

Sri DNR Govt Degree college for women, Palakol
Staff Meeting 07-07-2020

- Agenda :
1. Admissions for 2020-21 - Action Plan
 2. online classes
 3. Recording video lessons
 4. Submission of API scores
 5. Any other

Resolutions : 1. As most of the areas in the town including the college were turned into containment zones and as there are restrictions on movement, it is planned to provide applications through whatsapp. A committee was formed for the purpose.

B. Com

Smt. S. Lakshmi Kantham, Lecturer in commerce - convenor

Members:

B. A

Dr. P. Saibabu - Convenor

Members:

Dr. S. V. Ranga Rao, D. V. S. Lakshmi,
~~Dr. R. Sri Devi~~, Ms. D. Sirisha

B. Sc

Dr. G. Sailaja - convenor
P. Krishna, Ch. Sundar Singh, V. Sirisha,
Ms. R. Sailaja, B. Radha

2. Student data committee is formed for the purpose of student data collection & consolidation

Dr. R. Sri Devi - convenor

A. Meena - Member

Ch. Lalitha - Member

Online admission committee informed to

to conduct admission process smoothly. Members.
Sk. Jareena - convenor, S. Vijaya, B. Radha - members.
Remittance of fee by students will be monitored
by Ch. Sundar Singh, Lecturer in Physics.

2. As instruction is being done all the staff members should fill the Google sheets provided by CCE regularly.
3. The staff members will make videos by making use of online tools and they have to send 2 lessons each to 'Interactive Activities' mail.
4. All the regular staff members should submit API forms through whatsapp. Dr. G. Sailaja, Lecturer in Chemistry will upload the scores.
5. S. Vijaya, JKC mentor, will be in charge of 'Email monitoring'. She should share mails pertaining to academic as well as staff issues to college whatsapp group promptly. H. Madan Mohan, senior assistant will monitor mails regarding administrative and office matters.

Ch. Nagamani

7.7.2020

- Agenda: 1. Admissions for 2020-21 - Action Plan
2. online classes
3. Recording video lessons
4. Submission of APT Scores
5. Any other

The members discussed the items at length and following resolutions were taken:

1. As most of the areas in the town including the college were turned into containment zones and as there are restrictions on movement, it is planned to provide applications through WhatsApp. A committee was for the purpose.

B.com Smt. S. Lakshminikantham, Lecturer
in Commerce - Convener

Members - Smt. P. Anitha & Smt. P. Balamanikanta

B.A Dr. P. Saibaba - Convener
Dr. K. S. V.
P. V. S.

B.Sc Dr. G. Sailaja ~~Sajil~~
P. Krishna
Ms. R. Sailaja

Student data committee is formed for the purpose of student data collection and consolidation

Dr. R. Sridevi - Convener

A. Keena - Member

Ch. Lalitha Member

Online admission committee is formed to conduct admission process smoothly.

Convenor: SK Jareena Begam

Members: B. Vijaya

B. Radha

- Remittance of fee by students will be monitored by Ch. Sundar Singh, Lecturer in physics.

2. As instruction is being done online all the staff members should fill the Google sheet provided by CCE regularly.

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6. M. Madan Mohan, Senior Assistant will monitor mails regarding

administrative and officematters

Ch. Naga

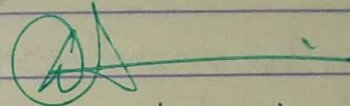
7-4-2020

PRINCIPAL

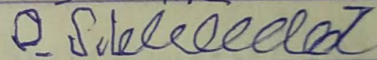
Sri D.N.R. Govt Degree College
For Women, PALAKOL - 534 280

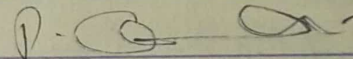
Signatures of the staff.

1. D.V.S. Lakshmi
2. S. Lakshminikantham
3. Dr. P. Saibabu
4. P. Krishna
5. Dr. K.S.V. Ranga Rao
6. Ch. Sundar Singh
7. Sk. Jareena Begam
8. Dr. R. Sridevi
9. Dr. G. Sailaja
10. P. AMITHA
11. H. Madan Mohan



S. Lakshminikantham





K.S.V.

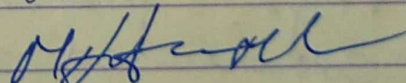
Ch. Sundar Singh

SK. Jareena

R.S.

S. Sailaja

P. Amitha



10

23-07-2020 Staff Council Meeting

A video meeting was conducted using Google meet on 23-7-2020 at 4:00 PM. under the chairmanship of Dr. Ch. Nagamani Principal of the college.

Agenda: 1. Admissions - status & measures
2. online classes
3. Co-curricular activities like quiz programmes.

4. Preparation of video content

The members discussed it seriously in order to review the implementation of action plan.

1. Academic Coordinator brought to the notice of the staff that intermediate students have not yet received the marks memos. Hence it would be better to contact the Principal ^{of the college} and seek help from him.

