

# Government Degree College for Men, Srikakulam

Srikakulam – Andhra Pradesh, India – 532001

Affiliated to Dr.B.R.Ambedkar University, Etcherla, Srikakulam

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## IQAC MEETINGS & MINUTES

### 2023-2024



**GOVERNMENT DEGREE COLLEGE (MEN), SRIKAKULAM**

**Affiliated to Dr.BR. Ambedkar University, Srikakulam**

**SRIKAKULAM – 532001, ANDHRA PRADESH, INDIA**

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**IQAC**  
**2023-2024**

## Meeting 1

**Date: 1st June 2023**

**Venue:** Principal Chamber, Government Degree College for Men

### **Agenda:**

- 1) Curriculum Implementation.
- 2) Submission of Action Plans for Academic Year 2023-24.
- 3) Discussion on Potential Single Major Courses.
- 4) Submission of Event Organized Reports for Academic Year 2022-23.
- 5) Implementation of Quality Initiatives.
- 6) Implementation of Community Service Project for AY 2022 - 23 I year students.
- 7) Awareness Program on Single Major Course and Online Admission Process

### **Minutes of the Internal Quality Assurance Cell (IQAC)**

#### **Meeting Commences:**

The meeting was called to order at 4:00 PM by Dr. P. Surekha, the Principal, and Chairperson of IQAC.

#### **Agenda 1) Curriculum Implementation:**

The Principal stressed the significance of effective curriculum implementation to ensure a quality education system. She urged all Heads of Departments (HODs) to ensure that the curriculum is being followed and to take necessary steps to address any concerns or discrepancies.

#### **Agenda 2) Submission of Action Plans for Academic Year 2023-24:**

Dr. P. Surekha requested all departments, cells, and committees to submit their action plans for the academic year 2022-23 by the end of the week. The action plans should outline specific goals, objectives, and strategies to be adopted for academic and non-academic advancements.

#### **Agenda 3) Discussion on Potential Single Major Courses:**

Sri. B. Mohana Rao, the Coordinator Admission Committee, presented a list of potential single major courses based on market demand and student interest. The HODs were requested to review and provide feedback on the proposed courses to finalize the ones to be implemented.

#### **Agenda 4) Submission of Event Organized Reports for Academic Year 2022-23:**

Dr. P. Surekha, Principal emphasized the importance of submitting comprehensive reports on events conducted during the academic year 2022-23. These reports should include the objectives, outcomes, and feedback received to identify areas of improvement.

#### Agenda 5) Implementation of Quality Initiatives:

Dr. R. Haritha, the IQAC coordinator, discussed various quality improvement measures that can be implemented across departments. These included faculty development programs, student mentoring, and measures to enhance teaching-learning practices. The faculty members were encouraged to actively participate in quality enhancement initiatives.

#### Agenda 6) Implementation of Community Service Project for AY 2022 - 23 I year students:

Dr. P. Surekha, Principal emphasized that the community service project should address the genuine needs of the local community. Suggestions were made to conduct surveys or meetings with community leaders to identify pressing issues before the selection of the project.

#### Agenda 7) Awareness Program on Single Major Course and Online Admission Process:

Sri. B. Mohana Rao, the Coordinator Admission Committee, informed the attendees about the upcoming awareness program on the single major course and the online admission process. He urged all faculty members to actively participate and engage parents and potential students in the program.


#### Conclusion:

Dr. P. Surekha concluded the meeting by appreciating the efforts of the faculty and committees. She urged everyone to work collaboratively to ensure the successful implementation of the decisions taken during the meeting. The next IQAC meeting was scheduled for the last week of the month.

#### Meeting Adjourned:

The meeting was adjourned at 05:00 PM with a vote of thanks to the chair.

  
Co-ordinator  
Internal Quality Assurance Cell  
Govt. Degree College (Men)  
SRIKAKULAM

  
PRINCIPAL  
Govt. Degree College (Men)  
SRIKAKULAM



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**IQAC**  
**2023-2024**

IQAC Meeting No : 1

Members Present:

S. Divya Lakshmi

S. Hanumanth Reddy

R. S. Srinivas

G. Srinivas

V. Srinivas

S. Kodhandaram

Yaswanth



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**IQAC**  
**2023-2024**

## Meeting 2

**Date: 20th June 2023**

**Venue:** Principal Chamber, Government Degree College for Men

### Agenda:

- 1) Review of AQAR 2021-22 Updation.
- 2) Celebration of International Yoga Day on 21-6-2023.
- 3) College Website Updation.
- 4) Action Plan for Strengthening Entrepreneurship Cell and Career Guidance Cell.

### Minutes of the Internal Quality Assurance Cell (IQAC)

#### Meeting Commences:

The meeting was called to order at 4:00 PM by Dr. P. Surekha, the Principal, and Chairperson of IQAC.

Agenda 1) Review of AQAR 2021-22 Updation:

Dr. P. Surekha requested the IQAC members to review and update the Annual Quality Assurance Report (AQAR) for the academic year 2021-22. The AQAR is an essential document for the institution's accreditation process, and all relevant data and information should be accurately included. The members were asked to ensure that the AQAR is complete and submitted by the end of the week.

