

10-10-2022

The Staff meeting held in the V.C Room on 10-10-2022 at 4 P.M. to discuss the Academic and Administrative issues.

Agenda:-

- 1) Commencement of First Year classes
- 2) Coverage of Syllabus and Conduct of Sem-end Exams
- 3) Acceptance of IIBA and Submission of SSR
- 4) Schedule for completion of each criteria
- 5) NERF - Funding
- 6) Public- Addressing System
- 7) E-Office
- 8) Web-enabled Examination Software
- 9) Execution of Housing

Discussion:

- 1) Discussed about commencement of First Year classes and it is resolved to conduct the classes as per the time-table as per schedule.
- 2) Discussed about coverage of syllabus for III and V Semesters III B.A & III B.Com students are attending internship in the V Semester.
- 3) IIBA submitted to NAAC is accepted and the Institute has to submit SSR in the stipulated

time. Discussed about DVV and SSS. The Staff members are informed to submit the required information to IQAC, giving top priority.

The Staff members are requested to extend the support to the College Administration in attaining good grade in NAAC Assessment. It is resolved to take all possible efforts in this regard.

4) Resolved to complete the work calendar wise, as per the schedule. The follow-up committee will monitor the progress of work from time to time.

3) Discussed about the NIRF funding to the college and Tender process, which is in progress.

6) Public Addressing System is going to be established in the college with contributions from the staff members.

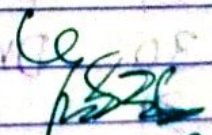
7) From now onwards all the correspondence must be through e-office only.

8) Discussed about erection of hoarding in the college premises by the vendor for which he has to pay Rs 70,000/- per annum, as per the agreement.

- 9) Discussed about purchase of new examination software for the college.
- 10) Principal & Staff members appreciated the efforts of the Department of Political Science and History for successfully conducting 'Gandhi Jayanti' on 2nd October, 2021.
- 11) Discussed about SDC's & LSC's and the guidelines given by CCE and resolved to follow the CCE guidelines.

I st	Sem - LSC	English Dept
2 nd	ICT	
3 rd		

 - Tourism Guidance - Dept of History
 - Business Communication - Dept English
 - Electrical Appliances in B.Sc - Dept of Physics
 - Survey & Reporting by Economics Dept.
 - Logistics & Supply chain - by Commerce
 - Dairy Techniques - Zoology & Bio-Technology
 - Financial Market - Economics
 - Poultry Farming - Zoology.
- 12) Discussed about enhancement of remuneration to contingent staff and resolved to enhance by Rs 500/-.
- 13) Resolved to enhance the college working hours from 9:30 A.M to 6:00 P.M in view of NAAC.


 Date:

1. A.V. Ramana Rao DAU Ramana Rao 10/10/22
2. K. Toji 10/10/22
3. V.V. Ramana Reddy 10/10/22
4. Dr. K. Sharan Kumar K. S. Rao
5. Dr. K. S. Rao K. S. Rao
6. Dr. M. M. M. Prasad M. M. M. Prasad
7. Dr. M. M. M. Prasad M. M. M. Prasad
8. Dr. T. M. S. Balaji T. M. S. Balaji
9. Dr. Ch. K. S. Srinivas Ch. K. S. Srinivas
10. Dr. K. P. R. S. Srinivas Reddy K. P. R. S. Srinivas Reddy
11. Dr. K. R. S. Srinivas K. R. S. Srinivas
12. Dr. Ch. M. S. Srinivas Ch. M. S. Srinivas
13. Dr. P. M. V. Prasad P. M. V. Prasad 10/10/2022
14. Dr. K. S. Srinivas K. S. Srinivas
15. V. Srinivas V. Srinivas
16. L. K. Srinivas L. K. Srinivas
17. K. S. Srinivas K. S. Srinivas
18. E. Srinivas Kumar E. Srinivas Kumar
19. J. K. Srinivas J. K. Srinivas
20. Dr. Y. Divya Y. Divya
21. Dr. S. Vindhyasali S. Vindhyasali 10/10/22
22. M. S. Srinivas M. S. Srinivas 10/10/2022
23. Dr. T. Srinivas T. Srinivas 10/10/22
24. H. Srinivas H. Srinivas 10/10/22
25. Dr. S. Srinivas S. Srinivas
26. K. V. Srinivas K. V. Srinivas
27. Dr. P. Srinivas P. Srinivas 10/10
28. Dr. Ch. Srinivas Ch. Srinivas
29. K. Srinivas K. Srinivas
30. Dr. T. Srinivas T. Srinivas
31. D. Srinivas D. Srinivas

SSOS-11-11

32. P. Umasatheswari P. U. A. 11/10/2022
33. Dr. K. Chandro Sekhar K. CP 08/10/22
34. B. Madhusudhana Rao B. M. 10/10/22
35. Dr. P. Keerthi P. K. 10/10/22
36. Dr. CH. Lalitha Kumari CH. L. 10/10/22
37. H. Premaranda Babu H. P. 10/10/22
38. H. Lakshmanan H. L. 10/10/22
39. T. RAMSAB T. R. 10/10/22
40. K. ANUSHA DEVI K. A. 10/10/22
41. V. Samatha V. S. 10/10/22
42. V. Padmavathi V. P. 10/10/22
43. K. Karuna Sri K. K. 10/10/22
44. G. K. Gswaramma G. K. 10/10/22
45. S. Suresh dora S. S. 10/10/22
46. S. Faltima S. F. 10/10/22
47. K. K. K. 10/10/22
48. Dr. S. SATYANARAYANA Dr. S. S. 10/10/22
49. Dr. K. Subarna Mathur Dr. K. S. 10/10/22
50. B. V. dyullal B. V. 10/10/22
51. K. Aparna Devi K. A. 10/10/22
52. N. Nagaswamida N. N. 10/10/22
53. Dr. K. Greenilashukh Dr. K. G. 10/10/22
54. T. Manika T. M. 10/10/22
55. S. S. S. 10/10/22

11-11-2022

The Staff meeting is held in Vasthul Class room - I at 10 A.M on 11-11-2022 with the Principal Dr. D. Buri in the chair to discuss about some important Academic and Administrative issues.

