

SGK Government Degree College, Vinukonda

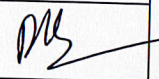
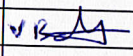
Internal Quality Assurance Cell


Minutes of Meeting: 01/2024-25

Date: 16-06-2024

The IQAC committee was constituted vide proceedings of the Principal R.C.No: 55/Committees/2024-25, dated: 16-06-2024 with the following members.


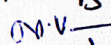
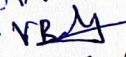

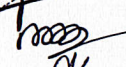

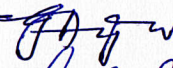

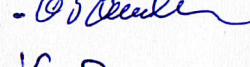
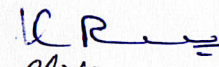
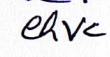


Chairman: Dr. K. Srinivasa Rao, Principal

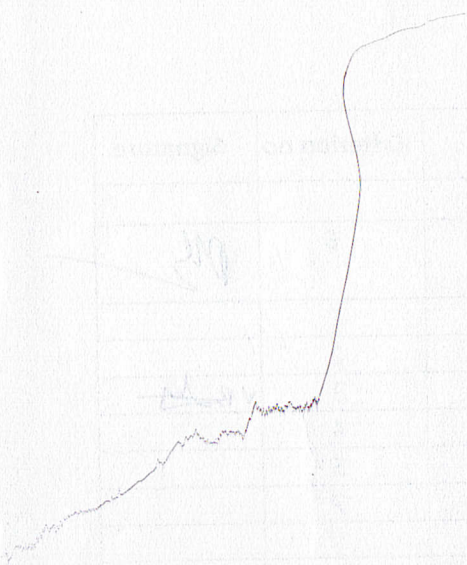
Sl. No	Name of the Coordinator/Member	Position	Criterion no	Signature
1	Dr.K.V.S. Koteswara Rao, Lecturer in Chemistry	Coordinator		
2	Sri. D. Siva Phanindra, Lecturer in Comp. Science	Asst Coordinator	6	
3	Sri B. Nageswara Rao, Lecturer in Physics	Member	1	
4	Smt N. Vasanthi, Lecturer in English	Member	2	
5	Sri V. Bala yesu, Lecturer in Chemistry	Member	3	
6	Sri M. Jagadeesh, Lecturer in Commerce	Member	4	
7	Sri Ram.K.Kishore Behra, Lecturer in Zoology	Member	5	
8	Dr. G. Swarna Latha, Lecturer in Telugu	Member	7	
9	Sri Bhaskar Reddy	Alumni member		
10	Sri V Saidulu	Non -Teaching staff		
11	Kum M. Hema Latha, II B.Sc, Hons. Chemistry	Student Member		
12	P. Suresh Kumar	Parent Member		


IQAC Coordinator 16/6/24
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647


Principal 16/6/24

Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist, A.P.

- 1) Sri B. Nageswara Rao, Lecturer in Physics 
- 2) Smt N. Vasanthi, Lecturer in English 
- 3) Sri V. Bala yesu, Lecturer in Chemistry 
- 4) Sri M. Jagadeesh, Lecturer in Commerce 
- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology 
- 6) Sri. D. Siva Phanindra, Lecturer in Comp. Science 
- 7) Dr. G. Swarna Latha, Lecturer in Telugu
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Principal
 SGK Govt. Degree College
 Vinukonda - 522617
 Patancheru Dist., A.P.

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 SGK Govt. Degree College
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 Patancheru Dist., A.P.

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 Patancheru Dist., A.P.

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SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Internal Quality Assurance Cell

Minutes of Meeting 02/2024-25

Date: 21-06-2024

The second meeting of the Internal Quality Assurance Cell for the A.Y. 2024-25, under the chairmanship of the Principal, Dr. K. Srinivasa Rao, was held on 21-06-2024 at 5:00 PM in the Principal's chamber.

