



**PITHAPUR RAJAH'S GOVERNMENT COLLEGE (AUTONOMOUS),
KAKINADA**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACADEMIC YEAR 2023-24**

Meeting No. 3

AGENDA

Date: 10-05-2024

Time: 11:00 Noon

Venue: Conference Hall

I. QUALITY INITIATIVES IN TEACHING AND LEARNING

- 1) ATR on Previous IQAC meeting conducted on 10-8-2023
- 2) I, III, V Semester-end Results
- 3) Single Major system from the AY 23-24
- 9) CETLE-Centre for Excellence in Teaching Learning & Evaluation-FDP
- 10) Centre for 21st Century Skills-75hr coaching on Indian Economy
- 11) All Dept activities-Field Trips/Internships/Project Works etc
- 12) ICT usage by the faculty

II. QUALITY INITIATIVES IN RESEARCH

- 13) SEED MONEY PROPOSALS
- 14) National Webinar-Pathways to Discovery & Innovation-Nurturing Researchers
for Tomorrow
- 15) MOUs signed

III. NATIONAL SEMINAR ORGANIZED BY IQAC

- 16) National Seminar on Dynamics of Indian Culture

IV. QUALITY INITIATIVES IN EXAMINATIONS & EVALUATION

- 17) Digital Evaluation software

V. QUALITY INITIATIVES IN EMPOWERING THE FACULTY

- 18) TOTs Organized-NRC

VI. EQUIPMENT & INFRASTRUCTURE

- 19) Establishment of Media Centre



VII EXTENSION

- 20) Mega blood donation camps conducted
- 21) Blood group testing by Dept of Zoology at Indrapalem
- 22) BCOM students taking classes in a near by hostel of primary school students
NCC
- 23) Republic Day Parade Participation
NSS
- 24) NSS Special Camp by Unit-III
- 25) Clean & Green in the Campus
- 26) Plantation in the College

VIII BEST PRACTICES

- 27) MAANASA-STUDENT COUNSELLING CENTRE

IX. NAAC ASSESSMENT & ACCREDITATION

- 28) Pre-NAAC PTV-Completed
- 29) Waiting for Pre-qualifier Info
- 30) Submission of AQAR 22-23
- X) IQAC PoA for AY 24-25
 - a) Calculation of outcome attainment by direct & indirect methods
 - b) Workshop on OBE Outcome Based Education
 - c) Workshop on ABC Academic Bank of Credits
 - d) Conducting PTM Parent Teacher Meetings at least 2/semester
 - e) Establishment of student Quality Circles

PRINCIPAL
10 May
2024

PRINCIPAL
P.R. Govt. College (A)
KAKINADA



MINUTES WITH RESOLUTIONS

The members of IQAC met in the conference hall under the chairmanship of Principal Dr B.V.Tirupanyam to discuss on the various quality initiatives, quality enhancement and quality sustenance methods to be followed in the college in the coming three months.

This IQAC meeting started with the principal's opening remarks. The Principal welcomed all the members of the IQAC and explained the role of IQAC in the initiation, sustenance and enhancement of quality in the college. Further, the Principal in his opening remarks mentioned that the NAAC Revised Accreditation Framework (RAF) is based on the functioning of IQAC. The Principal then mentioned that the college has conducted good number of student-centric activities during the AY 2023-24 for sustenance of quality in the Teaching Learning Process. Later, the Principal asked the IQAC coordinator Dr B.Elia to make the power-point presentation on various student-centric quality-related activities and initiatives taken up in the college during the AY 2023-24.

I.QUALITY INITIATIVES IN TEACHING AND LEARNING

Discussion: Dr B.Elia, IQAC Coordinator started his presentation by informing the members about the Action Taken Report of IQAC meeting conducted on 10-8-2023. The members appreciated and approved the ATR of the IQAC Coordinator.

The IQAC Coordinator then mentioned the results of I, III, & V semesters for the AY 2023-24. While the overall pass percentage in I semester is 63%, it is 61.87% in III semester and 78.18% in V-semester.

The IQAC Coordinator later informed the members that the admissions for the AY 2023-24 were up to the brim for all the UG single major programmes, where as it was not the case for certain PG programmes like MA English, MA Telugu, MA Hindi and MSc Botany. Then, the Principal informed the members that these PG programmes, which are not having proper number of admissions would be terminated in the coming AY 2024-25.