Agenda :-

- 1) Submission of SSR
- 2) Graduation Day
- 3) Governing Body
- 4) Academic Council Meeting
- 5) Admissions 2022-23
- 6) SIP Programme

1) SSR has to be submitted to NAAC by 16-11-2022. The staff members are instructed to submit information and documents necessary for preparation of SSR giving top most priority.

The college requested the NAAC to extend the last date for submission of SSR and NAAC authorities extended the last date by one week, as last one week because of holidays in the month of October 2022.

2) It is proposed to conduct the 2nd graduation on 23-12-2022 for which Hon'ble Commissioner is going to attend. Controller of Examinations

is requested to make necessary arrangements for the Graduation Day.

3) The Governing Body meeting is to held tentatively on 23-12-2022.

In this connection Finance Committee meeting and Academic Council meeting will be conducted shortly.

4) Dr. Ramaswami donated Rs two lakh fifteen thousands for Public Address System. Dr. Vijaya Kala, Lecturer in Physical Education donated Rs 50,000 for Green Chalk Boards. Principal and Staff members appreciated the Staff members who donated for improving the Infrastructure.

Dr. Sree Rangan, Lecturer & HOD of Zoology donated water filter for benefit of students.

5) As per guidelines of CCE, Student Induction Programme (SIP) is being conducted in the College from 24th November, 2022 to 29th November. The Staff members requested to provide valuable inputs to the students.

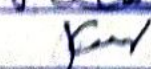
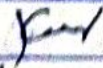
6) The Staff members discussed about the admissions 2022-23 and the Staff members are requested to put their best efforts to

complete its admissions in 3rd phase.

7) Dr. P. M. V. Prasad, I B A C Co-ordinator requested staff members to submit the information and documents to I B A C immediately as the last date for submission of SSR is fast approaching. Further he requested to submit the data taking all precautions to avoid difficulties during the DVV process.

8) Discussed about the Financial aspects in connection with N A A C unit.

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|-------------------------|------------------------|
| 1. A. V. Raman. Rao | A. V. Raman. Rao |
| 2. V. CHENCHU RAMANA | Chenchu Ramana 11/1/24 |
| 3. Mr. V. R. Ramesh | V. R. Ramesh |
| 4. Ch. N. Ramesh | Ch. N. Ramesh |
| 5. Mr. K. S. S. Ramesh | K. S. S. Ramesh |
| 6. Dr. K. Chaudhary | Dr. K. Chaudhary |
| 7. T. Ramesh | T. Ramesh |
| 8. Mr. R. Ramesh | Mr. R. Ramesh |
| 9. K. Nagaraja | K. Nagaraja |
| 10. K. Jothi | K. Jothi |
| 11. Dr. R. Ramesh | Dr. R. Ramesh |
| 12. Dr. P. M. V. Prasad | Dr. P. M. V. Prasad |
| 13. Dr. M. M. M. M. M. | Dr. M. M. M. M. M. |
| 14. Dr. K. Ramesh | Dr. K. Ramesh |

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|--------------------------------|---|
| 15. Dr. C. Ramadeva |  |
| 16. Dr. J. Kari Th |  |
| 17. M. Sai Sudhan |  |
| 18. M. S. Vinodhyanali |  |
| 19. E. Kanyalamai |  |
| 20. P. Umamaheswari |  |
| 21. Dr. P. P. Mahalingam Reddy |  |
| 22. D. Surendra |  |

21-12-2022

The General Staffs meeting is held on 21-12-2022 at 10.00 AM in the Vice-Chancellor's class room with D.S. D. Gode, Principal in the chair.

Agenda

- 1) 3rd Convocation (Graduation Day) to be held on 23-12-2022 P.M.
- 2) General Body meeting to be held on 23-12-2022 A.M.
- 3) Internships (F-map)
- 4) Fees collection through F-map App
- 5) NAAC
- 6) Coverage of Syllabus and postponement of III Sem Examinations

Discussion:-

The Principal constituted committees for the smooth conduct of Graduation and General Body meeting. The conveners and members of the committees are requested to undertake various works assigned to them.

The Commissioner of Collegiate Education and Vice-Chancellor, AGO and other officials are going to attend the above said programmes.

All the Staff members have to wear the Convocation Gowns. And also the students receiving their original Degrees have wear the Black

^{Group}
 colour ~~poster~~. The certification will be distributed to the students by the Hon'ble Commissioner.

The Staff members discussed about the arrangements for Graduation Day & GB meeting. Resolved to follow the protocols for Graduation Day. Working lunch will be provided for Staff members after the Graduation day celebrations.

All the members have to assemble for the GB meeting in the afternoon in Virtual Class Room I. The Hon'ble Commissioner may visit the Hostel and different departments. Hence, the Staff members are informed to keep the premises neat and clean.

