

SRI A.S.N.M.GOVERNMENT COLLEGE (A), PALAKOL
5th GOVERNING BODY MEETING FOR 2021-22 AND 2022-23

Date of Meeting: 13th December, 2022, 10 am

Venue: Sri A S N M Government College (A), Palakol

S.No	Category	Designation on the Governing Body	Name of the Chairperson & members on GB of Sri A.S.N.M. Government College (A), Palakol
1	Educationist	Chairperson	Dr. POLA BHASKAR, I.A.S., Commissioner of Collegiate Education, Mangalagiri
2	Industrialist	Member	Sri N.VENKATA NAGA PRASADA RAO Walchand Group, Lankalakoderu
3	Professional	Member	Dr.Ch.SATYANARAYANA MURTHY,MS,DGC Sri Venkateswara Nursing Home, Palakol
4	Teacher of the College	Member	Sri G. SRINIVASA RAO In-charge, Dept., of Physics
5	Teacher of the College	Member	Dr. V. YAMINI In-charge, Dept., of Chemistry
6	Educationist/Industrialist	Member	Dr. S. V. RANGA RAO Principal (Retired), SMBTAV and SN Degree College Veeravasaram
7	UGC Nominee	Member	Dr. S. C. SINGH Director, H N B Garwal University Srinagar
8	State Government Nominee	Member	Dr. R. DAVID KUMAR SWAMY Regional Joint Director of Collegiate Education, Rajamahendravaram
9	University Nominee	Member	Dr. Ch. KRISHNA Principal (FAC), Govt., Arts College (A), Rajamahendravaram
10	Principal of the College, Ex-Officio Member	Member	Dr. T. RAJA RAJESWARI Principal, Sri ASN M Govt., College (A), Palakol
11	Special Invitee	Member	Dr. T. TULASI MASTANAMMA, Academic Guidance Officer, O/o the Commissioner of Collegiate Education, Mangalagiri
12	Special Invitee	Member	Smt A. ANURADHA, Chief Accounts Officer, O/o the Commissioner of Collegiate Education, Mangalagiri
13	Special Invitee	Member	Sri R. RAVIKIRAN, Academic Officer/In-charge of Autonomy, O/o the Commissioner of Collegiate Education, Mangalagiri

AGENDA

Academic Aspects:

- 1) To approve the ATR on Resolutions adopted in the Governing Body Meeting held on 06-05-2021.
- 2) To ratify the Academic Calendar for the Academic Year 2021-22.
- 3) To approve of Academic Calendar for the Academic year 2022-23.
- 4) To approve the resolutions Academic Council meeting held on 13-12-2021 & 06-12-2022
- 5) To ratify the discontinuation of uneconomic combinations as directed by the Commissioner of Collegiate Education for the academic year 2022-23.
- 6) To ratify the decrease in intake for the uneconomic combinations as directed by the Commissioner of Collegiate Education for the academic year 2022-23.
- 7) To discuss and approve Result Analysis of for the years 2020-21 and 2021-22
- 8) To discuss and approve the Admission Analysis for the Academic Years 2021-22 and 2022-23.
- 9) To approve the blue print of the Semester-end examinations for each stream.
- 10) To Discuss on the proposal submitted by the Principal regarding change of timings of the College from 10:00 am- 5:00pm to 9:00am - 4:00pm

Administrative Aspects:

- 11) Ratification of Appointment of Vice-Principal, IQAC Co-ordinator and Academic Co-ordinator for the Academic years 2021-22 and 2022-23.
- 12) Ratification of appointment of Examinations Cell for the academic years 2021-22 and 2022-23.
- 13) Ratification of constitution of the Finance Committee for academic years 2021-22 and 2022-23.
- 14) To discuss and approve the proposal of engaging the Guest Faculty for the academic year 2022-23 where there exists workload against the sanctioned post and for the departments having workload and has no sanctioned post.
- 15) To discuss about collect maintenance charges for utilizing the college ground for any functions and events.
- 16) To Discuss and approve the proposal of the Principal for hiring the services of Security guard for the college from private security agency

