



**Smt.NPS.Govt.Degree College for Women, Chittoor-
517002, Andhra Pradesh State
Affiliated to S.V.University, Tirupati-517502
Phone. No. 08572241091
E-mail. Id. chittoor.w.jkc@gmail.com
npsgdcw.iqac@gmail.com**

Date: 10-06-2020.

1.Meeting of IQAC: 2020 – 2021

NOTICE

All the members of the staff are requested to attend the meeting to be convened by coordinator of Internal Quality Assurance Cell (IQAC) under the chairperson ship of principal of the college to discuss and to a consensus opinion to proceed further on the following Agenda.

AGENDA:

1. Admission for 2020-21 and constitution of Admission Committee.
2. Degree II and III year classes and time-tables.
3. Academic Records.
4. Almanac for 2020-21.
5. Engaging at tenders and other staff on Outsourcing basis.
6. Results and Graduation Day.
7. Issuing all certificates.
8. Renewal of II and III year students
9. Biometric Attendance
10. Introduction to New courses & HODs Meetings
11. SEC/WEC/JKC/Certificate courses.
12. Virtual Classes and nomination of Coordinators
13. Meeting
14. Extension Service
15. Research and Publication
16. Library/Digital Library, e-books and e-journals/and Library visit
17. EVS/Communication Skills
18. Changes required in committees and Incharges.

Members present

- | | |
|---------------------------|----------------------------|
| 1. Dr.K.Manohar | Chairperson and Principal |
| 2. Dr.M.Rukmani | IQAC Coordinator |
| 3. Sri.A.M.Narendra Kumar | Department of Commerce |
| 4. Sri.R.Ananda | Department of Zoology |
| 5. Ms.I.Sajani | Department of Telugu |
| 6. Dr.A.Kiranmayee | Department of English |
| 7. Smt.L.Rajeswari | Department of Chemistry |
| 8. Smt.P.Surekha | Department of Chemistry |
| 9. Smt.N.Sravani | Department of Microbiology |
| 10. Dr.K.Ramanamma | Department of Commerce |



Principal

**Smt. N.P.S.Govt. College for Women
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Date: 09-07-2020.

2.Meeting of IQAC: 2020 – 2021

NOTICE

All the members of the staff are requested to attend the meeting to be convened by coordinator of Internal Quality Assurance Cell (IQAC) under the chairperson ship of principal of the college to discuss and to a consensus opinion to proceed further on the following Agenda.

Minutes of the meeting

1. Admissions are to be started from 15 June. The Admission Committee is as follows:
 - Kum.I.Sajani- Telugu (Admission Committee Coordinator)
 - B A (G)& (CA) - Dr.M.Rukmani
 - B.Com (G) & (CA)- Dr.K.Ramanamma
 - B.Sc. MZC - L.Rajeswari
 - B.Sc MSCS – K.Sravani
 - BBA- Dr .Susheela Bharathi
2. The classes for II and III year classes are to commence from June, 2020 as per old time table.
3. All the academic records which were followed last year are to be followed this year.
4. Almanac is to be prepared as per the common core calendar.
5. Attenders and other staff are to be engaged on outsourcing basis.
6. Results are to be declared as early as possible. Graduation Day to be celebrated in the last week of June or first week of July and all the certificates are to be issued on the same day.

7. IQAC should review Academic functioning of the College and Support Services on regular basis
8. Biometric attendance is compulsory for students and staff.
9. SEC/WEC/JKC/Certificate courses are to be planned and approval has to be taken in the BOS.
10. Virtual classes are to be used actively.
11. GB Meeting is to be completed at the earliest.
12. Extension and Academic and Social responsibilities are to be planned.
13. Library resources are to be effectively utilized.
14. House exams courses are to be conducted systematically.
15. All the committees are to be redrafted; voluntary changes are to be considered.
16. HODs and ACs are to prepare list of new courses to be introduced in the present academic year.

Action Taken Report

1. Admission Committee was constituted to look into the admission process of all the courses.
2. The preparation to conduct II and III year classes as per the old time-table has been intimated to the teaching faculty.
3. Preparation of Almanac has been initiated.
4. Redrafting of various committees has started with few changes.
5. New courses were introduced in the current Academic year.


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3.NOTICE

All the members of the staff are requested to attend the meeting to be convened by coordinator of Internal Quality Assurance Cell (IQAC) under the chairperson ship of principal of the college to discuss and to a consensus opinion to proceed further on the following Agenda.

