

2. Staff Council Meeting 6-11-2019

Staff Council members met on 6-11-2019 to discuss the following & resolved the following items.

Agenda

1. G.B. Council meeting updates informed to staff Council members.
2. Academic records to be updated and submitted as per instructions of C.C.B.
3. Naac reports to be prepared as criteria-wise continuously.
4. Study projects by students to be incorporated in the a Journal with ISBN-number.
5. Academic Council to be conducted.
6. MOOCs course to be introduced.
7. Semester Exams date schedule to be fixed.
8. Syllabus Coverage Report (with no. of claims).
9. Size/ BIZ to be covered (claims to be conducted).
10. Practical Exams Bill for odd sem. to be prepared.
11. special exams to be conducted for theory & Practical.
12. committee to be constituted for disposal of waste material in the campus.
13. Completion of Syllabus of FIT / Statistics / Maths.
Resolved to pay for Guest Faculty of each department to pay Rs 10000/- to each dept for completion of remaining syllabus in the FIT / Statistics / Maths.
14. Resolved to purchase Tents for college occasions.
15. Resolved to ~~propose~~ conduct Academic Council Meeting for the Year 2019-20.

Staff Co-ordinal Meeting

3

6-11-2019

The following members were present.

Members Present :

1. B. Menach - B. Menach
2. Dr. M. S. S. - Dr. M. S. S.
3. R. R. C. MURTHY - R.R.C.M.
4. Dr. P. Satyanarayana - P. Satyan
5. M. Prabharathi - M. Prab
6. K. Santha Rani - K. Santha
7. DR. K. Tyobina prabha - DR. K. Tyobina
8. Dr J. Saxitha - Dr J. Saxitha
9. Dr. R. Sreelatha - Dr. R. Sreelatha
10. Suprabha Panda - Suprabha
11. B. Rukmini Devi - B. Rukmini Devi
12. K. Shikharani - K. Shikharani
13. Dr. Sajida - Dr. Sajida
14. G. Sunitha - G. Sunitha
15. Dr. K. ACEEHA - Dr. K. ACEEHA
16. D. Sandhya - D. Sandhya
17. Dr. K. Venkateswari - Dr. K. Venkateswari
18. Dr. D. Sarada devi - Dr. D. Sarada devi
19. Dr. P. Indira - Dr. P. Indira
20. A. Vasanth Kumar - A. Vasanth Kumar

The following items were discussed and resolutions were taken.

Item NO. 1: Academic Records:

Academic records to be updated by each department and submit as per instructions of College Co-ordinal instructions.

4
Item NO: 2: Post-NAAE activities:
in every department compulsory to be recorded
the reports to be prepared criterion-wise.
Any lapse will be viewed seriously as per
the instruction of CCZ.

Item NO: 3: Jignasa study Projects:
Every Department should motivate
the students to participate & present Projects.
In-charges of the Dept should take up the
responsibility. ISBN-JOURNAL to be prepared
to with all the student projects.
Item NO: 4: Academic Council:

Academic Council meeting to be
conducted at the earliest for the Academic
Year - 2019-20.

Item NO: 5: MOOCs Courses:
Every Department shall introduce
one subject out of curriculum, under
MOOCs system.

Item NO: 6: Exams Time-Table:

Exams Time-Table for I, II & V
semesters to be prepared immediately
and information to be passed on to the
students.

Item 7: GE/SEEC/A.E.C.C:

Incharge of the Departments should take necessary action to complete the teaching process of GE/SEEC/A.E.C.C subjects

Item 8: Syllabus Coverage for I, II, & V SEM

Academic Co-ordinators shall prepare syllabus coverage report for I, II & V SEM (19-20)

Item 9: Disposal of Waste Material:

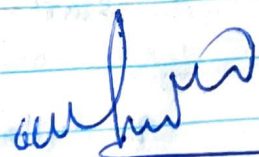
A committee to be constituted for disposal of waste material in the campus.

