

P.R.GOVERNMENT COLLEGE (A), KAKINADA

INTERNAL QUALITY ASSURANCE CELL

The members of the IQAC met on 20.04.2022 at 12.00 noon with

Dr. B.V TIRUPANYAM, Principal, P. R. Government College (A), Kakinada in the chair.

Quality enhancement and sustenance issues were discussed and the following resolutions were adopted.

AGENDA

QUALITY INITIATIVES IN TEACHING & LEARNING

1. Report of IQAC Coordinator.
2. Random evaluation of all faculty members by IQAC ,through observation of teaching skills and Video Recording and Evaluation of Demo classes while engaging Guest faculty to improve the quality in teaching - learning
3. Conducting Faculty Induction Programs for Young Faculty
4. Conducting Workshops on RAF periodically.
5. Measuring the Attainment of COs and POs
6. Optimum utilization of ICT tools to improve the learning process
7. Conducting Industrial/Field visits as per the Action plan
8. Conducting Student and Faculty Exchange Programmes
9. Optimum utilization of Library resources by Faculty & Students
10. The quality of Laboratory equipment in Practicals was enhanced by adopting and using advanced methods
11. Purchase of Equipment and Consumables with Special fee funds.
12. Purchase of LCD Projectors for effective teaching with Special fee funds.
13. Purchase of Library books with Special fee funds.
14. Periodical updation of College Website.
15. Evaluation of Annual Self Appraisal Reports (ASAR) of lecturers.

16. Introduction of Skill Courses/ MoUs with Industries/Institutions (State/Central Govt.) and Academic Institutions
17. Obtaining Feedback on Curriculum/Faculty/Student Support services from Students, Parents and Alumni

QUALITY INITIATIVES IN EVALUATION

1. It is resolved to Select the experienced examiners as approved in the BOS
2. Student grievance redressal mechanism on timeline basis
3. Adapting 10 points scale for grading and awarding transcripts
4. Conducting centralized mid semester examinations
5. Following 50: 50 pattern of evaluation system w.e.f 2021-2022
6. Answer booklets with security features
7. Both paper setting and paper evaluation by external examiners only
8. Practical examinations with external and internal examiners
9. Result publication in the college website
10. Adopting grafting method instead of giving grace marks
11. Issue of Web enabled hall tickets & Marks lists
12. Digitalization of Answer Scripts

QUALITY INITIATIVES IN RESEARCH

1. Providing seed money to participate in International/National level Seminar/Conferences.
2. Encouraging Faculty to publish at least Two research publication per year in UGC listed /reputed journals
3. Encouraging eligible Faculty to Supervisors.
4. Every Research Supervisor should spend one or Two hours with Research scholars and submit progress reports periodically.
5. Supervising students in CSP/study projects for each course
6. To renovate Central Instrumentation Lab

The IQAC Committee discussed the agenda and passed the following resolutions unanimously :

QUALITY INITIATIVES IN TEACHING & LEARNING

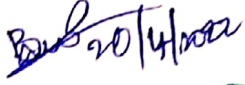



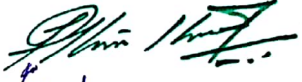
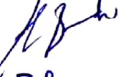


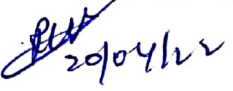
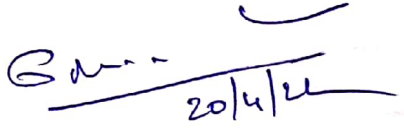
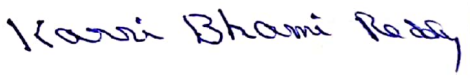

1. The IQAC Coordinator submitted the detailed report for the year 2021-22
2. It is resolved to evaluate the performance of faculty members by IQAC ,through observation of teaching skills and Video Recording and Evaluation of Demo classes while engaging Guest faculty to improve the quality in teaching - learning
3. It is resolved to Conduct Faculty Induction Programs for Young Faculty
4. It is resolved to Conduct Workshops on RAF periodically.
5. It is resolved to Measure the Attainment of COs and Pos periodically.
6. It is resolved to Optimum utilization of ICT tools to improve the learning process
7. It is resolved to Conduct the Industrial/Field visits as per the Departmental/Institutional Action plan
8. It is resolved to Conduct Student and Faculty Exchange Programmes with Local colleges
9. It is resolved to Optimum utilization of Library resources by Faculty & Students
10. It is resolved to enhance the quality of Laboratory equipment in Practical's was enhanced by adopting and using advanced methods
11. It is resolved to purchase the Equipment and Consumables with Special fee funds.
12. It is resolved to purchase the LCD Projectors for effective teaching with Special fee funds.
13. It is resolved to purchase the Library books with Special fee funds.
14. It is resolved to update the College time to time with new activities.
15. It is resolved Evaluate the Annual Self Appraisal Reports (ASAR) of lecturers.
16. It is resolved to Introduce the Skill Courses/ MoUs with Industries/Institutions (State/Central Govt.) and Academic Institutions
17. It is resolved to Obtainine Feedback on Curriculum/Faculty/Student Support services from Students, Parents and Alumni