2. Physics and Chemistry departments conducted online quiz in this month. The remaining departments assured to plan in the coming months.

3. In view of COVID pandemic, it will not be possible for students to attend college in the near future. Hence, the staff have to focus on preparation of E content in various subjects for the students.

A - Kurn R. Saitaja came forward

to Youtube channel for the college.

5. Dr. G. Sailaja volunteered to upload the videos as and when the lessons are sent to her by the faculty.

6. Dr. P. Saibabu informed that he is planning a national webinar on the topic "Impact of COVID-19 on Human Relations".

Ch. Vagamani

PRINCIPAL

23-7-20

Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260

Signatures of the staff

1. D.V.S. Lakshmi

2. S. Lakshmi Kantham

3. Dr. P. Saibabu

4. P. Krishna

5. Dr. K. S.V. Ranga Rao

6. Ch. Sundar Singh

7. Dr. G. Sailaja

8. Sk. Jareena Begum

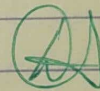
9. Dr. R. Sridevi

10. P. Amitha

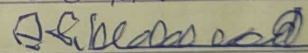
P. Amitha

11. M. Madan Mohan

Off. rel



S. Lakshmi



P. Krishna

K.S.V. Ranga Rao

Ch. Sundar Singh

Dr. G. Sailaja

Sk. Jareena Begum

R.S. Sridevi

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6-8-2020. Staff Council Meeting

A video meeting was conducted using the google meet today i.e on 6-8-2020 at 10:00 am under the chairmanship of Principal of the college.

Agenda: 1. Commissioner's zoom meeting held on 4-8-2020 - instructions
2. Spoken tutorials
3. Timetable
4. Staff Attendance
5. Any other

I. The chairperson gave a briefing of the instructions given by honorable commissioner during zoom meeting held on 4-8-2020.

- Principals should immediately direct the staff members to attend college regularly and biometric attendance is compulsory.

- Online classes should be taken as per time table on virtual platform.

- III & V semester curricular plans and subject wise time table (with details of the topic) for August and September should be submitted to the Principal by Friday.

- Every teacher should note down classes in the diary and get the signature of the Principal. The consolidated data will be uploaded regularly on the link which will soon be provided by CCE.

are advised to prepare / MS content ¹⁵
6. The chairperson expressed hope that the
quest faculty renewal proceedings will
soon be issued

7. The chairperson informed the members
that she spoke to the Municipal commi-
ssioner regarding sanitization of the
College premises and the commissioner
responded positively and assured to
send workers for the purpose.

8. The chairperson passed on the instruction of RJD during
DRC meeting that the staff should take
care of documentation of online activities
and that they should conduct online
activities like webinars using digital
platforms to stay connected with students virtually.

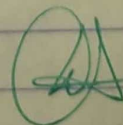
Signatures of the staff.

1. D.V.S. Lakshmi
2. Smt. S. Lakshmi Kantam
3. Dr. P. Saibabu
4. Dr. K.S.V. Ranga Rao
5. Ch. Sundar Singh
6. Sk. Jareena Begum
7. Dr. G. Sailaja
8. Dr. R. Sridhar
9. P. Anitha
10. H. Madan Mohan

Ch. Nageswari
17.8.2020

PRINCIPAL

Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260



S. Jithil

A. Silek

K.S.V.

Ch. Sundar Singh

Sk. Jareena

S. Jithil

P. Anitha

P. Anitha

H. Madan Mohan

Staff Meeting 5-9-2020

19

The staff met under the chairmanship of Principal of the College today i.e. on 5-9-20 at 3.00 P.M. The following agenda was placed for discussion.

Agenda

1. Semester VI Exams
2. ISO Committee Constitution
3. online classes
4. Intimation to outgoing students
5. Celebration of Hindi Diwas
6. uploading ESR.
7. TCS iON / MOOCs / Spoken Tutorials
8. Any other.

Agenda-wise discussion followed.

1. Ch. Sundar Singh, academic coordinator sought the cooperation of the staff in the conduct of VI Semester and supplementary II & IV semesters. It is resolved that all the regular faculty should be drafted for invigilation duty.
2. The chairperson appreciated the ~~spirit~~ of guest faculty who obliged to do invigilation duty.
3. Smt S. Lakshmi Kantham, Lecturer in commerce and ISO Coordinator brought to the attention of the staff that ISO team will visit the College during next week.

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Staff Meeting 09-10-2020

The principal called a meeting of all the staff members on 9-10-2020 at 3.00 PM.

Agenda: 2. VI Sem, III & V Supplementary Exams

2. ISO

3. Submission of AQAR online

4. online classes

5. ~~Any~~ II & IV Semester Exams

6. Any other.

The chairperson placed the above agenda on the table for discussion.

1. At the outset the principal congratulated Ch. Sundar Singh, academic coordinator and Examinations in charge for successfully conducting VI Sem, III & V Sem supplementary exams which were concluded yesterday.