At the outset, Dr. K.V.S. Koteswara Rao, IQAC Coordinator, welcomed the Chairman and Principal, Dr. K. Srinivasa Rao, to the IQAC meeting. The agenda items were then discussed, and it was unanimously resolved to implement them. The meeting concluded with a vote of thanks to the Chairman.

S.No	Agenda	Resolution
1	Review of academic Records	Reviewed the academic records. Necessary updates and corrections were suggested. It was resolved that faculty members should ensure timely maintenance of records.
2	Review on CIA Format	It was resolved to adopt the CIA format given by Commissioner of collegiate education, A.P, Manglagiri.
3	Status of the AQAR for the Academic year 2022 - 2023	It was resolved that all the faculty members must prepare the data in line with the respective templates in the AQAR for the A.Y 2022-23.
4	Discussion on the activities to be conducted in this academic year	Various academic and co-curricular activities were proposed for the current academic year. It was resolved that a detailed action plan should be developed and implemented accordingly.
5	Bridge Course Planning	Resolved that the institution should develop a structured Bridge Course plan to support newly admitted students. The course should focus on foundational concepts, bridging gaps in knowledge, and preparing students for the academic curriculum ahead. Departments will finalize course content and schedule within the next two weeks.
6	Ward Counselling	Resolved to conduct ward counselling sessions regularly to provide academic and emotional support to students. Faculty mentors will be assigned the task of ward counselling. They need to track th progress of the students and address the challenges. A schedule for periodic counselling will be prepared and implemented.
7	Submission of ASAR	Resolved that all faculty members would complete and submit the Academic Self-Assessment Report (ASAR) within one week.
8	Display the Course Outcomes, Programme Outcomes and Programme specific Outcomes.	Resolved that all academic departments will prominently display the Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) in classrooms, department notice boards, and institutional websites. Digital and physical formats will be utilized to ensure accessibility to students and stakeholders.

IQAC Coordinator

Principal

K.V.S. Koteswara Rao
21/6/24
IQAC COORADINATOR
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647

K.Srinivasa Rao
21/6/24
Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

- 1) Sri B. Nageswara Rao, Lecturer in Physics *B.N.R.*
- 2) Smt N. Vasanthi, Lecturer in English *N.V.*
- 3) Sri V. Bala yesu, Lecturer in Chemistry *V.B.*
- 4) Sri M. Jagadeesh, Lecturer in Commerce *M.J.*
- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology *R.K.B.*
- 6) Sri. D. Siva Phanindra, Lecturer in Comp. Science *D.S.P.*
- 7) Dr. G. Swarna Latha, Lecturer in Telugu
- 8) ~~*G.S.L.*~~
- 9) *M. Purna*
- 10) *C.S. Sreerama*
- 11) *U.R. Ramesh*
- 12) *G. Srinivas*
- 13) *R.V.*
- 14) *R.S.*

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Internal Quality Assurance Cell

Minutes of Meeting 03/2024-25

Date: 25-07-2024

The third meeting of the Internal Quality Assurance Cell for the A.Y. 2024-25, under the chairmanship of the Principal, Dr. K. Srinivasa Rao, was held on 25-07-2024 at 5:00 PM in the Principal's chamber.

At the outset, Dr. K.V.S. Koteswara Rao, IQAC Coordinator, welcomed the Chairman and Principal, Dr. K. Srinivasa Rao, to the IQAC meeting. The agenda items were then discussed, and it was unanimously resolved to implement them. The meeting concluded with a vote of thanks to the Chairman.