Date: 01-08-2020

Venue: Principal's Chamber

Time: 11 AM

Agenda

1. Result Analysis
2. Audit by external faculty
3. Model Question papers
4. Engaging Guest Faculty
5. Class Work and Students Induction Programme
6. Academic Records
7. College working in shift
8. Almanac for the year 2020-21
9. Biometric attendance for students and staff
10. Engaging attenders and other staff on outsourcing basis
11. Extension of autonomy submission report
12. Results and conduct of Graduation Day
13. Renewal of second and third year students.

Members present

- | | |
|---------------------------|----------------------------|
| 1. Dr.K.Manohar | Chairperson and Principal |
| 2. Dr.M.Rukmani | IQAC Coordinator |
| 3. Sri.A.M.Narendra Kumar | Department of Commerce |
| 4. Sri.R.Ananda | Department of Zoology |
| 5. Ms.I.Sajani | Department of Telugu |
| 6. Dr.A.Kiranmayee | Department of English |
| 7. Smt.L.Rajeswari | Department of Chemistry |
| 8. Smt.P.Surekha | Department of Chemistry |
| 9. Smt.N.Sravani | Department of Microbiology |
| 10. Dr.K.Ramanamma | Department of Commerce |

Minutes of the meeting

1. The results for the year 2020-21
- 2.

Class	Appeared	Passed	Percentage
BA III Year	41	38	92.68
B Com III Year	206	194	94.17
B Sc III Year	226	195	86.28
	473	427	90.27

3. Audit would be conducted by external faculty.
4. HODs Meeting should be conducted and examiners must be changed.
5. Maximum and minimum marks should be mentioned in question papers.
6. Guest faculty should be engaged for 2020-21 for Rs 7200/- and outsourcing staff should be taken.
7. Biometric should be made compulsory.
8. Renewal of second and third year students should be taken up.
9. Time tables should be prepared immediately.
10. Faculty Forum to be started.

Action Taken Report

1. All the Departments are prepared for the conduct of external audit.
2. The departments have started to plan and conduct the AC meeting.
3. Preparation of Time-tables by the in-charges for the academic year 2020-21 has started in consultation with all the departments.



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Date: 20-08-2020

Venue: Principal's Chamber

Time: 11 AM

Agenda

1. Cleanliness of the campus.
2. Internship to the students.
3. MOOCs
4. Departmental activities NSS/JKC
5. Registration for JKC
6. Establishment of Computer Lab
7. English classes for BA (CA) I year, B Com I year, B Sc. MZC & MSCs
8. Academic Council
9. Vanam Manam
10. Swacch College and 'No Plastic', 'No Paper' campus
11. Ban on use of Cell Phone
12. SEC/LS
13. Engaging Guest Faculty
14. Induction programme for students
15. Academic Records and Teaching plan
16. Almanac for the year 2020-21
17. Biometric attendance for students and staff
18. Conduct of Graduation Day
19. Renewal of II and III year students.

Members present

- | | |
|---------------------------|----------------------------|
| 1. Dr.K.Manohar | Chairperson and Principal |
| 2. Dr.M.Rukmani | IQAC Coordinator |
| 3. Sri.A.M.Narendra Kumar | Department of Commerce |
| 4. Sri.R.Ananda | Department of Zoology |
| 5. Ms.I.Sajani | Department of Telugu |
| 6. Dr.A.Kiranmayee | Department of English |
| 7. Smt.L.Rajeswari | Department of Chemistry |
| 8. Smt.P.Surekha | Department of Chemistry |
| 9. Smt.N.Sravani | Department of Microbiology |
| 10. Dr.K.Ramanamma | Department of Commerce |

Action Taken Report

1. The cleanliness drive was conducted successfully to keep the college campus neat and clean.
2. Registrations for JKC program started and the students were motivated to register in the program.
3. The Almanac for 2020-21 is in the process of preparation.
4. Induction programme was conducted by the respective departments.
5. The teaching faculty received copies of academic records and teaching plan to keep a record of all the teaching-learning processes.
6. Preparation for the conduct of Graduation Day has been initiated.