2. The chairperson once again reminded the staff to ~~go~~ ~~be~~ ~~ahead~~ ~~with~~ of ISO preparation and advised them to update all records at the earliest.

3. Smt. S. Lakshmi Kantam, the Convenor requested the staff to provide inputs regarding publications and teacher's profile at the earliest so that ~~the~~ the in annual documentation can be prepared.

4. The chairperson brought to the

- To Engage guest faculty in Economics.
- To make LMS platform accessible to students.
- Resolved to Expedite the process of submission of AGR 18-19 online.
- To continue the same fee structure for all groups for the academic year 20-21.
- To ask guest faculty to be ready with 20mt videos.
- To update faculty status and other information in MIS of CCE.
- update college activities in CCE website.
- MIS unit proposed a guest lecture on 'Immunity and Nutrition' on Dec 1st on the Eve of World AIDS Day.

Ch. Nagesh
20.11.20

Signatures of the staff members

1. D.V.S. Lakshmi

2. Smt S. Lakshmi Kantam

3. Sri P. Krishna

4. Dr. P. Saibaby

5. Dr. G. Sailaja

6. Sk. Jareena Begum

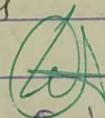
7. Ch. Sundar Singh

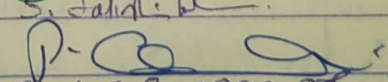
8. Dr. K.S.V. Rangarao

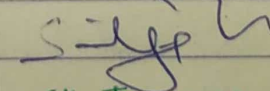
9. Dr. R. Sridevi

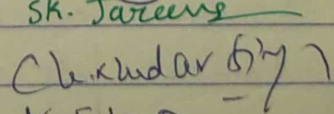
10. Smt P. Anitha

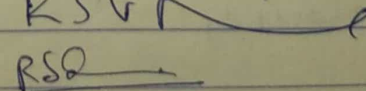
11. M. Madan Mohan

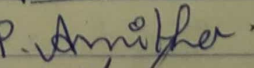

S. Lakshmi Kantam

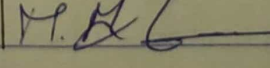

P. Saibaby

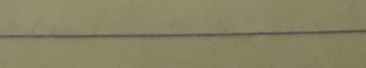

Sk. Jareena Begum


Ch. Sundar Singh


K.S.V. Rangarao


R. Sridevi


P. Anitha


M. Madan Mohan

10. The chairperson hoped that great faculty renewal will be undertaken and advised them to appear for SET.
11. Resolved to organise FDP for faculty in the first week of Sep. Dr. P. Sridhar & Smt. SK Jareena will coordinate.
12. All the in-charges should monitor admission process.
13. To commence COVID-19 activities under the supervision of NSS from 5-9-2020.

Dr. Nagan
28.8.20

PRINCIPAL
Sri D.N.R. Govt. Degree College
For Women, PALAKOL - 534 260

Signatures of the staff

1. D.V.S. Lakshmi
2. Smt. S. Lakshminikantham
3. Dr. P. Saibabu
4. Dr. K. S. V. Ranga Rao
5. Ch. Sundar Singh
6. SK Jareena Begum
7. Dr. G. Sailaja
8. Dr. R. Sridhar
9. P. Anitha
10. Madan Mohan

S. Mahalingam

S. Mahalingam

S. Mahalingam

K. S. V. Ranga Rao

Ch. Sundar Singh

SK Jareena

S. Jareena

P. Sridhar

P. Anitha

Madan Mohan

Staff Meeting

27
1-12-2020

The Principal called a meeting of all the staff members on 1-12-2020 at 4.00 P.M.

Agenda

- 1 Disbursement of scholarship amount
- 2 Submission of data for AQAR 18-19 online
- 3 Student and staff attendance
- 4 Restriction on availability of casual leave
- 5 Engaging guest faculty
- 6 College level Faculty Development Programme

The members discussed the items agenda wise at length.

7. Fixing iron bars to the main gate

1. M. Madan Mohan, Senior Assistant informed the staff about the release of scholarship amounts for the year

He sought the assistance of 2013 faculty members to prepare acquittance and disburse the amounts.

2. Since submission of AQAR 18-19 online is in process the academic coordinator asked the staff members to keep the data pertaining to the year 18-19 ready.

3. Smt S. Lakshminikantham, IQAC coordinator requested the faculty to submit programme outcomes, course outcomes of various subjects at the earliest.

4. The class Counsellors stated that only 40% students are attending college. It is suggested that

messages should be posted in student groups and implore them to attend sessions at college. They ~~info~~ The ward counsellors informed that they are taking permission letters from parents who are ~~want~~ the are not willing to send their children to college including assurance to make them attend online classes.

4. As per the instructions of Adikavi Nannaya university the staff are permitted to avail only $2\frac{1}{2}$ days CL upto 31-12-2020. It is resolved to follow the instructions.