The IQAC Coordinator further informed the members that Centre for Excellence in Teaching, Learning & Evaluation conducted one FDP on Innovative Teaching & Learning Practices from 10-2-2024 to 15-02-2024 and the Centre for 21st Century Skills organized a 75hr coaching on Indian Economy for students.



1) The IQAC Coordinator further went on to explain that certain departments conducted field trips for the students to enhance experiential learning of the students. The Department of Zoology & Aquaculture conducted field trip to Coringa Wild Life Sanctuary and the fishing harbour at Kumbhabhishekam, the department of Computer Applications to Krify Software Solutions, Kakinada and the Department of Physics & Electronics to the Rajahmundry Airport for giving first hand information to the students about the signalling system in the Air Traffic Control division of the Airport. The Principal appreciated the efforts of these departments conducting the field trips for the students. The Principal later mentioned that some faculty have not been using the ICT facilities properly and requested the members to enhance the usage of ICT among the faculty members. The IQAC Coordinator then explained that six departments conducted certificate courses for the students in the AY 2023-24.

- 1) BIODIVERSITY & CONSERVATION- Department of Zoology & Aquaculture
- 2) VEDIC MATHEMATICS-Department of Mathematics
- 3) DIGITAL LITERACY-Department of Computer Science
- 4) INSTRUMENTATION TECHNIQUES-Department of Chemistry
- 5) SOLDERING & DESOLDERING-Department of Physics & Electronics
- 6) HOUSE ELECTRICAL WIRING-Department of Physics & Electronics
- 7) BASIC ENGLISH GRAMMAR-Department of English

The Principal instructed the remaining departments also to conduct certificate courses for the students. The Principal later explained PDCA cycle Plan, Do, Check and Act to the members and asked them to act accordingly.

Resolution: Resolved to close the PG programmes with only single digit admissions, from the AY 2024-25. Resolved to conduct remedial classes to the students who failed in the semester end examinations. Resolved to conduct good number of field trips for the students to enhance experiential learning and to impart intensive coaching for the competitive examinations. Further, resolved that every department conduct at least 1 certificate course in the Academic Year.



II. QUALITY INITIATIVES IN RESEARCH

Discussion: The IQAC Coordinator explained that in the AY 2023-24, the college entered into MOUs with reputed companies Pharmatrain, M/S Solar energies, Kakinada, Pydah Sreeramakrishnaiah Foundation, Krify Software Solutions, Kakinada and colleges Aditya Degree College, Kakinada and Govt Degree College, Yeleswaram. At this juncture, the Principal mentioned that the college is ready to sanction seed money for the faculty to carry out research projects and more faculty should come forward for the same. The IQAC Coordinator then explained that the Centre for Promotion of Research and Development organized a 5-day National Webinar titled 'Pathways to Discovery & Innovation-Nurturing Researchers for Tomorrow' from 25-4-2024 to 30-4-2024. The Principal appreciated the efforts of the research director Dr SVGVA Prasad in organizing the 5-day National Webinar. The Principal also opined that the college is lagging behind in producing good quality research publications and the number of research publications should increase in the coming days. The Principal further informed the members that, each department having at least 250 students should make their students participate in national/international seminars/conferences and motivate them to publish research articles too. The Principal then informed the members to apply for membership in Professional bodies and Research Organizations.

Resolution: Resolved to encourage all the faculty to apply for research projects to funding agencies and to the college for the sanction of seed money for research projects. Also, resolved to publish more research articles in journals of national and international repute and motivate the students to participate in national/international seminars/conferences.



III. NATIONAL SEMINARS/CONFERENCES/FDPs ORGANIZED BY IQAC

Discussion: The IQAC coordinator informed the members that IQAC organized one national conference on Dynamics of Indian Culture, jointly with the Department of History of the college on 14-12-2023, to make the students understand the rich Indian Knowledge System (IKS). Further, the IQAC Coordinator informed the members that IQAC in collaboration with the Centre for Excellence in Teaching Learning & Evaluation (CETLE) organized a 5-Day FDP on Innovative Teaching Learning Strategies from 10-2-2024 to 15-02-2024.

Resolution: Resolved to approve the Conferences/Seminars/FDPs organized by the IQAC and Centre for Excellence in Teaching Learning & Evaluation (CETLE).

III. QUALITY INITIATIVES IN EXAMINATIONS & EVALUATION

Discussion: The IQAC Coordinator informed the members that the examination cell of the college purchased a new software from Bees Solutions for online evaluation of the answer scripts and for reducing the time period between the last exam and the declaration of results. The Principal informed the members that the newly purchased software is a good tool for digital evaluation and the results could be declared in less than 10 days using this new software. Dr M.Soma Raju, COE informed the members that the newly purchased software had already been put to use for the first year students i.e. the students who took admission in the AY 2023-24. Dr M.Soma Raju, COE further informed the members that the software company Bees Solutions had also issued AMC to the examination cell, initially for a period of one year.