Agenda 2) Celebration of International Yoga Day on 21-6-2023:

The committee discussed plans for celebrating International Yoga Day on 21st June 2023. It was decided to organize the event with the following activities:

- Display of Yoga charts in the campus to promote the importance of yoga for a healthy lifestyle.
- Displaying an International Yoga Day (IDY) banner on the college website to spread awareness about the event and its significance.

- Promoting IDY 2023 through the college's social media platforms to engage and involve the student community and the public.

### Agenda 3) College Website Updation:

Smt.J. Sharmila Rani, the Coordinator of Website committee , informed the IQAC about the need to update the college website regularly. She requested all HODs and committee members to provide relevant and updated information about their respective departments and cells to keep the website content current and informative.

#### ➤ Action Plan for Strengthening Entrepreneurship Cell and Career Guidance Cell:

Sri. D. Ravindra, the Coordinator of the Entrepreneurship Cell, and Sri. R. Ravi Shankar, the Coordinator of the Career Guidance Cell, presented their respective action plans for the academic year 2023-24. The plans included strategies to enhance student participation, conduct workshops, invite guest speakers, and collaborate with external agencies to create a conducive environment for entrepreneurship and career guidance.


### Conclusion:

Dr. P. Surekha concluded the meeting by appreciating the efforts put forth by the committee members. She emphasized the significance of timely execution of the action plans and urged everyone to work together to achieve the set objectives. The next IQAC meeting was scheduled for the first week of the following month.

### Meeting Adjourned:

The meeting was adjourned at 5:00 PM with a vote of thanks to the chair.

  
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**IQAC**  
**2023-202**

IQAC Meeting No : 2

Members Present:

S. Diva 

G. Jayaram 

F. Renukulu 

Yaswanth 





S. Kodhandarao



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**IQAC**  
**2023-2024**

### Meeting 3

**Date: 1st July 2023**

**Venue:** Principal chamber, Government Degree College for Men

#### **Agenda:**

- 1) Institutional Plan 2023-24.
- 2) Calculation of Attainment of CO & PO.
- 3) Review of Pending Gaps of AQAR 2021-22.
- 4) Directions for Semester Internship Project Reports Evaluation Scheme.
- 5) Organizing Institutional Level Sports Competitions.
- 6) Motivating Students for Job Registrations in CCE Portal.
- 7) Discussion of Strategies for Improvement of Admissions.
- 8) Proposal to Conduct Awareness Program on Single Major Course & Admissions in
- 9) Collaboration with Mandal Samayka Association via Special Meeting

#### **Minutes of the Internal Quality Assurance Cell (IQAC)**

#### **Meeting Commences:**

The meeting was called to order at 4:00 AM by Dr. P. Surekha, the Principal and Chairperson of IQAC.

Agenda 1) Institutional Plan 2023-24:

Dr. P. Surekha initiated the discussion on formulating the Institutional Plan for the academic year 2023-24. She emphasized the importance of aligning the plan with the institution's long-term goals and accreditation requirements. All HODs and committee members were encouraged to contribute their inputs and suggestions for the effective implementation of the plan.

Agenda 2) Calculation of Attainment of CO & PO:

Sri. S. Ravi Babu discussed the process of calculating the attainment of Course Outcomes (CO) and Program Outcomes (PO) for the previous academic year. He requested all departments to submit the required data for the assessment to be completed efficiently.

Agenda 3) Review of Pending Gaps of AQAR 2021-22:

Dr. R. Haritha presented the pending gaps identified in the Annual Quality Assurance Report (AQAR) for the academic year 2021-22. The committee members were requested to address the gaps and provide necessary updates to finalize the AQAR.

Agenda 4) Directions for Semester Internship Project Reports Evaluation Scheme:

Sri. B. Mohana Rao explained the structured evaluation scheme for assessing the semester end internship project reports of students. The members discussed the parameters and grading criteria to ensure a fair and comprehensive evaluation process.

Agenda 5) Organizing Institutional Level Sports Competitions:

Dr. A. Mohan Raju, Physical Director was instructed to plan for organizing institutional level sports competitions to promote physical fitness and sportsmanship among students.

Agenda 6) Motivating Students for Job Registrations in CCE Portal:

Dr. D. Pydithalli shared strategies to motivate students to register on the CCE portal for job placements. It was suggested to mentors to guide students through the registration process.

Agenda 7) Discussion of Strategies for Improvement of Admissions:

The admission committee engaged in a detailed discussion on improving the admissions process, especially for the upcoming academic year. Various measures were proposed, including social marketing, counseling sessions, and collaborations with junior colleges for student outreach.

Agenda 8) Proposal to Conduct Awareness Program on Single Major Course & Admissions in Collaboration with Mandal Samayka Association Viz Special Meeting:

Principal proposed conducting an awareness program on single major courses and admissions in collaboration with Mandal Samayka Association.


### Conclusion:

Dr. P. Surekha concluded the meeting by thanking all the members for their valuable contributions and ideas. She urged everyone to work diligently to implement the discussed strategies and plans. The next IQAC meeting was scheduled for the last week of this month.

