



S.K.R. & S.K.R. GOVT. COLLEGE FOR WOMEN, KADAPA.
Reaccredited with 'B' Grade by NAAC
Affiliated to Yogi Vemana University, Kadapa
Y.S.R. Kadapa District – 516001, Andhra Pradesh, India.

Internal Quality Assurance Cell (IQAC)

12-06-2017

Minutes of meeting-1

The IQAC members met in Principal chamber under the chairmanship of Dr. P. Subba Lakshamma, Principal at 4.00 pm discussed the agenda points and resolved the following resolutions unanimously to implement for quality enhancement in all criteria of NAAC.

Agenda:

1. Conduct of BOS, AC Meeting
2. Approval of Institutional plan for the year 2017-18 by all the staff
3. Preparation of Department Annual plan and submission to IQAC team
4. Preparation of Semester-wise Curricular plans (Lecture wise)
5. College beautification and plantation-NSS/NCC/Sports (Every staff and student should plant at least one plant).
6. Conduct of Swachh Bharat on 1st Saturday of every month
7. Training on TISS/JKC to the staff.
8. Organising Orientation and bridge course to the new entrants

Resolutions:

Agenda Point No.	Decisions Taken (Resolutions)
1	Conduct of BOS, AC Meeting: It is resolved to conduct BOS meetings by all the heads of the department and Academic Council meeting on 14 th June, 2017.
2	Approval of Institutional plan for the year 2017-18 by all the staff: The IQAC team members are requested to prepare Institutional Plan for the year 2017-18 by incorporating the quality initiatives for the college development and for benefits of the students.
3	Preparation of Department Annual plan and submission to IQAC team: All the department in charges are requested to prepare department annual plan and submission to IQAC team.



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4	Preparation of Semester-wise Curricular plans (Lecture wise): All the faculty are instructed to prepare Semester-wise Curricular plans and submit to the Principal.
5	College beautification and plantation-NSS/NCC/Sports (Every staff and student should plant at least one plant). All the department in charges are requested to motivate the faculty and students for tree plantation in the college campus as a part of Swachh Bharat and every staff and student should plant at least one plant.
6	Conduct of Swachh Bharat on 1 st Saturday of every month: All the in charges and staff and students are requested to take active part in the Swachh Bharat programme on 1 st Saturday of every month.
7	Training on TISS/JKC to the staff: It is resolved that staff trained in TISS and JKC to conduct training classes in various skills to the students as per TISS and JKC programme.
8	Organising Orientation and bridge course to the new entrants: All the department in charges are advised to conduct bridge courses in their subjects.

C.V. Krishnaveni
IQAC Coordinator

P. Suresh Passhu
Principal

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Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT

The action taken report by the Internal Quality Assurance Cell (IQAC) as suggested by the IQAC and the administrators (Principal, CoE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 12.06.2017 at 4.00 pm.

Agenda point no.	Decisions Taken (Resolutions)	Compliance (Action Taken Report)
1	Conduct of BOS, AC Meeting: It is resolved to conduct BOS meetings by all the heads of the department and AC meeting to be held on 14th June, 2017.	All the heads of the department conducted BOS and AC meeting was held on 14.06.2017.
2	Approval of Institutional plan for the year 2017-18 by all the staff: The IQAC team members are requested to prepare Institutional Plan for the year 2017-18 by incorporating the quality initiatives for the college development and for benefits of the students.	IQAC team members and the department in charges prepared Institutional Plan for the year 2017-18 by incorporating the quality initiatives for the college development and for benefits of the students.
3	Preparation of Department Annual plan and submission to IQAC: All the department in charges are requested to prepare department annual plan and submission to IQAC team	All the department in charges prepared department annual plan and submitted to IQAC.
4	Preparation of Semester-wise Curricular plans (Lecture wise): All the faculty are instructed to prepare Semester-wise Curricular plans and submit to the Principal.	All the faculty prepared Semester-wise Curricular plans and got certification by the Principal.
5	College beautification and plantation- NSS/NCC/Sports (Every staff and student should plant at least one plant).	All the staff and students brought at least one plant and planted in