Resolution: Resolved to approve the software purchased by the examination cell of the college for online evaluation of the answer scripts and to shorten the time gap between the last examination and the declaration of results, very soon.



IV. QUALITY INITIATIVES IN EMPOWERING THE FACULTY

Discussion: The IQAC Coordinator highlighted the TOTs organized by the institution on NRC platform, in collaboration with APCCE. TOT on English as Medium of Instruction organized from 5-6-2023 to 10-6-2023, TOT on Zoology, Biotechnology & Biochemistry single major system from 11-3-2024 to 15-3-2024. TOT on Botany & Microbiology single major system from 29-2-2024 to 5-3-2024 and TOT on Mathematics single major system from 16-4-2024 to 22-4-2024.

Resolution: Resolved to approve the TOTs organized by the institution on NRC platform in collaboration with APCCE.

Also resolved to conduct some more TOTs in the next three months to enhance the quality of teaching in the college

V. EQUIPMENT & INFRASTRUCTURE

Discussion: The IQAC Coordinator informed the members that the new media centre which includes the LCS Lecture Capturing system, in the 2nd floor of the Administrative block had been inaugurated by the Honorable commissioner of Collegiate Education Dr Pola Bhaskar IAS, on 12-4-2024 and is ready for recording the lessons for the CCE-LMS. The IQAC Coordinator also mentioned that a renovated biotechnology lab, science park, student circles and IQAC room had also been inaugurated on 28-2-2024, by the student toppers and their parents.

Resolution: Resolved to make optimum utilization of the new infrastructure and equipment which were inaugurated quite recently, for enhancing the Teaching Learning Process in the college.

VI. EXTENSION

The IQAC Coordinator mentioned that NCC Airwing & Naval Wing, Health Club and RRC jointly organized a Megablood donation camp on 9-11-2023. And, as part of Innovation Week ANVESHAN-2024, various departments organized extension activities in the govt schools which included blood group testing camps as well as creating awareness to primary and high school students on science topics.



Discussion:

NCC

The IQAC Coordinator later presented the achievements of NCC students. J. Amulya of II BA HEP participated in the Republic Day Parade 2024 at New Delhi and the NCC cadets of Naval wing got an opportunity to witness the INS Ranvijay Warship.

NSS

The IQAC Coordinator later in his presentation highlighted the NSS activities. The IQAC Coordinator highlighted that NSS Unit-III conducted a special camp in the adopted village from 22-3-2024 to 28-3-2024. All the 4 units of NSS were proactive in observing commemorative days as well. The IQAC Coordinator further mentioned that the college NSS students took part in the Youth Fest 2023-24 Marathon Red-Run 5Km, organized by the District AIDS prevention & Control on 23-9-2023.

Resolution: Resolved to encourage all the students to participate in various extension activities of NCC/NSS

VII. SPORTS

Discussion: The IQAC Coordinator then highlighted the sports achievements of some students.

---E. Koteswara Rao, of 1 st B. A spl English, secured Bronze medal in All India Inter University weight lifting championship held at Chandigarh university Punjab on 29-01-2024

---Mr.Kuduri pavan kumar of BA, secured, Gold medal and Mr India Universities Title, in All India Inter university Best physique championship held at University of Calicut, Kerala on 05-02-2024.

---College Best physique Men team won the 3 Gold Medals, 1 silver Medal, 2 Bronze medals, secured Team championship with 22 points and also secured Mr Adikavi nannaya title 2023, on 16-12-23, held at SCIM Govt Degree College, Tunuku, AP.



---E. Koteswara rao, secured silver medal and J. Madhu babu, 1st BA secured gold medal in South and west India inter university weight lifting meet held AKNU, RJY on 9 -12-24.

---Our students Mr P.Abhishek Nageswara Rao, Mr Vara Prasad, Mr Mahindra, Mr Sai Krishna and Mr Ram bagged first prize in Chess Tournament at GDC Ganapavaram, West Godavari on 15-11-2023.

The IQAC Coordinator further informed the members that the Department of Physical Education organized sports activities under 'Adudham Andhra' programme of the AP state government.

Resolution: Resolved to organize more sports events in the college and encourage more number of students to take part in the college level sports activities.

