

**P.R.GOVERNMENT COLLEGE (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**

The members of the IQAC met on 09-7-2018 at 12.00 noon 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. Constitution of various college level committees
3. Submission of AQAR
4. Biometric attendance – Uploading first year students data
5. Updating the college website
6. Convene meeting with class representatives
7. Starting of certificate courses
8. Arrangement of invited talks, guest lectures and seminars.

**RESOLUTIONS:**

1. It is resolved to continue the services of guest faculty who have got satisfactory results in 2017-18 and to engage new guest faculty if it is necessary in the needy departments so that the class work is not affected.
2. It is resolved to constitute various college level committees for smooth running of the college.
3. It is resolved to submit the AQAR on or before 20<sup>th</sup> August, 2018 and to place the prepared report in the IQAC meeting in the second week of August.
4. It is resolved to upload the first year students data for Biometric Attendance as early as possible.
5. It is resolved to update the college website and provide logins individually to the newly joined faculty to facilitate the uploading of relevant data in scheduled time.
6. It is resolved to request the student union to convene a meeting with the class representatives to upgrade the available facilities and student support services in the college.
7. It is resolved to request the departments to continue the Certificate courses in vogue as per their convenience for the academic year 2018-19 also.
8. 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 seminar.

  
PRINCIPAL  
PRINCIPAL 9/7/19  
P.R.Govt. College (Autonomous)  
KAKINADA

**P.R.GOVERNMENT COLLEGE (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**

The members of the IQAC met on 9-8-2018 at 11.30. am with Dr. C. Krishna, Principal, P.R.Government College (A), Kakinada in the chair. Issues related to NAAC, Student Support Services, Alumni, Research, Online Courses etc., were discussed and the following resolutions were adopted

**AGENDA:**

1. Convene meetings with parents
2. Conduct of health check up to the students
3. Provision of self defense techniques to girl students
4. Encouragement of staff for research publications
5. Encouragement for applying MRPs.
6. Initiation for College Journal.
7. Research methodology to PG students.
8. Motivation to students for participating in competitions.
9. Encouraging the students and staff for on line courses.

**RESOLUTIONS:**

1. It is resolved to convene meetings with parents to get feedback on college maintenance and on academic matters.
2. It is resolved to conduct general health checkup to the students. Also it is resolved to coordinate with the rotary club for eyes testing to the students.
3. It is resolved to council the girl students about self protection. In addition to that it is resolved to organize classes on Karate by inviting a master to the girl students.
4. It is resolved to encourage the staff members for their research papers publications in UGC approved journals and to present papers in National and International seminars and conferences.
5. It is resolved to encourage the staff for applying to minor research projects and major research projects.
6. It is resolved to put efforts for publishing a college journal with ISSN, ISBN No. half yearly.
7. To inculcate the research attitude among the PG students it is resolved to conduct two classes per week on Research Methodology.
8. It is resolved to motivate the students for participating in the competitions conducted with in the college and in other colleges.
9. It is resolved to encourage the students and staff to register for online courses and to monitor the successful completion of the registered courses.

  
PRINCIPAL 9/8/18  
PRINCIPAL  
P.R.Govt. College (Autonomous)  
KAKINADA

**P.R.GOVERNMENT COLLEGE (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**

The members of the IQAC met on 9 -10-2018 at 4.00pm 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. To discuss the AQAR for 2017-18
2. To send proposals to RUSA, ICSSR AND ICPR.
3. To conduct Graduation Day
4. To send proposals for DST FIST.
5. To apply for STAR college status and CPE Status.
6. To prepare a plan of action for taking options from students for clusters in VI semester
7. To discuss about the four foundation courses in IV semester

**RESOLUTIONS:**

1. Discussions are made on the AQAR 2017-18.
2. It is resolved to request the various departments to prepare proposals to conduct workshops relevant to the themes mentioned in the Guidelines given by SPD RUSA and submit to the Principal on or before 11-10-2018.  
It is further resolved to request the Humanities and Social Sciences departments to send proposals to ICSSR and ICPR for conduct of Seminars and workshops.
3. It is resolved to conduct Graduation Day in the month of October, taking in to consideration the availability of honorable guests.
4. It is resolved to send proposals for DST- FIST for strengthening the science Departments of the college.
5. It is resolved to apply for STAR college status and CPE status, as the basic eligibility for the said schemes is accreditation by NAAC with A grade and the college has fulfilled it recently.
6. It is resolved to take options from the final year, sixth semester students for clusters by assembling them stream wise on 3-11-18 and 4-11-18.
7. It is resolved to convene the meeting with the IV semester students to create awareness among them about the importance of Foundation Courses.

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

## P.R.GOVERNMENT COLLEGE (A), KAKINADA INTERNAL QUALITY ASSURANCE CELL

The members of the IQAC met on 10-12-2018 at 4.00 pm 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. Updating the college website.
2. Utilization of UGC Autonomous funds as per allocation.
3. Arrangement of invited talks, guest lectures and National seminars.
4. Encouraging the staff and students to register for MOOCs on line courses.
5. Organization of one day workshop on "Small and Mid Entrepreneurship Development".
6. Utilization of Virtual class room and Digital class room facilities.
7. Discussion on progression of project works.