Item 10: PIT/Stat/Maths - syllabus.

Resolved to pay Rs 10,000 / to each subject Teacher from Guest Faculty to complete remaining syllabus of PIT/Stat/Maths.

Item 10: Shamiana/TENTS:

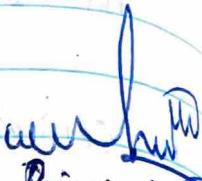
Resolved to purchase 2/3 Tents for the college, to be used at the time of college celebrations.







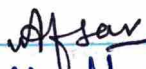

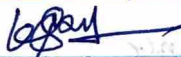

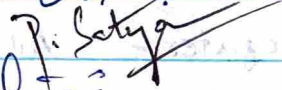

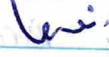











The following issues were discussed and resolved -

1. Convocation Day - Convocation day is to be celebrated on 26-11-2019. committees were drafted to look after the affairs of convocation day.
2. NAAC Activities - NAAC going colleges are to be reviewed on 21-Nov-2019. All the convenors of NAAC evaluation criteria should be prepared well.
3. Academic council - Academic council meeting is to be completed this week.
4. Special fee - convenors of special fee committee should see that amount is utilized in time.
5. Academic records - Records to be submitted in time.
6. Post NAAC activities - All incharges should submit seven criteria in order to submit AACAR reports.
7. Extension of Autonomy - All the departments should get prepared for autonomy extension.
8. Semester end practicals & Theory exam timetables - Last day of instruction is 20 Nov. Thereafter practical exams will start.
9. Syllabus completion report - All the incharges should submit the syllabus completion report.

- 10. sec/GE/AECC/Others - All the incharges should see that the sec/GE and AECC exams are to be conducted smoothly.
- 11. Central Attendance - All the teachers should post central attendance register.
- 12. Purchase of tents and audio visual aids under special fee - Special fee committees should purchase tents and audio visual aids.
- 13. Internal marks posting - All the lecturers should post internal marks immediately.
- 14. Students & staff biometric - All should follow college timings in biometric attendance.
- 15. Movement register - All should use movement register.
- 16. Affiliation from OU - Academic coordinator should see that affiliation order is received from OU.
- 17. ID cards - ID card committee should take up the process of ID cards distribution to staff and students.
- 18. Online preparation of Question bank - For first year students, all subject incharges should prepare question bank.
- 19. Website updation - All staff should update website immediately.
- 20. CC cameras - All rooms are to be provided with CC cameras along with internal networking.


Principal.

Members present.

1. R. Prasen Kumar Reddy - 
2. B. Murali - 
3. Dr. M. J. Eeram - 
4. J. Sankar - 
5. Dr. Afsarunnisa Begum - 
6. Dr. A. Madhavi - 
7. K. S. Valli - 
8. C. Uma Lakshmasai - 
9. Dr. P. Satyanarayana - 
10. V. Rohini - 
11. K. Shobha Devi - 
12. B. Rukmini Devi - 
13. D. S. Jyothi - 
14. Soprabha P - 
15. Dr. P. Indira - 
16. J. Nagarathnam - 
17. Dr. Sajida - 
18. A. Varatha Kumari - 
19. Dr. K. Geetha - 
20. G. Sushitha - 
21. M. Prabhavathi - 
22. Dr. M. Padmakumari - 

↓

Staff Council Meeting

9

6-1-2020

The following issues were discussed and resolved as follows, by the members present and presided over by the Principal.

ITEM :- NO: 1 :- Academic Audit :

Resolution :- Academic Audit will be on 9.1.2020, for the academic year 2018-19. Records to be maintained in the order.

ITEM: NO: 2 :- Optional Holidays - Resolved

① Jan - 16th ② March - 23rd ③ July 31 -

④ August - 3rd ⑤ December - 24th.

(Jan-16, - KANUMA, March-23 - Sabraj - July 31 - Sravani Purnim
August-3rd - Rakho Purnami - December-24 - Christmas Eve.)

