



P.R. GOVERNMENT COLLEGE (A), KAKINADA

INTERNAL QUALITY ASSURANCE CELL

The members of the IQAC met on 02-11-2020 at 10.30 AM with Dr. C. Krishna, Principal, P. R. Government College (A), Kakinada in the chair. Quality enhancement and sustenance issues were discussed and the following resolutions were adopted.

AGENDA:

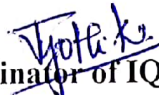
1. Utilizing the services of guest faculty
2. Forming a committee to record 20 minutes demo video of guest faculty.
3. Discussion on online/offline (Blended mode) classes
4. Development of E-content.
5. Utilization of facilities LMS, NDL, INFLIBNET etc.
6. Introduction of new B.Voc and Market-Oriented courses
7. Discussion on college level committees
8. Preparation of AQAR
9. Arrangement of invited talks, guest lectures, field visits, webinars/seminars, workshops
10. Encouragement of staff and students for doing online courses.
11. Any other issues with the permission of chair.


RESOLUTIONS:

1. It is resolved to continue the services of guest faculty who have got satisfactory results in 2019-20 and to engage new guest faculty if it is necessary in the needy departments so that the class work is not affected.
2. As per CCE instructions, It is resolved to form a committee to record a 20 min demo video of guest faculty with Lecturer in-charge, one subject expert and one IQAC member.
3. It is resolved to conduct online and offline classes for 3rd and 5th semesters alternatively following Covid-19 guidelines. Accordingly, it is resolved to prepare a time table.
4. It is resolved to utilize the digital facilities like LMS, NDL, INFLIBNET, etc
5. To develop E-content and deliver online teaching through Google Meet, Google Classroom, etc. E-content is developed by the faculty for 2 units of the subjects of odd sem.
6. For 2020-21, Market Oriented courses: B.Voc Food Tech, B.Voc Hotel Mgmt, BBA (Digital marketing), BMS (Agri), B.A (office Mgmt), B.A Journalism, B.Sc(IOT) are going to be introduced

7. It is resolved to monitor the functioning of various college level committees circulated in the month of October 2020 for smooth running of the college.
8. It is resolved to prepare AQAR in NAAC format for online submission of AQAR in time.
9. It is resolved to arrange at least one guest lecture/ invited talk per semester by each department and also if possible, arrange a National level webinar/seminar/workshop and to arrange field visits.
10. It is resolved to encourage all staff and students to register and complete at least one on line course.
11. Committee appreciated the effort of teaching staff in engaging online classes and supporting students during Covid 19.


Co-ordinator of IQAC
(Dr. P. Hari Ram Prasad)


Co- Co-ordinator of IQAC
(Dr. K. Jyothi)


Principal
(Dr. C. Krishna)

Name of the Member

Designation



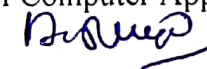
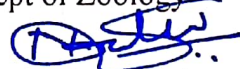

Signature

1. Member from administration section :

Smt. Ch.S.S.A.V. Ramanamma, Administrative Officer



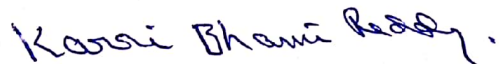
2. Members from Teachers :

- | | | |
|-----------------------------|--|---|
| a. Dr. T.K.V. Srinivasa Rao | Vice-Principal |  |
| b. Dr. MVK Mehar | Lecturer in Physics | |
| c. Dr. K. V Sobha Rani | Lecturer in charge, Dept. of Computer Applications |  |
| d. Dr. D. Rama Rao | Lecturer in Chemistry |  |
| e. Sri B. Ahmad Alibaba | Lecturer in charge, Dept of Zoology | |
| f. Dr. N. Srinivas | Lecturer in Zoology |  |
| g. Sri PVV Satyanarayana | Lecturer in charge, Dept. of political science | |
| h. Dr. J. Panduranga Rao | Assistant Academic Coordinator |  |
| i. Dr. Sk. Sajana | Lecturer in Mathematics | |
| j. Sri K. Ashok | Lecturer in charge, Dept. of Statistics | |

3. Nominees from local society, students and Alumni :

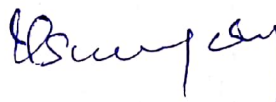
1. Dr. D. Ratnagiri Usha, Rtd. Principal, ASD (W) College, Kakinada

2. Sri K. Bhami Reddi, President, Alumni association



4. Nominees from Employers/Industrialists/stakeholders :

Sri Y.S.N. Murthy, Electrical Engineer



5. Nominees from the students

- | | |
|-----------------------|----------------|
| a. A. Bhuvanawari | II B.Sc MECs |
| b. Y. Srinivas | II B.A HEP TM |
| c. Ch. Durga Bhavani | II B.Sc BZC EM |
| d. N B T Sundari Devi | III B.Com |

P.R. GOVERNMENT COLLEGE (AUTONOMOUS): KAKINADA

(Affiliated to Adikavi Nannaya University)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**ACTION TAKEN REPORT OF IQAC MEETING CONDUCTED ON 02/11/2020 FOR
THE ACADEMIC YEAR 20-21**

Date: 9/11/2020

S.No	Resolution	Action Taken
1	Continuation of services of Guest faculty with satisfactory results	All Lecturer incharges were instructed to take the guest faculty as per the work load. All lecturer incharges submitted the workload of the department to the academic coordinator in a week time.
2	20 min Demo video for taking Guest Faculty, with Lecturer in-charge, IQAC Coordinator and one subject expert as members of the Committee	A 20 min demo video was recorded for taking Guest faculty and the instructions given by APCCE were scrupulously followed by having a selection committee with Lecturer incharge, IQAC Coordinator and one subject expert as members
3	Online and Offline classes for 3 rd and 5 th semesters alternatively following COVID-19 Guidelines	Following COVID 19 guidelines issued by both the Central and state governments, offline classes were also conducted for the 3 rd and 5 th semesters
4	Utilization of digital facilities like LMS, NDL, INFLIBNET etc	Students were instructed to make use of the LMS of APCCE, NDL and INFLIBNET in the difficult times of COVID 19
5	E-content development by the faculty	All the faculty were instructed to develop E-content, following the 4-quadrant approach. And post the same to the students through whatsapp groups
6	Introduction of new market oriented courses B.Voc Food Technology, B.Voc Hotel Management, BBA Digital Marketing, BMS (Agri), BA Office management, BA Journalism, B.Sc IOT	The Concerned lecturer incharges were instructed to thoroughly study the curriculum for the new market oriented courses and keep them ready for the students going to join the new market oriented courses. Permission to this effect was also obtained from APCCE
7	Monitoring the functioning of various College level committees	Planned a meeting with the convenors of all the College level Committees in 10 days' time to discuss about the functioning of the Committees
8	Preparation of AQAR	The coordinator and the members of IQAC were asked to upload all the necessary files for the

		submission of AQAR, in the NAAC website and also College website
9	Organizing Guest Lecture, Invited talks & Field trips	All the Lecturer incharges were asked to conduct at least one guest lecture/invited talk/field trip for each semester
10	At least one online course to be completed by faculty and students	Planned to organize an awareness programme on online courses to both students and staff in 10 days time.

[Signature]
 IQAC Coordinator
 Coordinator-IQAC
 P.R. Govt. College (Aut)
 KAKINADA

[Signature]
 PRINCIPAL
 PRINCIPAL
 Joint Director of
 P.R. Govt. College Education,
 RAJAHMENDRAVARAM.