

# GOVERNMENT COLLEGE (A):ANANTHAPURAM

(Affiliated to SriKrishnadevaraya University, Ananthapuramu)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Circular No: 1/2025-26**

**Date : 25-05-2025**

It is informed that all the IQAC Members are requested to attend the Meeting at Principal's Chamber on 28/05/2025 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 2025-26.
2. Result Analysis of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester Examinations for the Academic Year 2024-25.
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-2024-25.
5. Workshop on Virtual Labs to the Staff members of the College.
6. Conducting Orientation Program for First Year Students and their Parents.
7. Conduction of Academic Audit and evaluating ASARs .
8. Proposed to take necessary steps to conduct activities with Alumni Association.
9. Extension Activities.
10. Submission of Information to AISHE and NIRF
11. Any other point with the permission of chair.

**IQAC Co-Ordinator**

**Principal**

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# S.K.P. GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to SriKrishnadevaraya University, Ananthapuramu)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting - 1/2025-26

The members of IQAC met in the Principal's Chamber on 28-05-2025 at 04:00 PM to discuss the items proposed in the Circular-1/ 2025-26. Principal Chaired the Session and he had read out the agenda circulated with the circular-1 / 2025-26 circulated on 25-05-2025.

### **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 2025-26.
2. Result Analysis of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester Examinations for the Academic Year 2024-25.
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-2024-25.
5. Workshop on Virtual labs the Science Staff members of the College.
6. Conducting Orientation Program for First Year Students and their Parents.
7. Conduction of Academic Audit .
8. Proposed to take necessary steps to conduct activities with Alumni Association.
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 2025-26.

*Resolution: It is unanimously resolved to Approve the Academic Calendar prepared by IQAC coordinator for the Academic Year 2025-26.*

**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 2024-25.

*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-2024-25.

*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 NAAC to the Staff members of the College.

*Resolution: It is resolved to conduct one Day workshop on Virtual Labs in MoU with Amritha University for the staff of the college in First week of September. Dr.Sreedevi, Lecturer in Zoology is assigned to coordinate the task*

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

*Resolution: It is resolved to conduct an Orientation Program entitled "STUDENT INDUCTION PROGRAMME" from 14-09-2025.by individual departments*

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

*Resolution: It is resolved to conduct Internal Academic and Financial Audit in the month of March -2026.*

**Point No : 8** Proposed to take necessary steps to conduct activities under Alumni Association.

*Resolution: It is resolved to assign the task of activities under alumni association to Dr.Yogeswara Naidu, Lecturer in Telugu to further the process.*

**Point No : 9** Extension Activities.

*Resolution: It is resolved to increase the participation of students in extension activities and file the same by Departments & IQAC Coordinator.*

**Point No : 10** Submission of Information to AISHE and NIRF

*Resolution: It is resolved to submit required information to AISHE and NIRF. Dr.D.Raju, Lecturer in Chemistry is assigned to coordinate the activity.*

**Point No : 11** 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.

S.N.	Name of the Member	Designation	Signature
1.	Dr. P.Padmasree, Principal	Chairman	
2.	Dr. T.Jithendra , Lecturer in Chemistry	Coordinator	
3.	Dr.M.Naga Sashikala, Lecturer in Mathematics	Member	
4.	Dr.U.Prabhakar Reddy, Lecturer in Commerce	Member	
5.	Dr.D.Sahadevudu, Lecturer in History	Member	
6.	Dr.E.Sreedevi, Lecturer in Botany	Member	
7.	Dr.G.V.Chalapathy, Lecturer in Physics	Member	
8.	Dr.K.Gnaneswar, Senior Principal, GDC, Alur	Management	
9.	Sri G.V.Ramana,	Administrative Officer	
10	G.Rajasekhara Reddy	Alumni	
11	Mohammed Hanif, Sapthagiri Camphor Pvt., Ltd.	Industrialist	
12	K.Vijay Kumar	Student (B.Sc(H),Chemistry)	

IQAC Coordinator

Principal

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report on the Meeting : 1/ 2025-26 conducted on 28-05-2025

S.N.	Minutes	Action Taken
1.	Approval of Institutional Academic calendar prepared by the IQAC coordinator based on University Academic calendar for the Academic Year 2025-26.	<i>Circulated among the staff and Implemented the Institutional Academic Calendar for the Academic Year 2025-26</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 2024-25.	<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 01-06-2025 among the staff and heads of the department to submit Semester Curricular Plans to IQAC</i>
4.	Collection of necessary information for NAAC Accreditation Process.	<i>Circular related to sharing of information is circulated on 01-06-2025 to all the staff members.</i>
5.	Conducting Orientation Program for First Year Students and their Parents.	<i>The SIPs were instructed for conduction by the Departments from 15-09-2019</i>
6.	Internal Academic Audit .	<i>Internal Academic Audit was scheduled in Academic calendar for March-2026.</i>
7.	Proposed to take necessary steps to enhance Alumni Association activities.	<i>The Alumni Association activities are entrusted to Dr.Yogeswara Naidu for further monitoring.</i>
8.	Extension Activities	<i>Resolution is shared among the NSS Coordinators and among the students and filing shall be done by IQAC coordinator</i>
9.	Submission of Information to AISHE and NIRF	<i>Data shall be submitted by IQAC and NIRF coordinators on opening of the portal.</i>

IQAC Coordinator

Principal

# S.K.P. GOVERNMENT COLLEGE : GUNTAKAL

(Affiliated to Sri Krishnadevara University, Anantapur)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Circular: 2/2025-26**

**30-12-2025**

It is informed that all the IQAC Members are requested to attend the Meeting at Principal's Chamber on 06/01/2026 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 2026-27
9. Data Collection and Preparation of Annual Report 2025-26.
10. Conducting Mock Practical Examinations in virtual mode.
11. Any other matter with the permission of chair.

