

**GOVERNMENT POLYTECHNIC: KAMALAPURAM, A.P.**

**INTERNAL QUALITY ASSURANCE CELL**

**A.Y-2025-2026**



## **Functions**

### **IQAC–Vision**

To ensure quality culture as the prime concern for the Technical Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

### **Objectives**

The primary aim of IQAC is

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Functions of the IQAC are:**

1. Development and application of quality benchmarks for various academic and administrative activities of the institution.
2. Collection and analysis of feedback from all stake holders on quality related institutional processes.
3. Organization of inter and institutional workshops, seminars on quality related themes and promotion of quality circles.
4. Documentation of various programmes / activities leading to quality improvement.
5. Periodical conduct of Academic and Administrative Audit and its follow-up.

## **Roles and Responsibilities**

### **The Role of the Coordinator:**

1. The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.
2. The coordinator of the IQAC may be a senior / competent person with experience and exposure in quality aspects.
3. She / he may be a full – time functionary or, to start with, she / he may be a senior academic / administrator entrusted with the IQAC as an additional responsibility.
4. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective.

### **Roles & Responsibilities of Faculty Members:**

1. To coordinate the IQAC initiatives and audits to ensure quality in the education.
2. To coordinate in the various quality enhancement activities.

The IQAC should meet at least once in every quarter if possible. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL,  
GOVT. POLYTECHNIC, KAMALAPURAM

PRESENT: Sri D. SATYA NARAYANA REDDY, PRINCIPAL

\*\*\*

Procs.No.B/IQACcommittee/2025-26

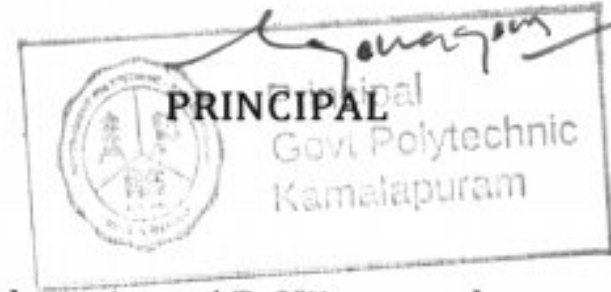
Date.04-07-2025

Sub: Technical Education- Establishment -Govt. polytechnic, Kamalapuram-  
Internal Quality Assurance Cell committee-Orders-Issued.

**ORDER:**

Development of a culture that recognizes the importance of quality assurance is essential in institutions of higher learning. Quality assurance is a new paradigm of academic and administrative management. The changing educational landscape calls for setting up a formal and effective mechanism for the approval, periodic review, monitoring, evaluation and assessment of quality of the programmes in higher education institutions. The principal, Government Polytechnic, Kamalapuram, Kadapa Dist. Here by constitutes a standing committee to be known as IQAC committee comprising of the following.

S.No.	Name of the staff member	Designation in Committee
01.	Sri. D. Satya Narayana Reddy	Chairman
02	Dr. B. Venkateswarlu	Member-secretary
03.	Smt. S. Lalitha	Member



The individual officers concerned.

Copy submitted to the Special Commissioner of Technical Education , AP, Vijayawada for favor of information.

Copy submitted to the Regional Joint Director of Technical Education, TIRUPATI for favor of information.

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**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM  
PRESENT : Sri D. SATYANARAYANA REDDY, PRINCIPAL

Meeting No-GPTKMPPM/IQAC/2025-26/01

Date:05-07-2025

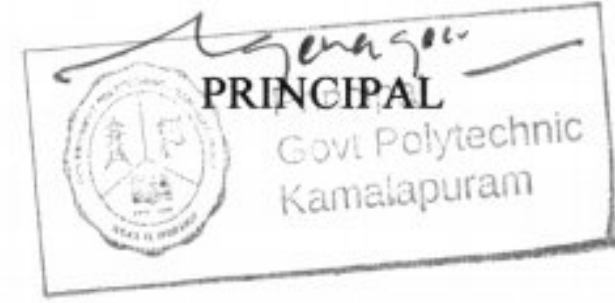
**MEETING NOTICE**

The meeting of the IQAC committee is scheduled on 05-07-2025 at 11.30 A.M in principal chamber and the agenda of the meeting is as under:

**Agenda of meeting**

1. To approve various committees and other Committee meeting minutes
2. To discuss feedback on facilities
3. To discuss feedback on staff
4. To establish additional facilities .

Note: To all the members of the committee



**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM

PRESENT: Sri Dr B VENKATESWARLU , PRINCIPAL

Meeting No- GPTKMPM/IQAC/2025-26/01

Date: 05-07-2025


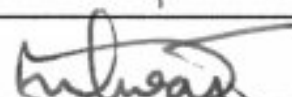
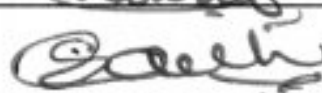
## MINUTES OF MEETING

1. The committee discussed minutes of meeting of various Committees and given approval for the establishment and other committees minutes of meeting.
2. Discussed regarding feedback on facilities and decided to take corrective action on library, sports and toilets which is below 60%.
3. The committee suggested departments to establish department library, for sports the students will be trained from external experts.
4. For toilets and maintenance, the feedback information will be communicated to service provider for improvement

**Action Taken**

1. Identified and given training to the staff who needs training.
2. organised workshops and development programs

Members Attended:

S.N O	NAME	POSITION	INITIALS OF THE STAFF
01.	Sri D. Satya Narayana Reddy	Chairman	
02	Sri Dr B Venkateswarlu	Convener	
03.	Sri S. Lalitha Smt	Member	

  
Principal  
Principal  
Govt Polytechnic  
Kamalapuram



**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**  
PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM.  
PRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Meeting No- GPTKMPPM/IQAC/2025-26/02

Date: 28-08-2025

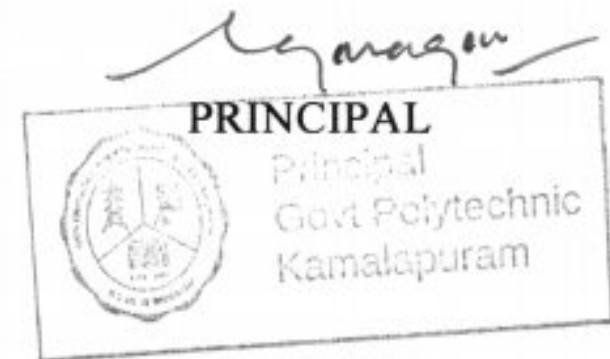
MEETING NOTICE

The meeting of the IQAC committee is scheduled on 28-08-2025 at 11.30 A.M in the Principal chamber and the agenda of the meeting is as under:

Agenda of meeting

1. Discussion on conducting guest lectures
2. Discussion on academic audit
3. Discussion on attainments.
4. Discussion on online classes

Note: To all the members of the committee



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Meeting.No-GPTKMPPM/IQAC/2025-26/02

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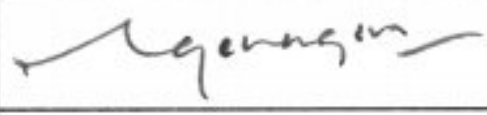
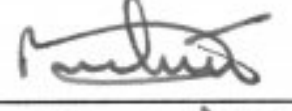
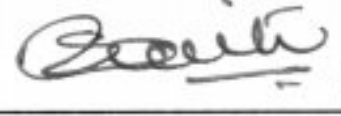
**MINUTES OF MEETING**


- The committee discussed on conducting guest lectures
- Discussed on academic audit
- Discussed on attainments.
- Discussed on online classes

**Actions Taken**

- Gathered feedback on facilities and from staff
- provided water drinking ,parking , digital library and wifi.