ITEM: NO: 3 :- New S.V.P.C Received - NO. of posts sanctioned. No new person to be taken until 3 men Committee appointed.

ITEM: NO: 4 :- Extension of Autonomy:

Resolution → Departments to update & upgrade in sciences, Zoology (Museum) Botany (Herbarium), Physics / Chemistry (Store Rooms) to be

Resolution

ITEM NO: 5:

G.S.T - Workshop on 20.1.2020

ITEM NO: 6:

Minimum Requirements -
water plant, ~~Plumber~~ Plumber work, Electricity
work bills to be paid from course fee.

ITEM NO: 7:

Research & Extension,Resolution suggested to adopt a Govt.
school for Extension Activity.

ITEM NO: 8

Equipment for Microbiology
Bio technology; Applied Nutrition.Resolution: To get supply from HACA,
with permission from CCZ.

ITEM NO: 9:

Name, Plates,Resolution:To spend ~~after~~ from special
Fee after getting tenders & quotations

ITEM NO: 10

Resolution:POST-NAAC - AQR to
All the Teaching Staff ~~are~~ should
submit AQR individually

ITEM NO: 11: Internal Marks:

Posting should be done at the earliest

ITEM NO: 12 Students Attendance

Resolution: 75% attendance is compulsory.

ITEM NO: 13 SEC/BE/Teaching

To be incorporated in the time table from the beginning of the Academic Year and classes should be taken.

ITEM NO: 14: F.D.P. for staff, internship for students.

Resolutions:-

F.D.P to be arranged in collaboration with G.G.T.(H) - internship for 10 students

ITEM NO: 15: Students ID Cards -

Resolution: To be arranged within 2 or 3 days.

ITEM - 16

YUVATARAN BASTI:

Resolution: To give up for sports Day,

ITEM - 17

Jugrasa - student Project

Resolution: To be published in ISBN

ITEM - 18

Best-Practices:

Resolution: Every Dept should implement student seminars, Forum subject.

ITEM - 19

07ESH - for windows:

ITEM - 20

NO plastic

Resolution: To strictly maintain no plastic

ITEM - 21

Usage of Mobiles:

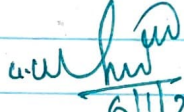
Resolution: Students should not use mobiles in the Campus.

ITEM - 22

students Feed back:

Resolution: Forms to be printed and supplied to individual lecturers.

ITEM: 21 : Condemnation of Library Books:Resolution: To write to C.C-12.ITEM: 22 : computer E-waste:Resolution: To be disposed before Autonomous Expenditure.ITEM: 23 : Parents MeetingResolution: To be conducted soon.ITEM: 24 - Resolved to pay for Hindi Workshop
Members Present: form Course Fee.


 6/11/2020.

1. J Sandhya
2. Dr. M. J. GUPTA
3. A. Varantra Kumari
4. C. Elona Lakshmeeni
5. Dr. Sajida
6. Dr. K. JYOTSNA PRABHA
7. Dr. Afsarunnisa Begum
8. D. S. Jyothi
9. Dr. D. Sarada devi
10. Dr. A. Madhuri
11. Dr. P. Indira
12. Dr. K. Venkateswari
13. M. prabhavathi
14. G. Sunita
15. V. Rohini
16. Suprabha. P

- 17. Dr. R. Sree Lalitha - 6
- 18. J. Nagarathnam - JNB
- 19. B. Rukmini Devi - 1
- 20. B. Sreedevi - Breef

Staff Council Meeting

20/1/2020

15

Met on 20/1/2020 and discussed the following Agenda, meeting was presided over by Principal Sir, in the Principal's chamber at 3.00 pm. And Resolved the following issues.

RESOLUTIONS:

Item NO:1 :- update Academic Records without any lapses.

Item NO:2 :- Autonomous Audit 13/14^{or} 18/19^{or} or 24/25 should get ready with Departmental profiles / PPTs.