### Meeting Adjourned:

The meeting was adjourned at 5:00 PM with a vote of thanks to the chair.

  
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Integral Quality Assurance Cell  
Govt. Degree College (Men)  
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**IQAC**

**2023-2024**

**IQAC Meeting No : 3**

Members Present:

*S. Divya*

*PA*

*G. Rajasekar*

*P. Hanafish*

*S. Kodhanda Rao*

*Yaswanth*

*V. H. S.*



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**IQAC**  
**2023-2024**

## Meeting 4

**Date: 24th July 2023**

**Venue:** Principal chamber, Government Degree College for Men

### Agenda:

- 1) Final Review of AQAR 2020-21 & 2021-22 by IQAC committee.
- 2) Submission of AQAR 2020-21 & 2021-22 in the NAAC portal.
- 3) Self-assessment of the NAAC benchmarks.
- 4) Identification of metrics to be improved for better grading in NAAC accreditation

## Minutes of the Internal Quality Assurance Cell (IQAC)

### Meeting Commences:

The meeting was called to order at 4:00 AM by Dr. P. Surekha, the Principal and Chairperson of IQAC.

### Minutes Proceedings:

Agenda 1) Final Review of AQAR 2020-21 & 2021-22

The meeting began with a detailed review of the Annual Quality Assurance Reports (AQAR) for the academic years 2020-21 and 2021-22. The IQAC committee members provided their feedback and suggestions for improvement. It was noted that the reports have been thoroughly prepared, addressing all relevant aspects. The committee acknowledged the effort put in by the institution in compiling the reports.

Agenda 2) Submission of AQAR 2020-21 & 2021-22 in the NAAC portal

The IQAC Coordinator, Dr. R. Haritha informed the committee that the AQARs for 2020-21 and 2021-22 are ready for submission in the NAAC portal. After some discussion, it was decided to proceed with the submission, ensuring that all necessary documents and data are uploaded accurately. The deadline for submission will be met as per NAAC guidelines.

Agenda 3) Self-assessment of the NAAC benchmarks

The committee discussed the self-assessment of the NAAC benchmarks. It was emphasized that a comprehensive review of the benchmarks is essential to identify areas where improvements are needed. Each criteria will be responsible for assessing their compliance with the benchmarks and providing feedback to the IQAC.

Agenda 4) Identification of metrics to be improved for better grading in NAAC accreditation

The committee brainstormed on potential metrics that need improvement to achieve better grading in the upcoming NAAC accreditation. Key areas discussed included students enrollment in online courses, student research output, infrastructure development, student progression and waste management strategies. It was decided that specific action plans would be formulated and assigned to responsible individuals or departments to address these areas.


### **Closing Remarks:**

The Chair, Principal Dr. P. Surekha, thanked all the members for their active participation and contributions. The IQAC committee will reconvene in the coming weeks to monitor the progress of the action plans.

### **Meeting Adjourned:**

The meeting was adjourned at 5:00 PM with a vote of thanks to the chair.

  
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**IQAC**

**2023-2024**

**IQAC Meeting No : 4**

Members Present:

S. Dharma

G. Dharma  
S. K. Krishna  
19/9/23  
Yaswanth

S. Kodhanda rao



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**IQAC**  
**2023-2024**

## Meeting 5

**Date: 3rd August 2023**

**Venue:** Principal chamber, Government Degree College for Men

### **Agenda:**

- 1) Admission Confirmation and Certificate Verification.
- 2) Request for Increase in Sanctioned Seats.
- 3) Implementation of Short Term Internship for IV semester students.
- 4) Uploading of AQAR 2022-23.
- 5) Celebrations of August 15th 2023 - Conduction of Cultural/Sports Events.
- 6) Reassessment of ISO Certificates

### **Minutes of the Internal Quality Assurance Cell (IQAC)**

### **Meeting Commences:**

The meeting was called to order at 4:00 AM by Dr. P. Surekha, the Principal and Chairperson of IQAC.

### **Meeting Proceedings:**

Agenda 1) Admission Confirmation and Certificate Verification:

The IQAC committee resolved to confirm the admissions based on the recommendations of the admission convenors. It was also agreed upon that thorough certificate verification will be conducted to ensure the authenticity of the submitted documents. The admission process should be completed in a transparent and efficient manner.

Agenda 2) Request for Increase in Sanctioned Seats:

The IQAC committee discussed the courses with high demand ratios and decided to write a formal letter to the appropriate authorities requesting an increase in the sanctioned seats for these courses. This step aims to accommodate the growing interest of students and ensure that quality education remains accessible.

### Agenda 3) Implementation of Short Term Internship for AY 2022-23 IV semester students

It is resolved that for the Academic Year 2022-23, a Short Term Internship Program will be implemented for the IV Semester students across all departments and disciplines. The IQAC will collaborate with the Internship committee and relevant departments to identify suitable organizations, industries, and institutions for internships, ensuring alignment with students' academic interests and career goals.

### Agenda 4) Uploading of AQAR 2022-23 :

The IQAC committee acknowledged the progress made in preparing the AQAR for the academic year 2022-23. The committee members stressed the importance of accurate data representation and timely uploading on the official platforms. The IQAC coordinator will ensure the submission adheres to the stipulated timeline.