I. BEST PRACTICES

Discussion: The IQAC Coordinator later explained the Best Practice being followed through the student counselling centre-MAANASA. Through this centre, the college offers counselling to the students on various psychological issues every Friday afternoon. The IQAC Coordinator informed the members that this best practice had already been initiated in the previous academic year and it is being continued in the present academic year as well.

Resolution: Resolved to continue the best practice of offering counselling to students through experienced psychologists through MAANASA-student counselling centre.

II. NAAC ASSESSMENT & ACCREDITATION

Discussion: The principal informed the members that due to technical glitches, NAAC requested for re-submission of DVV files on 02-04-2024 and that process of re-submission was completed by the IQAC Coordinator on 17-4-2024 and the college had been waiting for the pre-qualifier information from NAAC. The Principal requested the members to complete the documentation part on war footing and gear up for the NAAC-PTV, which could be expected any time in the month of either July, 2024 or August 2024.



The IQAC Coordinator requested the members to complete the documentation following the recommendations made by the pre-NAAC PTV of CCE, which concluded on 12-12-2023.

Resolution: Resolved to complete the documentation for the NAAC PTV very soon and gear up for the same.

X. IQAC PoA for AY 24-25

- 1) Calculation of outcome attainment by direct & indirect methods
- 2) Workshop on OBE Outcome Based Education
- 3) Workshop on ABC Academic Bank of Credits
- 4) Conducting PTM Parent Teacher Meetings at least 2/semester
- 5) Establishment of student Quality Circles

Discussion: The IQAC Coordinator later informed the members about the POA of IQAC for the coming term, which is mentioned hereunder.

Resolution: Resolved to approve the POA of the IQAC for the next three months

The Principal later asked the HODs to explain the quality enhancement measures being taken up at the department level. All the HODs explained the department level quality initiatives being taken up by them. The Principal while motivating the faculty to maintain higher standards in the TLP mentioned that all faculty should focus on publishing more research articles, applying for the seed money for research projects, MOOCs and even consultancy.

Later Sri K.Bhami Reddy, honorary president of Alumni Association mentioned that the college can be strict regarding student attendance and need not bow down to the pressures from either the parents or any other outsiders. Then, Dr G.Mutyala Rao, Retd Principal of Govt Degree College, Tadepalligudem spoke and appreciated the efforts of the Principal and the faculty in maintaining good academic standards in the college.

This IQAC meeting ended with the proposal of vote of thanks by Sri Vijaya Kumar, Academic Coordinator.

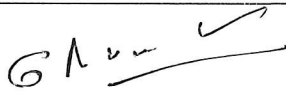

**IQAC MEETING
MEMBERS PRESENT**

Dt: 10/5/2024

Teachers & Library In charges

S.No	Name	Designation	Signature
1	Dr B.V.Tirupanyam	Principal, Chairman	B.V.T. Tirupanyam 10/5/2024
2	Sri.K.Anjaneyulu	Vice Principal & HOD-Philosophy	K.A.
3	Dr B.Elia	IQAC Coordinator & Lecturer in Zoology	B.E.
4	Sri P.Vijaya Kumar	Academic Coordinator	P.Vijaya Kumar
5	Dr P.Hariram Prasad	HOD-Hindi & Addl Acad Coordinator	H.P.
6	Dr M.Soma Raju	Controller of Examinations	M.S.Raju
7	Sri V.Sanjeeva Kumar	HOD-Chemistry	V.S.K.
8	Sri B.Chakravarthi	HOD-Zoology	B.C.
9	Sri M.Venkateswara Rao	HOD-Economics	M.V.R.
10	Dr M.Surekha	HOD-Physics	M.Surekha
11	Ms Y.Bujji	HOD-Sanskrit	Y.Bujji
Nominee from Administration			
12	Smt B.Mangamma	Office Superintendent	B.Mangamma 10/5/2024




Nominees from Local Society, students and Alumni

S.No	Name	Designation	Signature
13	Dr G.Mutyala Rao	Retired Principal, GDC, Tadepalligudem	
14	Sri K.Bhami Reddy	President, Alumni Association	

Nominees from Employers/Industrialists/Stake Holders

S.No	Name	Designation	Signature
15	Sri YSN Murthy	Electrical Engineer & Alumnus	

Names of the Department In charges

S.No	Name	Designation	Signature
16	Dr K.Lakshmana Rao	HOD-Department of Commerce & Management Studies	
17	Sri RV Satyanarayana	Additional Coordinator (Technical) & Lecturer in Computer Science	
18	Capt Dr M.Krishna Rao	HOD-Botany, Horticulture & Food Science	
19	Ms P.Jyothi	HOD-Computer Applications & Statistics	