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MEETING NOTICE 5

The meeting of the IQAC committee is scheduled on 19-10-2025 at 11.30A.M in principal ~~hall~~ the agenda of the meeting is as under:

Agenda of meeting

1. Arrange study hours.
2. Discussion on quiz, competitive programs.
3. Encourage the students learn skills by games
4. Encourage the students utilize the library for reference.

Note: To all the members of the committee



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PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC,  
KAMALAPURAM PRESENT: Sri D SATYA NARAYANA REDDY , PRINCIPAL

RefNo-GPTKMPPM/IQAC/2025-26/03

Date: 19-10-2025


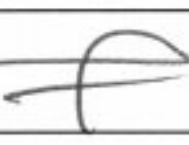
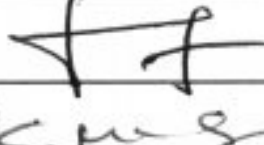
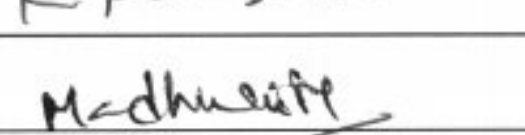
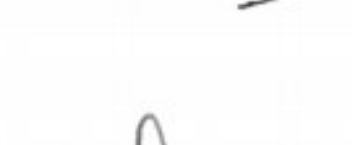
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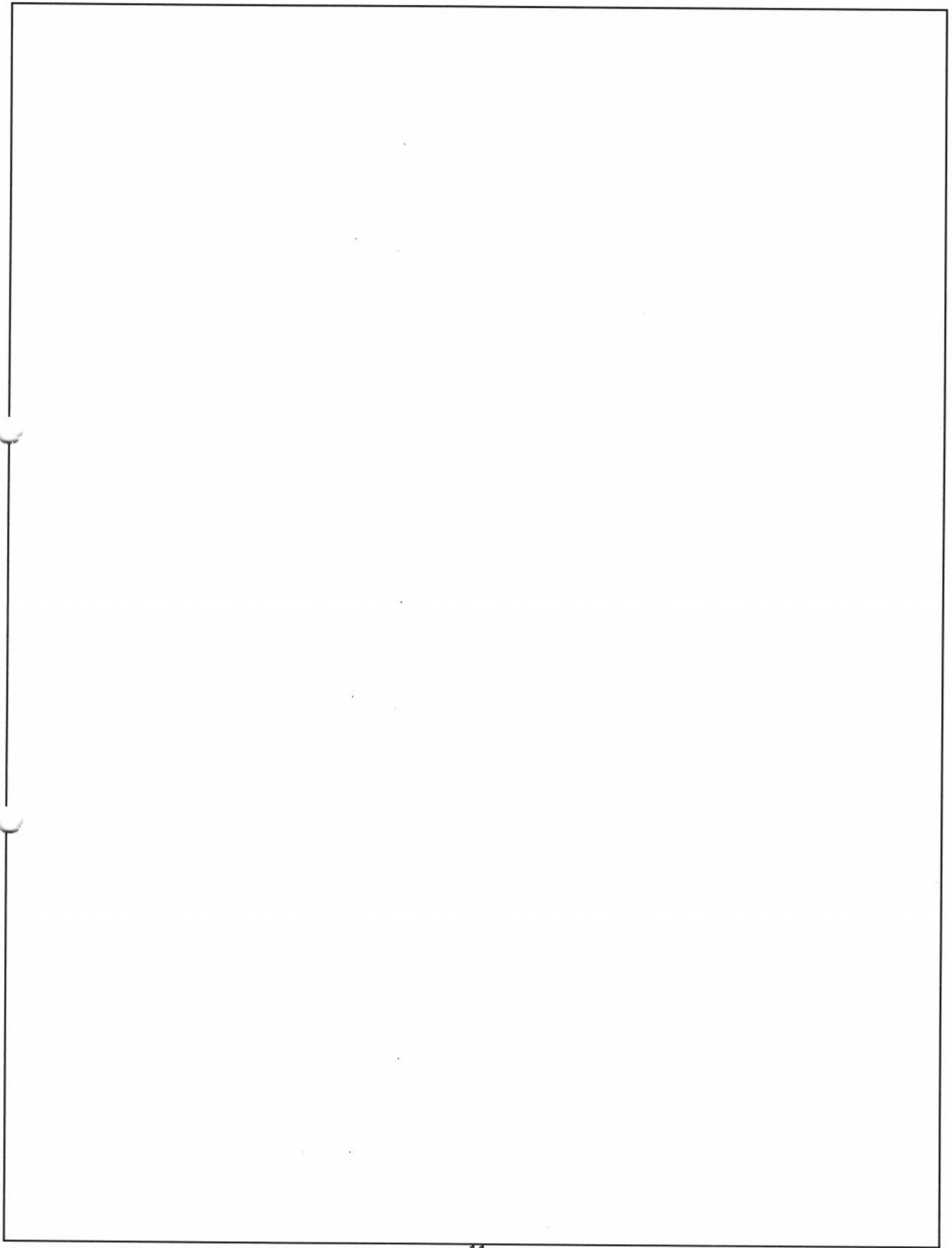
**Actions Taken**

- Conducted guest lectures
- Discussed on attainments.
- prepared time Table for online classes, Remedial Classes

Members attended:

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03.	Sri S. Sunil Kumar	Member	
04.	Sri K. Muni Sekhar Reddy	Member	KMSR 
05.	Srimathi M. Madhuri	Member	Madhuri 

  
Principal



**GOVERNMENT POLYTECHNIC: KAMALAPURAM, A.P.**

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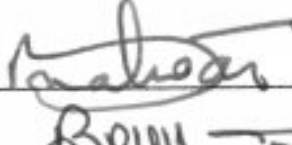
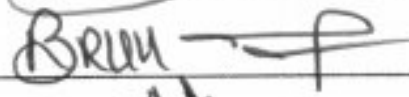