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Date: 19-09-2020

Venue: Principal's Chamber

Time: 11 AM

Agenda

1. RUSA DPR and interest amount
2. Time tables and practical sessions
3. Biometric amount and student biometric.
4. Verification of Academic records
5. Report of ISO certification
6. HODs and Academic Council
7. Engaging Guest Faculty
8. Special classes for MOOCs students
9. Student Study Projects
10. I year Internal exams
11. Gardening and beautification of the campus
12. Renovation of Auditorium
13. Procurement of audio-visual aids
14. Expenditure of special fee
15. Updating the website
16. Fresher's Day
17. Furniture repair and dust bins
18. Sanitation and wash room door repairs

19. Electrical repairs

Members present

1.Dr.K.Manohar	Chairperson and Principal
2.Dr.M.Rukmani	IQAC Coordinator
3.Sri.A.M.Narendra Kumar	Department of Commerce
4.Sri.R.Ananda	Department of Zoology
5.Ms.I.Sajani	Department of Telugu
6.Dr.A.Kiranmayee	Department of English
7.Smt.L.Rajeswari	Department of Chemistry
8.Smt.P.Surekha	Department of Chemistry
9.Smt.N.Sravani	Department of Microbiology
10.Dr.K.Ramanamma	Department of Commerce

Minutes of the meeting

1. The RUSA interest amount is to be utilized for replacing drinking water .
2. Time tables and practicals to be finalized and issued to the students.
3. Academic records verification is to be completed.
4. ISO Certification is to be completed.
5. HODs and Academic Council to be conducted.
6. Submission of work-done Statement by Guest Faculty.
7. Special classes for MOOCs to be taken.
8. Student Study Projects to be initiated.
9. First year exams is to be conducted .
10. Gardening and beautification of the campus to be completed.
11. Special fee and updating of website to be completed.
12. Maintenance of wash rooms and repair of window meshes and electrical work.
13. Feedback from all the stakeholders should be collected.

Action Taken Report

1. Preparation for ISO Certification is being carried out meticulously.
2. Research work under Student Study Projects was initiated by all the departments.
3. First year exams were successfully conducted.
4. Gardening and beautification of the college campus was completed.
5. Verification of academic records was completed.
6. Time-tables were finalized and circulated among all the students of all years.
7. Feedback was collected from parents, students, industry and alumni.


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Date: 06-10-2020

Venue: Principal's Chamber

Time: 10.30 AM

Agenda

1. Academic Records
2. AQAR Submission
3. Academic Council Meeting
4. SEC/ LS /others
5. Conduct of examinations
6. Central attendance

Members present

- | | |
|---------------------------|----------------------------|
| 1. Dr.K.Manohar | Chairperson and Principal |
| 2. Dr.M.Rukmani | IQAC Coordinator |
| 3. Sri.A.M.Narendra Kumar | Department of Commerce |
| 4. Sri.R.Ananda | Department of Zoology |
| 5. Ms.I.Sajani | Department of Telugu |
| 6. Dr.A.Kiranmayee | Department of English |
| 7. Smt.L.Rajeswari | Department of Chemistry |
| 8. Smt.P.Surekha | Department of Chemistry |
| 9. Smt.N.Sravani | Department of Microbiology |
| 10. Dr.K.Ramanamma | Department of Commerce |

Minutes of the meeting

1. All the members should prepare NAAC reports. Every department should be ready for NAAC and all records should be updated.
2. AQAR should be prepared and submitted to NAAC.
3. Post committee activity reports of NAAC to be submitted to IQAC.
4. Preparation of Institutional report.
5. Student Study Projects should be compiled and published with ISBN number.
6. Academic council meeting should be conducted at the earliest. The credits of each group must be included.

7. MOOCs courses to be introduced in every subject.
8. Semester End Examination time table to be finalized.
9. The syllabus of SEC/LS/others to be completed by taking special classes.
10. The syllabus completed report along with work done statement to be prepared.
11. Central attendance and posting of Internal marks to be completed.
12. Payment of Rs 11,800/- towards ISO certificates to be made.
13. Graduation Day to be conducted in November.
14. Provision of solar roof and replacement of conventional tube lights and bulbs.
15. Repair of old furniture and disposal of waste material and e-waste. Old library books to be disposed and committees to be set up for disposal of books.
16. Complete ban on the use of plastic in the campus.
17. Biometric compulsory for students and teachers. Students must be informed about the timings.
18. Website to be updated.

Action Taken Report

1. The dates for internals for I Semester are scheduled on November, 2020.
2. Updating of records and preparation of NAAC reports have been started by all the departments.
3. Central attendance and posting of internal marks was completed
4. Website is in the process of being updated.
5. Graduation Day was conducted on 26 November, 2020.
6. The syllabus completed report along with work done statement was completed.
7. The syllabus of SEC/LS/others was completed by taking special classes if required.
8. Student Study Projects by all the departments are in the process of completion.
9. The daily attendance of the students and faculty was recorded in the biometric device. The students were informed about the timings of the College.
10. Old furniture was under repair and disposal of waste material and e-waste was done.