QUALITY INITIATIVES IN EVALUATION

1. It is resolved to Select the experienced examiners as approved in the BOS
2. It is resolved to adopt Student grievance redressal mechanism on timeline basis
3. It is resolved to Adapt 10 points scale for grading and awarding transcripts
4. It is resolved to Conduct centralized mid semester examinations
5. It is resolved to Follow 50: 50 pattern of evaluation system w.e.f 2021-2022
6. It is resolved to keep Answer booklets with security features
7. It is resolved to paper setting and evaluation should be by external examiners only
8. It is resolved to conduct Practical examinations with external and internal examiners
9. It is resolved to Result publication in the college website time to time
10. It is resolved to Adopt grafting method instead of giving grace marks
11. It is resolved to Issue of Web enabled hall tickets & Marks lists from this year
12. It is resolved to Digitalize the Answer Scripts from this year

QUALITY INITIATIVES IN RESEARCH

1. It is resolved to Provide seed money to participate in International/National level Seminar/Conferences.
2. It is resolved to Encourage Faculty to publish at least Two research publication per year in UGC listed /reputed journals
3. It is resolved to Encourage eligible Faculty to Supervisors.
4. It is resolved to Every Research Supervisor should spend one or Two hours with Research scholars and submit progress reports periodically.
5. It is resolved to Supervising students in CSP/study projects by each department
6. It is resolved to renovate Central Instrumentation Lab with internal resources.

<u>Name of the Member</u>	<u>Designation</u>	<u>Signature</u>
Member from administration section:		
Smt. B.Mangamma	Office Superintendent	
Members from Teachers:		
a) Dr.B.V Tirupanyam	Principal, Chairman	
b) Dr. P. Hariram Prasad	Lec. in Hindi, Coordinator	
c. Dr. D. Chennarao	Lec. in Chemistry, Additional Coordinator (Academics)	
d) Dr.Ch.Praveen	Lec. in Chemistry, Additional Coordinator (Technical)	
e) Dr. J. Pandurangarao	Lec in Commerce, Member	
f) Dr. P. Kiran Kumar	Lec in Zoology, Member	
g) Dr. B. Elia	Lec in Zoology, Member	
h) Sri G B V Padmanadh	Lec in Comp. Sci, Member	
i) Sri TVV Satyanarayana	Lec. in Chemistry, Member	
j) Sri R.V. Satyanarayana	Lec in Comp. Sci, Member	
Nominees from local society, students and Alumni :		
Dr. G. Mutyalarao	Rtd. Principal, GDC, T. P. Gudem Nidadavolu	
Sri K. BhamiReddi	President, Alumni association	
Nominees from Employers/Industrialists/stakeholders :		
Sri Y.S.N. Murthy	Electrical Engineer	
Nominees from the students		
a) Ch. Manikanta	II BA	
b) P. Durga Bhavani	II B.Com (CA)	
c) G. RatnaMalathi	II HBC	
d) Y. Sandhya	I BZC	
e) K. Sai Subrahmanyam	IM.Sc(Org. Chem)	

S.no	Name of the Department Incharge	Department	Signature
1	Dr. V. N. Swamy	History	V.N. Swamy
2	Sri. B. Chakravarthi	Zoology	B. Chakravarthi
3	Sri. P. V. Krishna rao	English	P. V. Krishna Rao
4	Dr. K. V. Sobha rani	Computer Applications	K. V. Sobha Rani
5	Sri. M. Venkateswara rao	Economics	M. Venkateswara Rao
6	Sri. U V V B Krishna prasad	Physics	U. V. V. B. Krishna Prasad
7	Dr. K. Jaydev	Electronics	K. Jaydev
8	Sri. G. P. Chakravarthi	Biotechnology & Microbiology	G. P. Chakravarthi
9	Sri. P V V Satyanarayana	Political Science	P. V. V. Satyanarayana
10	Dr. K. Lakshmana rao	Commerce	K. Lakshmana Rao
11	Smt. K. Malleswaramma	Philisophy	K. Malleswaramma
12	Smt. M. Surekha	Maths & Statistics	M. Surekha
13	Smt. P. Sara	Botany & Horticulture	P. Sara