5. In view of the proceedings issued by CEE according permission to engage guest faculty for the academic year 20-21 on hourly basis, it is resolved to continue the ~~per~~ faculty who worked during the previous academic year 2019-20. The details of the faculty are as follows.

S.No	Name of the faculty	Subject
1.	Radha	Chemistry
2.	Lalitha	Mathematics
3.	Balamani Kantha	Commerce
4.	Keena	English
5.	Sirisha	Biology
6.	Sirisha	History

Resolved to appoint Keerthi as

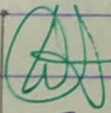
Guest faculty in Economics with effect from 24.11.2020.

6. As there are gaps between iron bars of the main gate of the college there is the menace of pigs causing unhygienic conditions in the campus in the pandemic situation. It is resolved to close the gaps with small iron bars. As there is scarcity of funds the Principal volunteered to pay the expenses which will be approximately Rs. 3000/- in order to restrict the entry of pigs and keep the campus clean.

Ch. Naga
1.12.20

Signatures of the staff members

1. D.V.S. Lakshmi
2. Smt S. Lakshmi Kantham
3. Sri P. Krishna
4. Dr. P. Saibabu
5. Dr. G. Sailaja
6. Sk Jareena Begum
7. Ch. Sundar Singh
8. Dr. K. S.V. Ranga Rao
9. Dr. R. Sri Devi
10. Smt P. Amitha
11. M. Madan Mohan


S. J. L.
P. C.
D. S. Lakshmi
S. J. L.
Sk. Jareena
Ch. Sundar Singh
K. S. V. R.
R. S. D.
P. Amitha.
M. Madan Mohan

staff meeting

A meeting was convened by The Principal today at 5.00 PM.

Agenda : 1. online Admission Module for Degree courses (OAMDC) - Action Plan.

2. Proceedings of the Teleconference conducted by honourable CCE with Principals in the morning today.

3. Any other

1. The three committees formed for the purpose (for various streams) gave a briefing about the problems encountered during the online registration process.

- 35 students were registered yesterday.

2. The chairperson explained the points elaborated by honourable commissioner at the review meeting.

- Though there are initial hiccups the registration process will be streamlined and server capacity will be enhanced.

- The students who approach for registration should be made aware of the process.

and encouraged to do it on their own.

- ~~All the~~ The commissioner pointed out the activity of our college (Certificate Course in Tailoring) and advised to conduct it in proper way.
- Keep the ID and password allotted to the students must be kept safe.
- There must be 50% intake, otherwise the Courses will be scrapped. We can ask for a new course.
- All the guest faculty, contract faculty including regular faculty should upload videos on CCE Website.
- LMS videos should be shown to the students.
- Spoken tutorials should be monitored or which would be reviewed by CCE.
- Biometric attendance is compulsory.
- Physically challenged student need to produce valid certificate. They have to approach special help line centers meant for them for certificate verification.
- Syllabus should be completed within stipulated period.

- Show online admission process video to staff.

3. Smt V. Sirisha, guest faculty in Botany got renewal as contract faculty with effect from 4-1-2021. The council congratulated her.

Ch. Naga
8.1.21

Signatures of the staff

1. Smt S. Lakshminikantham	S. Lakshmi
2. Dr. P. Saibabu	P. Saibabu
3. SK Jareena Begam	SK. Jareena
4. Dr. G. Sailaja	G. Sailaja
5. Dr. R. Sreedevi	R. Sreedevi
6. Ch. Sunder Singh	Ch. Sunder Singh
7. Smt P. Amitha	P. Amitha
8. Smt V. Sirisha	V. Sirisha
9. B. Radha Dewi	B. Radha Dewi
10. Ch. Lalitha	Ch. Lalitha
11. P. Balamanikanta	P. Balamanikanta
12. D. Sirisha	D. Sirisha
13. A. Meena	A. Meena
14. S. Vijaya	S. Vijaya

Staff Council Meeting 19³³-1-2021

A meeting was convened by Principal today at 4.30 PM.

Agenda :

1. Honourable Commissioner's tele conference - Proceedings
2. Curricular & co-curricular activities,
3. certificate course in Tailoring Trade
4. Any other.

At the outset the chair person called for review of registration and web options exercise status from the groupwise conveners. All the conveners presented the status as on 17-1-2021.

<u>Group</u>	<u>Registered</u>	<u>exercised web option</u>
MPC	23	22
CBZ	22	22
MPCS	28	27
B. Com(CA)	30	29
B. Com(G)	25	24
B. A	08	08

Since the last date is extended upto 21-1-21 the faculty resolved to gear up the process and motivate students to register for courses.

Afterwards agenda wise discussion took place.

1. The Principal brought to the

notice of the staff the salient points raised by honourable Commissioner as follows:

- Faculty attendance & teaching

The academic coordinator stated that syllabus is being covered as per schedule. Principal asked the staff to continue implementation of biometric attendance strictly.