Financial Aspects:

- 17) Resolutions adopted in the Finance Committee Meetings held on 30-04-2022 and 28-11-2022.
- 18) To Ratification and approval of the COE Activities i.e Expenditure incurred on BOS & Academic Council meeting honorarium from the COE Funds
- 19) To Ratification and approval of the COE Activities i.e Remuneration for various Personnel in the Conduct of the Exams.
- 20) To Ratification and approval of the COE Activities i.e. Exam cell Budget
- 21) To Discuss and approve the proposal submitted by the Examination cell for collecting for collecting Rs.1000/- from Third Party Consultancy Services for issuing Genuiness certificate (Student Verification certificate).
- 22) To Discuss and approve the proposal submitted by the Examination cell for collecting Graduation Day fee from the final year degree students along with the Examination fee.
- 23) To Discuss and approve the proposal submitted by the Department of Library Science for Purchase of furniture for Library
- 24) To ratify the resolution of the staff council regarding Collection of a Minimum amount of Rs.100/- from the Passed out students towards stake holder contribution to the CPDC account.
- 25) To Discuss and approve the proposal of the principal in transferring an amount of Rs.4,71,236/- along with accrued interest from the Special fee a/c of HDFC Bank A/c No: 50100410900056) to the Special fee account of Union Bank of India(A/c No:498402010016411)
- 26) To Discuss and approve the proposal of the library in charge and resolution of the Staff Council dated 06-12-2022 for constructing Reading room with approximately of Rs.2,00,000/- from accumulated special fee funds.
- 27) To Discuss and approve the proposal of the in-charge of Physical Director and resolution of the staff council dated 06-12-2022 for construction of Yoga and Meditation Hall with approximately of Rs.2,00,000/- from accumulated special fee funds.

- 28) To Discuss and approve the resolution of the CPDC dated 03-12-2022 for utilizing an amount of Rs.31,00,484/- for NAAC Preparation works from the accumulated special fee funds.
- 29) To Discuss and approve the Proposal for Establishment of NRC in B.Com-Computer Application Lab.
- 30) To Discuss and approve the Proposal for Establishment of ELL (English Language Lab) in the JKC Lab.
- 31) To discuss and approve the resolution of CPDC dated 10-10-2022 and special fee resolution for utilizing an amount of Rs.14,95,800/-
- 32) No UGC Grants are receiving since 2021 to till date
- 33) To Discuss and approve the expenditure of the Governing Body Meeting and Graduation Day from Examination Cell.

Any other items with the permission of the Chair.

5th GOVERNING BODY MEETING

Minutes of the Meeting

Date: 13th December, 2022

ACADEMIC ASPECTS

Agenda Point 1: ATR on resolutions adopted in the Governing Body Meeting held 06-05-2021.

Description: During the 4th Governing Body Meeting held on 06-05-2021 certain resolutions were adopted. The Action Taken Report on the required Resolutions is placed before the Governing Body for approval.

Proposal: The ATR on the resolutions adopted in the previous Governing Body Meeting held on 06-05-2021 may be considered for approval.

Resolution: The Action Taken Report with a direction from the Commissioner of Collegiate Education to get the Solar Plant repaired and restored and also to prepare the Action Taken Report on all the Resolutions of the previous Governing Body meetings, is approved.

Agenda Point 2: Ratification of Academic Calendar for the Academic Year 2021-22

Description: The Academic Calendars for the Academic Year 2021-22 have been prepared separately for 1st Year, 2nd & 3rd Years.

Proposal: It is placed before the Governing Body for ratification and approval.

Resolution: The Academic Calendar for the academic year 2021-22 is ratified.

Agenda Point 3: To approve the Academic Calendar for the Academic Year 2022-23

Description: The Academic Calendars for the Academic Year 2022-23 have been prepared separately for 1st Year and 2nd & 3rd Years.

Proposal: The Academic Calendar prepared for the Academic Year 2022-23 for the college in terms of GORT No 189, Department of Higher Education (UE), dated 02-12-2022, placed before the Governing Body for approval.