The Students who are attending the Internships are mapped in the I-map App.

The DVV process for NAAC is successfully completed. The IQAC coordinator and the members are appreciated for the successful completion of SSS & DVV.

After review of the coverage of syllabus, and considering the representation given by the students, it is resolved to postpone the 2nd Sem-End Exams to January 2023.

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 [Signature]
 21/12

DLPX

1.	A.V. Ramon. Rao	AURamon.	21/12/22
2.	G.		
3.			
4.	Dr. C. Vijayakali	Comp. & Phys Eds	
5.	G. Kanyakumari	Microbiology	(K)
6.	Dr. S. Priyanka	Biotech	
7.	S. Pothu	Histology	
8.	J. Kavi the	Mathematics	
9.	K. V. Ramana	Botany	
10.	K. Sai Sushma	Botany	
11.	B. V. Dnyanesh	Computers	
12.	R. S. Vindhyaavali	English	
13.	Dr. Ch. Lalitha Kumari	Zoology	
14.	K. Anushe Devi	C.S	
15.	V. Samatha	CA	
16.	MD. Summe	CS	
17.	Dr. T. Manthi	Hanswain	
18.	K. Joti	Polys	
19.	S. Sandhu	Hindi	
20.	Dr. P. Victoria Sai	Botany	
21.	Dr. T. Ramdas	Polys	
22.	D. Suresh	Chemistry	
23.	Dr. M. Anil Kumar	Zoology	
24.	Dr. Ch. Chinnappa	Eng.	
25.	Dr. K. Chandipati	Maths	
26.	Dr. K. Venkatesh	Phys	
27.	K. Lakshmi	Economics	
28.	Dr. M. Muralidharan	Chem	
29.	V.V. Ramana Reddy	Botany	
30.	Dr. K. Saravana Kumar	Histology	

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|-----|------------------|--------------|------------------------|
| 31. | M. Lakshmi | Commerce | <u>S</u> |
| 32. | Dr. K. Suvarna | Maths | <u>KL</u> |
| 33. | P. Umamaheswari | English | <u>P. Um</u> 21/12/22. |
| 34. | G. K. GOWARIMA | Telugu | <u>G</u> |
| 35. | Dr. Y. Divya | Telugu | <u>Y</u> |
| 36. | K. Aparna Devi | Home Science | <u>K</u> |
| 37. | V. Padmavathi | CS | <u>V</u> |
| 38. | Ch. Manjula | Lib sc | <u>Ch</u> |
| 39. | Dr. C. Kalapriya | Home Science | <u>Ch</u> |
| 40. | S. Rukmini | Hsc | <u>S</u> |

17-01-2023

The general staff meeting is held on 17-01-2023 in the V.C - I room at 3.00 PM to discuss various academic matters. Dr. D. Givi, Principal presided the meeting.

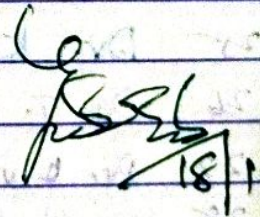
Agenda

- 1) Sem-end examinations for 3rd sem
- 2) Internship for students.
- 3) FRS App (AP-FRS)
- 4) Zonal Review meeting held on 10-01-2023
- 5) NAAC Records
- 6) F-MAP
- 7) College Website

1) Sem-end examinations for 3rd sem students are going to be conducted from 18-01-2023. The staff members are informed to attend the invigilation duties as per the schedule.

2) B.A and B.Com final year students have completed their Internship ... B.Sc students have to undergo internship in the 6th semester students. The mentors are informed to identify the internships related to their domain. Students must be enrolled in F-Map and the progress of internship will be monitored from time to time. B.Sc students have attend the internship from 23-01-2023.

- 3) All the staff members are informed to download the AFRS App.
- 4) Discussed about review meeting held on 10-01-2023 at CCE, Mangalore.
- 5) Discussed about the preparations for forthcoming NAAC visit.
- 6) Coverage of syllabus is being monitored through TLP App.
- 7) The target of 80% results must be attained in the year 2022-23. Discussed about dropouts and steps to decrease the dropout rate.
- 8) Continuous Internal Assessment (CIA) SOP must be followed without any deviation.
- 9) All the students have to download F-map app and they have to pay the fee through the App.
- 10) Principal and staff appreciated the Dept. of Computer Science for upgrading and maintaining the college dynamic website.


18/1

1	A.V. Ramana Rao	Lect. in Physics	AUR
2	K. Jothi	Lect. in Pol Sci	
3	Dr. VC Venkata	Lectur in Econm.	
4	Y. Divya	Lecturer in Telugu	
5	Dr. P. V. Venkata	Botany	
6	Dr. Ch. Ramachandra	Zoology	
7	N. Naga Sankar	Lect in Statistics	
8	K. V. Ramana	Botany	
9	G. Kanyakumari	microbiology	
10	Dr. K. Svarna	Maths	
11	P. Umamaheswari	English	
12	H. Swathi	Zoology	
13	K. Anuradha Devi	CS	
14	V. Sankar	CS	
15	Dr. P. G. Sankar	Tel	
16	K. Aparna Devi	BSc	
17	Dr. T. Manjatha	BSc	
18	Dr. B. Rajeswari	Botany	
19	P. Sankar	Commerce	
20	P. Sankar	Pol. Sci	
21	Dr. Ch. Sankar	English	
22	Dr. Ch. Sankar	Maths	
23	Dr. K. P. Sankar	Chemistry	
24	Dr. K. Sankar	History	
25	Dr. K. Sankar	Maths	
26	Dr. T. Sankar	Chemistry	
27	Dr. D. V. Sankar	Telugu	
28	Dr. K. Sankar	Zoology	
29			
30			
31			