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	All the department in charges are requested to motivate the faculty and students for tree plantation in the college campus as a part of Swachh Bharat and every staff and student should plant at least one plant.	the college campus for greenery and campus beautification.
6	Conduct of Swachh Bharat on 1 st Saturday of every month: All the in charges and staff and students are requested to take active part in the Swachh Bharat programme on 1 st Saturday of every month.	All the staff and students are taking active part in swachh Bharat on 1 st Saturday of every month.
7	Training on TISS/JKC to the staff: It is resolved that staff trained in TISS and JKC to conduct training classes in various skills to the students as per TISS and JKC programme.	K. Venkata Ramana, Lecturer in English trained in TISS programme is nominated as TISS Coordinator and is conducting training classes in various skills to the students as per TISS and JKC programme.
8	Organising Orientation and bridge courses: All the department incharges are advised to conduct bridge courses in their subjects.	Department incharges are conducted bridge courses in their subjects and maintained records.

C.V. Krishnaveni
IQAC Coordinator

P. Summa Passhma

Principal

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Internal Quality Assurance Cell (IQAC)

06-08-2017

Minutes of meeting-2

Agenda:

1. Additional inputs to syllabus
2. To organise student centric activities - Seminars, Study Project, Quiz, Debates etc.
3. Enrolment of students in MOOCs courses offered by various Universities
4. To organise Certificate courses, Webinars, Awareness programmes by the departments.
5. To conduct Internal Evaluation
6. To conduct campus drives.
7. Student Induction Programme

Resolutions:

Agenda Point No.	Decisions Taken (Resolutions)
1	Additional inputs to syllabus: All the department incharges are instructed to prepare additional inputs in their respective programmes.
2	To organise student centric activities - Seminars, Project, Quiz, Debates etc.: All the staff are requested to conduct Student Centric activities like Seminars, Project, Quiz, Debates etc.
3	Enrolment of students in MOOCs courses offered by various Universities. All the department incharges are advised to motivate the students to register in MOOCs online courses offered by various Universities and to complete.
4	To organise Certificate course, Webinars, Awareness programmes: All the department in charges are requested to organise Certificate courses, webinars, and awareness programmes.



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5	To conduct Internal Evaluation: The department incharges are requested to maintain Internal Assessment evaluation register at their department levels.
6	To conduct campus drives: JKC coordinator is requested to conduct campus drives to the students.
7	Student Induction Programme: SIP Coordinator is advised to organise Student induction programme to create awareness on the newly admitted students.

c.v.prishnaveni
IQAC Coordinator

P. Srinivasa Rao

Principal
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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

The action taken report by the Internal Quality Assurance Cell (IQAC) as suggested by the IQAC and the administrators (Principal, CoE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 06.08.2017 at 4.00 pm.

Agenda point no.	Decisions Taken (Resolutions)	Compliance (Action Taken Report)
1	Additional inputs to syllabus: All the department incharges are instructed to prepare additional inputs in their respective programmes.	All the faculty prepared additional inputs in their subjects and imparted to the students.
2	Organise student centric activities (Seminars, Project, Quiz, Debates): All the staff are instructed to conduct Student Centric activities like Seminars, Project, Quiz, Debates.	All the staff are conducted student centric activities seminars, study projects, quiz, debates and maintained records.
4	Enrolment of students in MOOCs courses offered by various Universities. All the department incharges are advised to motivate the students to register in MOOCs online courses offered by various Universities and got certification.	Students register in MOOCs and completed.
5	To organise Certificate course, Webinars, Awareness programmes: All the department incharges are instructed to organise Certificate courses, webinars, and awareness programmes.	The following departments conducted below mentioned certificate courses for the benefit of the students: Chemistry - 1. Health & Nutrition. 2. Making of natural homemade soaps. Commerce – Tally