Resolution: The Governing Body approved the Academic Calendar for the Academic Year 2022-23.

Agenda Point 4: Ratification of Resolutions adopted in the Academic Council Meeting held on 13-12-2021 & 06-12-2022

Description: The Academic Council Meetings of the College were held on 13-12-2021 & 06-12-2022 for the Academic Years 2021-22 & 2022-23 and the resolutions adopted in the Meeting are Submitted.

Proposal: The resolutions adopted in the Academic Council meetings held on 13-12-2021 & 06-12-2022 are placed before the Governing Body for ratification and approval.

Resolutions: 4 a) The resolutions adopted in the Academic Council meeting held on 13-12-2021 are ratified without any modifications.

4b) The Resolutions of the Academic Council meeting dated 06-12-2022 are ratified with the following suggestions of the Commissioner of the Collegiate Education:

- i) The particulars provided on conducting Certificate Courses should be comprehensive and the details of number of students enrolled and attended for the Examination and the number of Course completed students along with the pass percentage of the Certificate Course are to be reflected in the Agenda Notes submitted to the Governing Body meeting.

Agenda Point 5: To ratify the discontinuation of uneconomic combinations as directed by the Commissioner of Collegiate Education for the academic year 2022-23.

Description: The Special Commissioner of Collegiate Education has given proceedings to the Closure of Uneconomic combination of Courses vide Proc.Rc.No.25/GDC-CS/2021, Dated 14.07.2022.

Proposal: It is proposed for the closure of two Uneconomic Combinations i.e
B.Sc (Mathematics, Chemistry, Industrial Chemistry),
B.A (History, Economics, Functional Telugu)

Resolution: While ratifying the discontinuation of the Uneconomic Combinations, the Chairman of the Governing Body suggested the Principal to take necessary measures for improving the intake in such courses and to create awareness on the courses among the students. The Chairman, further, suggested that to propose the discontinuation of any uneconomic courses whose admissions are 'zero' for three years continuously.

Agenda Point 6: To ratify the decrease in intake for the uneconomic combinations as directed by the Commissioner of Collegiate Education for the academic year 2022-23.

Description: It is proposed to reduce the B.Sc (Mathematics, Physics, Computer Science) intake 60 to 40 as per the Proceedings of the Special Commissioner of Collegiate Education, as per the Proc.Rc.No.25/GDC- CS/2021, Dated 14.07.2022 for the academic year 2022-23.

Proposal: It is submitted to the Governing Body for the approval.

Resolution: The Apex Body approved the proposal of reducing the intake for B Sc (Mathematics, Physics, Computer Science) from 60 to 40. However, the Commissioner of Collegiate Education emphasized on the improvement of intake for all the courses and combinations. The Principal responded positively and submitted that necessary steps will be taken for sustaining the actual intake of all the courses and combinations in future.

Agenda Point 7: To discuss and approve Result Analysis of for the years 2020-21 and 2021-22

Description: The Programme wise Results for 2020-21 (Even and odd Semester) & 2021-22 (Even and odd Semester)

Proposal: The Programme wise result analysis for the academic years 2020-21 and 2021-22 is presented before the Governing Body for approval.

Discussion: The Controller of Examinations of the College submitted the Result Analysis of for the years 2020-21 and 2021-22 for the approval of the Governing Body. After examining the results, the Commissioner of Collegiate Education suggested that hereinafter the result analysis should cover the following aspects:

- a) Semester-wise and Programme-wise Results for all the Semesters
- b) Lecturer-wise Results for all the Programmes for all the Semesters

Resolution: With the above suggestions of the Commissioner of Collegiate Education, the Result Analysis for the years 2020-21 and 2021-22 are is approved.

Agenda8: To discuss and approve the Admission Analysis for the Academic Years 2021-22 and 2022-23.

Description: The admissions for the Academic Year 2021-22 and 2022-23 has been conducted by the Government of A.P, Vijayawada through OAMDC (Online Admissions Module for Degree Colleges) online platform for all UG Programmes.