### Agenda 5) Celebrations of August 15th 2023 - Conduction of Cultural/Sports Events:

In light of the upcoming August 15th celebrations, the committee discussed organizing cultural and sports events to commemorate the occasion. It was decided to collaborate with student committees and faculty members to plan engaging and meaningful activities that reflect the spirit of the day.

### Agenda 6) Reassessment of ISO Certificates:

The IQAC committee recognized the significance of maintaining ISO certification for the institution's quality management systems. A reassessment of ISO certificates will be conducted to ensure that all necessary processes and protocols are in compliance. The IQAC coordinator will lead this effort in coordination with relevant departments.


### Closing Remarks:

These resolutions were agreed upon during the IQAC committee meeting held on August 3, 2023, at 4:00 PM in the IQAC Chamber. The Chairperson, Dr. P. Surekha, and the IQAC Coordinator, Dr. R. Haritha, presided over the meeting, and the discussed agendas were deliberated upon and resolved accordingly.

### Meeting Adjourned:

The meeting was adjourned at 5:00 PM with a vote of thanks to the chair.

  
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Integral Quality Assurance Cell  
Govt. Degree College (Men)  
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PRINCIPAL  
Govt. Degree College (Men)  
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**IQAC**

**2023-2024**

**IQAC Meeting No : 5**

Members Present:

S. Divu

Y. Sumanth

G. Ramesh

[Signature]

[Signature]

-3/8/23

J. Hanthi

S. Kodhanda Rao

M. [Signature]



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**IQAC**  
**2023-2024**

## Meeting 6

**Date: 23rd August 2023**

**Venue:** Principal chamber, Government Degree College for Men

### Agenda:

- 1) PM- Usha (RUSA 3.0) selection components & funding of 5 crores - proposal submission - NIRF funding sanctioned for Library, Toilets, Entrance Gate
- 2) Admissions - Measures/steps to fill the allotted students. Identification of low admissions courses and discussion of measures to improve admissions.
- 3) Review of NAAC - SSR status and submission of IIQA.
- 4) CCE team visit for the assessment of NAAC preparedness on 21/8/2023 & 22/8/2023.
- 5) Teachers Day celebrations - Dr. Sarvepalli Radha Krishnan Statue unveiling - chief guest by District Collector, Sri. Sriresh Lathkar.
- 6) Annual Day celebrations on September 2nd, 2023, by IQAC - Identification of toppers for merit certificate distribution.
- 7) Mentor allotment for AY 2023-24.

### Minutes of the Internal Quality Assurance Cell (IQAC)

#### Meeting Commences:

The meeting was called to order at 4:00 AM by Dr. P. Surekha, the Principal and Chairperson of IQAC.

#### Minutes Proceedings:

##### Agenda 1) PM- Usha (RUSA 3.0) Selection Components & Funding

The meeting commenced with a discussion on the components and funding of PM- Usha (RUSA 3.0). The proposal submission process was reviewed, and it was noted that NIRF funding has been sanctioned for Library, Toilets, and the Entrance Gate.

##### Agenda 2) Admissions and Improving Low Admissions Courses

The committee deliberated on measures to fill the allotted student slots and identified courses with low admissions. Strategies to enhance admissions, including marketing initiatives and

counseling support, were discussed. Departments with low admissions will devise action plans to attract more students.

#### Agenda 3) Review of NAAC - SSR Status and Submission of IIQA

The status of the NAAC - SSR was reviewed, and it was emphasized that all necessary documentation should be completed accurately and submitted on time. The submission of the Institutional Information for Quality Assessment (IIQA) will be prioritized.

#### Agenda 4) CCE Team Visit for NAAC Preparedness

The upcoming CCE team visit on August 21st and 22nd for the assessment of NAAC preparedness was discussed. Departments and stakeholders were urged to ensure readiness and cooperation during the visit.

#### Agenda 5) Teachers Day and Annual Day Celebrations

Details of the upcoming Teachers Day celebrations, including the unveiling of Dr. Sarvepalli Radha Krishnan's statue with District Collector Sri. Srikesh Lathkar as the chief guest, were discussed. Plans for the Annual Day celebrations on September 2nd, 2023, and the identification of toppers for merit certificate distribution were also reviewed.

#### Agenda 6) Mentor Allotment for AY 2023-24

Mentor allotment for the academic year 2023-24 was discussed. It was decided that mentors would be assigned to students promptly, and a mentorship plan would be established.

#### Agenda 7) Alumni Meeting

The date for the alumni meeting on August 29, 2023, was confirmed. The committee will coordinate the event to engage with alumni and discuss future collaborations.


#### Closing Remarks:

The Chair, Principal Dr. P. Surekha, expressed gratitude to all members for their active participation and encouraged their continued dedication to the institution's progress.

#### Meeting Adjourned:

The meeting was adjourned at 5:00 PM with a vote of thanks to the chair.