27-01-2023

The general staff meeting is held on 27-01-2023 at 12 Noon in the V.C-Room with Dr. D. Guri, Principal in the chair, and resolved the following,
Agenda:-

1. Ensuring Peer team (NAAC) visit
2. Preparations for Peer team visit
3. Mock Peer team visit
4. Payment of NAAC Assessment Fee
- 5) G.L.M's

Discussion and Resolutions:

- 1) Principal and Staff congratulated Dr. Durga, Lecturer in Telugu, who was awarded Republic Day Award from District Authorities.
- 2) Principal appreciated the staff members for their efforts in successful completion of NAAC work
- 3) As the College is Pre-qualified for Peer team visit, the Staff members are requested to collect all the material evidence in connection with G.L.M's
- 4) Mock PEER team visit will be conducted on 18th Feb 2023. Hence the Staff members are informed to keep all the records updated.

5) An amount of Rs 29500/- is paid to NAAC at the time of submission of IBA. Also an amount Rs 59,000/- which is Initial SSR payment is made to NAAC. Further Assessment fee of Rs 59,000/- is also paid to NAAC. Further, Logistics payment of Rs 236,000/- is paid to NAAC Bangalore. All these payments are made by IBAC Co-ordinator Dr P.M.V. Prasad through Net Banking from his personal account. Hence, it is resolved to reimburse the above said amounts totalling Rs 3,83,500/- from the available college funds.

6) Dr. P.M.V. Prasad, IBAC co ordinator discussed about BLM's and the documents to be submitted as evidence. All the Staff members are requested to prepare meticulously for the ensuing Peer team visit, and extend abundant cooperation.

(Signature)
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1. A.V. Ramas. Rao

AUR Ramas. Rao

2. Dr. Mohd. Mahboob

Uddu

3. Dr. Vigneshwaran

(Signature)
JSS

4. Dr. K. Sarana Kumar

Hishar

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|---------------------------|------------------|-----------------------|
| 5. W.T. Ravendranath Babu | Chemistry | Ch. C. S. Reddy |
| 6. Dr. M. M. R. Raman | Chemistry | Ch. C. S. Reddy |
| 7. D. Surendra | Chemistry | Ch. C. S. Reddy |
| 8. Dr. J. Kavitha | Mathematics | J. Kavi |
| 9. Dr. S. Priyanka | Biotechnology | S. Priyanka |
| 10. Dr. T. Venkatesh | English | Venkatesh |
| 11. Dr. Chinnamurthy | English | Chinnamurthy |
| 12. Dr. J. Ramesh | Physics | J. Ramesh |
| 13. V. V. Ramesh Babu | Physics | V. V. Ramesh Babu |
| 14. Dr. C. Vijaya Kala | Phy Eds | C. Vijaya Kala |
| 15. B. Vidyullathi | Computer Science | B. Vidyullathi |
| 16. Dr. S. Vidyavathi | English | S. Vidyavathi |
| 17. Dr. K. Ramesh Babu | Chemistry | K. Ramesh Babu |
| 18. Dr. P. M. V. Prasad | Mathematics | P. M. V. Prasad |
| 19. Dr. P. Victoria Rao | Botany | P. V. Rao |
| 20. D. Rama Krishna Reddy | Economics | D. Rama Krishna Reddy |
| 21. K. Aparna Devi | Home Science | K. Aparna Devi |
| 22. E. Kanyalamma | Microbiology | E. Kanyalamma |
| 23. Dr. B. R. Ramesh Babu | Botany | B. R. Ramesh Babu |
| 24. Dr. R. Ramesh Babu | Botany | R. Ramesh Babu |
| 25. Dr. N. Anitha | Zoology | N. Anitha |
| 26. N. Naga Sreedhar | Statistics | N. Naga Sreedhar |
| 27. H. Chaitany | Zoology | H. Chaitany |
| 28. S. Fathimunnisa Begum | History | S. Fathimunnisa Begum |
| 29. K. Lakshmi | Economics | K. Lakshmi |
| 30. Dr. Y. Divya | Tel | Y. Divya |
| 31. MD. Sameera | CS | MD. Sameera |
| 32. B. Madhusudhana Rao | Commerce | B. Madhusudhana Rao |
| 33. Dr. T. Mamatha | Human Science | T. Mamatha |
| 34. Dr. K. Chandrasekhar | Mathematics | K. Chandrasekhar |
| 35. S. S. S. | Hindi Department | S. S. S. |

36. S. Rukmini

Home Science

~~Ali~~

37. Dr K. Sreenivas

Statistics

K. Sreenivas

38. M. Premaranda Babu

Commerce

ABO

39. T. Manik

Physics

~~SA~~

40. Dr. C. Salma

Phy

~~SA~~

Staff Council Meeting Minutes

The General Staff Council meeting is held on 2-02-2023 in the Principal's chamber at 4 p.m. with Dr. D. Gini, the principal in the chair and resolved the following.

Agenda Point:

1. NAAC - Peer Team Visit - Preparedness of Department. [Qms 300 marks]
2. Allotment of funds - Financial Assistance to department
3. Showcasing the campus.
4. Onsite visit expenditure during Peer team's visit.