A total of 380 and 177 students admitted into various UG Programmes against the Sanctioned strength of 610 and 590 respectively for the academic years 2021-22 and 2022-23, and a PG Programme in M.Sc(Aquaculture) has been introduced in the Academic Year 2021-22 where 9 students were already admitted against 30 Sanctioned seats.

Proposal: It is submitted to the Governing Body for the approval.

Resolution: The Admission analysis for the academic years 2021-22 and 2022-23 are approved.

Agenda 9: To approve the blue print of the Semester-end examinations for each stream.

Description: All the departments have prepared the blue prints and approved in Board of Studies are submitted in Examination Cell.

Proposal: It is submitted to the Governing Body for the approval

Discussion: After examining the blue prints of the Semester-end examinations by the Controller of Examinations, the Chairman of the Governing Body suggested that hereinafter all the Government Autonomous Colleges should conduct the meetings of the Board of Studies of their departments as per the common guidelines of the office of the Commissioner of Collegiate Education which will be issued shortly.

Resolution: After the above discussions, the model blue print of the Semester-end examinations of the College is approved.

Agenda 10: To discuss on the proposal submitted by the Principal regarding change of timings of the College from 10:00 am- 5:00pm to 9:00am - 4:00pm

Description: The Principal submitted to the Governing body that students are suffering to catch the buses to their home towns after 5pm in the evenings as many of the RTC Buses are not available after 4pm and this is resulting in students' exit from the college at 4:00pm by not attending the last hour. In this connection it is proposed to shift the college timings from 10:00 am- 5:00pm to 9:00am - 4:00pm enabling the students to attend all the classes in a day regularly and to reach their residing places in time. However the six periods remains same as it was in the existing timings.

Proposal: It is submitted to the Governing Body for the approval

Resolution: The proposal of change in existing timings from 10 am to 5 pm to 9 am to 4 pm is approved subject to a condition that there should not be any reduction of working hours of the college, i.e., 6 hours, a day.

ADMINISTRATIVE ASPECTS:

Agenda Point11: Ratification of Appointment of Vice-Principal, IQAC Co-ordinator and Academic Co-ordinator for the Academic years 2021-22 and 2022-23.

a)Appointment of Vice-Principal

Description: An experienced senior staff member need to be placed as Vice-Principal. In this connection the senior most Lecturer Sri G.Srinivasa Rao, Lecturer in Physics is placed as the Vice-Principal of the College.

S.No	Name	Designation	Nominated as	Period
1	Sri G.Srinivasa Rao	Lecturer in Physics	Vice- Principal	03-01-2022

(b) Appointment of IQAC Coordinator

Description: As the college is due for NAAC Assessment for which an experienced senior staff member need to be placed as Coordinator, IQAC. In this connection, Senior Lecturer Sri G. Srinivasa Rao, Lecturer in Physics is placed as the coordinator to look after IQAC activities as well as the NAAC Activities.

S.No	Name	Designation	Nominated as	Period
1	Dr.A.P.V.Apparao	Lecturer in Physics	IQAC Coordinator	03-1-2021 to 23-1-2022
2	Sri G.Srinivasa Rao	Lecturer in Physics	IQAC Coordinator	24-01-2022 onwards

(c)Appointment of Academic Coordinator for the Academic Years 2021-22 and 2022-23

Description: Dr. B. Subbalakshmi, Lecturer in Telugu is placed as Academic Coordinator for Academic Year2021-22 and Dr. V.Yamini, Lecturer in Chemistry is placed as Academic Coordinator for 2022-23.

S.No	Name	Designation	Nominated as	Period
1	Dr.S.B.Ronald	Lecturer in Chemistry	Academic Coordinator	03-1-2021 to 23-1-2022
2	Dr. B.Subbalskshmi	Lecturer in Telugu	Academic Coordinator	24-01-2022 to 20-06-2022
3	Dr. V.Yamini	Lecturer in Chemistry	Academic Coordinator	21-06-2022 onwards

Proposal: It is submitted to the Governing Body for ratification and approval of the appointment of Vice-Principal, IQAC Coordinator and Academic Coordinator for the Academic Year 2019-20 and 2020-21.