- The Principal instructed the guest faculty to improve their performance and impart quality teaching as their role is crucial in increasing the intake.

- Teaching Methodology

LMS videos and digital classrooms are to be utilized properly for the benefit of the students. The staff who have undergone FDPs should implement the methodology in the classroom.

- In view of rationalisation, ~~use~~ all the staff members are asked to give their opinion regarding introduction of new courses in the place of existing courses which have no demand. It is resolved to prepare an action plan after reorienting courses and analyzing reasons for low admissions in certain groups and take a collective decision.

• ~~From~~ Guest faculty need to work³⁵ with dedication and upload videos without fail.

• ~~In~~ Since everything is done online, we have to face tough competition from private colleges and move towards quality teaching.

2. Curricular & cocurricular activities.

The academic coordinator gave a brief report about the academic activities and informed that students whose parents submitted a request are allowed to attend online classes. However they are instructed to attend Mid Exams and practically. He informed that the faculty are covering ~~system~~ syllabus as per the plan. It is resolved that all the faculty should update academic records.

3. NSS & Dept of Hindi gave a report about certificate course in tailoring trade. The council appreciated their efforts.

5. As there is ~~seas~~ shortage of funds the college is unable to allocate money for campus maintenance.
Satyanarayana, night watchman

came forward to take up the task. The council placed its appreciation on record for the hard work put in by him to cut down huge & thorny branches of the tree located behind library building. He has agreed to take up the task of cleaning whole campus. In view of increasing labour costs, it is resolved to entrust the work to him and permit him to take 4 ^{vitrified} floor tiles (600x600) and fence stones ~~per~~ left out after construction of new classrooms as per his request. As there are no funds to spare for labour charges the members unanimously resolved to oblige his request and hand over the material to him towards labour charges.

- To conduct classes from 10.00 to 5.00 as usual to students from 21.1.2021 onwards.
- To incorporate study hours, spoken tutorials and LMS in the time table.

Chvrage

Signatures of the staff.

1. Smt S. Lakshminikantham S. Jadhav
2. Dr. P. Saibabu OS, (ale 10/10/2020)
3. Sk Jareena Begam Sk. Tareena
4. Dr. G. Saibaja S. Jadhav

5. Dr. K. S. V. Ranga Rao

KSVR 37

6. Dr. R. Sridevi

R.S.S.

7. Ch. Sundar Singh

Cm

8. P. Anitha

P. Anitha.

9. V. Srissha

- Srissha.V

10. B. Radha Devi

- B. Radha Devi

11. Ch. Lalitha

Ch. Lalitha

12. D. Srissha

D. Srissha.

13. A. Keena

A. Keena

14. S. Vijaya

15. R. Sree

16. Y. Keerthi

Y. Keerthi

17. S. Vijaya

S. Vijaya Kumar

38

Staff meeting

27-01-21

A staff council meeting was convened by principal today at 1.30 PM.

Agenda

1. Honourable commissioners teleconference-proceedings

2. Botany & Zoology lab Equipment - stock due - follow up.

After a detailed discussion action plan was done as follows:

To confirm the admission of students who have reported at college.

- It is resolved to advise the students who didn't get allotment in the first phase reserved seats will be converted into general category and no student will be left out.

- It is resolved, that an alternate course for B.A. ^(HEP) need to be proposed.

Dr. P. Saibabu opined that special Telugu, History and Political science combination can be considered. ~~His~~ His opinion was

accepted by all the staff members.

The faculty felt that B.A. (Honours) will not be feasible as it is 4 years course.

- Resolved to procure cable wire and give LAN connections

to biometric devices.

- To prepare lesson plans and to keep the test papers ready.
- 'Teaching First' should be the slogan.
- guest faculty are instructed to upload the videos.

- Dr. G. Sailaja, LMS Coordinator informed that arrangements were made to view LMS videos in digital classroom, chemistry lab and new classroom. All in charges are requested to motivate students watch the videos.

- The following faculty members will be conveners for certificate courses.

1. spoken Tutorials - Dr. G. Sailaja

2. TCS ION - S. Vijaya
R. Sailaja

3. IBM - All class counsellors
of various departments

2. Resolved to do rigorous followup regarding lab Equipment supply which was due. Ch. Sundar Singh, Lecturer in Physics volunteered to go to Supreme Traders, the suppliers at Narsapur to bring pressure so as to ensure immediate delivery of the following items which are due.
- Department of Botany: 1. Arc Indicator

2. LED TV

Department of Zoology:

1. LED TV
2. Contem pH conductivity cum temperature
3. Digital Balance hanging hook scale
4. Fish Scale & Tape Measure No. 180-501b unit, lake measure reach 40.

It is also resolved to seek the services of Smt K. Suneetha and Smt R. V. Jaya Deepika who worked as contract faculty in Botany and Zoology respectively during that period for stock verification.