Resolutions

[Qms - for 300 marks].

1. In the backdrop of NAAC peer team's visit in a month, all the departments have to beautify their departments. All the departments have to update their records and get themselves ready. e.g. POs, COs, PSO.
2. All the departments (25) will get an amount of Rs 5000/- [five thousand rupees] each for the purpose of beautification and getting ready with charts, pictures and other needed equipment.
3. Toilets/workrooms be kept clean and tidy. Repairs are to be made immediately in all the departments.
4. Every department has to take SWOC analysis and find the loopholes which should be immediately attended to.
5. Nameplates be arranged by each department. Mock Peer Team visits all departments in a week.

- a. Public Address System is a fetching point.
- b. Have a discussion among the lecturers in each department and move with team spirit.
- c. Practice in advance ~~the~~ will help us a lot.
- d. Get ready with records by 9th Feb'23.
- e. Speaking ^{humbly} with Peer Team members ~~humbly~~ is important.
- f. Rely on the SWOC that was kept in the SSR.
- g. Results, achievements, quantified data be presented.
- h. Take feedback from ~~all~~ all the members of the department.
- i. Guess beforehand ^{all} the questions expected to be asked by the team.
- j. CCE team will visit us in advance.
- k. For the welfare of student, what have you done? Keep all categories of student.
- l. Read Q/Ans carefully and come to an understanding with what you should do.
- m. Redressal: How many issues are resolved.
- n. Library, hostel, NSS, NCC, COE must be attentive.
- o. Collect the relevant material.
- p. Face the Peer team ~~and~~ without hesitation.
Cross talk is dangerous. Be polite and honest.
Pay heed to their words all the time. Don't get confused.
- q. Be ready with material evidence.

Note: Peer team is not a fault finding committee. It's only an observation ^{checking} committee.

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1. Dr. Ch. Krishnamoorthy
2. ~~Shanmugam~~ K. Suresh
3. ~~Shanmugam~~ Suresh
4. ~~Shanmugam~~ Suresh

- 5 K. Sreeni
- 6 Dr. C. Vijaya Kalai
- 7
- 8 P.V. Ravi
- 9 S. S. Sath
- 10 B. V. S.
- 11 M. Lakshmanan
- 12 K. S. S.
- 13 L. Kalayam 2/2/23
- 14 A. S. S. 2/2/23
- 15 T. Manik 1/1/23
- 16 Y. S. S. 2/2/23
17. S. Sathya 02/02/23
18. R. Nigam 2/2/23
- 19 G. S.
- 20 G. S.
21. O. Sathya
22. P. S. S. IDAC 2/2/23

04-03-2023

The general staffs meeting is held on 04-03-2023 in the V.C-I (Room No. 49) at 2.30 P.M. with D.S. D. Guja, the Principal in the chair and resolved the following.

- Agenda : 1) NAAC - Peer team visit on 9th & 10th March 2023
2) CCE - Team visit on 6th March.

A team from Commissionerate headed by D.S. Vijaya Babu is going to visit the College on 6th March. The team visit all the departments, hostel, IQAC etc.

NAAC - Peer team visiting on 9th & 10th March to verify the GLM's. All the staff members are requested to keep all the records and registers updated with all material evidence.

Minute to minute schedule will be announced on 8th March. Very experienced persons are visiting the campus as NAAC peer team members.

Teams have been constituted to receive the NAAC - Peer team members, Principal's presentation will be in Room No. 48.

Discussed about the arrangements of Peer team visit.

Material evidence will be checked in IQAC and Reproduction.

Staff members are requested to be attentive during the visit.

There will be interaction with Governing Body members and CCE members.

In the afternoon Library, Physical Education Department and other facilities will be visited by the Peer team members.

Peer team members will visit the students, Alumni, industrial experts. Student's interaction will be in

the Assembly Hall. Peer team members will visit the adopted village. Cultural programmes will be around 5:30 P.M.

On 10th March there will be review of best practices, Institutional Distinction and interaction with committees.

Peer team will give their recommendations and in the exit meeting.

Different committees have been constituted for smooth conduct of Peer team visiting visit.

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Rashmi
4/3

1. AURaman. As Asst. in Physics
2. Thavend the Baby Asst. in Chemistry
3. Dr P.M.V. PRASAD Prof. Mathematics
4. Dr. K.P.P. Mohana Reddy Asst. Chemistry
5. Dr K Chandrasekhar Maths (Asst)
6. Dr. Chakravarthy Asst. (Asst)

21-03-2023

The Staff council meeting is held in the Principal's chamber at 4.00 P.M. on 21-03-2023 with Dr. D. Gire, Principal in the chair to discuss on the following agenda:

- 1) Admission 2023-24 Academic year
- 2) Gap Analysis for cycle-3 NAAC
- 3) Pre-BOS meetings
- 4) Value Added & Certificate courses
- 5) Expenditure incurred for NAAC-PTV

With the best efforts made the Principal and Staff members we achieved 3.16 CGPA with 'A' Grade in the recently conducted NAAC assessment.

The Staff members discussed on Gap-Analysis in connection with cycle-3 NAAC assessment. Discussed about the recommendations of Peer Team of NAAC.

Discussed about the admissions for the academic year 2023-24 and measures to be taken to improve the admissions. Resolved to take all possible steps to improve the admissions for the Academic year 2023-24. Resolved to campaign for admissions through advertisements (hoardings), door to door campaign, Media and Social media.