Item NO:3 :- ISO Certification work to be completed by 27th of January.

Item NO:4 :- Guest Faculty :- waiting for communication of form C.E.

Item NO:5 :- Research Centre :- minimum two research supervisors for each department.

Item NO:6 :- Beautification - collaborated with horticulture Dept, Govt. of Telangana

Item NO:7 :- Online Software - to be finalized within 15/20 days.

Item NO: 8 : Academic Excellence Awards

All the Faculty who submitted completed 5 yrs should submit bio-data.

Item NO: 9 : Sports Meet :
to be completed for Yuvatarangam.

Item NO: 10 : Cultural & Literary Competitions
or Geetha to arrange for all the competitions.

Item NO: 11 : Jignasa Projects :
To be completed by 20th 23rd of Jan. -
College level "Jignasa Programme" to be conducted

Item NO: 12 : M.O.U :
Each Department should have M.O.U.
with Different Agencies.

Item NO: 13 : Best Practices :
Each Dept should maintain 'Best Practices'.

Item NO: 14 : Website :
To be updated immediately.

Item NO: 15 : Internal Marks
mistakes to be rectified

Members Present :

1. J Sandhya
2. B. Gevadi Banerjee
3. Dr. M. J. Elor Th
4. R. Ramachandra Murthy Ram
5. C. Clona Maheshwari Clay
6. Dr. Afsarunnisa Begum Afsar
7. V. Rohini Rohini
8. J. Nagarabram JNB
9. Dr. P. Indira PI
10. Dr. P. Satyanarayana P. Satya
11. Dr. K. Shobha Rai Rai
12. B. Rukmini Devi B. Rukmini
13. Suprabha P Suprabha
14. Dr. R. Sneelatha Sneelatha
15. Dr. O. padmaja Sanskrit
16. G. Sunitha G. Sunitha
17. Dr. K. Geetha Geetha

Geetha

Staff council met on 25.2.2020 and discussed the following Agenda, presented by principal in his chamber. and resolved on following issues.

proposed to spend, and utilized accumulated fund for development of infrastructure in the college.	
1. Solar panel to the college	1,70,00,000
2. Dual desk for new classroom	35,00,000
3. Chair for conference table	1,00,000.
4. purchase of inputs to dept:	
Desktops	41,53,600
printer Black & white laser jet	1,18,000
chemistry	4,00,000
physics & Electronics	4,00,000
Networking in the college	2,50,000.
Applied Nutrition	2,00,000
Bio technology	150,000
Micro Biology	1,50,000
Botany	75,000
zoology	1,00,000
library	1,00,000.
5. Lan Networkup	2,50,000
6. Steel Almirahs	625,000
7. public address system	1,30,000
8. Audio system in e-classroom	18,50,000
9. Sump-cum - open Stage	5,00,000
window repairs	10,00,000
white Boards	4,50,000
Electricity repairs	3,00,000
Repairs for Drainage s/p	200,000
	<u>3,19,76,600.</u>

2. Internal audit of academic records is to be completed.

3. Starting of PG courses - All the departments intended to start PG courses should send proposal to see through Principal. Dr. A. Madhavi is to be appointed as PG Course Coordinator.

4. Post NAAC Activities - The incharges of seven criteria are to submit PPTs after reviewing their activities.

5. Autonomy visit - Department arrangements - All the departments should be prepared for autonomy visit which is likely to be in the first week of March, 2020.

6. Minimum requirements - All the departments should bring to the notice of minimum requirements committee relating to power, water, etc.

7. Research centre - Research activities are to be taken up - Starting of e-journal, research centre etc. Consultancy activities are to be started.