S.No	Agenda	Resolution
1	Conduction of Certificate/ Add-on Course	Resolved to conduct certificate courses in a phased manner across departments. The following departments will commence their certificate courses in the odd semester: Department of Chemistry, Department of Physics Department of English, Department of Economics Department of Telugu The remaining departments will offer their certificate courses in the even semester. Faculty members are directed to design and finalize the course structure, syllabus, and assessment methods in alignment with industry requirements and academic standards. The courses should be approved and implemented at the earliest to ensure maximum student participation and skill enhancement.
2	Capacity building Programmes	Resolved to conduct capacity-building programmes for students in the months of September and October. These programmes will focus on skill development.
3	Status of the AQAR for the Academic year 2022 - 2023	Resolved that the submission of the Annual Quality Assurance Report (AQAR) for 2022-2023 should reviewed, and necessary updates should be incorporated as per the NAAC guidelines. The IQAC team will ensure the timely submission of the report and compliance with accreditation standards.
4	Activities planned to promote gender equality.	Resolved to conduct gender equality initiatives, including awareness programs and panel discussions, to foster inclusivity and equal opportunities. A Women Empowerment cell will monitor and implement activities aimed at addressing gender-related issues within the institution.
5	Job Drives	Resolved to conduct job drive in every month to provide students with regular employment opportunities. The institution will collaborate with various companies, industries, and recruitment agencies to ensure diverse job prospects. The placement cell will be responsible for scheduling and organizing these drives, along with conducting pre-placement training, resume-building workshops, and mock interviews to enhance student preparedness.

K.V.S. Koteswara Rao
IQAC COORADINATOR 25/07/24
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647

K.Srinivasa Rao
Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

- 1) Sri B. Nageswara Rao, Lecturer in Physics *B. Nageswara Rao*
- 2) Smt N. Vasanthi, Lecturer in English *N. Vasanthi*
- 3) Sri V. Bala yesu, Lecturer in Chemistry *V. Bala yesu*
- 4) Sri M. Jagadeesh, Lecturer in Commerce *M. Jagadeesh*
- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology *Ram.K.Kishore Behra*
- 6) Sri. D. Siva Phanindra, Lecturer in Comp. Science *D. Siva Phanindra*
- 7) Dr. G. Swarna Latha, Lecturer in Telugu *G. Swarna Latha*
- 8) *edve*
- 9) *G. G. W.*
- 10) *U. R.*
- 11) *B. S. Deevi*
- 12) *L. S. Deevi*
- 13) *L. S. Deevi*
- 14) *M. P. K. V. S.*

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Internal Quality Assurance Cell

Minutes of Meeting 04/2024-25

Date: 21-08-2024

The fourth meeting of the Internal Quality Assurance Cell for the A.Y. 2024-25, under the chairmanship of the Principal, Dr. K. Srinivasa Rao, was held on 21-08-2024 at 5:00 PM in the Principal's chamber.

At the outset, Dr. K.V.S. Koteswara Rao, IQAC Coordinator, welcomed the Chairman and Principal, Dr. K. Srinivasa Rao, to the IQAC meeting. The agenda items were then discussed, and it was unanimously resolved to implement them. The meeting concluded with a vote of thanks to the Chairman.

S.No	Agenda	Resolution
1	CEJP Registration & Placements	Resolved that students will be encouraged to register for the CEJP (Career Enhancement & Job Placement) program to improve their employability skills. The placement cell will actively coordinate with industries and organizations to facilitate placements for registered students.
2	To promote research & Publications	Resolved that faculty will be encouraged to engage in research activities and publish their work in reputed journals and conferences.
3	Faculty Forum	Resolved to conduct Faculty Forum in the fourth week of August 2024. This forum will serve as a platform for faculty members to engage in academic discussions, share research insights, and participate in professional development activities.
4	Clean and green activities	Resolved to conduct regular clean and green activities to promote environmental sustainability with in the campus and also outside the campus.
5	Usage of ICT tools	Resolved that faculty will be encouraged to integrate ICT (Information and Communication Technology) tools into their teaching-learning process. Training sessions on the effective use of smart classrooms, digital platforms, and online assessment tools will be conducted to enhance student engagement and learning outcomes.

