment is done for the students by using Google Forms, Socrative, Quizizz by all the faculty.

c.v. Krishnaveni
IQAC Coordinator

P. Srinivas Reddy
Principal



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Internal Quality Assurance Cell (IQAC)

06-06-2020

Minutes of meeting

IQAC members and Principal discussed through Online Conference call to review about online teaching classes, video lessons, online-assessment due to lockdown period.

Agenda:

1. Faculty Participation in RC/OC/FDPs/Workshops/Short Term Courses.
2. Faculty Sensitization to Online Teaching and Learning Tools and filling up of Google Sheets, Google Docs, Google Slides, Google Forms.
3. Creation of Google Classroom.

Resolution:

1. In COVID-19 situation many Universities and Colleges are offering online webinars, RC/OC/FDPs/Workshops/Short Term Courses instead of offline to fill the gap in educational activities. Hence, all the faculty are directed to enrol and complete maximum number of RC/OC/FDPs/Workshops/Short Term Courses through online.
2. All the faculty are instructed to utilize Google Sheets, Google Docs, Google Slides, Google Forms in teaching, learning, evaluation and in administrative aspects.
3. Google Classroom is a free blended learning platform, helps in creating, distributing and grading assignments. Through this all faculty members can share their files to students and students also can submit their assignment in Google Classroom. Hence, the faculty members are directed to share study material and to conduct assignments to the students by using Google Classroom

C.V. Krishnaveni
IQAC Coordinator

P. Suresh Babu
Principal



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Internal Quality Assurance Cell (IQAC)

Minutes of meeting

Dated: 04-08-2020

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. SubbaLakshamma, Principal. The IQAC coordinator presented the below given agenda points for discussion and implementation.

Agenda:

1. Staff Attendance.
2. Spoken Tutorials IIT Bombay - Enrolment of students in courses.
3. Online Teaching Classes students.
4. Curriculum Distribution - Dept Minutes.
5. Submission of Time-Tables.
6. LMS - E-content Development by Lecturers.
7. Admissions - Intermediate students list.
8. ISO Certification - Submission of Document.
9. Student Database Maintenance.
10. New Market Oriented Courses.
11. NAAC – AQAR Preparation & Submission
12. Any Other Issue.

MINUTES OF THE MEETING

1. Staff Attendance:

Staff attendance is mandatory. The teaching staff (Regular Lecturers, Redeployed Lecturers, PTLs, Contract Lecturers are requested to attend college regularly as per the timings. They should give Bio-metric attendance and sign in Attendance Register.

2. Spoken Tutorials IIT Bombay - Enrolment of students in courses:

Smt. A. Haritha, Lecturer in Computer Science and Smt. D. Winnie Teja, Lecturer in Chemistry are nominated as coordinators for Spoken Tutorials online courses and

should see that maximum enrolment of students in courses, registrations and course completion at an early date.

3. Online Classes students:

All the faculty should conduct online classes for the students in this COVID 19 Pandemic situation. The faculty should motivate the students to connect for online classes and prepare well for the ensuing examinations

4. Curriculum Distribution - Dept Minutes:

All the Department incharges are requested to maintain Dept Minutes Register without fail about the curriculum distribution, online classes time-tables, communicating the same to the students.

5. Submission of Time-Tables:

All the Department incharges should prepare time-table and submit to the Academic Coordinator and strictly adhered to.

6. LMS - E-content Development by Lecturers:

As per the instructions of Hon'ble Commissioner sir, the lecturers who are assigned duty as LMS E-content Generator and Subject Expert should complete the task by 08.08.2020.

7. Admissions - Intermediate students list:

All the teaching staff are requested to campaign about the admissions among the intermediate students by giving publicity about the college, courses offered, facilities provided, support services available etc and attract more number of student admissions in the academic year 2020-21.

8. ISO Certification - Submission of Document:

Kum. K. Namratha, Lecturer in English and ISO coordinator is requested to mail the ISO documentation to Sri. Sivaiahgaru and know the visiting dates to our college. All the department incharges should keep ready all the files and be ready for interaction.

9. Student Database Maintenance:

All the department incharges should maintain *Student Database registers* at department level and should submit data whenever the higher authorities required.

10. New Market Oriented Courses:

The departments of Chemistry, Botany, one New Market Oriented Degree programme and the department of Zoology took initiative to start PG programme in M.Sc. Zoology from the academic year 2020-21. The incharges should follow up the admission procedure as per the guidelines. The details are furnished below:

Sl. No.	Name of the	Course Combination	Sanctioned Strength	Regular / Self	Incharge Sarvasree
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	Course			finance	
1	B.Sc. EM	Botany, Chemistry, Horticulture.	30	Self finance	B. Yugavani
2	M.Sc.	Zoology	30	Self finance	Dr. D. ArunaKumari

11. NAAC – AQAR Preparation & Submission:

IQAC coordinator Smt. C. V. Krishna Veni, Lecturer in Computer Science is requested to upload AQAR 2019-20 at an early date. The Criterion-wise convenors should submit required data to IQAC coordinator.