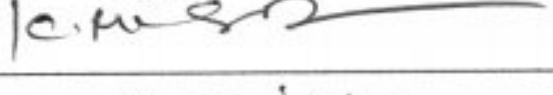
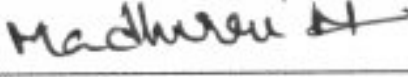
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04.	Sri S. Sunil Kumar	Member	
05.	Sri K. Muni Sekhar Reddy	Member	
06.	Sri M. Madhuri	Member	

  
Principal

4

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**  
PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM.  
PRESENT: Sri Dr B VENKATESWARLU ,PRINCIPAL

Meeting No- GPTKMPPM/IQAC/2024-25/02

Date: 28-08-2024

MEETING NOTICE

The meeting of the IQAC committee is scheduled on 28-08-2024 at 11.30A. Min the Principal chamber and the agenda of the meeting is as under:

Agenda of meeting

1. Discussion on conducting guest lectures
2. Discussion on academic audit
3. Discussion on attainments.
4. Discussion on online classes

  
PRINCIPAL

Note: To all the members of the committee

5

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM  
PRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Meeting.No-GPTKMPPM/IQAC/2024-25/02

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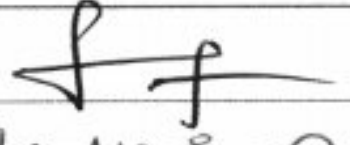
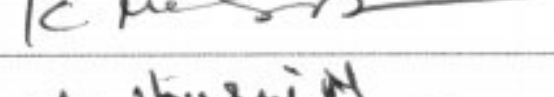
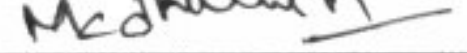
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PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM

PRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Ref No-GPTKMPPM/IQAC/2024-25/03

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PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC,  
KAMALAPURAM PRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

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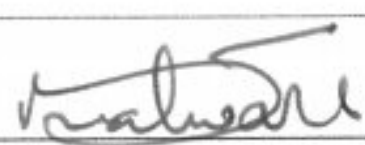
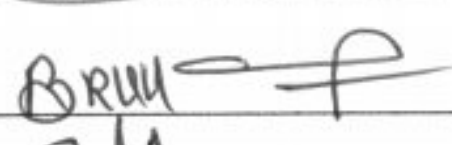

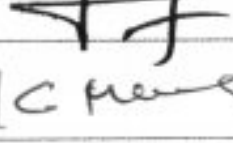
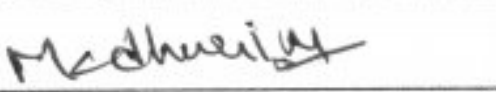

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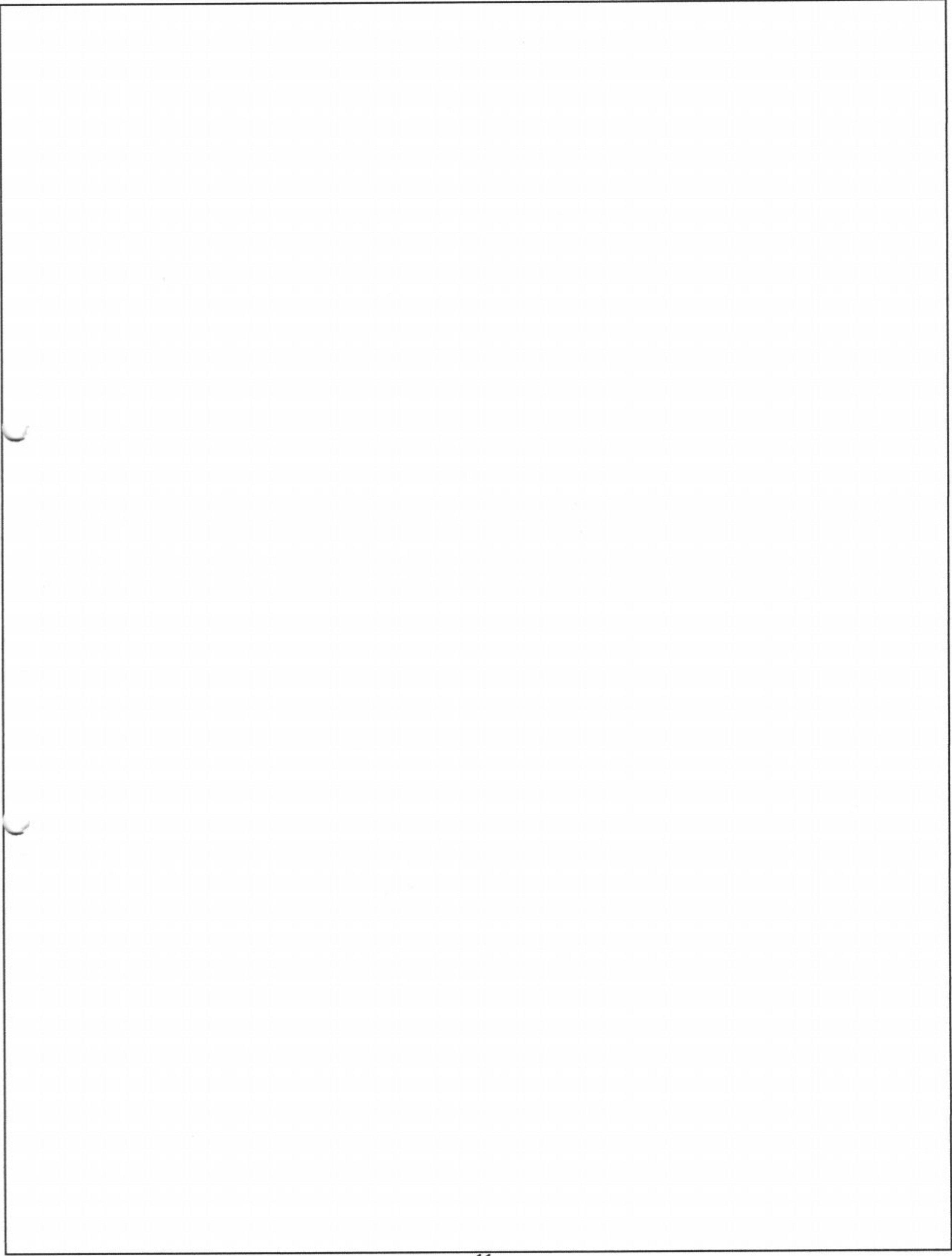
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Principal



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**INTERNAL QUALITY ASSURANCE CELL**

**A.Y-2023-2024**



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PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM  
PRESENT : Sri B VENKATESWARLU PRINCIPAL

\*\*\*

Procs.No.B/IQAC committee/2023-24

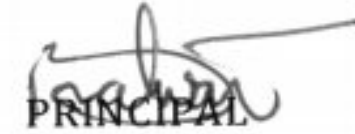
Date. 04-08-2023

Sub: Technical Education - Establishment -Govt.  
Polytechnic, Kamalapuram - Internal Quality  
Assurance Cell committee - Orders - Issued.