### RESOLUTIONS:

1. As NIRF data is uploaded on 3-12-2018, it is resolved to update the college website by uploading the submitted data in the home page of college website and evidences to the given data.
2. It is resolved to utilize the UGC autonomous funds as per the allocation done in the UGC meeting.
3. It is resolved to request the staff members to send proposals for organizing National Seminars, workshops, faculty development programmes etc.
4. It is resolved to encourage the staff and students to register for MOOCs on line courses. It is also resolved to request the staff and students who have completed a course to submit their certificates to IQAC.
5. It is resolved to organize a one day workshop on "Small and Mid Entrepreneurship Development" to B.Com, M.Com, MBA and other professional courses along with the Department of Commerce.
6. It is resolved to request the staff members to encourage the students to view lessons downloaded from Swayamprabha in digital class rooms. Further, the staff members are requested to prepare PPTs for delivering lessons through virtual classes.
7. Taken opinion from the in charges of all departments about their plan of action implementing by their departments to assign and monitor the project works of VI semester students.

  
PRINCIPAL  
PRINCIPAL 10/12/18  
P.R.Govt. College (Autonomous)  
KAKINADA

**P.R.GOVERNMENT COLLEGE (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**

The members of the IQAC met on 24 - 1 -2019 at 4.00 pm 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. Arrangement of invited talks, guest lectures and National seminars.
2. Discussion on proposals for UGC sponsored Two Day National Seminars submitted by the Departments of Physics & Chemistry, Department of English.
3. JKC training and Placements.
4. Utilizing MOODLE platform for curriculum designing, teaching and evaluation.
5. Review of the project works progression.
6. Any other points with the permission of the chair.

**RESOLUTIONS:**

1. It is resolved to request the in charges of the departments to organize some more invited talks, guest lectures and Seminars to motivate the students.
2. The committee approved the proposals for UGC sponsored Two Day National Seminars submitted by the Departments of Physics & Chemistry, Department of English for conducting on 14<sup>th</sup>, 15<sup>th</sup> February, 2019 and 22<sup>nd</sup>, 23<sup>rd</sup> February, 2019 respectively. They are advised to generate funds of corporate social responsibility from industries.
3. It is resolved to motivate the final year students to face the campus selections which are conducting in our college as well as in other institutions.
4. As ten staff member are attended the training programme on OER content development, it is resolved to put more efforts for utilizing the MOODLE platform for curriculum designing, teaching and evaluation.
5. It is resolved to review the progression of project works assigned to the final year students. For that taken information from department in charges about the number of batches formed, particulars of staff guiding the projects and the nature of projects the students chosen.
6. The committee congratulated the Commerce department for organizing two events,
  - i. Two day development of Area study Programme on "Actuarial Science, Life Insurance Products & Management for the benefit of B.Com, M.S.As, and M.Com students on 13<sup>th</sup>, 14<sup>th</sup> December, 2018.
  - ii. One day workshop on "Small and Mid entrepreneurship development" for B.Com, M.Com., MBA and other professional courses on 5-1-2019.
7. It is resolved to appreciate the women empowerment cell for organizing Rangoli competition to girl students in collaboration with COCO COLA.

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

**P.R.GOVERNMENT COLLEGE (A), KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**

The members of the IQAC met on 13 - 2 - 2019 at 4.00 pm 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. Discussion on proposal for UGC sponsored Two Day National Seminar submitted by the department of Commerce.
2. Conduct of gender equity promotion programmes.
3. Preparation for Academic Audit.
4. Conduct of National Science Day, Academic festival, College Annual Day, Sports Day and Women's day.
5. Conduct of Governing Body meeting.
6. Any other points with the permission of the chair.


**RESOLUTIONS:**

1. It is resolved to approve the proposal for UGC sponsored Two Day National Seminar submitted by the department of Commerce.
2. As there are more than 45% of girl students in the college, it is necessary to conduct some programmes like Health & Hygiene, legal awareness, safety measures, Importance of girls education etc. So it is resolved to organize more number of gender equity promotion programmes to girl students.
3. It is resolved to advise all the staff members regular, contract and guest to prepare their profiles, Format II with evidences and their departmental registers, files etc. for the academic audit which will be in the last week of February.
4. Due to the commencement of practical examinations from 25-2-2019, as per the Science Association resolutions it is resolved to celebrate National Science Day on 23-2-2019 instead of 28-2-19.

It is resolved to conduct academic festival on 7-3-2019 FN, Sports day on 8-3-19 FN and College Annual Day on 8-3-19 AN.

Due to celebration of College Annual Day on 8-3-19 is scheduled, it is resolved to celebrate Women's day on 7-3-19 AN.