Botany department has to take care of BZC admissions. MCCS admissions should be taken care off by chemistry and mathematics departments. The following Departments have to look after the admissions of programmes

Commerce department has to look after B.Com(CA) & B.Com(General) Admissions.

M.P.G. — Physics Dept

M.S.C. — Statistics Dept

HEP — History Dept

ESCA — Economics Dept

BEZC — Biotechnology Dept

MBC — Micro-Biology Dept

BZC, AZC — Zoology Dept

Resolved to constitute a committee for admissions 2023-24 with Dr Vinodhyanali, Lecturer in English as coordinator, and Dr Kaulika, Dr Kala priya, Dr Sravan Kumar, Dr Naga Raju as members

The H.O.D's are informed to submit the Individual Time Tables and work load to the Academic - Co-ordinator.

The members discussed on LSC's & SDC's to be taught to IInd & IVth Sem Students.

It is resolved to teach Business Communication for B.Sc students, instead of Survey and reporting. Also resolved to teach Performing Arts by Department of Telugu. P.G. work load is to be taken into account while calculating the work load for English department.

Reviewed the coverage of syllabus for II, III and IV sem students.

It is resolved to organize at least one certificate course (30 hrs duration) by each Department.

Resolved to conduct Pre-BOS meetings in all departments.

When a Staff member applies for leave, he/she has to do work adjuatment for the benefit of students.

All the teaching staff members are enjoined to maintain the academic records like Teaching Diaries, Synopses, curricular plans and keep them upto date.

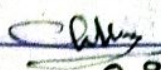
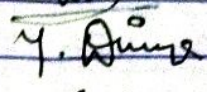
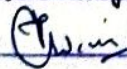
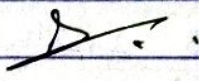
The H.O.D.'s are requested to improve the number of publications and Value Added courses.

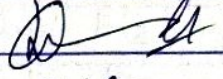
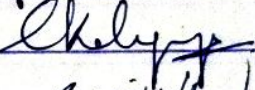
Resolved to conduct Invited Lectures, Seminars / Webinars and outreach programmes.

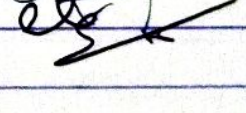
The Controller of Examinations (COE) is requested to take steps to announce the results within 14/21 days.

An amount of Rs. 6,10,205/- is utilised for meeting the expenditure in connection with NAAC Peer Team visit towards face lifting, Hospitality, Transportation, cleaning the campus

Principal
21/3

Dept	Name	Signature
English	Dr. Ch. Krishnamurthy	
Telugu	Dr. Y. Divya	
Hindi	Dr. S. Surendra	S.S.
Urdu		
History	Dr. K. Sravani Kumar	
Political Science	K. Toji	
Economics	-  22-03-2022	
Commerce	M. Lakshminarayanan	
Computers		
Maths		

Physics	A.V. Ramesh Kumar	AUR Ramesh Kumar
Chemistry	D. Surendra	
Botany	Dr. P. Victoria Devi	P.V. Devi
Biotechnology	K. Sai Sathya	S. Sai Sathya
Microbiology	K. Kanyasakumari	
Zoology	Dr. T. Sri Ranjan	
Home Science	- Dr. C. Kalapriya	
Physical Education	Dr. C. Vijaya Rani	C. Vijaya Rani
Library Science		

Statistics	- Dr. K. Suresh Kumar	K. Suresh Kumar
LOE	D. R. K. Reddy	
Lib. Sc.	Dr. Ch. Narayana Reddy	

01-05-2023

The general staff meeting is held on 01-05-2023 at 3 P.M. in V.C-I room with D.D. Gauri, Principal in the chair and discussed the following.

Agenda:

- 1) Declaration of first semester ~~results~~ ^{results}
- 2) UGC notification for Autonomous Colleges.
- 3) Institutional Development Plan (IDP)
- 4) Examination Reforms
- 5) Coverage of syllabus and Revision of Summer Vacation
- 6) Value Added Courses
- 7) College Day
- 8) Admissions

- 1) The Principal, COE declared the results pertaining to first sem. ~~results~~ for the academic year 2022-23. The total pass percentage is 66.7.
- 2) As per the new regulations given by the UGC, the finance committee is to be reconstituted. The staff members discussed about the reconstituting of finance committee.
- 3) Resolved to conduct pre-BOS meetings by all the departments before conducting BOS meetings. Discussed about 7th & 8th semesters and planning about syllabus.
- 4) Discussed on the preparation of Institutional Development Plan. The IQAC coordinator, Academic coordinator and Vice Principal are requested to

to prepare IDP with the cooperation of all the staff members

5) Discussed about digilocker and it is resolved to host the certification in the Digilocker by COE

6) Discussed on paper setting and conducting orientation for paper setters. Paper Setters should be from other states, as per CCE guidelines

7) Resolved to introduce OMR system from the next semester

8) The controller of examinations has to look after CIA. After discussion, it is resolved to go for 40% (Internal) and 60% (External) from Ist Sem with 2023-24 academic year.

9) In view of the water scarcity and representation of students, it is resolved to pre-pone the summer vacation. It is resolved to declare summer holidays from 07-05-2023 to 31-05-2023. Resolved to conduct 6th and 4th Sem end exams from 19-06-2023. For IInd Sem students, the examinations are proposed to be conducted in July 2023.