**ORDER:**

Development of a culture that recognizes the importance of quality assurance is essential in institutions of higher learning. Quality assurance is a new paradigm of academic and administrative management. The changing educational landscape calls for setting up a formal and effective mechanism for the approval, periodic review, monitoring, evaluation and assessment of quality of the programmes in higher education institutions. The principal, Government Polytechnic, kamalapuram, Kadapa Dist. here by constitutes a standing committee to be known as IQAC committee comprising of the following.

.S.No.	Name of the staff member	Designation in Committee
01.	Sri Dr B VENKATESWARLU	Convener
02	Sri B. Rama Krishna Reddy	Member
03.	Sri P. Surendra Reddy	Member
04.	Sri S. Sunil Kumar	Member
05.	Sri K. Muni Sekhar Reddy	Member
06.	Sri M.Madhuri	Member

  
PRINCIPAL

The individual officers concerned.  
Copy submitted to the Special Commissioner of Technical Education, AP,Vijayawada for favor of information.  
Copy submitted to the Regional Joint Director of Technical Education, TIRUPATI for favorof information.  
Copy to submitted the District Collector, Kadapa  
Copy submitted to the Commissioner of Police, Vijayawada for favor of information.

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC,  
KAMALAPURAM PRESENT : Sri Dr. B VENKATESWARLU , PRINCIPAL

Meeting No – GPTKMPPM/IQAC/2023-24/01

Date:05-08-2023

**MEETING NOTICE**

The meeting of the IQAC committee is scheduled on 05-08-2023 at 11.30 A.M in principal chamber and the agenda of the meeting is as under:

**Agenda of meeting**

1. To approve various committees and other Committee meeting minutes
2. To discuss feedback on facilities
3. To discuss feedback on staff
4. To establish additional facilities

  
PRINCIPAL

Note: To all the members of the committee

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM

PRESENT : Sri Dr B VENKATESWARLU , PRINCIPAL

Meeting No – GPTKMPM/IQAC/2023-24/01

Date:05-08-2023

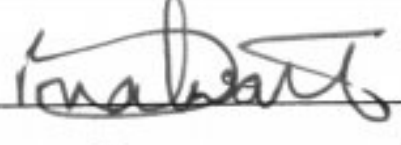


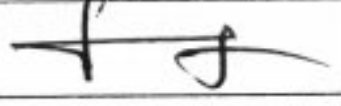
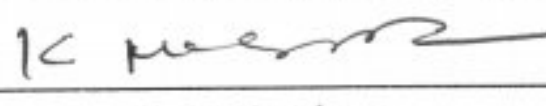
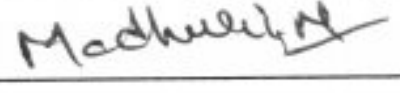
MINUTES OF MEETING

1. The committee discussed minutes of meeting of various Committees and given approval for the establishment and other committees minutes of meeting.
2. Discussed regarding feedback on facilities and decided to take corrective action on library, sports and toilets which is below 60%.
3. The committee suggested departments to establish department library, for sports the students will be trained from external experts.
4. For toilets and maintenance, the feedback information will be communicated to service provider for improvement

**Action Taken**

1. Identified and given training to the staff who needs training.
2. organised workshops and development programs

Members Attended:

S.N O	NAME	POSITION	INITIALS OF THE STAFF
01.	Sri Dr B VENKATESWARLU	Chairman	
02	Sri B. Rama Krishna Reddy	Convener	
03.	Sri P. Surendra Reddy	Member	
04.	Sri S. Sunil Kumar	Member	
05.	Sri K. Muni Sekhar Reddy	Member	
06.	Sri M. Madhuri	Member	

  
Principal

4

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM.

PRESENT: Sri Dr B VENKATESWARLU , PRINCIPAL (FAC)

Meeting No – GPTKMPPM/IQAC/2023-24/02

Date:20-11-2023

MEETING NOTICE

The meeting of the IQAC committee is scheduled on 20-11-2023 at 11.30 A.M in the Principalchamber and the agenda of the meeting is as under:

Agenda of meeting

1. Discussion on conducting guest lectures
2. Discussion on academic audit
3. Discussion on attainments.
4. Discussion on online classes

  
PRINCIPAL

Note: To all the members of the committee

5

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM

PRESENT: Sri Dr B VENKATESWRLU, PRINCIPAL (FAC)

Meeting. No – GPTKMPM/IQAC/2023-24/02

Date: 28-11-2023

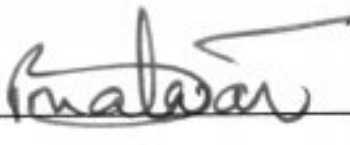
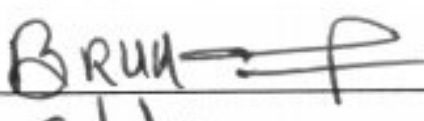
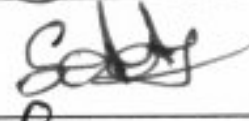

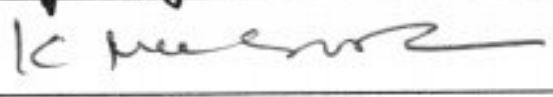
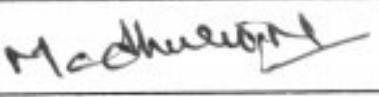
MINUTES OF MEETING

- the committee discussed on conducting guest lectures
- Discussed on academic audit
- Discussed on attainments.
- Discussed on online classes

**Actions Taken**

- Gathered feedback on facilities and from staff
- provided water drinking , parking , digital library and wi-fi.

## Members Attended:

S.N O	NAME	POSITION	INITIALS OF THE STAFF
01.	Sri Dr B VENKATESWARLU	Chairman	
02	Sri B. Rama Krishna Reddy	Convener	
03.	Sri P. Surendra Reddy	Member	
04.	Sri S. Sunil Kumar	Member	
05.	Sri K. Muni Sekhar Reddy	Member	
06.	Sri M. Madhuri	Member	

  
Principal

7

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM  
PRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Ref No –GPTKMPPM/IQAC/2023-24/03

Date: 19-02-2024

MEETING NOTICE

The meeting of the IQAC committee is scheduled on 19-02-2024 at 11.30 A.M in principal ~~date~~ the agenda of the meeting is as under:

Agenda of meeting

1. Arrange study hours.
2. Discussion on quiz, competitive programs.
3. Encourage the students learn skills by games
4. Encourage the students utilize the library for reference.