**IQAC Co-Ordinator**

**Principal**

### **Members:**

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9.	10.

# **S.K.P. GOVERNMENT COLLEGE : GUNTAKAL**

(Affiliated to Sri Krishnadevara University, Anantapur)

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

### **Minutes of the Meeting: 2/2025-26**

The members of IQAC met in the Principal's Chamber on 06-01-2026 at 04:00 PM. Principal Chaired the Session and he had read out the agenda circulated with the circular sent on 30-12-2025.

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

1. Action plan for preparing the students to write External 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 2026-27
9. Data Collection and Preparation of Annual Report 2025-26.
10. Conducting Mock Practical Examinations in virtual Labs.
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 External exams.**

*In view of external examinations in the month of March / April, it is resolved to get action plan from all the department heads and the same is placed before the Academic staff council for implementation.*

**Item No 2 : Conduct of special remedial classes for academically backward students.**

*It is unanimously resolved to conduct special remedial classes for academically backward students in the month of March*

**Item No 3 :** To Prepare feedback forms regarding stakeholders feedback and tentative date to collect Feedback forms.

*It is resolved to prepare all feedback forms by Dr.T.Jithendra, IQAC Coordinator, and further it is decided to collect feedback forms in the first week of April by online process.*

**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.Naga Sashikala, Lecturer in Mathematics as convener.*

**Item No 5 :** Internal Examination.

*It is resolved to conduct internal (Mid-1, Mid-2) and other co-curricular activities and implement Question Bank System in new software as a part of Examination reforms.*

**Item No 6 :** Study hours to be conducted in view of final examinations.

*It is resolved to conduct study hours from 01-04-2026 in the evening hours i.e 04:00 pm to 05:00 pm for all the students and in hostels 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*

**Item No 8 :** Institutional Plan for the Academic Year 2025-26

*It is resolved to prepare Institutional Plan for the Academic Year 2026-27 by IQAC Coordinator.*

**Item No 9 :** Data Collection and Preparation of Annual Report 2025-26.

*It is resolved to Prepare Annual Report for the Academic Year 2025-26 in the month of April -2026 for which it is advised to draft a committee for Data Collection and Preparation of Annual Report 2025-26 from all departments.*

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

*It is resolved that practicals be demonstrated in virtual mode.*

**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.

<b>S.N.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Signature</b>
1	Dr. P.Padmasree, Principal	Chairman	
2	Dr. T.Jithendra , Lecturer in Chemistry	Coordinator	
3	Dr.M.Naga Sashikala, Lecturer in Mathematics	Member	
4	Dr.U.Prabhakar Reddy, Lecturer in Commerce	Member	
5	Dr.D.Sahadevudu, Lecturer in History	Member	
6	Dr.E.Sreedevi, Lecturer in Botany	Member	
7	Dr.G.V.Chalapathy, Lecturer in Physics	Member	
8	Dr.K.Gnaneswar, Senior Principal, GDC, Alur	Management	
9	Sri G.V.Ramana,	Administrative Officer	
10	G.Rajasekhara Reddy	Alumni	
11	Mohammed Hanif, Sapthagiri Camphor Pvt., Ltd.	Industrialist	
12	K.Vijay Kumar	Student (Chemistry)	

**IQAC Coordinator**

**Principal**

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report on the Meeting conducted on 06-01-2026

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 10-03-2020, and classes will be conducted from 5.00 – 6.00 PM for academically weaker students.
3	To Prepare feedback forms regarding stakeholders' feedback and tentative date to collect Feedback forms.	Dr.T.Jithendra, IQAC Coordinator, is instructed to prepare stakeholders' feedback forms and initiate feed back process in the last week of March-2026.
4	To constitute feedback collection committee to collect and analyze feedback.	Proceedings of the principal issued on 25-03-2026 regarding feedback collection committee and the committee was constituted with Dr.Naga sashikala, Lecturer in Mathematics as convener and the members as Dr.T.Jithendra, IQAC Coordinator, Dr.H.Pallavi, Lecturer in Microbiology as members.
5	Conduct of Internal Examination.	Mid-1 &2 and other Question bank shall be prepared by Heads of the Departments as per Blooms Taxonomy and New software requirements of Examination Branch.
6	Study hours to be conducted in view of final examinations.	Study hours was conducted from 01-03-2026 to 25-03-2026 in the evening hours
7	Annual College Day Celebrations.	The Annual College Day celebrations were delegated to be conducted by individual Departments and Principal message will be delivered to all functions through the representative.
8	Institutional Plan for the	IQAC Coordinator is instructed to prepare the

	<b>Academic Year 2026-27</b>	<i>Institutional Plan for the Academic Year 2026-27.</i>
9	<b>Data Collection and Preparation of Annual Report 2025-26.</b>	<i>A Committee is Constituted for Data Collection and Preparation of Annual Report for the Academic Year 2025-26 and the same is circulated among the staff members of the college.</i>
10	<b>Conducting Virtual practical Examinations.</b>	<i>A Circular is circulated on 10-1-2025 with the schedule of Mock virtual Practical demonstrations.</i>

**IQAC Co-Ordinator**

**Principal**