C.V. Krishnaveni
IQAC Coordinator

P. Suresh Babu
Principal



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Internal Quality Assurance Cell (IQAC)

Minutes of meeting

Dated: 29-10-2020

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. SubbaLakshumma, Principal. The IQAC coordinator presented the below given agenda points for discussion and implementation.

Agenda:

1. Video Conference headed by Hon'ble Special Commissioner Sir
28.10.2020
2. Academic Calendar 2020-21
3. Online Admissions
4. Help Line Centre at College Level
5. Offline Classes
6. Online (Physical) Classes
7. Biometric Attendance
8. LMS
9. Spoken Tutorials
10. CISCO SKILL PROGRAMMES
11. IBM P TECH-MINDMAP programme
12. MOOCs – Faculty & Students Registrations and Completion
13. AQAR 2019-20 - NAAC – Review of Criterion-wise Inputs
14. COVID Best Practices
15. MIS data
16. BOS and AC meeting dates
17. Achievements of the staff and students
18. Marks Register
19. Valedictory programme of One Month National Level Certificate Course
in Mathematics Skills
20. Any other issue.

MINUTES OF THE MEETING

Video Conference headed by Hon'ble Special Commissioner Sir 28.10.2020:

Video Conference held at 10.15 am on 28-10-2020 with Hon'ble Special commissioner sir and sir interacted with the principals on Online Admissions and guided us to implement certain Quality measurements to impart better education with skills and Job oriented courses to the students in the colleges. Minutes of the Video Conference.

Academic Calendar 2020-21:

Tentative Academic Calendar is prepared for the academic year 2020-21 and all the faculty should implement it.

Online Admissions&Enrolment:

From the academic year 2020-21 online admissions are planned by APSCHE to ensure transparency. As per the instructions of our Honourable Special Commissioner of Collegiate Education, all the Admissions incharges are requested to ensure 100% intake capacity (Sanctioned Strength) for academic year 2020-2021 by timely campaigning with Pamphlets, Display of Flex Banners with institutional achievements, facilities, Support Services and Courses offered etc. to create trust in public.

Help Line Centre:

College Level Help Line Centre is constituted with the following staff as per the APSCHE.

- | | |
|---------------------------|-------------------------------------|
| 1. Dr. P. SubbaLakshumma | Principal |
| 2. Smt. L. Sudheera | Vice-principal |
| 3. Sri. V. Sreerama Reddy | Senior faculty |
| 4. Smt. A. VijayaBharathi | Jr. Asst& Admission Section concern |

Smt. L. Sudheera, Lecturer in Chemistry and Vice-principal and Sri. V. Sreerama Reddy, Lecturer in Commerce and Senior faculty are nominated as coordinators for online admissions 2020-21. Smt. L. Sudheera is requested to draft Time-Table with lecturers for Help Desk both at GCM (A), Kadapa and in our college to give information about courses offered, facilities provided and achievements etc to the candidates and parents who seek admission in our college and motivate them to take admission in our college only.

Offline Classes:

From 2nd November, 2020 all the faculty should conduct 50% offline classes to III & V semester students. The incharges of the departments are requested to monitor the classwork. Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to submit Time schedule for the month of November, 2020 on 31.10.2020.

Online Classes:

From 2nd November, 2020 all the faculty should conduct 50% online classes to III & V semester students and upload details in apcce.gov.in website. The incharges of the departments are requested to monitor the online classes and preserve the data. Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to submit Time schedule for the month of November, 2020 on 31.10.2020.

Biometric Attendance:

Biometric Attendance is mandatory for all the staff and students. All the faculty should motivate the students to give attendance in Biometric devices provided in college. 75% attendance is compulsory for students to appear for end semester examinations. Smt. B.Renuka, Contract Lecturer is requested to maintain daily Biometric Attendance details and see that every device should function well.

LMS - Learning Management System:

All faculty should made significant contribution to LMS and prepare best quality Video Lessons, Presentations, Digital Assignments, Quizzes, QP models etc in their subjects without fail. Faculty are requested to motivate the students to use LMS to understand pedagogical methods and to enrich knowledge. LMS Coordinator Dr.MV.Ramanaiah, Reader in Physics is requested to maintain the data.