14.	Dr. N. Sreenivas.	Phy Edu 20/4/22	
15.	Dr. S. V. L. G. Varma	Phy Edu	S. V. L. G. Varma
16.	M. Sri manjunadh	III BZC (E.M)	M. Sri manjunadh
17.	V. Lakshmi Narasamma	III BZC (EM)	V. Lakshmi Narasamma
18.	S. Venkateswara Rao	I MSc (Analytical Chemistry)	S. Venkateswara Rao
19.	P. Durga Bhavani	II B.Com (CA)	P. Durga Bhavani
20.	SRI DEVI. G.	L / Physics Conv. WEC	S. R. Devi G. 20/4/2022

P.R. GOVERNMENT COLLEGE (AUTONOMOUS): KAKINADA

(Affiliated to Adikavi Nannaya University)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**ACTION TAKEN REPORT OF IQAC MEETING CONDUCTED ON 20/04/2022 FOR
THE ACADEMIC YEAR 21-22**

Date: 28/4/2022

S.No	Resolution	Action Taken
1	Evaluation of performance of faculty members through observation of teaching skills and video recording and demo classes while engaging Guest faculty	All the Department incharges were instructed to sit in the classroom of the junior staff members when the teaching goes on in the class and suggest measures to their colleagues for improving the teaching process. While engaging Guest faculty, all are instructed to record a small video of the demo class and follow the due procedures given by APCCE
2	FIP for Guest Faculty	An FIP is planned in the month of July, 2022 for the young faculty members to create awareness on code of conduct in the College and also importance of Communication skills
3	Workshop on NAAC RAF periodically	Workshop on NAAC RAF is planned immediately in the month of June, 2022
4	Measuring attainment of Pos and Cos periodically	All the HoDs are instructed to calculate attainment of COs and Pos by having a benchmark, by taking assistance from Department faculty
5	Conducting field visits as per Depts Action plan	All the HoDs are instructed to conduct at least one field trip in a semester to promote experiential learning among students
6	Student & Faculty exchange with local colleges	Planned to conduct student and faculty exchange programmes in a month with the local colleges having an MOU with PRGC(A)
7	Optimum utilization of library resources by faculty and students	Incharge Librarian is instructed to focus on increasing the physical as well as E-footfalls in the library and award some prizes to both faculty and students who make best possible use of the learning resources of the College library
8	Enhancing quality of laboratory equipment for practicals	Planned to purchase laboratory equipment in a month to increase quality in conducting practicals for the students
9	Purchasing equipment and consumables with special fee funds	Planned to procure equipment and consumables for the Dept Laboratories and all the Lecturer incharges are instructed to submit the requirement in a week's time.
10	Purchasing LCD projectors with special fee funds	Planned to purchase around 15 LCD projectors very soon and install them in the classes

11	Purchasing new books for Library	Incharge librarian is asked to provide the list of books to be purchased for the College library after collecting the information from the HoDs as well as the students. Incharge Librarian is asked to provide the indent in a weeks time.
12	Updating of College website	As the college is planning to move to new website, the convenor of website committee is instructed to provide Dept logins to all the Lecturer incharges in a day or two
13	MOUs with industries/Skill courses	Convenor of Research and Development Cell is instructed to explore the possibilities for having more MOUs with industries or institutes offering skill oriented courses
14	Feedback on curriculum from all stake holders	Instructed the IQAC coordinator to finish collecting the feedback from all stake holders in 10 days' time and come out with suggestions for departments to improve the curriculum of all the Departments
15	Web-enabled Hall tickets and marks lists from this Academic Year	Instructed the COE to immediately talk to the software vendor for issuing web-enabled hall tickets and marks list and even asked the COE to come up with an estimation to be paid for the web-designers
16	Providing seed money to participate in International/National Conferences/Seminars	Instructed the researchers to come up with a proposal for the grant of seed money up to even 1 lakh. Also asked the faculty to register themselves for PhD, if they have not registered yet.
17	Encouraging faculty to publish two research papers annually	Instructed all the doctorate to carry out research work by utilizing the seed money granted by the institution and publish at least two research papers annually
18	Encourage faculty to apply for research supervisor	All the eligible doctorates are instructed to apply immediately to the university for recognition as research supervisors to promote research culture among the faculty
19	Supervising students for CSP	All the HoDs are instructed to immediately create awareness on CSP among the students and make them think on various social issues to be taken up as a topic for CSP

IQAC Coordinator

B.V.S. Prasad
 PRINCIPAL
 PRINCIPAL
 P.R.Govt. College (A)
 KAKINADA
 28 April 2021

Coordinator
IQAC
P.R.Government College (A)
Kakinada-533001, A.P.