K.V.S. Koteswara Rao
21/08/24
IQAC COORADINATOR
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647

K. Srinivasa Rao
Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

- 1) Sri B. Nageswara Rao, Lecturer in Physics *B. Nageswara Rao*
- 2) Smt N. Vasanthi, Lecturer in English *N. Vasanthi*
- 3) Sri V. Bala yesu, Lecturer in Chemistry *V. Bala yesu*
- 4) Sri M. Jagadeesh, Lecturer in Commerce *M. Jagadeesh*
- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology *Ram.K.Kishore Behra*

6) Sri. D. Siva Phanindra, Lecturer in Comp. Science

DS

7) Dr. G. Swarna Latha / Lecturer in Telugu

8) *[Signature]*

9) *m. Prakasaiah*

10) *[Signature]*

11) *P.B*

12) *AK*

13) *[Signature]*

14) *[Signature]*

Principal
SGK Govt. Degree College
Vinukonda - 522847
Palnadu Dist., A.P.

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SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Internal Quality Assurance Cell

Minutes of Meeting 05/2024-25

Date: 15-10-2024

The fifth meeting of the Internal Quality Assurance Cell for the A.Y. 2024-25, under the chairmanship of the Principal, Dr. K. Srinivasa Rao, was held on 15-10-2024 at 5:00 PM in the Principal's chamber.

At the outset, Dr. K.V.S. Koteswara Rao, IQAC Coordinator, welcomed the Chairman and Principal, Dr. K. Srinivasa Rao, to the IQAC meeting. The agenda items were then discussed, and it was unanimously resolved to implement them. The meeting concluded with a vote of thanks to the Chairman.

Agenda:

- i) Remedial Classes
- ii) Conduct Extension activities
- iii) Submission of AQAR for the year 2023-24

S.No	Agenda	Resolution
1	Remedial Classes	Resolved to conduct remedial classes in the months of October and November 2024 to support students who need additional academic assistance.
2	Conduct Extension activities	Resolved to organize various extension activities to engage with the community and promote social responsibility.
3	Status of AQAR for the year 2023-24	It was resolved that all the faculty members must prepare the data in line with the respective templates in the AQAR for the A.Y 2023-24.

K.V.S. - Koteswara Rao
IQAC COORDINATOR
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647
15/10/24

- 1) Sri B. Nageswara Rao, Lecturer in Physics
- 2) Smt N. Vasanthi, Lecturer in English
- 3) Sri V. Bala yesu, Lecturer in Chemistry
- 4) Sri M. Jagadeesh, Lecturer in Commerce
- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology
- 6) Sri. D. Siva Phanindra, Lecturer in Comp. Science
- 7) Dr. G. Swarna Latha, Lecturer in Telugu
- 8)

Principal
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SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Internal Quality Assurance Cell

Minutes of Meeting 06/2024-25

Date: 06-12-2024

The Sixth meeting of the Internal Quality Assurance Cell for the A.Y. 2024-25, under the chairmanship of the Principal, Dr. K. Srinivasa Rao, was held on 06-12-2024 at 5:00 PM in the Principal's chamber.

At the outset, Dr. K.V.S. Koteswara Rao, IQAC Coordinator, welcomed the Chairman and Principal, Dr. K. Srinivasa Rao, to the IQAC meeting. The agenda items were then discussed, and it was unanimously resolved to implement them. The meeting concluded with a vote of thanks to the Chairman.

S.No	Agenda	Resolution
1	Submission of AISHE data	Resolved that the AISHE Committee should collect, verify, and upload the required data as per the guidelines provided by the Ministry of Education and submit the data of AISHE (All India Survey on Higher Education) on or before 31st December 2024.
2	Status of AQAR for the year 2023-24	Reviewed the data in Annual Quality Assurance Report (AQAR) for the year 2023-2024. The necessary updates will be incorporated as per the NAAC guidelines. The IQAC team will ensure the timely submission of the report and compliance with accreditation standards.
3	Submission of NIRF data	Resolved that the NIRF Committee should collect, verify and upload the required data in National Institutional Ranking Framework (NIRF) website on or before 31st December 2024.
4	Student Satisfaction Survey	Resolved to conduct a Student Satisfaction Survey (SSS) to gather feedback on teaching quality, learning experience, infrastructure, and student support services. The survey results will be analyzed by the IQAC, and necessary actions will be taken to enhance the overall student experience.
5	Commencement of Longterm internships	Resolved that long-term internships for students should commence in December 2024 to provide industry exposure and practical experience. The placement cell and academic departments will collaborate with companies and organizations to secure relevant internship opportunities aligned with students' career aspirations.