  
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**IQAC**  
**2023-2024**

**IQAC Meeting No : 6**

Members Present:

S. Suresh

J. Kishan

  
G. Raju  
23/8/23

G. Raju

Yaswanti

S. Kodhanda rao

M. A. 



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**IQAC**  
**2023-2024**

## Meeting 7

**Date: 1st September 2023**

**Venue:** Principal chamber, Government Degree College for Men

### Agenda:

- 1) Job chart for updating AQAR 2022-23.
- 2) Activities under Cross-cutting issues and Indian Knowledge System to be conducted.
- 3) NSDC and UGC Utsav registration.
- 4) Student enrollment in SWAYAM MOOCs.
- 5) Conduction of Mid-sem I offline mode and Mid-sem II online mode.
- 6) Organize FDP for teaching staff on ICT-based lesson plans, RBPT-based pedagogy, and overall college CO & PO attainment.

### Minutes of the Internal Quality Assurance Cell (IQAC)

#### Meeting Commences:

The meeting was called to order at 4:00 AM by Dr. P. Surekha, the Principal and Chairperson of IQAC.

#### Minutes Proceedings:

Agenda 1) Job Chart for Updating AQAR 2022-23

The committee discussed the responsibilities and tasks required for updating the Annual Quality Assurance Report (AQAR) for the year 2022-23. A job chart was created, assigning specific roles to each criteria to ensure a comprehensive and timely update of the report.

Agenda 2) Activities under Cross-Cutting Issues and Indian Knowledge System

The committee reviewed the planned activities related to Cross-Cutting Issues and Indian Knowledge System. It was decided to organize seminars, workshops, and awareness campaigns to promote these themes among students and faculty members. The committee emphasized the importance of cultural and heritage preservation as part of the Indian Knowledge System initiatives.

Agenda 3) NSDC and UGC Utsav Registration

The process for registering for the National Skill Development Corporation (NSDC) and UGC Utsav was discussed. The necessary documentation and formalities will be completed promptly to participate in these initiatives.

#### Agenda 4) Student Enrollment in SWAYAM MOOCs

The committee discussed strategies to encourage and facilitate student enrollment in SWAYAM Massive Open Online Courses (MOOCs). Departments will be responsible for promoting relevant courses and assisting students in the enrollment process.

#### Agenda 5) Conduction of Mid-Sem I in Offline mode and Mid-Sem II in Online mode

The decision to conduct Mid-Semester Examinations I offline and Mid-Semester Examinations II online was confirmed as mandatory. The necessary arrangements will be made to ensure the smooth conduct of these examinations.

#### Agenda 6) Organize FDP for Teaching Staff

The committee resolved to organize a Faculty Development Program (FDP) focusing on ICT-based lesson plans, RBPT-based pedagogy, and college Course Outcomes (CO) and Program Outcomes (PO) attainment. The FDP schedule and resource persons will be finalized and communicated to the teaching staff.


#### Closing Remarks:

The Chair, Principal Dr. P. Surekha, expressed appreciation for the proactive participation of all members in addressing the agenda items. The committee will work collectively to achieve the outlined objectives.

#### Meeting Adjourned:

The meeting was adjourned at 5:00 PM with a vote of thanks to the chair.

  
Co-ordinator  
Integral Quality Assurance Cell  
Govt. Degree College (Men)  
SRIKAKULAM

  
PRINCIPAL  
Govt. Degree College (Men)  
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**IQAC**

**2023-2024**

**IQAC Meeting No : 7**

**Members Present:**

S. Dileep Das

  
- 01/09/23  
G. Rajasekhara

J. Kameshwar  
yaswanth

M. 

S. Kodhanda rao



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**IQAC**  
**2023-2024**

## Meeting 8

**Date: 19th September 2023**

**Venue:** Principal chamber, Government Degree College for Men

### Agenda:

- 1) Conduction of Guest faculty interviews on for AY 2023-24
- 2) Status of AQAR 2022-23- Gaps analysis of Criterion II, V, III, IV, VI.
- 3) Conduction of Indian Knowledge System (IKS) activities - Poet Gurram Joshua Birthday celebrations and World Tourism Day
- 4) Conduction of common Mid semester for Sem III in a transparent and robust

### Minutes of the Internal Quality Assurance Cell (IQAC)

#### Meeting Commences:

The meeting was called to order at 4:00 AM by Dr. P. Surekha, the Principal and Chairperson of IQAC.

#### Meeting Proceedings:

Agenda 1) Conduction of Guest Faculty Interviews for AY 2023-24 –

Appointment of Guest Faculty Selection BoardThe committee discussed the need for conducting guest faculty interviews on 20th September 2023.It was resolved to appoint a Guest Faculty Selection Board comprising to oversee the selection process. Subject-wise Interview Boards will also be constituted with appropriate faculty members for each department.

Agenda 2) Status of AQAR 2022-23 - Gaps analysis of Criterion II, V, III, IV, VI –

The committee reviewed the progress of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23. A detailed gap analysis of Criterion II, V, III, IV, and VI was presented. It was resolved to follow up and continuously monitor the filling up of data in the identified gaps. The sub-committees will comprise faculty members and administrative staff with expertise in the respective areas.