Resolution: The appointments submitted in the agenda item 11 (a), (b) and (c) are ratified and approved for the year 2021-22 and 2022-23, respectively.

Agenda Point 12: Ratification of appointment of Examinations Cell for the academic years 2021- 22 and 2022-23.

Description: As per the staff council resolutions, the Controller of Examinations is appointed for the academic years 2021-22 and 2022-23. The Governing Body of the college is requested to ratify the nomination and tenure of the Controller of the Examinations for the said period and grant permission for reconstitution of the Autonomous Examinations cell with the following members.

2021-22

S.No	Name	Designation	Nominated as	Period
1	Dr.A.P.V.Apparao	Lecturer in Physics	Controller of Examinations	2021-22
2	Dr.K.Ramnarayana	Lecturer in Physics	Member	2021-22
3	Dr.N.Vijaya Kumar	Lecturer in Chemistry	Member	2021-22
4	Dr.V.Yamini	Lecturer in Chemistry	Member	2021-22

2022-23

S.No	Name	Designation	Nominated as	Period
1	Sri T. Krishna	Lecturer in Political Science	Controller of Examinations	2022-23
2	Dr. B. Subbalakshmi	Lecturer in Telugu	Member	2022-23
3	Dr. V. Yamini	Lecturer in Chemistry	Member	2022-23

Resolution: The Appointment of Controller of Examinations and reconstitution of Examinations Cell are ratified for the year 2021-22 and approved for the year 2022-23.

Agenda Point13: Ratification of constitution of the Finance Committee for academic years2021-22 and 2022-23.

Description: As per the resolutions adopted in the 4th Governing Body meeting, the earlier Finance Committee duration was elapsed. Hence, as per the rules invoke the Body of Finance Committee has been reconstituted for the period of two years w.e.f.

2021-22

S.No	Name	Designation	Period
1	Dr.T. Raja Rajeswari, Principal, Sri A.S.N.M.Govt College(A), Palakol	Chairman	2021-22
2	Sri G.Srinivasa Rao, Lecturer in Physics, Sri A.S.N.M.Govt College(A), Palakol (Senior Faculty Member Nominated by Principal)	Member	2021-22
3	Dr. B. Subbalakshmi, Lecturer in Telugu	Member	2021-22
4	Sri T.Krishna, Lecturer in Political Science	Member	2021-22
5	Sri N.Satyanarayana, Finance Officer,AKNU	Member	2021-22
6	Dr.V.Yamini, Lecturer in Chemistry	Special Invitee	2021-22
7	Smt P.Nagamani, Store Keeper	Special Invitee	2021-22

2022-23

S.No	Name	Designation	Period
1	Dr.T. Raja Rajeswari, Principal, Sri A.S.N.M.Govt College(A), Palakol	Chairman	2022-23
2	Sri G.Srinivasa Rao, Lecturer in Physics, Sri A.S.N.M.Govt College(A), Palakol (Senior Faculty Member Nominated by Principal)	Member	2022-23
3	Sri K.Srinivasa Rao, Finance Officer, AKNU	Member	2022-23
4	Sri T. Krishna, Lecturer in Political Science(Faculty Member to be approved by the Governing Body)	Member	2022-23

Proposal: It is placed before the Governing Body of the college to ratify and approve.

Resolution: The constitution of Finance Committee with the above members is approved.

Agenda Point 14:To discuss and approve the proposal of engaging the Guest Faculty for the academic year 2022-23 where there exists workload against the sanctioned post and for the departments having workload and has no sanctioned post.

Description: Principal has submitted to the Governing Body that there is a need of engaging Guest Faculty in view of the workload and shortage of staff

Proposal: It is submitted to the Governing Body for approval

Resolution: The Governing Body approved the proposal of engaging guest faculty for the academic year 2022-23 for the needed faculties.