IQAC Coordinator

K.V.S.K.
IQAC COORDINATOR
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647

06/12/24

Principal

[Signature]
Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

- 1) Sri B. Nageswara Rao, Lecturer in Physics *B. NR*
- 2) Smt N. Vasanthi, Lecturer in English *NV*
- 3) Sri V. Bala yesu, Lecturer in Chemistry *VBS*
- 4) Sri M. Jagadeesh, Lecturer in Commerce *MJ*
- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology *RKB*
- 6) Sri. D. Siva Phanindra, Lecturer in Comp. Science *DS*
- 7) Dr. G. Swarna Latha, Lecturer in Telugu
- 8) *SA*
- 9) *M - Rukma Nulk*
- 10) *JR*
- 11) *BS*
- 12) *RBS*
- 13) *CRVC*
- 14) *CRVC*

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Internal Quality Assurance Cell

Minutes of Meeting 07/2024-25

Date: 06-01-2025

The seventh meeting of the Internal Quality Assurance Cell for the A.Y. 2024-25, under the chairmanship of the Principal, Dr. K. Srinivasa Rao, was held on 06-01-2025 at 5:00 PM in the Principal's chamber.

At the outset, Dr. K.V.S. Koteswara Rao, IQAC Coordinator, welcomed the Chairman and Principal, Dr. K. Srinivasa Rao, to the IQAC meeting. The agenda items were then discussed, and it was unanimously resolved to implement them. The meeting concluded with a vote of thanks to the Chairman.

S.No	Agenda	Resolution
1	Functional MOUs	Resolved to enter into and strengthen functional Memorandums of Understanding (MOUs) with academic institutions, industries, and research organizations.
2	Review & Submission of AQAR for the year 2023-24	Resolved that the IQAC should conduct a final review of the Annual Quality Assurance Report (AQAR) for the academic year 2023-24 before submission.
3	Competative examinations Coaching Classes	Resolved to start Competative examinations Coaching Classes for students in the second week of January and in the month of February.
4	To collect Feed back on Curriculum from various Stake holders	Resolved to collect feedback on the curriculum from students, faculty, alumni, employers, and other stakeholders.
5	To collect Feed back on Lecturers	Resolved to take feedback on lecturers' teaching effectiveness, student engagement, and subject delivery from students through a confidential and structured evaluation process.
6	Review on result analysis for III Semester students	Resolved to conduct comprehensive review of the result of III semester end Examinations. Departments will identify areas for improvement and take necessary academic interventions such as remedial classes, mentoring, and curriculum enhancements to support student success.

K.V.S. Koteswara Rao
IQAC Coordinator
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647

06/01/25

Principal

Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

- 1) Sri B. Nageswara Rao, Lecturer in Physics
- 2) Smt N. Vasanthi, Lecturer in English

- 3) Sri V. Bala yesu, Lecturer in Chemistry *VB*
- 4) Sri M. Jagadeesh, Lecturer in Commerce *MJ*
- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology *RB*
- 6) Sri. D. Siva Phanindra, Lecturer in Comp. Science *DS*
- 7) Dr. G. Swarna Latha, Lecturer in Telugu *GS*
- 8) *GA*
- 9) *GR*
- 10) *AB*
- 11) *M. R. K. V. S.*
- 12) *CR*
- 13) *RS*
- 14) *CR*

Principal
SGK Gov. Degree College
Vinukonda - 522047
Palnadu Dist., A.P.