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		Botany- Mushroom cultivation. TTM-Tourism and development Urdu- Communication in English Computer science- MS-Office Mathematics – Math Skills History- Health Education Statistics – Basic excel for Descriptive statistics Economics – Banking Sector
6	To conduct Internal Evaluation: The department incharges are instructed to maintain Internal Assessment evaluation register at their department levels.	After completion of internal examinations all the department incharges maintained register.
7	To conduct campus drives: JKC coordinator is requested to conduct campus drives to the students.	JKC Coordinator conducted ICICI Campus drive on 22.07.2017. 30 Students of our college and 30 from outside students attended to the drive. Total 22 students, 12 Students of our college and 10 from outside students selected.
8	Student Induction Programme: SIP Coordinator is advised to organise Student induction programme to create awareness on the newly admitted students.	SIP Coordinator organised Student induction programme for newly admitted students.

C.V. Krishnaveni
IQAC Coordinator

P. Summa Raghava

Principal

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Internal Quality Assurance Cell (IQAC)

18-10-2017

Minutes of meeting-3

Agenda:

1. To organise Guest lectures, Workshops, Seminars
2. To conduct Co-curricular, Extra Curricular Activities
3. To organise Career Guidance class.
4. Providing computer training programmes to staff

Resolutions:

Agenda Point No.	Decisions Taken (Resolutions)
1	To organise Guest lectures, Workshops, Seminars: All the staff are instructed to conduct Guest Lectures, Workshops and seminars and maintain the records.
2	To conduct Co-curricular, Extra Curricular Activities: The Extra Curricular convenor is advised to organise Co-curricular and Extra-curricular activities and maintain the records.
3	To organise Career Guidance class. The department incharges are advised to organise career Guidance Class to the students.
4	Providing computer training programmes to staff: Department of Computer Science faculty are advised to conduct training programmes to both teaching and non-teaching staff.

C.V. Krishnaswami
IQAC Coordinator

B. Srinivas Reddy

Principal

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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

The action taken report by the Internal Quality Assurance Cell (IQAC) as suggested by the IQAC and the administrators (Principal, CoE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 18.10.2017 at 4.00 pm.

Agenda point no.	Decisions Taken (Resolutions)	Compliance (Action Taken Report)
1	To organise Guest lectures, Workshops, Seminars: All the staff are instructed to conduct Guest Lectures, Workshops and seminars and maintain the records.	Various departments organised guest Lectures.
2	Co-curricular, Extra Curricular Activities: The Extra Curricular convenor is advised to organise the activities and maintain the records.	3 days Training for Youth Students in Disaster Management from 21-09-2017 to 23.09.2017.
3	To organise Career Guidance class. The department incharges are advised to organise career Guidance Class to the students.	Department of Statistics conducted step in employability awareness programme. Students inspire programme.
4	Providing computer training programmes to staff: Department of Computer Science faculty are advised to conduct training programmes to both teaching and non teaching staff.	Department of Computer Science conducted training programmes to both teaching and non-teaching staff.

C.V. Krishnaveni
IQAC Coordinator

P. Suresha Das
Principal

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Internal Quality Assurance Cell (IQAC)

18-12-2017

Minutes of meeting-4

Agenda:

1. Celebration of Important days.
2. To organise Outreach programmes
3. To prepare Internal Evaluation.
4. To participate in Swachh Bharat
5. Faculty forum
6. Best Practices

Resolutions:

Agenda Point No.	Decisions Taken (Resolutions)
1	Celebration of Important days. All the department in charges are requested to motivate the students to take active part in World AIDS prevention day, National Mathematics Day, Republic Day etc.
2	To organise Outreach programmes: Department incharges are requested to organise outreach programmes. Example: Self-defence training programme.
3	To prepare Internal Evaluation: Examination cell Convenor is requested the incharges to prepare internal evaluation and kept records ready.
4	To participate in Swachh Bharat: The department incharges are requested to participate in Swachh bharat programme in the campus.
5	Faculty forum: All the faculty are requested to give a lecture on the specified topic by adopting innovative teaching pedagogies.
6	Best Practices: All the department incharges are requested to submit atleast one best practice from each department.