20	Sri GP Chakravarthy	HOD- Biotechnology & Microbiology	G.P.U. thi 10/5/24
21	Dr K.Harikishan	Incharge HOD- Political sc	K. Hari kishan
22	Sri V.Mallikharjuna Naik	Incharge HOD- History	P. V. Mallikharjuna Naik
23	Dr. Songa Srinivas	HOD-Journalism & Mass Communication	S. Songa Srinivas 10/5/24
24	Dr SVGVA Prasad	Convenor-R &D	S. V. G. V. Prasad
25	Dr SVVLG Varma	HOD-Physical Education	S. V. V. L. G. Varma 10/5/2024
26	Dr D.Venkata Ramana	Lecturer in Physical Education	D. Venkata Ramana 10/5/2024 Dr Venk

2* CHIVENNELA
Nominees from students

H.O.D - ENGLISH

10.5.2024

S.No	Name	Designation	Signature
27	Mr.TVS Eswar	Student Council - II B.A. HEP	
28	Ms A.Nagadevi	President - Student Council II MSc., Organic Chemistry	A. Nagadevi
29	Mr.B.Samuel Raj	Student Member- Skill Development (III B.Sc Aqua Tech)	B. Samuel Raj 10/5/24

P.R. GOVERNMENT COLLEGE (AUTONOMOUS): KAKINADA

(Affiliated to Adikavi Nannaya University)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF IQAC MEETING CONDUCTED ON 10-05-2024 FOR
THE ACADEMIC YEAR 2023-24

Date: 15/05/2024

S.No	Resolution	Action Taken
1	To conduct remedial classes for the failed students and focus more on classes having pass percentage below 65%	All the dept incharges are instructed to start remedial coaching classes immediately for the failed candidates and maintain a separate register for their attendance
2	To conduct good number of field trips for the students to enhance experiential learning and to impart intensive coaching for the competitive examinations.	All the HoDs are instructed to conduct at least one field trip in a semester to promote experiential learning among students
3	Every department conduct at least 1 certificate course in the next Academic Year i.e. 2024-25.	Those departments which could not conduct at least one certificate course in this AY were asked to submit explanation and instructed to conduct in the ensuing AY
4	To encourage all the faculty to apply for research projects to funding agencies and to the college for the sanction of seed money for research projects. Also, resolved to publish more research articles in journals of national and international repute and motivate the students to participate in national/international seminars/conferences.	All the faculty are given instructions to apply for research projects to funding agencies and the weblinks of funding agencies circulated among the faculty. Incentives are also announced for best researchers in the college. HODs are instructed to send the final year UG students to seminars/conferences

5	To make optimum utilization of the new infrastructure and equipment	HODs are instructed to increase the percentage of teaching ICT to 70% and chalk out a plan for Summer Academic Carnival for optimum utilization of classrooms & ICT infrastructure of the department in the summer vacation. All the departments are instructed to maintain a separate log book for ICT.
6	To encourage student participation in sports and cultural activities as well.	The Physical Director and Convenor of Centre for Performing Arts are instructed to encourage student participation in sports and games and cultural activities respectively. Both Physical director and Convenor of Centre for performing arts are asked to circulate the events of other colleges and universities widely among the students group. Also instructed the Convenors to maintain a separate record of the student participation in sports, games and cultural activities of other colleges
7	Resolved to encourage all the students to participate in various extension activities of NCC/NSS	NSS Coordinators and NCC officers were instructed to give wide publicity to their activities in the college to encourage more students to participate in the extension activities taken up by NCC/NSS
8	Resolved to organize more sports events in the college.	The Physical Directors are asked to contact Adikavi Nannaya University for hosting at least 2 University level competitions in the ensuing AY.
9	Resolved to complete the documentation for the NAAC PTV very soon and gear up for the same.	The templates prepared by the Principal for QLMs were circulated to all the HODs and instructed them to complete documentation for QLMs by last week of May-2024. HODs were also instructed to prepare a PPT for the NAAC PTV, highlighting the achievements and uniqueness of the Department

[Handwritten Signature]
 IQAC Coordinator
Coordinator
IQAC
P.R. Government College (A)
Kakinada-533001, A.P.

[Handwritten Signature]
 PRINCIPAL
 15 May 2024
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