  
PRINCIPAL

Note: To all the members of the committee

**GOVERNMENT POLYTECHNIC::KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM  
PRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Ref No – GPTKMPPM/IQAC/2023-24/03

Date:19-02-2024

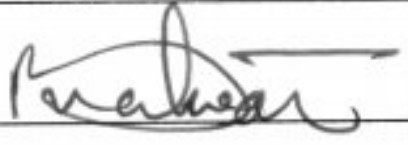


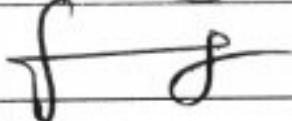
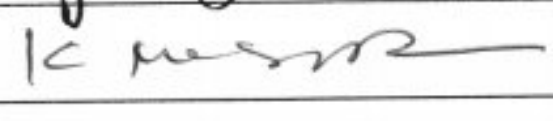
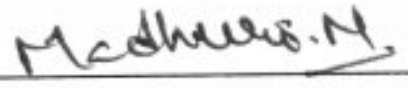
**MINUTES OF MEETING**

1. Arrange study hours.
2. Discussion on quiz, competitive programs.
3. Encourage the students learn skills by games
4. Encourage the students utilize the library for reference.

**Actions Taken**

- conducted guest lectures
- Discussed on attainments.
- prepared time Table for online classes, Remedial Classes

Members attended:

S.N O	NAME	POSITION	INITIALS OF THE STAFF
01.	Sri Dr B VENKATESWARLU	Chairman	
02	Sri B. Rama Krishna Reddy	Convener	
03.	Sri P. Surendra Reddy	Member	
04.	Sri S. Sunil Kumar	Member	
05.	Sri K. Muni Sekhar Reddy	Member	
06.	Sri M. Madhuri	Member	

  
Principal

**GOVERNMENT POLYTECHNIC: KAMALAPURAM, A.P.**

**INTERNAL QUALITY ASSURANCE CELL**  
**A.Y-2022-2023**



## **Functions**

### **IQAC – Vision**

To ensure quality culture as the prime concern for the Technical Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

### **Objectives**

The primary aim of IQAC is

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Functions of the IQAC are:**

1. Development and application of quality benchmarks for various academic and administrative activities of the institution.
2. Collection and analysis of feedback from all stakeholders on quality related institutional processes.
3. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
4. Documentation of various programmes/activities leading to quality improvement.
5. Periodical conduct of Academic and Administrative Audit and its follow-up.

## **Roles and Responsibilities**

### **The Role of the Coordinator:**

1. The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.
2. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects.
3. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility.
4. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective.

### **Roles & Responsibilities of Faculty Members:**

1. To coordinate the IQAC initiatives and audits to ensure quality in the education.
2. To coordinate in the various quality enhancement activities.

The IQAC should meet at least once in every quarter if possible. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM ,KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC, KAMALAPURAM  
PRESENT : Sri Dr. B VENKATESWARLU, PRINCIPAL(FAC)

\*\*\*

Procs.No.B/IQAC committee/2022-23

Date. 28-08-2022

Sub: Technical Education - Establishment -Govt.  
Polytechnic, Kamalapuram - Internal quality  
assurance cell committee - Orders - Issued.

**ORDER:**

Development of a culture that recognizes the importance of quality and quality assurance is essential in institutions of higher learning. Quality assurance is a new paradigm of academic and administrative management. The changing educational landscape calls for setting up a formal and effective mechanism for the approval, periodic review, monitoring, evaluation and assessment of quality of the programs in higher education institutions. The principal, Government Polytechnic, Kamalapuram, Kadapa Dist. here by constitutes a standing committee to be known as IQAC committee comprising of the following.

S.No.	Name of the staff member	Designation in Committee
01.	Sri Dr B. VENKATESWARLU	Convener
02.	Sri S. Lalitha	Member
03.	Sri B. Rama Krishna Reddy	Member
04.	Sri K. Muni Sekhar Reddy	Member
05.	Smt. P. Siva Kumari	Member
06.	Sri P. Surendra Reddy	Member
07.	Sri S. Sunil Kumar	Member
08.	Smt. M Madhuri	Member

  
PRINCIPAL

The individual officers concerned.

Copy submitted to the Special Commissioner of Technical Education, AP,Vijayawada for favor of information.

Copy submitted to the Regional Joint Director of Technical Education, TIRUPATI for favor of information.

Copy to submitted the District Collector, kadapa.

Copy submitted to the Commissioner of Police, Vijayawada for favor of information.

2

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC,  
KAMALAPURAM PRESENT : Sri Dr. B VENKATESWARLU , PRINCIPAL

Meeting No - GPTKMPPM/IQAC/2022-23/01

Date:30-08-2022

MEETING NOTICE

The meeting of the IQAC committee is scheduled on 29-08-2022 at 11.30 A.M in PRINCIPAL chamber and the agenda of the meeting is as under:

S.No.	Name of the staff member	Designation in Committee
01.	Sri Dr B. VENKATESWARLU	Convener
02.	Sri S. Lalitha	Member
03.	Sri B. Rama Krishna Reddy	Member
04.	Sri K. Muni Sekhar Reddy	Member
05.	Smt. P. Siva Kumari	Member
06.	Sri P. Surendra Reddy	Member
07.	Sri S. Sunil Kumar	Member
08.	Smt M Madhuri	Member

Agenda of meeting

1. Review and approval of the previous meeting's minutes
2. Proposals for new quality improvement measures

  
PRINCIPAL

Note: To all the members of the committee

3

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM ,KADPAP DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC,  
KAMALAPURAM PRESENT: Sri Dr. B VENKATESWARLU, PRINCIPAL

Meeting No - GPTKMPPM/IQAC/2022-23/01

Date:30-08-2022

MINUTES OF  
MEETING



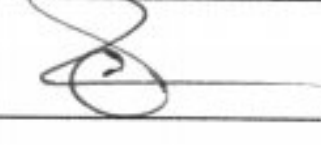
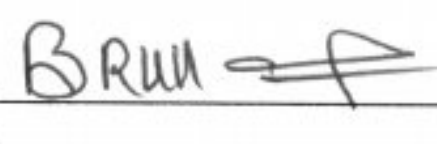
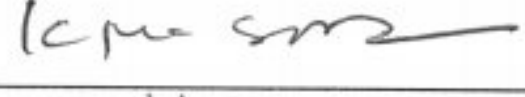
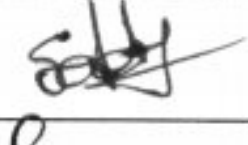
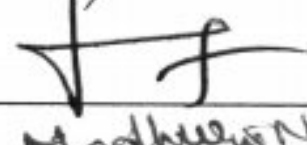

**Discussed**

- Reviewed and status of approval of the previous meeting's minutes
- Decided to initiate new Proposals for quality improvement measures
- Review of Student Support Services and Their Effectiveness
- Discussion on Enhancements to Support Services
- Feedback from Student Representatives

**Action Taken**

1. The committee discussed Evaluation of curriculum and teaching methodologies and any necessary changes
2. Review of administrative processes and their efficiency