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Date: 4.11.2020

Venue: Principal's Chamber

Time: 1.30 PM

Agenda

1. Circular aspects
2. Planning and Implementation
3. Teaching Learning aspect
4. Research and innovation
5. Infrastructure and facilities
6. Students support and progression
7. Governance and Leadership

Members present

- | | |
|---------------------------|----------------------------|
| 1. Dr.K.Manohar | Chairperson and Principal |
| 2. Dr.M.Rukmani | IQAC Coordinator |
| 3. Sri.A.M.Narendra Kumar | Department of Commerce |
| 4. Sri.R.Ananda | Department of Zoology |
| 5. Ms.I.Sajani | Department of Telugu |
| 6. Dr.A.Kiranmayee | Department of English |
| 7. Smt.L.Rajeswari | Department of Chemistry |
| 8. Smt.P.Surekha | Department of Chemistry |
| 9. Smt.N.Sravani | Department of Microbiology |
| 10. Dr.K.Ramanamma | Department of Commerce |

Minutes of the meeting

Circular Aspects

1. The data required for curriculum development and design should be collected from all the departments.
2. Plan of Action should be prepared and certificate courses should be strengthened.
3. SSR should be prepared.

Teaching Learning Aspect

4. Subject-wise, department-wise information of students should be recorded.
5. Mail IDs of students should be uploaded.

Research and Innovation

6. MRPs, research publication, consultation, seminar proposals and project proposals must be prepared.
7. Details of Faculty Development Programmes like RCs & OCs and consultancy and industrial linkages must be updated.

Infrastructure and facilities

10. Buildings, library books, furniture, e-learning resources must be strengthened.

Student support and Progression

12. A record of students' progression should be prepared.

Governance and Leadership

12. Page-wise questions should be uploaded.
13. Reports of AQAR should be submitted by all conveners and members.
14. All activities must be recorded.
15. List of Research articles and paper presentations should be submitted.
16. Cyber Law Security for students and staff.
17. Every department has to publish books with chapter-wise question answers as per the semester.
18. Online refresher courses are compulsory for staff.
19. Information of faculty who are supervising Ph.D students must be submitted.
20. Academic audit and Administrative audit to be completed.

Action Taken Report

1. The data required for curriculum development and design was collected from all the departments.
2. All the departments and committees started working in coordination for the preparation of SSR.
3. Plan of Action for Certificate courses was prepared by the respective departments offering the course.
4. All the activities were recorded by departments and list of research articles and paper presentations was submitted by the teaching faculty.
5. Cyber Law Security for students and staff was prepared and circulated.



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8.NOTICE

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Date: 9.12.2020

Venue: Principal's Chamber

Time: 11 AM

Agenda

1. Action plan of 7 criterions.

Members present

- | | |
|--------------------------|----------------------------|
| 1.Dr.K.Manohar | Chairperson and Principal |
| 2.Dr.M.Rukmani | IQAC Coordinator |
| 3.Sri.A.M.Narendra Kumar | Department of Commerce |
| 4.Sri.R.Ananda | Department of Zoology |
| 5.Ms.I.Sajani | Department of Telugu |
| 6.Dr.A.Kiranmayee | Department of English |
| 7.Smt.L.Rajeswari | Department of Chemistry |
| 8.Smt.P.Surekha | Department of Chemistry |
| 9.Smt.N.Sravani | Department of Microbiology |
| 10.Dr.K.Ramanamma | Department of Commerce |

Minutes of the meeting

1. Recording of all activities.
2. Registration under CAIMS software for information about the teaching faculty and other important data related to the college.
3. Circular Aspects:
 - Certificate courses, new courses and MOOCs to be introduced.
 - Online Refresher courses to be attended by the staff.
 - Video lessons to be recorded and uploaded for students from LMS.
4. The members of Internal Audit shall be nominated from the list of faculty members from the 7 Criterion designed by IQAC.
5. All the records to be examined to ensure qualitative and quantitative work.
6. Usage of ICT, programme outcome and feedback is compulsory.
7. Departments to ready with the 32 records.
8. Recommendations by the Peer team must be fulfilled.
9. Each department should work towards social responsibility and GIS student workshop to be conducted.
10. Preparation for NIRF to be taken up

Action Taken Report

1. The faculty got registered under CAIMS software for information and other important data related to the college.
2. The members of Internal Audit were nominated from the list of faculty members from the 7 Criterion designed by IQAC.
3. All the departments are in the process of updating the 32 records and are working together to fulfill the gaps recommended by the peer team.
4. All the activities are being recorded by the respective departments to provide any kind of information in future.
5. Participated in NIRF.