- Resolved to conduct classwork first year classes from 10.00 to 1.00 till 30-1-2021.
- To organise alumni meeting in the first week of February for II & III year classes.
- Resolved to register all students for Red Cross as per the guidelines from Redcross society, Eluru.

Ch. V. R. G. 30.1.2021

Signatures of the staff

- | | |
|----------------------------|--------------------|
| 1. Smt. S. Lakshmi Kantham | S. Lakshmi Kantham |
| 2. Dr. P. Saibabu | OS. Saibabu |
| 3. SK. Jareena Begam | SK. Jareena |

4. Dr. G. Sailaja
5. Dr. K. S. V. Ranga Rao
6. Dr. R. Sundari
7. Ch. Sundar Singh
8. P. Amitha
9. V. Sirisha
10. Ch. Lalitha
11. D. Sirisha
12. A. Keena
13. S. Vijaya
14. B. Radha
15. R. Sailaja
16. Y. Keerthi
17. S. Vijaya

- S. J. G.
- K. S. V. R.
- R. S.
- Ch. Sundar Singh
- P. Amitha
- Sirisha V
- Ch. Lalitha
- D. Sirisha
- A.
- B. Radha
- R. Sailaja
- S. Vijaya

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Staff Meeting

05-02-21

A staff meeting was convened by Principal today i.e on 5-2-21 at 5:00 PM.

Agenda:

1. Action plan for improving student strength in II phase online admissions
2. Conduct of 1 year classes
3. uploading of NIRF data by 5-2-2021
4. uploading of Result Analysis
5. Biometric attendance for faculty and students
6. creation and enhancing the usage of LMS
7. enrolling more students into Spoken Tutorial, TCS-Ion, P-Tech and Cisco Programmes
8. Monthly Newsletter
9. Mushroom cultivation - certificate course
10. National Science Day.
11. Parents Meeting
12. Spoken Tutorials / TBM.
13. Certificate course in Gandhian Philosophy.
14. Any other

After ratify the minutes of previous meeting the above agenda items were discussed

1. In view of drastic shortage in BA admissions it is felt that the department of humanities should make sincere efforts to increase the admissions in the group. It is also brought to the notice of the guest faculty that the Commissioner instructed not to engage guest faculty in

humanities. Since there are only 9 students in II B.A and 24 students in III BA there is a danger of the group falling in danger zone. Hence the Principal instructed the faculty of Pol. Science, Economics and history to give wide publicity and attract students.

The faculty of science and commerce assured to do their best in ~~increasing~~ improving admissions further.

2. Since the students admitted in the first phase reported on 25-1-2021 and received orientation, it is resolved to ~~so~~ continue classwork strictly from 10.00 to 5.00. It is also suggested by a academic coordinator to give temporary admission numbers so that ~~they~~ the students can apply for bus passes.

3. Smt. S. Lakshmi Kantam, convener of NIKF informed that the data was uploaded successfully. The staff council appreciated her for her efforts.

4. As there are some problems regarding deletion and addition of faculty on IAMS the biometric committee assured that they would refer the issue to helpdesk and rectify the problem.

5. Dr. G. Sailaya, lecturer in

Chemistry informed that she has uploaded the result analysis successfully. The ~~facu~~ chairperson instructed the faculty who have not performed well in their respective subjects to engage remedial classes.

6. Dr. G. Sailaja, LMS coordinator is appreciated for coordinating well with all faculty members to ensure ~~an~~ optimal usage of the facility.

7. Dr. G. Sailaja informed that she has been motivating the students to register for spoken tutorials and ~~is~~ ~~has~~ expressed hope that she would reach the target of 125.

8. S. Vijaya Kumari, JKC Mentor is instructed to design news letter for the month of January by 12th Feb so that it can be uploaded on CCE website.

9. Smt. V. Sirisha, Con. Lec in Botany informed the Staff that B. Viveki Durga, T. Lakshma and M. Rashmi (B. SC (CBZ)) are registered for online course in Mushroom cultivation at S. C. N. R Degree College, Cuddalore and they are interested in taking up mushroom production. The Chairperson congratulated the team and assured total support from the side of the institution.

10. All departments of Science came

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forward to organize Science Day⁴⁵ involving students.

11. It is resolved to conduct parents meeting separately for B.Com, B.A and B.Sc students.

12. JK mentor is instructed to motivate student to register for MOOCs and IBM.

13. Dept of Humanities announced inauguration of certificate course in Gandhian Philosophy in the last week.

14. Department of Telugu & Hindi will conclude course in tailoring table by the end of the month.

15. The academic coordinator announced that II MID exam will be conducted in third week.

Ch. Nagaraj
5.2.21

Signatures of the staff

1. Smt. S. Lakshmi Kantham
2. Dr. P. Saibabu
3. Sk. Jareena Begam
4. Dr. G. Sailaja
5. Dr. K. S. V. Rangarao
6. Dr. R. Sri Devi
7. Ch. Sundar Singh
8. P. Anitha

S. Jareena
S. Jareena
Sk. Jareena
KSV
RSD
Ch. Sundar Singh

9. V. Srishta
10. Ch. Lalitha
11. D. Srishta
12. A. Meena
13. B. Radha
14. R. Sailaja
15. Y. Keerthi
16. S. Vijaya

Srishta
Ch. Lalitha
D. Srishta
A. Meena
B. Radha
R. Sailaja
Y. Keerthi
S. Vijaya

Staff Meeting

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15-2-2021

A staff meeting was convened by
The Principal today at 4.30 PM.