## Members Attended:

S.N O	NAME	DESIGNATION	POSITION	INITIALS OF THE STAFF
01.	Sri Dr B VENKATESWARLU	Principal	Chairman	
02.	<del>Sri</del> S. Lalitha SMA	HECES	Convener	
03.	Sri G.Lalitha Kumari	HGS	Member	
04.	Sri B. Rama Krishna Reddy	SL/ECE	Member	
05.	Sri K. Muni Sekhar Reddy	L/ECE	Member	
06.	Sri P. Surendra Reddy	L/PHY	Member	
07.	Sri S. Sunil Kumar	L/EEE	Member	
08.	Sri M Madhuri	L/EEE	Member	

  
Principal

5

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT. POLYTECHNIC,  
KAMALAPURAM PRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Meeting No – GPTKMPPM/IQAC/2022-23/02

Date:28-11-2022

MEETING NOTICE

The meeting of the IQAC committee is scheduled on 28-11-2022 at 11.30 A.M in Principal chamber and the agenda of the meeting is as under:

S.No.	Name of the staff member	Designation in Committee
01.	Sri Dr B. VENKATESWARLU	Convener
02.	Sri S. Lalitha	Member
03.	Sri B. Rama Krishna Reddy	Member
04.	Sri K. Muni Sekhar Reddy	Member
05.	Smt. P. Siva Kumari	Member
06.	Sri P. Surendra Reddy	Member
07.	Sri S. Sunil Kumar	Member
08.	Sri M Madhuri	Member

Agenda of meeting

1. Setting objectives for the upcoming period
2. Developing strategies for achieving quality assurance goals

  
PRINCIPAL

Note: To all the members of the committee

6

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM,KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT.POLYTECHNIC, KAMALAPURAM

PRESENT : Sri Dr B VENKATESWARLU , PRINCIPAL

Meeting No - GPTKMPPM/IQAC/2022-23/02

Date:28-11-2022

MINUTES OF  
MEETING

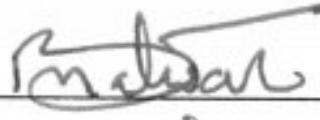
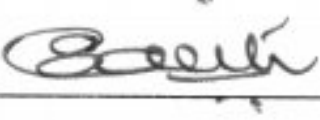
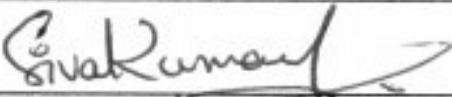

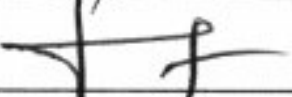
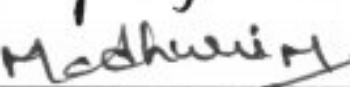
**Discussed**

- Decided to Set objectives for the upcoming period
- Decided to Develop strategies for achieving quality assurance goals
- Summary of Key Decisions and Action Items
- Assignment of Responsibilities
- Setting Deadlines and Scheduling the Next Meeting

**Actions Taken**

1. Approved the decisions taken in the previous meeting's minutes
2. Decided to initiate new Proposals for quality improvement measures

Members Attended:

S.NO	NAME	POSITION	INITIALS OF THE STAFF
01.	Sri Dr B. VENKATESWARLU	Convener	
02.	Sri S. Lalitha	Member	
03.	Sri B. Rama Krishna Reddy	Member	
04.	Sri K. Muni Sekhar Reddy	Member	
05.	Smt. P. Siva Kumari	Member	
06.	Sri P. Surendra Reddy	Member	
07.	Sri S. Sunil Kumar	Member	
08.	Sri M Madhuri	Member	

  
Principal

8

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM ,KAMALAPURAM DIST.**

**A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT.POLYTECHNIC, KAMALAPURAM  
PRESENT : Sri Dr B VENKATESWARLU , PRINCIPAL

Ref No - GPTKMPPM/IQAC/2022-23/03

Date:03-02-2023

MEETING NOTICE

The meeting of the IQAC committee is scheduled on 03-02-2023 at 11.30 A.M in PRINCIPAL chamber the agenda of the meeting is as under:

.S.No.	Name of the staff member	Designation in Committee
01.	Sri Dr B. VENKATESWARLU	Convener
02.	Sri S. Lalitha	Member
03.	Sri B. Rama Krishna Reddy	Member
04.	Sri K. Muni Sekhar Reddy	Member
05.	Smt. P. Siva Kumari	Member
06.	Sri P. Surendra Reddy	Member
07.	Sri S. Sunil Kumar	Member
08.	Sri M Madhuri	Member

Agenda of meeting

1. Identification of training needs for staff and faculty
2. Planning for workshops and development programs

  
PRINCIPAL

Note: To all the members of the committee

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM ,KAMALAPURAM DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVT.POLYTECHNIC, KAMALAPURAM

PRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Ref No - GPTKMPM/IQAC/2022-23/03

Date:03-02-2023

MINUTES OF MEETING


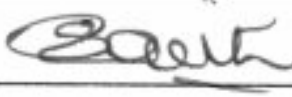
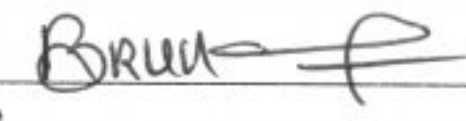

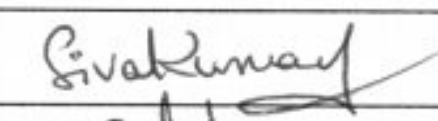
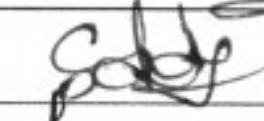
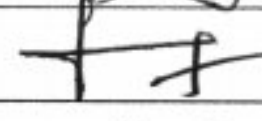
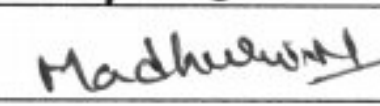
**Discussed**

- Decided to Identify and prepare the staff who needs training.
- Discussed to organise workshops and development programs
- Open Floor for Additional Topics or Concerns
- Addressing Any Unplanned Issues

**Action Taken**

1. Prepared vivid objectives for the upcoming period
2. Planned to develop strategies for achieving quality assurance goals

## Members attended:

S.NO	NAME	POSITION	INITIALS OF THE STAFF
01.	Sri Dr B. VENKATESWARLU	Convener	
02.	<del>Sri</del> S. Lalitha	Member	
03.	Sri B. Rama Krishna Reddy	Member	
04.	Sri K. Muni Sekhar Reddy	Member	
05.	Smt. P. Siva Kumari	Member	
06.	Sri P. Surendra Reddy	Member	
07.	Sri S. Sunil Kumar	Member	
08.	<del>Sri</del> M Madhuri	Member	

  
Principal

**GOVERNMENT POLYTECHNIC: KAMALAPURAM, A.P.**

**INTERNAL QUALITY ASSURANCE CELL**

**A.Y-2021-2022**



## **Functions**

### **IQAC – Vision**

To ensure quality culture as the prime concern for the Technical Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

### **Objectives**

The primary aim of IQAC is

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Functions of the IQAC are:**

1. Development and application of quality benchmarks for various academic and administrative activities of the institution.
2. Collection and analysis of feedback from all stakeholders on quality related institutional processes.
3. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
4. Documentation of various programmes/activities leading to quality improvement.
5. Periodical conduct of Academic and Administrative Audit and its follow-up.