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Date: 6-01-2021

Venue: Principal's Chamber

Time: 11 AM

Agenda

1. Academic Audit
2. Academic records for ISO
3. Post NAAC activity

Members present

- | | |
|---------------------------|----------------------------|
| 1. Dr.K.Manohar | Chairperson and Principal |
| 2. Dr.M.Rukmani | IQAC Coordinator |
| 3. Sri.A.M.Narendra Kumar | Department of Commerce |
| 4. Sri.R.Ananda | Department of Zoology |
| 5. Ms.I.Sajani | Department of Telugu |
| 6. Dr.A.Kiranmayee | Department of English |
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| 8. Smt.P.Surekha | Department of Chemistry |
| 9. Smt.N.Sravani | Department of Microbiology |
| 10. Dr.K.Ramanamma | Department of Commerce |

Minutes of the meeting

1. The academic audit is scheduled on January 2020. The entire teaching faculty must complete the records. The teaching faculty must register themselves in CAIMS.
2. Optional holidays are decided.
3. Academic records should be completed and ISO committee members must submit the required records.
4. The Science labs must be made presentable for the ISO Team Visit.
5. SEBI GIS has planned to conduct workshop.
6. Water plant should be installed under minimum requirements from Special fees.
7. Research consultancy and teaching learning should be updated.
8. Post NAAC: The AQAR should be prepared and kept ready.
9. Internal marks to be posted immediately and attendance of the students is compulsory.
10. SEC and LS classes to be conducted along with regular classes.
11. Biometric time to be maintained.
12. Sports & Games Committee must be active.
13. Best practices to be recorded.
14. Practice "No Plastic zone" in the campus.
15. Use of Cell phones to be banned in the campus.
16. NAAC Workshop to be conducted by State Council.
17. Alumni and parents meet is scheduled on 21 January.

Action Taken Report

1. The teaching faculty is ready with the records for Academic Audit inspection in the month of January, 2020.
2. The Science labs are made presentable for the inspection.
3. Optional holidays for the current academic year was decided .
4. Alumni and parents meet was conducted on 25 January, 2020.
5. Best practices are recorded department wise and practice of "No Plastic zone" in the campus was initiated.
6. SEC and LS classes are being conducted along with regular classes.



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10.NOTICE

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Date: 20.01.2021

Venue: Principal's Chamber

Time: 11AM

Agenda

1. Departmental profile and infrastructure facility
2. College Day Celebrations

Members present

- | | |
|---------------------------|----------------------------|
| 1. Dr.K.Manohar | Chairperson and Principal |
| 2. Dr.M.Rukmani | IQAC Coordinator |
| 3. Sri.A.M.Narendra Kumar | Department of Commerce |
| 4. Sri.R.Ananda | Department of Zoology |
| 5. Ms.I.Sajani | Department of Telugu |
| 6. Dr.A.Kiranmayee | Department of English |
| 7. Smt.L.Rajeswari | Department of Chemistry |
| 8. Smt.P.Surekha | Department of Chemistry |
| 9. Smt.N.Sravani | Department of Microbiology |
| 10. Dr.K.Ramanamma | Department of Commerce |

Minutes of the meeting

1. Action Taken Report on Academic Audit to be completed.
2. All records to be updated, departmental profile of every department have to be prepared.
3. Every department should look into the infrastructural facility, measurement of classrooms.
4. Prioritize the performance of the students and evaluation methods.
5. Departmental Library should be maintained.
6. SWOT Analysis to be prepared.
7. MOOCs inspection of all the departments must be completed before Academic Audit inspection.
8. ISO Certification to be completed.
9. Budget for Guest Faculty to be pursued.
10. Research centre to be started.
11. Internal marks to be uploaded and exams to be conducted online using the software provided by CCE.
12. Preparations for Science/ Commerce/ Arts Day celebrations to be taken up.

Action Taken Report

1. Student Study Projects are taken up by all the departments.
2. The departmental library is maintained by all the departments.
3. All records are updated by each department and the departmental profile is prepared.
4. Infrastructural facility and measurement of classrooms is being done by all the departments.