Agenda 3) Conduction of Indian Knowledge System (IKS) activities –

Poet Gurram Joshua Birthday celebrations and World Tourism Day- The committee discussed the upcoming Indian Knowledge System (IKS) activities, including Poet Gurram Joshua Birthday celebrations and World Tourism Day.

Agenda 4) Conduction of Common Mid-

Semester for Sem III in a Transparent and Robust Manner- It was resolved to ensure strict adherence to the examination schedule and guidelines. The Examination Cell will coordinate with faculty members to create question papers and ensure a secure examination environment. Measures for preventing malpractice and ensuring fairness in evaluation were also discussed.


**Closing Remarks:**

The Chair, Principal Dr. P. Surekha, expressed appreciation for the proactive participation of all members in addressing the agenda items. The committee will work collectively to achieve the outlined objectives.

**Meeting Adjourned:**

The meeting was adjourned at 5:00 PM with a vote of thanks to the chair.

  
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Integral Quality Assurance Cell  
Govt. Degree College (Men)  
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PRINCIPAL  
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**IQAC**  
**2023-2024**

**IQAC Meeting No : 8**

Members Present:

S. Dharma

G. Dharma  
S. K. Krishna  
19/9/23  
Yaswanth

S. Kodhanda rao



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**IQAC**  
**2023-2024**

## Meeting 9

**Date: 7th October 2023**

**Venue:** Principal chamber, Government Degree College for Men

### Agenda:

- 1) Spot evaluation
- 2) Review of Status of NAAC
- 3) Quotations for chemicals from labs
- 4) CCTV installation in the college as approved in CPDC
- 5) Posting of Attendance in FRS app
- 6) Auction of paper and e-waste identification and management

## Minutes of the Internal Quality Assurance Cell (IQAC)

### Meeting Commences:

The meeting was called to order at 4:00 AM by Dr. P. Surekha, the Principal and Chairperson of IQAC.

### Meeting Proceedings:

#### Agenda 1) Spot Evaluation:

Discussion was held on the allotment of 50% of the staff for spot evaluation throughout the college faculty.

#### Agenda 2) Review of status of NAAC:

The committee acknowledged the need to address the lacunae highlighted by the CCE pre-NAAC team. It was agreed to prioritize strengthening these areas to enhance the college's accreditation prospects. Initiation of the preparation of the first draft of the SSR (Self-Study Report) was discussed. Task assignments and timelines will be communicated to the relevant stakeholders.

#### Agenda 3) Quotations for Chemicals:

The Incharges of the departments were instructed to call for the Quotations for chemicals required in lab, as per the revised syllabus from suppliers to ensure competitive pricing and timely procurement.

**Agenda 4) CCTV Installation:**

The installation of CCTV in the college, as approved in CPDC, was reviewed. Progress updates from purchase committee was discussed to ensure adherence to the approved plan.

**Agenda 5) Posting of Attendance in FRS app**

It was unanimously decided to proceed with the implementation of mandatory posting of student attendance in the FRS app. A timeline for the posting of attendance, with regular monitoring was established.

**Agenda 6) Auction of Paper and E-Waste:**

Plans for auctioning paper waste and managing e-waste were reviewed. E- waste committee was guided on the procedures for identifying, segregating, and appropriately disposing of paper and e-waste to ensure environmental sustainability.


**Closing Remarks:**

The meeting concluded with a commitment to address the discussed agenda items promptly and effectively, aiming to enhance the overall quality and efficiency of college operations.

**Meeting Adjourned:**

The meeting was adjourned at 5:00 PM with a vote of thanks to the chair.

  
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Internal Quality Assurance Cell  
Govt. Degree College (Men)  
SRIKAKULAM

  
PRINCIPAL  
Govt. Degree College (Men)  
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**IQAC**

**2023-2024**

**IQAC Meeting No : 9**

**Members Present:**

S. Dilli

G. Rajender

*[Signature]*  
7/10/23

J. Ramesh

*[Signature]*  
Yeswanth

S. Kodhanda rao



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**IQAC**  
**2023-2024**

## Meeting 10

**Date: 2nd November 2023**

**Venue:** Principal chamber, Government Degree College for Men

### Agenda:

- 1) Daily Targets and Timelines for Data Compilation
- 2) Enrollment of Students in Online Courses
- 3) Extension of Financial Support for Faculty Training Programs
- 4) Updation of Website.
- 5) Mega Blood Donation camp as part of 75th NCC day Celebrations.
- 6) Freshers Day Celebrations.
- 7) World AIDS day awareness rally.
- 8) Encouragement of students participation in literary competitions

### Minutes of the Internal Quality Assurance Cell (IQAC)

#### Meeting Commences:

The meeting was called to order at 3:00 pm by Dr. P. Surekha, the Principal and Chairperson of IQAC.

#### Meeting Proceedings:

Agenda 1) Daily Targets and Timelines for Data Compilation:

Discussion ensued regarding the establishment of daily targets and timelines for data compilation to ensure timely and accurate reporting. Responsibilities were assigned to respective departments/ cells, and deadlines were set for data submission.