## **Roles and Responsibilities**

### **Role of the Coordinator:**

1. The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.
2. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects.
3. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility.
4. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective.

### **Roles & Responsibilities of Faculty Members:**

1. To coordinate the IQAC initiatives and audits to ensure quality in the education.
2. To coordinate in the various quality enhancement activities.

The IQAC should meet at least once in every quarter if possible. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable-format

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM,A.P.**  
PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC::  
KAMALAPURAMPRESENT : Sri P BHAKTAVASTALAM, PRINCIPAL

\*\*\*

Procs.No.B/IQAC committee/2021-22

Date. 03-12-2021

Sub: Technical Education - Establishment -  
GOVERNMENT POLYTECHNIC:: KAMALAPURAM -  
Internal quality assurance cell committee - Orders -  
Issued.

**ORDER:**

Development of a culture that recognizes the importance of quality and quality assurance is essential in institutions of higher learning. Quality assurance is a new paradigm of academic and administrative management. The changing educational landscape calls for setting up a formal and effective mechanism for the approval, periodic review, monitoring, evaluation and assessment of quality of the programmes in higher education institutions. The principal, GOVERNMENT POLYTECHNIC, KAMALAPURAM, Kadapa Dist. here by constitutes a standing committee to be known as IQAC committee comprising of the following.

S.No.	Name of the staff member	Designation	Designation in Anti Ragging Committee
01.	SRI P BHAKTAVASTALAM	Principal	Chairman
02	SRI K MANJUNATH	HEES	Member
03.	SRI S VIJAYA KUMAR SHARMA	SL/EEE	Member
04.	SMT K PADMAVATHAMMA	SL/PHY	Member
05.	Sri J SUDHAMANI	L/ECE	Member
06.	SRI B MURALI KRISHNA	L/ECE	Member
07.	SRI G V RAMANA RAO	OS	Member
08.	SRI G D ANWAR HUSSAIN	SR ASST	Member

PRINCIPAL

The individual officers concerned.  
Copy submitted to the Special Commissioner of Technical Education, AP,Vijayawada for favor of information.  
Copy submitted to the Regional Joint Director of Technical Education, TIRUPATI for favor of information.  
Copy to submitted the District Collector, Kadapa  
Copy submitted to the Commissioner of Police, Vijayawada for favor of information.

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM, NANDYAL DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC::  
KAMALAPURAMPRESENT : Sri P BHAKTAVASTALAM, PRINCIPAL

Meeting No – GPTKMPPM/IQAC/2021-22/01

Date:06-12-2021

**MEETING NOTICE**

The meeting of the IQAC committee is scheduled on 06-12-2021 at 11.30 A.M in principal chamber and the agenda of the meeting is as under:

.S.No.	Name of the staff member	Designation	Signature
01.	SRI P BHAKTAVASTALAM	Principal	
02	SRI K MANJUNATH	HEES	
03.	SRI S VIJAYA KUMAR SHARMA	SL/EEE	
04.	SMT K PADMAVATHAMMA	SL/PHY	
05.	Sri J SUDHAMANI	L/ECE	
06.	SRI B MURALI KRISHNA	L/ECE	
07.	SRI G V RAMANA RAO	OS	
08.	SRI G D ANWAR HUSSAIN	SR ASST	

**Agenda of meeting**

1. To discuss feedback on facilities
2. To discuss feedback on staff
3. To establish additional facilities

PRINCIPAL

Note: To all the members of the committee

**GOVERNMENT POLYTECHNIC: KAMALAPURAM, KADAPA DIST. A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC:: KAMALAPURAM.

PRESENT: Sri P BHAKTAVASTALAM, PRINCIPAL

Meeting No – GPTKMPPM/IQAC/2021-22/01

Date:06-12-2021

**MINUTES OF MEETING**

1. The committee discussed minutes of meeting of various Committees and given approval for the establishment and other committees minutes of meeting.
2. Discussed regarding feedback on facilities and decided to take corrective action on library, sports and toilets which is below 60%.
3. The committee suggested departments to establish department library, for sports the students will be trained from external experts.

Actions Taken

1. Had a keen examine of Evaluation of curriculum and teaching methodologies and Any necessary changes
2. Get Review of administrative processes and their efficiency

Members Attended:

S.N O	NAME	DESIGNATION	POSITION	INITIALS OF THE STAFF
01.	SRI P BHAKTAVASTALAM	Principal	Chairman	S. Day
02	SRI K MANJUNATH	HEES	Convener	S.K. Manjunath.
03.	SRI S VIJAYA KUMAR SHARMA	SL/EEE	Member	S. Vijaya
04.	SMT K PADMAVATHAMMA	SL/PHY	Member	Smt. K. Padmavathamma
05.	Sri J SUDHAMANI	L/ECE	Member	J. Sudhamani
06.	SRI B MURALI KRISHNA	L/ECE	Member	Sri. B. Murali Krishna
07.	SRI G V RAMANA RAO	OS	Member	G.V. Ramana Rao
08.	SRI G D ANWAR HUSSAIN	SR ASST	Member	G.D. Anwar Hussain

S. Day  
Principal

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM, A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC:: KAMALAPURAM.  
PRESENT : Sri Dr B VENKATESWARLU, PRINCIPAL

\*\*\*

Procs.No.B/IQAC committee/2021-22

Date. 27-01-2022

Sub: Technical Education - Establishment -  
GOVERNMENT POLYTECHNIC:: KAMALAPURAM -  
Internal quality assurance cell committee - Orders -  
Issued.

**ORDER:**

Development of a culture that recognizes the importance of quality and quality assurance is essential in institutions of higher learning. Quality assurance is a new paradigm of academic and administrative management. The changing educational landscape calls for setting up a formal and effective mechanism for the approval, periodic review, monitoring, evaluation and assessment of quality of the programs in higher education institutions. The principal, GOVERNMENT POLYTECHNIC, Kamalapuram, kadapa Dist. here by constitutes a standing committee to be known as IQAC committee comprising of the following.

.S.No.	Name of the staff member	Designation in Committee
01.	Sri Dr B VENKATESWARLU	Convener
02	Sri S. Lalitha	Member
03.	Sri G.Lalitha Kumari	Member
04.	Sri B. Rama Krishna Reddy	Member
05.	Sri K. Muni Sekhar Reddy	Member
06.	Sri P. Surendra Reddy	Member
07.	Sri S. Sunil Kumar	Member
08.	Sri M Madhuri	Member

  
PRINCIPAL

The individual officers concerned.  
Copy submitted to the Special Commissioner of Technical Education, AP, Vijayawada for favor of information.  
Copy submitted to the Regional Joint Director of Technical Education, TIRUPATI for favor of information.  
Copy to submitted the District Collector, Kadapa  
Copy submitted to the Commissioner of Police, Vijayawada for favor of information.