C.V. Krishnaveni
IQAC Coordinator

B. Suresh Babu

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Internal Quality Assurance Cell (IQAC) **ACTION TAKEN REPORT**

The action taken report by the Internal Quality Assurance Cell (IQAC) as suggested by the IQAC and the administrators (Principal, CoE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 18.12.2017 at 4.00 pm.

Agenda point no.	Decisions Taken (Resolutions)	Compliance (Action Taken Report)
1	Celebration of Important days. All the department in charges are requested to motivate the students to take active part in World AIDS prevention day, National Mathematics Day, Republic Day etc..	All the departments celebrated important days. NSS coordinator organised Rally on World AIDS day, Department of Mathematics celebrated National Mathematics Day. All the staff and students participated in Republic day celebrations.
2	To organise Outreach programmes: Department incharges are requested to organise outreach programmes. Example: Self-defence training programme	Organised Outreach programmes. Department of Physical Education organised self-defence training programme to the students.
3	To prepare Internal Evaluation: Examination cell Convenor is requested the incharges to prepare internal evaluation and kept records ready.	All the faculty maintained Internal evaluation records.
4	To participate in Swachh Bharat: The department incharges are requested to participate in Swachh bharat programme in the campus	All the staff participated in Swachh Bharat Programme in the campus.
5	Faculty forum: All the faculty are requested to give a lecture on the specified topic by adopting innovative teaching pedagogies.	Faculty forum was inaugurated by Dr. P. Subba Lakshumma, Principal. All the staff took part in the faculty forum activities.



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6	<p>Best Practices:</p> <p>All the department in charges are requested to submit at least one best practice from each department.</p>	<p>Department of Chemistry maintained Rain water harvesting.</p> <p>College adopted two best practices</p> <ol style="list-style-type: none">1. Mentor - mentee system: 30 students are allotted to each Mentor. All the departments are maintaining Mentor - Mentee record.2. Skill Will Club: <p>Department of English implemented the best practise Skill Will Club. The interested students are enrolled and given training in communication skills.</p>
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C.V. Krishnaveni
IQAC Coordinator

P. Suneeta Das

Principal
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Internal Quality Assurance Cell (IQAC)

18-02-2018

Minutes of meeting-5

Agenda:

1. Guest Lectures and Extension Lectures
2. Student Seminars
3. Proposals for MRPs to UGC
4. Remedial Classes
5. Extra-curricular activities.
6. National Science day celebrations

Resolutions:

Agenda Point No.	Decisions Taken (Resolutions)
1	Guest Lectures and Extension Lectures: Department incharges are advised to give Guest Lectures and arrange extension lectures from the reputed institutions.
2	Student Seminars: All the faculty are advised to organise student seminars.
3	Proposals for MRPs to UGC: The Ph.D holders are advised to send proposals for MRPs to UGC.
4	Remedial Classes: All the staff are instructed to conduct Remedial classes to slow and moderate students.
5	Extracurricular activities: The department incharges are advised to conduct Extracurricular activities.
6	National Science Day Celebrations: All the science departments are requested to organise National Science Day celebrations.

C.V. Krishnaveni
IQAC Coordinator

P. Suresha Dasu

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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

The action taken report by the Internal Quality Assurance Cell (IQAC) as suggested by the IQAC and the administrators (Principal, CoE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 18.02.2018 at 4.00 pm.