12/11/22
12/11/22

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Internal Quality Assurance Cell

Minutes of Meeting 08/2024-25

Date: 14-02-2025

The Eighth meeting of the Internal Quality Assurance Cell for the A.Y. 2024-25, under the chairmanship of the Principal, Dr. K. Srinivasa Rao, was held on 14-02-2025 at 5:00 PM in the Principal's chamber.

At the outset, Dr. K.V.S. Koteswara Rao, IQAC Coordinator, welcomed the Chairman and Principal, Dr. K. Srinivasa Rao, to the IQAC meeting. The agenda items were then discussed, and it was unanimously resolved to implement them. The meeting concluded with a vote of thanks to the Chairman.

S.No	Agenda	Resolution
1	Organizing Seminars/Webinars/Workshops	Resolved to organize seminars, webinars, and workshops in the month of March 2025 and April 2025 to enhance academic learning, research exposure, and skill development for students and faculty.
2	Conduct P.G entrance Coaching	Resolved to conduct coaching sessions for postgraduate entrance examinations to support students aspiring for higher education.
3	Attainment of CO's, PO's and PSO's	Resolved to calculate the attainment of Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) quantitatively in systematic manner.
4	Review on Academic audit	Resolved to conduct internal academic audit to assess teaching-learning processes, research activities, student performance, and overall academic progress.
5	Review on result analysis for V Semester students	Resolved to conduct comprehensive review of the result of V semester end Examinations.

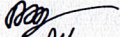





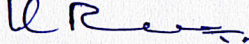

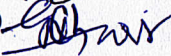
IQAC Coordinator

K.V.S. Koteswara Rao
14/02/25
IQAC COORDINATOR
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647

Principal

K. Srinivasa Rao
Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

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- 4) Sri M. Jagadeesh, Lecturer in Commerce *M.J.*

- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology 
- 6) Sri. D. Siva Phanindra, Lecturer in Comp. Science 
- 7) Dr. G. Swarna katha, Lecturer in Telugu
- 8) 
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Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

SGK GOVERNMENT DEGREE COLLEGE, VINUKONDA

Internal Quality Assurance Cell

Minutes of Meeting 08/2024-25

Date: 05-03-2025

The Eighth meeting of the Internal Quality Assurance Cell for the A.Y. 2024-25, under the chairmanship of the Principal, Dr. K. Srinivasa Rao, was held on 05-03-2025 at 5:00 PM in the Principal's chamber.

At the outset, Dr. K.V.S. Koteswara Rao, IQAC Coordinator, welcomed the Chairman and Principal, Dr. K. Srinivasa Rao, to the IQAC meeting. The agenda items were then discussed, and it was unanimously resolved to implement them. The meeting concluded with a vote of thanks to the Chairman.

S.No	Agenda	Resolution
1	Review on Long Term Internship	The committee reviewed the progress and performance of the Long-Term Internship program and resolved to Prepare the Internship Report for the upcoming Viva-Voce scheduled in the last week of this month
2	Review on academic Audit	Resolved to Conduct an internal review to identify and rectify any discrepancies before the upcoming audit.
3	Review on result analysis for V Semester students	Resolved to conduct comprehensive review of the result of I semester end Examinations.

K.V.S. Koteswara Rao
IQAC COORDINATOR
SGK GOVT DEGREE COLLEGE, VINUKONDA
PALNADU DIST - 522 647

K. Srinivasa Rao
Principal

Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

- 1) Sri B. Nageswara Rao, Lecturer in Physics *R.N.*
- 2) Smt N. Vasanthi, Lecturer in English *N.V.*
- 3) Sri V. Bala yesu, Lecturer in Chemistry *V.B.*
- 4) Sri M. Jagadeesh, Lecturer in Commerce
- 5) Sri Ram.K.Kishore Behra, Lecturer in Zoology *R.K.*
- 6) Sri. D. Siva Phanindra, Lecturer in Comp. Science *D.S.*
- 7) Dr. G. Swarna Latha, Lecturer in Telugu
- 8)
- 9)