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11.NOTICE

All the members of the staff are requested to attend the meeting to be convened by coordinator of Internal Quality Assurance Cell (IQAC) under the chairperson ship of principal of the college to discuss and to a consensus opinion to proceed further on the following Agenda.

Date: 12.02-2021

Venue: Principal's Chamber

Time: 11 AM

1. Posting of Internal marks.
2. Post NAAC activities and academic audit.
3. SEC/LS

Members present

- | | |
|--------------------------|----------------------------|
| 1.Dr.K.Manohar | Chairperson and Principal |
| 2.Dr.M.Rukmani | IQAC Coordinator |
| 3.Sri.A.M.Narendra Kumar | Department of Commerce |
| 4.Sri.R.Ananda | Department of Zoology |
| 5.Ms.I.Sajani | Department of Telugu |
| 6. Dr.A.Kiranmayee | Department of English |
| 7.Smt.L.Rajeswari | Department of Chemistry |
| 8.Smt.P.Surekha | Department of Chemistry |
| 9.Smt.N.Sravani | Department of Microbiology |
| 10.Dr.K.Ramanamma | Department of Commerce |

Minutes of the meeting

1. Internal marks to be uploaded without any delay.
2. II internal is scheduled from March, 2021.
3. Academic Audit should be completed and counter sign must be taken from the vice principal.
4. Post NAAC activities to be completed.
5. Attendance of students to be maintained.
6. SEC/LS Syllabus to be completed for this semester.
7. Use of ICT Projectors in the classroom.
8. Renovation of Auditorium and Campus White Washing under RUSA funds .
9. Website to be updated.
10. NSS Unit to conduct Winter Camp March, 2020.

Action Taken Report

1. Efforts are taken by the faculty to complete the syllabus for SEC/LS for this semester.
2. Student attendance registers are maintained by all the departments.
3. Updating of the Website is under process.



Principal
Smt. N.P.S.Govt. College for Women
CHITTOOR-517002.(A.P.).



**Smt.NPS.Govt.Degree College for Women, Chittoor-
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npsgcdw.iqac@gmail.com**

Date: 15-03-2021.

12.Meeting of IQAC: 2020 – 2021

The Meeting of the IQAC is scheduled to be held on 15-03-2021 at 3:00 PM in the Principal's Chamber. Hence, all the staff Members are hereby informed to come prepared on the following points without fail.

AGENDA:

- Review of activities conducted till date.
- Review of the JKC activities

- Status of Completion of Syllabus
- Status of Completion of SEC & LS Papers Syllabus
- Collection of Feed Back Forms

- Conduct of Revision Classes
- Preparation of Students for Semester End Exams

- Posting of Second Internal marks in SVU site.

- Proposals for New Courses
- Submission of Bills & Utilization Certificate for special Fee Funds Allotted
- Guidance Classes for PG Entrance

- Conduct of Annual Day/ Fare Well Day

- Completion of Annual Stock Verification

- Representation of the Staff Members if any for discussion

Principal
Smt. N.P.S.Govt. College for Women
CHITTOOR-517002.(A.P.).

The Meeting was convened on 15-03-2021 under the Chairmanship of the Principal in which all the members are present. The Principal after interactions with all the staff has approved the following Resolutions.

Resolutions:

- The Principal appreciated the efforts of all the staff in conduct of all curricular & extracurricular activities.
- JKC Cell is informed to prepare action plan for conduct of Courses for summer
- As most of the staff has completed Syllabus it is proposed to conduct Revision Classes after completion of Syllabus.
- The faculty dealing with Foundation and subjects of concerned papers are instructed to provide printed material to the Students.
- All the HOD's are instructed to collect feedback Forms from the students
- All the faculty members are informed to provide model / Old Question Papers to the students.
- All the staff is informed to complete the Posting of Second Internal marks in SVU site within the stipulated time.
- All the HOD's are informed to submit proposals for any Courses to be included in College Website Portal.
- All the HOD's are informed to submit the Bills for the Special Fee Funds.
- All the HOD's are informed to conduct guidance Classes for interested students for PG Entrance Exams and Provide Old Entrance Question Papers of various Universities.
- Proposed to conduct Farewell party to outgoing Students in the last week of this month.
- All the HOD's are instructed to complete the stock Verification and submit the Repots in Office Establishment Section by 31-04-2021.



Principal
Smt. N.P.S.Govt. College for Women
CHITTOOR-517002.(A.P.).