Spoken Tutorials:

The coordinators Smt. D. Winnie Teja, Lecturer in Chemistry and Smt. A. Haritha, Lecturer in Computer Science are requested to monitor the process in Spoken Tutorials online courses, IIT, Bombay. All the incharges should motivate their students to register and complete the Spoken Tutorials online courses which are more useful to them.

CISCO SKILL PROGRAMMES:

JKC coordinator Sri. K.V. Ramana and computer faculty are requested to see the lab is get ready with all requirements as per the specifications to provide CISCO Skill Development online courses / Programmes to students which highly beneficial to them in capturing jobs.

IBM P TECH-MINDMAP programme:

JKC coordinator Sri. K.V. Ramana is requested to motivate the students in IBM P TECH-MINDMAP as many no. of students as possible by involving JKC FT Mentors.

MOOCs – Faculty & Students Registrations and Completion:

All the Faculty are requested to Register in MOOCs by themselves and see that students are also registered and successful completion to enrich programmes apart from the delivery of curriculum to the students. Dept. incharges should maintain details.

AQAR 2019-20 - NAAC – Review of Criterion-wise Inputs:

The Criterion-wise Convenors are requested to distribute templates and collect the quantitative and qualitative matrix and submit to IQAC coordinator Smt. C.V. Krishna Veni, Lecturer in Computer Science for to prepare consolidated information to AQAR 2019-20 before 7th November, 2020.

COVID Best Practices:

All the department incharges are requested to prepare COVID 19 Best Practices, conduct programmes and upload details in apcce.gov.in

MIS – Management Information System:

Smt. L. Sudheera, Vice-principal and Academic Coordinator is requested to check once again the data uploaded. Ensure that the courses in MIS and Jnanabhumi are one and the same.

BOS and AC meeting dates:

All the incharges are requested to conduct BoS in First week of November, 2020 for 1st year syllabus. Academic coordinator Smt. L. Sudheera is requested to collect BoS and prepare Minutes of the Academic Council.2020-21 and AC meeting will be held in the 4th week of November, 2020.

Achievements of the staff and students:

All the incharges to collect information about the achievements, Ranks in PG entrance exams, Score in UG exams etc., from students and maintain record in the departments.

Marks Register:

All the incharges should maintain Marks Register of both Internal and Semester end exams in departments without fail.

Valedictory programme of One Month National Level Certificate Course in Mathematics Skills 30.10.2020:

Smt. K. Shalini, Contract Lecturer in Mathematics is requested to organise Valedictory programme of One Month National Level Certificate Course in Mathematics Skills 30.10.2020.

C. V. Krishnaveni
IQAC Coordinator

P. Sudheera

Principal



SKR & SKR Government College
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Internal Quality Assurance Cell (IQAC)

07-12-2020

Minutes of meeting

All the Heads of Departments and IQAC committee members met in the principal chamber at 4.00 pm under the Chairmanship of Dr. P. SubbaLakshumma, Principal. The IQAC coordinator presented the below given agenda to discuss and to implement.

Agenda:

1. To review the AQAR 2019-20 Seven Criterion-wise data and information to find out gap analysis and to bridge the gaps with quality information (Gap Analysis)
2. To find the status of data collection of NAAC templates which were resolved in the previous meeting
3. To discuss each point in the NAAC check list in detail
4. To collect basic information and extended profile of the institution
5. To Review on Mentoring system, the best practice.
6. To present AQAR 2019-20 by IQAC coordinator and to take suggestions from the Department Incharges.

Resolution:

1. All the Seven Criterion-wise data of AQAR 2019-20 is reviewed in the presence of convenors, identified the gaps, done gap analysis and suggested to bridge the gaps with relevant quality and quantity information.
2. Verified the data collected by the respective convenors and Department Incharges on all 7 criteria and given suggestions in various aspects particularly on Quantitative Data. Resolved to identify the gaps of the institution in that checklist and to work on those
3. According to CCE's NAAC check list, all the points are discussed and to fill the unfilled areas in each criteria.
4. Templates of Basic information and extended profile of the institution are distributed to respective convenors and non teaching staff to provide the required data.
5. The college is successfully practicing Mentoring System, the best practice by distributing students to each staff member with specified size and number in order to provide all sorts of guidance in education, personal, psychological, financial aspects. In this regard, all the faculty are instructed to maintain registers pertaining to the mentees.

6. IQAC coordinator Smt. C.V. Krishna Veni, Lecturer in Computer Science has presented AQAR 2019-20 followed by staff interaction with suggestions from the Department Incharges.

C.V. Krishnaveni
IQAC Coordinator

P. Srinivas Rao

Principal