Agenda 2) Enrollment of Students in Online Courses:

It was resolved to promote and facilitate the enrollment of students in online courses relevant to their academic and professional development. The mentors were tasked with identifying suitable courses and assisting students in the enrollment process.

Agenda 3) Extension of Financial Support for Faculty Training Programs:

The extension of financial support for faculty training programs was discussed and approved. CPDC Funds were allocated for organizing and conducting these programs to enhance teaching methodologies and subject expertise among faculty members.

**Agenda 4) Updation of Website:**

The need to update the institution's website with current and relevant information was emphasized. A web development team was assigned to oversee the updating process and ensure regular maintenance for improved accessibility and user experience.

**Agenda 5) Mega Blood Donation Camp as part of 75th NCC Day Celebrations:**

It was decided to organize a Mega Blood Donation Camp as part of the 75th NCC Day Celebrations to contribute to the noble cause of saving lives. The NCC committee was instructed to plan and execute the blood donation camp in coordination with NCC authorities.

**Agenda 6) Freshers Day Celebrations:**

The organization of Freshers Day Celebrations to welcome new students and foster a sense of belonging was discussed and approved. The student welfare union was assigned to plan and execute the event, ensuring inclusivity and enthusiasm among participants.

**Agenda 7) World AIDS Day Awareness Rally:**

The need to conduct a World AIDS Day Awareness Rally to educate the community about HIV/AIDS prevention and destigmatization was acknowledged. The NCC & NSS were informed to coordinate with health organizations and arrange informational sessions alongside the rally.

**Agenda 8) Encouragement of students Participation in literary competitions**

It was resolved to encourage students' participation in essay writing about Gurujada literature by collaborating with Gurujada Vardhanthi Sabha and Central Library, Srikakulam. The competition was promoted among students, and faculty were allocated for organizing and guiding the students.


**Closing Remarks:**

The meeting concluded with a commitment to implement the resolutions effectively and promptly, aiming to enhance the overall quality and reputation of the college.

**Meeting Adjourned:**

The meeting was adjourned at 5:00 pm with a vote of thanks to the chair

  
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**IQAC**  
**2023-2024**

**IQAC Meeting No : 10**

Members Present:

*S. Dindley*

*S. Kodhanda Rao*

*G. Raju*

*K. Srinivas*

*R. Srinivas*

02/11/23

Yaswanth

S. Kodhanda Rao

*V. Srinivas*



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**IQAC**  
**2023-2024**

## Meeting 11

**Date: 4th December 2023**

**Venue:** Principal chamber, Government Degree College for Men

### Agenda:

- 1) Conduct One-day International Workshop on Promoting Communication Skills through Theatre by the Department of English.
- 2) Participation in State level Annual Fest Pragna 2023 conducted by Govt of Andhra Pradesh Commissionerate of Collegiate Education
- 3) Promotion of Participation of Students in Intercollegiate Sports Competitions and Literary Competitions.
- 4) Celebration of National Festivals - Pre Christmas 2023.
- 5) Organization of Intercollegiate Cultural Competitions in the College.
- 6) Conduction of Faculty Development Program.
- 7) Promotion of Constitutional Rights by Celebration of Voters Day.
- 8) Promotion of Admissions for Academic Year 2024-25

### Minutes of the Internal Quality Assurance Cell (IQAC)

#### Meeting Proceedings:

Agenda 1) Conduct One-day International Workshop on Promoting Communication Skills through Theatre by the Department of English

Resolved to approve the proposal for organizing a One-day International Workshop on Promoting by the Department of English. The workshop aims to enhance the understanding and promotion of literature and language studies. The department is instructed to finalize the schedule, invite guest speakers, and ensure necessary logistics for the successful conduct of the event.

Agenda 2) Participation in State level Annual Fest Pragna 2023 conducted by Govt of Andhra Pradesh Commissionerate of Collegiate Education

Resolved to actively participate in the State level Annual Fest Pragna 2023 conducted by the Government of Andhra Pradesh Commissionerate of Collegiate Education. The IQAC members are tasked with compiling the required data for application for the said competitions.

### Agenda 3) Promotion of Participation of Students in Intercollegiate Sports Competitions and Literary Competitions

Resolved to encourage and support the participation of students in intercollegiate sports competitions and literary competitions. Departments are directed to identify talented students, provide necessary training and guidance, and facilitate their registration for various competitions. Additionally, efforts will be made to organize intra-college competitions to nurture talent at the grassroots level.

### Agenda 4) Celebration of National Festivals - Pre Christmas 2023

Resolved to celebrate Pre-Christmas 2023 as a national festival in the college premises. A committee will be formed to plan and organize cultural and festive activities, including decorations, performances, and special lectures to commemorate the occasion. The event aims to foster communal harmony and cultural exchange among students and staff.

### Agenda 5) Organization of Intercollegiate Cultural Competitions in the College

Resolved to host intercollegiate cultural competitions in the college to promote artistic expression and talent among students. The Cultural Committee will coordinate with neighboring colleges, prepare event schedules, and ensure smooth execution of the competitions. Emphasis will be placed on showcasing diverse cultural heritage and fostering friendly competition.