Agenda Point 15: To discuss about collect maintenance charges for utilizing the college ground for any functions and events and to approve the resolution of the Staff Council dated 11-04-2022 made to this effect.

Description: In the recent days, some representatives from various private organizations are approaching the Principal of the college seeking permission to utilize the college ground for various private functions/programmes. To generate some revenue from the external sources, it is proposed to collect some amount from such organizations. The same was discussed in the Staff Council meeting held on 11-04-2022 and made a resolution as mentioned below.

- 1) Ground Preparation charges : 10,000/-
- 2) Refundable caution Deposit : 15,000/-
- 3) Rental charges on the day of event : 15,000/- (this should be in the lines of the CCE Proceedings Rc No 02/OP.II/2014, dated 26-05-2015 communicated vide Procs. of the RJDCE, Rajamahendravaram Rc. No 189/B.3/2022, dated 31-03-2022)
- 4) The electricity provision should be made on the own cost of the Organisers by arranging Generator and drinking water should also be arranged by them.

Resolution: The Governing Body approved the proposal.

Agenda 16: To Discuss and approve the proposal of the Principal for hiring the services of Security guard for the college from private security agency.

Description: It is submitted to the Governing Body that due to shortage of staff and to control the public entering into the college campus without prior permission of the Principal, it is proposed to establish a time office /Security post at the entrance of the College.

Proposal: It is submitted to the Governing Body for approval

Discussion: As this agenda item was not discussed in the Governing Body, this agenda item is to be placed in the next meeting of the Governing Body.

FINANCIAL ASPECTS

Agenda point 17: Resolutions adopted in the Finance Committee Meetings held on 30-04-2022.

Description: The Resolutions adopted in the Finance Committee Meeting held on 30-04-2022 are submitted.

Proposal: The Resolutions adopted in the Finance Committee Meetings held on 30-04-2022 are given in are presented before the Governing Body for approval.

Discussion: As per the directions of the Commissioner of Collegiate Education, the CAO from the office of the Commissioner of Collegiate Education, visited the college and examined the resolutions of the meeting of the Finance Committee dated 30-04-2022.

Resolution: The resolutions of the Finance Committee Meeting dated 30-04-2022 are approved.

Agenda Point 18: To Ratification and approval of the COE Activities i.e., Expenditure incurred on BOS & Academic Council meeting honorarium from the COE Funds.

Description: As per the UGC Guidelines the expenditure incurred on the Conduct of BOS, Academic Council Meetings and GB Meetings is to be met from the COE Funds. The CAO from the office of the Commissioner of Collegiate Education visited the college and examined the expenditure statements and Accounts pertaining to COE activities i.e., Expenditure incurred on BOS & Academic Council meeting honorarium from the COE Funds and found correct.

Proposal: It is submitted to the Governing Body for approval

Resolution: The Governing Body ratified and approved the proposal.

Agenda Point 19: To Ratification and approval of the COE Activities i.e Remuneration for Various Personnel in the Conduct of the Exams.

Description: The expenditure incurred by the Examination Cell for paying remuneration for various personnel for the conduct of Exams at various levels is presented. The CAO from the office of the Commissioner of Collegiate Education visited the college and examined incurred by the Examination Cell for paying remuneration for various personnel for the conduct of Exams and found correct.

Proposal: It is submitted to the Governing Body for approval

Resolution: The statement of expenditure presented by the Examinations Section is approved.

Agenda Point 20: To Ratification and approval of the COE Activities i.e. Exam cell Budget for the years 2021-22 and 2022-23.

Description: Approval of Proposed Examination cell budget and ratification of Examination cell for the years 2021-22 and 2022-23. The CAO from the office of the Commissioner

of Collegiate Education visited the college and examined the Examination Cell Budget and found correct.

Proposal: It is submitted to the Governing Body for approval

Resolution: The Governing Body approved the Examination Cell budget for the years 2021-22 and 2022-23.

Agenda Point 21 to 33 to be discussed in the next GB Meeting

26/20/

**Chairman of Governing Body &
Commissioner of Collegiate Education, AP**