Agenda

- Change of medium
- Usage of LMS
- Admissions status - action plan
- Monthly activities
- Any other.

After ratifying the minutes of the previous meeting the above agenda items were discussed.

The chairperson gave detailed briefing of the teleconference conducted by Special Commissioner and video Conference conducted by special CSE on 7-2-21 & 12-2-21 respectively.

- As per the request submitted by some participants during video conference, they are permitted to switch over to English medium from Telugu medium without seeking for prior permission from special CCE. Dr G. Sailaja, Lecturer in chemistry proposed to change the medium of instruction to English for B.Sc (CBZ). Ch. Sundar Singh, Lecturer in Physics opined that Telugu medium need not be changed to English for MPC.
- ~~The~~ As per the instructions of special CCE it is resolved to access the LMS content not through self learning option, but by using their

login credentials so that we can get usage analytics in our College dashboard and Admin dashboard of LMS Portal.

- The Academic coordinator presented admission status in II Phase.

group	registered	web optns
CBZ	5	5
B.A	7	7
B.Com (CA)	-1	1
MPC	- nil	-
MPES	- nil	-

It is once again brought to the notice of the faculty of humanities that programmes with less than 25% of allotted seats out of the sanctioned intake will be shown under the list of unviable programmes. Then the college has to shift students from unviable to viable course of the college or of the neighbouring college. The college will be given an option to submit the proposal for transfer of the students. Given the situation as there is a threat to the survival of B.A (HEP) all faculty including History and Economics are instructed to work hard and get minimum 25 admissions in B.A out of 60.

The remaining groups are in comfortable position regarding strength; the faculty are instructed to teach lessons sincerely and do not allow our students to leave the college without

prior permission

- ~~To do~~ Resolved to dep at 10 students to participate in the one day workshop on 'Effective Public Speaking' being organized by JCT, Palakol on
- Resolved to visit Coconet junior college as part of admin campaign
- All staff council members assured to extend Cooperation to ensure smooth conduct of the webinar.

Ch. Vage
15-2-21

Signatures of the staff.

1. Smt S. Lakshmi Kantam
2. Dr. P. Saibaba
3. St. Jareena Begum
4. Dr. G. Sailaja
5. Dr. K. S. V. Ranganath
6. Dr. R. Sri Devi
7. Ch. Sundar Singh
8. P. Amitha
9. V. Sriisha
10. Ch. Lalitha
11. D. Sriisha
12. A. Meena
13. B. Radha
14. R. Sailaja
15. S. Vijaya
16. Y. Keerthi

S. Lakshmi Kantam
S. Lakshmi Kantam

St. Jareena Begum

Dr. G. Sailaja

Dr. K. S. V. Ranganath

Dr. R. Sri Devi

Ch. Sundar Singh

P. Amitha

V. Sriisha

Ch. Lalitha

D. Sriisha

A. Meena

B. Radha

R. Sailaja

S. Vijaya

Staff Meeting

01.03.2021

A staff council meeting was convened by the Principal on at 4.30 PM.
The following agenda is placed on the table.

1. online admissions
2. ESR uploading
3. LMS
4. Student Satisfaction survey - link on CEF website
5. Webinar by department of Teachers
6. Commerce carnival
7. Any other

After ratifying the minutes of previous meeting the members discussed the items of agenda.

1. The Principal brought to the notice of the circular issued on OAMDC Portal. As per the circular candidates allotted for unviable courses can Exercise 2 options. 1. Can opt any viable and eligible course of the same college 2. get transfer to any eligible and viable course of any other college. Student admission status is as follows.

Student Allotment coursewise consolidated Report

Course	Intake	allotted	EWS	confirmed	to be confirmed
B.A (HEP)	60	17	0	17	0
B.com (CA)	30	25	0	24	1
B. Com (Reg)	60	33	0	33	0
B.Sc (CBZ)	30	30	0	30	0
B.Sc (HPC)	30	26	0	26	0
B.Sc (HPCS)	24	24	1	23	2
		<u>155</u>	<u>1</u>	<u>153</u>	<u>3</u>

As the admissions are very low in B.A, The department of humanities is instructed to take steps to fill up at least 40% seats. As there is a threat to the viability of the course, it is felt that sincere efforts need to be made to increase the admissions.