### Agenda 6) Conduction of Faculty Development Programs

Resolved to conduct faculty development programs to enhance the professional skills and knowledge of teaching staff. The Academic Council will collaborate with external experts and resource persons to design workshops, seminars, and training sessions on relevant topics. Faculty members are encouraged to actively participate and contribute to their professional growth.

### Agenda 7) Promotion of Constitutional Rights by Celebration of Voters Day

Resolved to promote awareness of constitutional rights by celebrating Voters Day in the college. Activities such as voter registration drives, awareness campaigns, and interactive sessions will be organized to educate students about the importance of democratic participation and civic duties. The Social Responsibility Committee will oversee the implementation of the event.

### Agenda 8) Promotion of Admissions for Academic Year 2024-25

Resolved to initiate promotional activities to attract prospective students for the academic year 2024-25. The Admission Committee will develop marketing strategies, conduct outreach programs, and utilize digital platforms to disseminate information about courses, facilities, and admission procedures. Efforts will be made to reach out to potential candidates from diverse backgrounds and regions.

These resolutions aim to enhance academic, cultural, and overall development opportunities for students and faculty members while promoting the college's vision of excellence and inclusivity.

**Closing Remarks:**


The meeting concluded with a commitment to implement the resolutions effectively and promptly, aiming to enhance the overall quality and reputation of the college.

**Meeting Adjourned:**

The meeting was adjourned at 5:00 pm with a vote of thanks to the chair



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**IQAC**  
**2023-2024**

**IQAC Meeting No : 11**

Members Present:

S. Dileep Kumar

Yaswanth

G. Rajesh

S. Kodhanda Rao  
1.04/12/23

S. Kodhanda Rao

S. Kodhanda Rao

S. Kodhanda Rao



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**IQAC**  
**2023-2024**

## Meeting 12

**Date: 2nd February 2024**

**Venue:** Principal chamber, Government Degree College for Men

### Resolutions of IQAC Meeting

#### Agenda:

- 1) Organize Skill Quest for encouraging entrepreneurial development of students
- 2) Conduct voters awareness & registration program
- 3) Organize National Science Day Celebrations by Science Association
- 4) Conduct the NRC pool campus placement drive - Job Fest 2024.
- 5) Celebrate international Women's Day by the women empowerment cell
- 6) Review of progress of SSR preparation

### Minutes of the Internal Quality Assurance Cell (IQAC)

#### Meeting Commences:

The meeting was called to order at 4:00 pm by Dr. P. Surekha, the Principal and Chairperson of IQAC.

#### Meeting Proceedings:

Agenda 1) Organize Skill Quest for encouraging entrepreneurial development of students

Resolved: To organize a Skill Quest program aimed at fostering entrepreneurial development among students. The Entrepreneurship Development Cell (EDC) will spearhead the initiative, collaborating with industry experts and alumni this skill exhibition program.

Agenda 2) Conduct voters awareness & registration program

Resolved: To conduct a comprehensive Voters Awareness and Registration Program to promote civic responsibility and democratic participation among students and the local community. The NSS unit and Political Sciences Department will coordinate the program, organizing awareness sessions, voter registration drives, and interactive activities to educate participants about the electoral process and encourage voter registration.

### Agenda 3) Organize National Science Day Celebrations by Science Association

Resolved: To organize National Science Day celebrations led by the Science Association, highlighting the importance of science and technology in nation-building and societal progress. The Science Association will arrange guest lecture to engage students and raise awareness about significant scientific advancements and discoveries.

### Agenda 4) Conduct the NRC pool campus placement drive - Job Fest 2024

Resolved: To conduct the NRC pool campus placement drive, Job Fest 2024, to provide career opportunities for students. The JKC and Placement Cell will coordinate the event, inviting reputed companies to conduct recruitment drives and offer job placements to eligible candidates. Pre-placement training sessions and resume-building workshops will also be organized to enhance students' employability skills.

### Agenda 5) Celebrate International Women's Day by the Women Empowerment Cell

Resolved: To celebrate International Women's Day by organizing various events and activities aimed at promoting gender equality and women empowerment. The Women Empowerment Cell will lead the celebrations, conducting seminar and cultural programs to recognize and honor the achievements of women while advocating for gender inclusivity and empowerment.

### Agenda 6) Review of SSR preparation

Resolved: To review the preparation of the Self-Study Report (SSR) in preparation for accreditation. The Internal Quality Assurance Cell (IQAC) will oversee the SSR preparation process, ensuring compliance with accreditation standards and guidelines. Faculty and staff members will be assigned specific tasks to gather relevant data, analyze institutional performance, and draft the SSR document for submission.

### Closing Remarks:

The meeting concluded with a commitment to implement the resolutions effectively and promptly, aiming to enhance the overall quality and reputation of the college.

### Meeting Adjourned:

The meeting was adjourned at 5:00 pm with a vote of thanks to the chair

  
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**IQAC**

**2023-2024**

**IQAC Meeting No : 12**

Members Present:

S. Dileep Kumar

Yaswanth

G. Rajesh

K. Srinivas  
1.04/12/23

S. Kodhanda Rao

S. Kodhanda Rao

S. Kodhanda Rao