Agenda point no.	Decisions Taken (Resolutions)	Compliance (Action Taken Report)
1	Guest Lectures and Extension Lectures: Department incharges are advised to give Guest Lecturers and extension lectures.	Dept. of Hindi and Zoology organised Guest Lecture on "HIV-AIDS and its prevention". Department of English organised TALK on "Personality Development". Dept of English organised Invited talk on "Employability Opportunities". Guest Lecture arranged by the Dept. of Statistics on "Econometric Methods"
2	Student Seminars It is resolved to organise student seminars	All the departments organised student seminars and maintained records.
3	Proposals for MRPs to UGC: The Ph.D holders are advised to sent proposals for MRPs to UGC.	Department of Physics conducted Proposals was sent to UGC.
4	Remedial Classes: All the staff are instructed to conduct Remedial classes to slow and moderate students.	All the staff conducted remedial classes to slow and moderate students.
5	Extracurricular activities: The department incharges are advised to conduct Extracurricular activities.	Awareness Programme on "One Stop Centre (Sakhi)" Organised the Women Empowerment Cell. "Surya Aaradhana" programme organised by B. Gangadhar,



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		Convenor of Extra Curricular Activities. Conducted- Quiz, Debate/Elocution, Essay Writing, Songs Competition on SUN / Importance of SUN.
6	National Science Day Celebrations: All the science departments are requested to organise National Science Day celebrations	College Science association organised National Science day celebrations on 28.02.2018.

C.V. Krishnavani
IQAC Coordinator

P. Summe Lakshmi

Principal

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Internal Quality Assurance Cell (IQAC)

17-04-2018

Minutes of meeting-6

Agenda:

1. Review on Academic issues
 - a) Syllabus coverage
 - b) Internal Examinations and Practical examinations
 - c) Sem End examination.
2. Attendance consolidation
3. Uploading NIRF information
4. Preparation for API and Academic Audit.

Resolutions:

Agenda Point No.	Decisions Taken (Resolutions)
1	Review on Academic issues <ol style="list-style-type: none">a) Syllabus coverageb) Internal Examinations and Practical examinationsc) Sem End examination. <p>Reviewed the Academic issues like Syllabus coverage, Internal Examinations and Practical Examinations, Semester End Examinations.</p>
2	Attendance consolidation: <p>All the department in charges are requested to consolidate monthly attendance and inform to the students.</p>
3	Uploading NIRF information: <p>IQAC coordinator is requested to upload NIRF information in the portal for NIRF Ranking.</p>
4	Preparation for API and Academic Audit. <p>All the department incharges are requested to prepare records for academic audit and for API scores.</p>

C.V. Krishnaveni
IQAC Coordinator

P. Subhane Lakshmi
Principal

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ACTION TAKEN REPORT

The action taken report by the Internal Quality Assurance Cell (IQAC) as suggested by the IQAC and the administrators (Principal, CoE) suggestions were implemented and appropriate actions were taken as recommended in the meeting held on 17.04.2018 at 4.00 pm.

Agenda point no.	Decisions Taken (Resolutions)	Compliance (Action Taken Report)
1	Review on Academic issues: It is resolved to review on Academic issues like Syllabus coverage, Internal Examinations and Practical Examinations, Semester End Examinations.	Review was conducted and discussed on academic issues like Syllabus coverage, Internal Examinations and Practical Examinations, Semester End Examinations.
2	Attendance consolidation: All the department incharges are requested to consolidate month wise attendance of the students.	Department incharges consolidated attendance and submitted report to the Examination cell.
3	Uploading NIRF information: IQAC coordinator is requested to upload NIRF information in the portal.	IQAC Coordinator uploaded NIRF information in the portal for NIRF Ranking.
4	Providing all necessary evidences to API All the department incharges are requested to prepare records for academic audit and for API scores.	All the faculty prepared Records for academic audit and API and got certification from the Principal and submitted to IQAC.

C.V. Krishnaveni
IQAC Coordinator

P. Summe Rashmi
Principal

PRINCIPAL
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