2. All regular faculty are advised to complete ESR uploading process at the earliest.

3. It was brought to the notice of the staff that a link has been placed on CCE website with name "Student Satisfaction Survey" in connection with capturing of student feedback directly from the students. All the lecturers should instruct the students to upload their feedback through the link <http://apcce.gov.in/ss20>. All II & III year class counsellors should guide the students and see that the feedback is uploaded.

4. Dr. G. Sailaja, LMS coordinator is appreciated for her efforts in motivating the students to watch the videos on regular basis and she is requested to continue her initiative with the same spirit.

5. S. Vijaya Kumari, JKC mentor is appreciated for uploading AQAR 18-19 successfully. The Principal instructed the staff to provide required inputs for AQAR 19-20.

6. Smt S. Lakshmi kantham announced that Commerce Carnival will be organised on 3-3-2021 and sought the cooperation of all staff members.

7. The staff congratulated Smt-Sk. Jareena Begam, Lec in Telugu for planning a state level webinar on "ఆంధ్ర సాహిత్యం - ఆంధ్ర సాహిత్యం" in coordination with S.V.D Gail-Regina college (W), Nidadavolu and assured cooperation for its success.
8. As the Principal has to present ISO document on 8-3-2021 to ISO team at Tanuku T.D college, Smt. S. Lakshmi Kantham, an ISO coordinator and committee members, resolved to consolidate the data at the earliest.
9. Resolved to motivate students to attend classes in gaudhian Philosophy.
10. The council members congratulated departments of Telugu & Hindi for conducting certificate course in 'Tailoring & Embroidery' and suggested that the dresses, kidswear and masks made by the students should be kept for sale in the carnival.
11. All the departments expressed readiness for organizing guest lectures by experts from outside institutions.
12. Resolved to finalise UGC arrears bill after getting clarification from SIO.
13. Ch. Sundar Singh, academic coordinator sought cooperation of

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faculty in conducting III & Vth sem practicals
scheduled from 13.3.21 to 20.3.21

Ch. Vagan
1.03.21

Signatures of the staff

1. Smt. S. Lakshnikantham	8. J. J. J. J. J.
2. Dr. P. Saibabu	Ch. Vagan
3. Smt. Sk. Fareena Begam	Sk. Fareena
4. Dr. G. Sailaja	S. J. J. J.
5. Dr. R. Sridevi	R. S. J. J.
6. Dr. K. S. V. Rangarao	K. S. V. J. J.
7. Ch. Sundar Singh	Ch. Sundar Singh
8. P. Anitha	S. J. J. J.
9. V. Srushta	S. J. J. J.
10. Ch. Lalitha	Ch. Lalitha
11. D. Srushta	D. S. J. J.
12. A. Keena	A. J. J. J.
13. B. Radha	B. J. J. J.
14. R. Sailaja	R. J. J. J.
15. S. V. Jayaraj	S. V. J. J.
16. Y. Keerthi	Y. J. J. J.

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Staff meeting

12-03-21

A staff meeting was convened by the Principal on 12-3-2021 at 5.30 PM.

Agenda: P.A(HEP) declared as unviable course - ~~head~~ action plan.

The principal brought to the notice of the staff the following points.

1. VC held by Commissioner on 11-3-2021 in which he gave ~~to~~ instructions to the Principals of the colleges where ~~admission~~ there are courses with less than 30% admissions to close such courses and shift the students to some other viable course of the same college or some other college.

2. RJD conducted google meet at 2.30 and said that as there are only 17 students and one student is short. When the principal requested to permit the group to continue and one student will be transferred from B.S. RJD considered the request and the willing letter of the student is also being sent to RJD along with covering letter.

3. In case the request was not considered the college may be forced to motivate all the 17 students to opt transfer to another viable course of the college or any other viable course of other college. ~~the~~

The staff felt that it may be difficult task

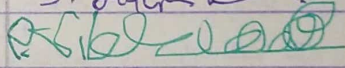
as ~~all~~ nearly 25% of the syllabus is completed.

The department of humanities informed that all the PG girls want to study only B.A and they don't want to go to any other college.

It is resolved that all the staff should do their best and see that the students don't lose an academic year.

Chiragan
12.3.21

Signatures of the staff:

1. Smt. S. Lakshmi Hantham	S. Jyoti
2. Dr. P. Saibabu	
3. St. Jareena Begam	St. Jareena
4. Dr. G. Sailaja	Saji
5. Dr. R. Sridevi	R. S. S.
6. Dr. K. S. V. Ranga Rao	K. S. V.
7. Ch. Sundar Singh	Ch. Sundar Singh
8. P. Anitha	
9. V. Sowha	Sowha
10. Ch. Lalitha	Ch. Lalitha
11. D. Srusha	D. Srusha
12. A. Keena	A. Keena
13. B. Radha	
14. R. Sailaja	R. Sailaja
15. S. V. Jaya	S. V. Jaya
16. Y. Keerthi	