5. It is resolved to request the Commissioner of Collegiate Education to confirm a date for Governing Body meeting.

  
PRINCIPAL  
PRINCIPAL 13/2/19  
P.R.Govt. College (Autonomous)  
KAKINADA

**P.R.GOVERNMENT COLLEGE (A), KAKINADA  
INTERNAL QUALITY ASSURANCE CELL**

The members of the IQAC met on **24-4-2019 at 10.00 am** with Dr. C. Krishna, Principal, P.R.Government College (A), Kakinada in the chair, discussed the following agenda

**AGENDA:**

1. Evaluation of Annual Self Appraisal Reports of faculty members.
2. Approval of committees constituted for criterion wise self evaluation.
3. Discussion on the qualitative and quantitative metrics prepared by criterion wise committees.
4. Discussion on strengths and weakness of the institution.
5. Preparation of IQAC Action Plan for the academic year 2019-20.
6. Any other points with the permission of chair.

**RESOLUTIONS:**

1. As per the instructions of the Commissioner of Collegiate Education, it is resolved to validate the self evaluated grade submitted by lecturers based on the documentary evidences and by strictly following the conditions given in ASAR format.
2. As per the instructions of CCE, to evaluate key indicator wise and criterion wise NAAC self assessment of our college and to work on the criterion VII
3. Criterion wise committees were constituted by the Principal on 3-4-19. It is resolved to approve these committees.
3. Discussed on the reports submitted by criterion wise committees. As per the reports it is resolved to concentrate on the following points.

**Criterion I:**

- To offer at least one certificate course by each department and to ensure that each student joins in any one of the courses.
- To organize one field trip by each department and to insist the students to submit a project on their field trip.

**Criterion II:**

- To prepare PO, PSO, and CO and to map them for evaluation.
- To put more efforts for engaging highly qualified lecturers as well as to encourage the staff presently working, in improving their qualification.

**Criterion III:**

- To start a college research bulletin.
- To provide seed money to more number of staff members for presenting papers in National/International seminars/conferences from autonomous funds.
- To request Alumni association to support partially towards the establishment of central instrumentation lab in order to encourage staff to continue their research work.

**Criterion IV:**

- To improve the Facilities for e-content development such as establishment of Media centre, Recording facility, Lecture Capturing System (LCS).
- To encourage the staff and students to visit the library frequently and to utilize the facility of n-list for improving their knowledge.

**Criterion V:**

- To improve free ships /scholarships by the institution.
- To take steps for improvement of admissions in B.Voc courses.
- To collect the data of students selected for State Government, Central Government Jobs and Civil Services. Further it is resolved to motivate and guide post graduate students to apply and qualify NET/SET, GATE and other competitive examinations.

**Criterion VI:**

- To organize more number of professional development / administrative training programs to both teaching and non teaching staff.
- To encourage the staff to attend Orientation, Refresher and Training programmes to enrich their knowledge.
- To tap the funds from Alumni, Philanthropists, and Non Government Organizations for further development of the college.



**Criterion VII:**

- To conduct more number of gender equity programs & maintain records.
- To put more efforts on environmental consciousness & sustainability. i.e., To use more LED bulbs, Solar power and to conduct green audit.
- To improve facilities for differently abled students. i.e., To construct some more ramps and railing to the already available ramps, to provide wheel chairs, hand sticks etc.
- To provide skill development training to visually challenged persons of Kakinada city.

4. Discussed on the strengths and weakness of the institution relating to NAAC criterions. In this discussion some of the strengths and weaknesses of the institution are identified.

**STRENGTHS:**

- Increase in new courses including B.Voc courses.
- Good infrastructure including virtual classes, digital classes and equipment for ICT based teaching.
- Adequate facilities for sports and games.
- The college has a strong alumni association - Pithapur Rajah's Government College Old Students Association (PRGCOSA) recently constructed additional class rooms and open air auditorium.
- The College has been serving disadvantaged sections of the society empowering them with values, knowledge and skills.
- Automated library provided with INFLIBNET facility.
- A good number of collaborations with local laboratories & Industries.
- About 2400 students got placements in MNCs/ public sector through JKC platform.

**WEAKNESSES:**

- As the college is a government institution, the faculty and support staff are periodically transferred which may affect the stability of the institution.
- There is a constraint in introducing more restructured courses or increase the fee to ensure better quality and performance as most of our students are economically poor.
- Admissions in post graduation courses are not encouraging.
- The inputs in research component are not appreciable.

5. It is resolved prepare the action plan of IQAC for the academic year 2019-20.

- To provide more certificate courses.
- To organize more field trips.
- To encourage staff to organize National/International seminars/conferences and to participate in conferences conducted by other institutions.
- To encourage the staff to publish papers in reputed journals.
- To provide some seed money to staff for publishing papers and to attend National and International seminars.
- To establish media centre, recording facility etc.
- To organise training programmes to teaching and non teaching staff.
- To organize more gender equity programmes and a certificate course to girl students on self protection or self employment.
- To organize a skill development training programme to visually challenged members in Kakinada city.

6. It is resolved to continue the committees constituted for criterion wise self evaluation of NAAC for collecting and consolidating the data during the academic year 2019-20 also.

  
Principal 24/9/19  
PRINCIPAL  
P.R.Govt. College (Autonomous),  
KAKINADA