10) Discussed about GB meetings, which is proposed to be held in the month of June.

11) Discussed about enhanced expenditure in conducting the examinations. The examination committee is requested to look after the issue and act accordingly.

12) Discussed on the celebration of College Day Sports Day. It is resolved to conduct the College Day tentatively on 9th June 2023.

Discussed about admissions for the academic year 2023-24. Resolved to enhance the admissions by taking all possible steps.

1. AUR 2000.00 11/5/23

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5. V. C. RAMAIAH (Chair) 11/5/2023

6. K. C. ebbel

7. Dr. Mohd. M. Mahboob

8. Dr. T. Ramakrishna 11/5/23

9. V. V. Ramana Reddy

10. Dr. V. S. R. Reddy

11. Dr. Dr. S. N. Reddy

12. Dr. Dr. S. N. Reddy

13. Dr. S. Priyanka

14. Dr. K. G. S. Reddy

15. Dr. L. S. Reddy

11/5

11/5

- | | |
|----------------------------|-----------------------|
| 16. Dr. T. Mamtla | th |
| 17. Dr. Ramesh | 19 |
| 18. E. Nagaraju | th |
| 19. P.V. Rao | P.V. |
| 20. U. Sai Sualke | th |
| 21. Dr. N. Anil | th |
| 22. Y. JOHN SAHEB | th |
| 23. Dr. Ch. Kishore | th |
| 24. th K. J. J. | th |
| 25. P. Ummamatheswari | P. U. |
| 26. M. Lakshmi Prasad | M. Lakshmi |
| 27. Dr. S. Vindhyaiah | th |
| 28. D. Surendra | th |
| 29. Dr. H. Suresh | th |
| 30. Dr. T. Srinivas | th |
| 31. E. Kanyakubai | th |
| 32. Dr. P. Kertu | th |
| 33. Dr. Ch. Ramesh | th |

26-05-23

The Staff Council meeting is held in the Principal's chamber on 26-05-23 at 12 Noon with Dr D. Guire, Principal in the chair to discuss on the following agenda.

Agenda:- 1) Establishment of Studio and Renovation of one Smart class room at NRC - D.K. Govt. College for Women (A), Nellore. 2) Single major

Ref:- Proc. No. 01 / Studios

Establishment / CCE / OSD - 1 / AC - 04 / 2023 Dated 23.05-2023

Discussion:-

In the proceedings of the Commissioner of Collegiate Education A.P cited in the above reference, it is proposed to establish one Studio for LMS content generation and one Smart class room for conducting FDP programmes. In this connection, D.K. Govt. College for Women, Nellore is permitted to establish a studio in an existing room and to renovate one smart class room by utilizing RUSA funds or Accumulated Special Fee funds or other available funds. The NRC GDC's are instructed to call for quotations from reputed organisations to establish a Studio in an

existing room and to renovate one small class room.

The below listed reputed organizations are identified by CCE and all NRC's are calling sealed quotations.

1. Videt Event mktg (India) Pvt. Ltd
Hyderabad
2. Suwayam Enterprises, Hyderabad
3. August Events & Signs, Mumbai

The Staff Council members discussed about introducing single major from the academic year 2023-24 as per the CCE guidelines.

Resolutions:-

- 1) Resolved to request the above said organizations to send quotations in sealed covers.
- 2) Resolved to introduce 19 programmes in the academic year 2023-24

B.A History — 30 Seats

Economics — 30

Political Science — 30

Spl. Telugu — 30

Spl. English — 30

Statistics (Non-maths) — 30

B.Com General — 40

Computer App — 60

Banking & Insurance — 30

B.Sc Mathematics — 50

Physics — 30

Statistics — 30

Computer Science — 50

Zoology - 30
 Aqua culture - 30
 Biotechnology - 30
 Botany - 30
 Industrial chemistry - 30
 Home Science - 30

It is suggested to introduce B.A (Hons)
 Political Science from the academic year
 2024-25.

[Signature]

1. English - *Chhaya*
2. Telugu - *Y. Divya*
3. Hindi
4. Urdu - *[Signature]*
5. History - *[Signature]*
6. Economics - *[Signature]*
7. Political Science - *[Signature]*
8. Home Science
9. Maths - *[Signature]*
10. Physics - *AURamon. K*
11. Chemistry - *[Signature]*
12. Computer Science - *Bu. S.*
13. Botany - *P.V.Ra.*
14. Zoology
15. Biotech - *S.S. Rao*
16. Microbiology - *[Signature]*
17. Statistics - *K. Divya*
18. Commerce - *[Signature]*

01-06-2023

General Staff meeting is held on 01-06-2023 at 3 P.M. in the V.C.-s room with Dr. D. G. G. Principal in the chair and discussed on the following agenda.

Agenda:

- 1) College Day
- 2) Internship
- 3) Conducting Sem-end exam
- 4) TOT Training
- 5) Establishment of studio and smart class room.
- 6) Enrollment in CCE-Job portal
- 7) 3 Major to one major

Discussion:-

- 1) I B.Sc students completed their internship in the 6th sem and II B.A & II B.com students completed their internship in 5th sem. It is resolved to constitute a committee for conducting viva-voce for Internship. Sem-end examinations for II & III year students will commence from 19-06-2023. Resolved to conduct supplementary exams from 19-6-23.
- 2) Discussed about enrollment of final year students in the CCE-Job portal and guide the students. It is resolved to enroll all the ^{3rd year} students in the CCE Job portal.
- 3) Discussed about issue of original degree and collecting O.D fee from final year students. Resolved to collect O.D fee along with examination fee.