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM, A.P.**  
PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC::  
KAMALAPURAMPRESENT : Sri Dr B VENKATESWARLU, PRINCIPAL

MeetingNo; GPTKMPPM/IQAC/2021-22/02

Date:28-01-2022

MEETING NOTICE

The meeting of the IQAC committee is scheduled on 28-01-2022 1 at 11.30 A.M in PRINCIPAL chamber and the agenda of the meeting is as under:

.S.No.	Name of the staff member	Designation in Committee
01.	Sri Dr B VENKATESWARLU	Convener
02	Sri S. Lalitha	Member
03.	Sri G.Lalitha Kumari	Member
04.	Sri B. Rama Krishna Reddy	Member
05.	Sri K. Muni Sekhar Reddy	Member
06.	Sri P. Surendra Reddy	Member
07.	Sri S. Sunil Kumar	Member
08.	Sri M Madhuri	Member

Agenda of meeting

1. Discussion on academic audit
2. To discuss feedback from employers
3. Discussion on attainments

  
PRINCIPAL

Note: To all the members of the committee

**GOVERNMENT POLYTECHNIC: KAMALAPURAM, A.P.**  
PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC::  
KAMALAPURAMPRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Meeting No: GPTKMPM/IQAC/2021-22/02

Date: 28-01-2022

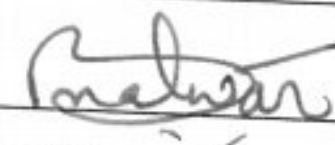
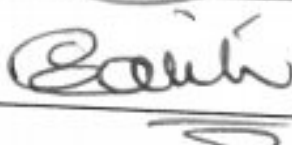
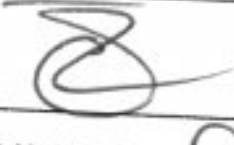
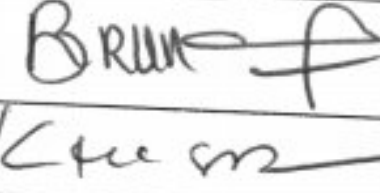
MINUTES OF  
MEETING



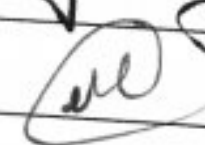
1. The committee decided to establish digital library and Wi-Fi facilities in the institution.
2. The committee appreciated our alumni for positive feedback from employers.
3. The committee decided to implement suggestion made by academic audit experts.
4. The committee suggested program coordinators to take action on POs and PSOs which are not attained.
5. The member in charge thanked chairman and members for attending the meeting.

**Action Taken**

1. Discussed regarding feedback on facilities and decided to take corrective action on library, sports and toilets which is below 60%.
2. The committee suggested departments to establish department library, and as for sports the students will be trained from external experts.

Members Attended:

S.NO	NAME	POSITION	INITIALS OF THE STAFF
01.	Sri Dr B VENKATESWARLU	Chairman	
02.	<del>Sri</del> S. Lalitha	Convener	
03.	Sri G.Lalitha Kumari	Member	
04.	Sri B. Rama Krishna Reddy	Member	
05.	Sri K. Muni Sekhar Reddy	Member	

06.	Sri P. Surendra Reddy	Member	
07.	Sri S. Sunil Kumar	Member	
08.	<del>Sri</del> M Madhuri	Member	

  
Principal

**GOVERNMENT POLYTECHNIC: KAMALAPURAM, A.P.**

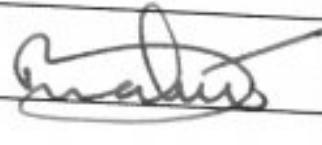
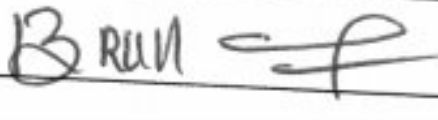

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC::  
KAMALAPURAMPRESENT: Sri Dr B VENKATESWARLU, PRINCIPAL

Meeting No – GPTKMPPM/IQAC/2021-22/03

Date: 19-05-2022

**MEETING NOTICE**

The meeting of the IQAC committee is scheduled on 19-05-2022 at 11.30 A.M in PRINCIPAL chamber  
the agenda of the meeting is as under:

.S.No.	Name of the staff member	Designation in Committee	Signature
01.	Sri Dr B VENKATESWARLU	Convener	
02.	Sri S. Lalitha	Member	
03.	Sri G.Lalitha Kumari	Member	
04.	Sri B. Rama Krishna Reddy	Member	
05.	Sri K. Muni Sekhar Reddy	Member	
06.	Sri P. Surendra Reddy	Member	
07.	Sri S. Sunil Kumar	Member	
08.	Sri M Madhuri	Member	

**Agenda of meeting**

1. Identification of training needs for staff and faculty
2. Planning for workshops and development programs

  
PRINCIPAL

Note: To all the members of the committee

**GOVERNMENT POLYTECHNIC:: KAMALAPURAM,A.P.**

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC:: KAMALAPURAM  
PRESENT : Sri Dr B VENKATESWARLU, PRINCIPAL

Meeting No – GPTKMPPM/IQAC/2021-22/03

Date:19-05-2022

**MINUTES OF MEETING**

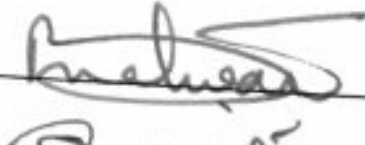
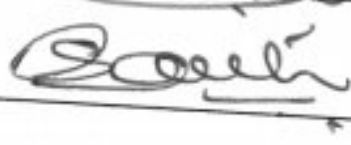
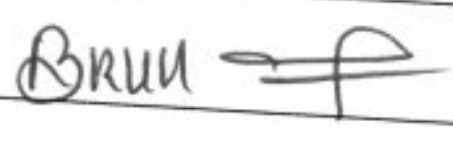

**Compliance and Accreditation**

- The committee had a detailed discussion to identify the faculty who require trainings
- The committee decided to conduct workshops and development programs
- Status Update on Accreditation Processes
- Review of Compliance with Regulatory Requirements
- Preparation for Upcoming Accreditation Reviews

**Actions Taken**

- The committee suggested program coordinators to take action on POs and PSO's which are not attained.
- The member in charge thanked chairman and members for attending the meeting.

Members attended:

S.NO	NAME	POSITION	INITIALS OF THE STAFF
01.	Sri Dr B VENKATESWARLU	Chairman	
02.	Sri S. Lalitha	Convener	
03.	Sri G.Lalitha Kumari	Member	
04.	Sri B. Rama Krishna Reddy	Member	
05.	Sri K. Muni Sekhar Reddy	Member	
06.	Sri P. Surendra Reddy	Member	
07.	Sri S. Sunil Kumar	Member	
08.	Sri M Madhuri	Member	

  
Principal