8. Submission of Bills - Bills are to be submitted to office as early as possible.

9. Internal marks posting and display - Internal marks are to be posted within 27th of February 2020.

10. Biometric attendance - Students and staff should strictly follow biometric timings.

11. Swayam courses - Staff and student are encouraged to enroll swayam courses.

12. Usage of Projectors - All the staff are informed to put to use the projectors.
13. Purchase of dongles - Audio visual committee should take up the task of procuring dongles.
14. Online exams & preparation of Question bank - Staff are informed to prepare question bank for conducting internal exam.
15. Internship - Departments should plan for internship in different companies or organisations.
16. Beautification of Campus - Campus beautification is to be improved. &
17. Science day to be celebrated on 25th February and Tradition day on 26th February 2020. Expenditure for the same to be met from restructure course fee.

(Signature)
Principal

Members present.

- | | | | | |
|----------------------------|---|-----|---|--------------------|
| 1. R. Praveen Kumar Reddy | - | coe | - | <i>(Signature)</i> |
| 2. Dr. K. Jayalaxmi Prathe | | | | <i>(Signature)</i> |
| 3. A. Vasanth Kumar | - | | | <i>(Signature)</i> |
| 4. D. S. Jyothi | - | | | <i>(Signature)</i> |
| 5. M. Prabhavathi | - | | | <i>(Signature)</i> |
| 6. B. Rukmini Devi | - | | | <i>(Signature)</i> |
| 7. Dr. A. Madhuri | - | | | <i>(Signature)</i> |
| 8. R. Ramachandra Murthy | - | | | <i>(Signature)</i> |

- 9. Dr. P. Satyanarayana
- 10. Suprabhe - P
- 11. Dr. D. padmaja
- 12. Dr. R. Sneelatha
- 13. G. Sunitha
- 14. J. Sandhya
- 15. Dr. Afsarunnisa Begum
- 16. Sajida.
- 17. V. Rohini
- 18. Dr. P. Indira
- 19. Dr. M. V. Euser

- P. Satyan
- Suprabhe
- D. padmaja
- R. Sneelatha
- G. Sunitha
- J. Sandhya
- Afsar
- Sajida
- Rohini
- Indira
- M. V. Euser

5.3.2020

Staff council meeting held in Principal chamber at 4 PM to discuss the following agenda.

1. Internal Academic Audit - Monthly academic audit reports should be completed and countersigned by vice principals.
2. Starting of PG Courses - Dr. A. Madhuri is appointed as PG course coordinator. All departments should propose feasible PG courses.
3. Academic records - All 32 records are to be updated and completed.
4. Post NAAC activities - All incharge of NAAC criteria should update records.
5. Arrangements for Autonomy visit - Autonomy Committee should coordinate and make arrangements for autonomy visit.
6. Examination schedule - Theory and practical examinations are to be carried on as per schedule.
7. Minimum requirements - The minimum requirements committee must identify and fulfill the needs.
8. Biometric attendance - All class counsellors and incharge should see improvement of biometric attendance.
9. Usage of projectors - All the projectors are to be put to use and required dongles are to be procured.

10. ID cards - All staff and students should make a habit of wearing ID cards.
11. Online Exams - Moodle is to be implemented on basis of Swayam platform.
12. Website update - All departments should continuously update their website.
13. Extension Activities / Guest Lectures - All departments should plan for guest lectures and extension activities.

Principal
Principal.

Members present

- | | |
|---------------------------|---------------|
| 1. R. praveen kumar Reddy | <u>R</u> |
| 2. K. Jayalaxmi Prava | <u>K</u> |
| 3. B. Venkatesh | <u>B</u> |
| 4. Suprabha. P | <u>S</u> |
| 5. Dr. Abbas umma Begum | Hindi Officer |
| 6. R. R. C. Mosthy | <u>R</u> |
| 7. Dr. P. Satyanarayana | <u>P</u> |
| 8. Dr. D. padmay's | <u>D</u> |
| 9. M. parathavathi | <u>M</u> |
| 10. G. Sunita | <u>G</u> |
| 11. B. Rukmini Devi | <u>B</u> |
| 12. Dr. K. Ghobhe Rai | <u>K</u> |
| 13. J. Nagarathnam | <u>J</u> |