- 4) Discussed about conversion from 3 major to Single major from the academic year 2023-24. Staff members discussed on the courses/programmes to be offered. Discussed on inter disciplinary courses. Resolved to suggest 19 major programmes in B.A/B.Com/B.Sc ~~students~~ Streams.
- 5) Discussed on establishment of Studio and smart class room for developing Lms content and FDP training in the college which is one of the 18 NRC's. It is resolved to establish studio and smart class room in the college.
- 6) Annual College Day is to be celebrated in the academic year. Resolved to ~~celebrate~~ celebrate College Day on 13-06-2023.
- 7) It is mandatory for all the staff members to attend college assembly on every Wednesday at 9:15 A.M exactly.
- 8) Whenever the staff member applies for leave, he/she should adjust the class work and recoup the syllabus.
- 9) Discussed on the TOT training programmes to be conducted from 05-06-2023 in five batches.

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1. AURAMAS ✓

2. P. R. S.

3. V. C. RAMAIAH ETC

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4. ~~Scout~~ Dr. Mohd. M. H. S. S. S. S.
5. ~~Chib~~
6. ~~AA~~
7. K. S. S. S. S.
8. Y. S. S. S. S.
9. K. C. S. S. S.
10. ~~S. S. S. S.~~
11. ~~A. S. S. S.~~
12. S. P. S. S. S.
13. P. V. S. S.
14. ~~V. S. S. S.~~
15. ~~K. S. S. S.~~
16. T. S. S. S.
17. ~~M. S. S. S.~~
18. V. S. S. S. S.
19. P. S. S. S.
20. T. S. S. S.
21. E. S. S. S. S.
22. ~~V. S. S. S.~~
23. C. H. S. S. S.
24. C. S. S. S. S.
25. B. S. S. S. S.
26. Dr. S. S. S.
27. V. S. S. S.
28. K. S. S. S.
29. K. S. S. S.
30. C. S. S. S.
31. T. S. S. S.
32. K. S. S. S.
33. Y. S. S. S. 11/6/23
34. Ch. S. S. S. 10/12/23

35. *Parasitica*

36. *Al*

37. *E. Nympha*

38. *Al*

17-06-2023

Staff council meeting is held in the Principal's chamber on 17-06-2023, at 3 p.m. with Dr. Gini, Principal in the chair and discussed on the following academic and administrative agenda.

Agenda:-

- 1) Admissions for academic year 2023-24
- 2) Coverage of syllabus
- 3) Sem End Examinations
- 4) Any other issue

1) The staff council members discussed about admissions for the first year programmes in the academic year 2023-24. The registration process for admissions in OAMDC will start from 17-06-2023. The students have to choose the single major subjects among the 19 major subjects being offered by the college. It is resolved to give wide publicity in print and electronic media about the admissions. The heads of the department are requested to take all possible efforts to fill all the seats in all the majors. It is resolved to give advertisement regarding admissions in print and electronic media.

- 1a) It is resolved to collect Rs 300/- as registration fee from contract and guest faculty who attending T o T programmes against Rs 600/-

2) Discussed about shortage of attendance for appearing in Sem End examinations. After detail discussion, it is resolved not to allow the students who have less than 50% attendance to write the examinations. Discussed on the representation submitted by Sk. Tanneer, B.Com(CA), Sk. Rajiya B.Com(CA), R. Anusi, Sk. Shaham B.Com(CA) and the Staff Council decided to not allow these students to appear in the Sem-end examinations. All the class teachers are requested to complete the attendance consolidation at the end of every month and inform the students and parents.

3) It is resolved to conduct 4th Sem end examinations from 01-07-2023

4) It is resolved pay Rs towards expenditure met in arranging public addressing system in V.C-I room as it is imperative for conducting TOT programmes

Principal
D.K.Govt. Degree College for Women
NELLORE.

- | | | |
|-----------------------------------|------------------------|-----------|
| 1. AUR Raman Rao | AUR Raman Rao | 17/6/23 |
| 2. N. CHENHU RAMAN ERO. | N. CHENHU RAMAN | 17/06/23 |
| 3. K. JOJI | K. JOJI | 17/6/23 |
| 4. D. Surendra Chemistry | D. Surendra | 17/6/23 |
| 5. B. Vidyaiah Computers | B. Vidyaiah | 17/06/23 |
| 6. Dr. C. Kalapriya Home Science | Dr. C. Kalapriya | 17/6/2023 |
| 7. Dr. S. Vindhya Lakshmi English | Dr. S. Vindhya Lakshmi | 17/6/2023 |
| 8. Mr. T. Sri Ranjini Zoology | Mr. T. Sri Ranjini | 17/6/23 |
| 9. Dr. K. Swarna Maths | Dr. K. Swarna | 17/6/23 |

10. MD. SAMEERA - CS MD. Sameera
 11. K. Sai Snelha - Bot ~~S. Sai~~ 17/1/2023
 12. K. Lakshmi Narana - Compo K. Laksh
 13. Dr. C. Vijaya Kumar - Phy Ed C. Vij-101
 14. Dr. K. Shavana Kumar - History K. Shav
 15. Dr. K. Sreenivasulu - Statist K. Sreen
 16. Dr. Ch. Narmayana Reddy - Lib-Sc Ch. Narm
 17. D. Ramalokishan Reddy - COE D. Ramalokishan