

Minutes of the 1<sup>st</sup> Governing Body meeting

24<sup>th</sup> November, 2016

Venue: Commissionerate of Collegiate Education, A.P., Vijayawada

ACADEMIC ASPECTS

1. To consider for ratification of the implementation of the fresh autonomous status commenced from the Academic year 2015-16.

The College was conferred with fresh Autonomous Status by UGC for a period of 6 years w.e.f. 2015-16 to 2020-21. (vide letter no.F.22-1/2015(AC), April 2015). Consequently the Vice Chancellor of Aadi Kavi Nannaya University Rajamundry, issued proceedings (No: ANUR/CDC/conferment of fresh Autonomous to affiliated colleges/2015-16 dated 6-06-2015) conferring the fresh Autonomous status to Sri A.S.N.M Govt College, Palakol, W.G w.e.f the academic Year 2015-16. The CBCS with semester system was introduced w.e.f the academic year 2015-16 by the University. The College has introduced the Autonomy with CBCS w.e.f 2015-16.

**Discussion:** The Governing Body has gone through the proceedings issued by UGC and the affiliating University.

**Resolution:** Approved the implementation of fresh Autonomy w.e.f the Academic year 2015-16 with semester system under CBCS.

2. To consider and approve the Academic Calendar for the Academic year 2015-16.

**Discussion:** The chairperson enquired about the number of instructional days and the number of days allocated for examinations and shared his views with the other Governing Body Members. In a reply, the Principal submitted that 90 days are allocated for instruction and 14 days for examination work in the I Semester. So is the case with II Semester.

**Resolution:** After careful examination, the Governing Body approved the Academic Calendar with  $90+90=180$  instructional days and  $16+16=32$  days for the allocation of examination work for the Academic year 2015-16.

3. To consider and ratify the resolutions adopted in the Academic Council Meeting held on 15-09-2015.

**Discussion:** The Chairperson and other Governing Body Members raised why various departments have made changes in the existing syllabi and the reason for the additional inputs to the syllabi prescribed by the affiliating university. The Principal explained the reasons for the change of syllabi and the need for addition of some topics to the existing syllabi.

**Resolution:** Approved the resolutions already passed in the Academic Council.

4. **To consider and ratify the results of I & II semester examinations held in the month of November / December 2015 and April 2016 respectively.**

*Discussion:* The members of the Governing Body after careful examination of the results expressed their satisfaction.

*Resolution:* Approved the results and insisted to improve the performance.

5. **To consider and ratify the Academic Calendar for the Academic year 2016-17.**

*Discussion:* The Chairperson enquired about the number of instructional days and the number of days allocated for examinations and expressed his satisfaction and shared his views with the other Governing Body Members.

*Resolution:* Approved the Academic Calendar with 180 instructional days and 48 days for the allocation of examination work for the Academic year 2016-17.

6. **To consider and ratify the resolutions adopted in the Academic Council Meeting held on 27-04-2016.**

*Discussion:* The Chairperson and the other Governing Body Members have gone through the resolutions passed by the Academic Council thoroughly and expressed their satisfaction.

*Resolution:* Approved all the changes made to the syllabi, model question papers and additional inputs besides the other resolutions passed in the Academic Council.

7. **To consider for ratification of the Certificate Course in Gandhian Studies being run by the Department of Political Science.**

*Discussion:* The Principal requested the G.B to accord permission for the certificate course and the Course Coordinator informed that the course was running with the assistance of Professor D.Venkateswara Rao, Department of Political Science Sri Y.N.College Narsapur, West Godavari District. The Governing Body appreciated the College for inculcating the true spirit of patriotism, non-violence and other Gandhian thoughts among the students.

*Resolution:* Approved and accorded permission for running the Certificate Course in Gandhian Studies during the Academic Year 2016-17.

8. **To consider and approve the introduction of B.Sc (M.P.C) & B.Sc (M.P.Cs) English Medium w.e.f. the academic year 2017-18.**

*Discussion:* The Principal was asked to justify the reason to start B.Sc (M.P.C) & B.Sc (M.P.Cs) English Medium w.e.f. the academic year 2017-18. In his reply the Principal said that there is a great demand for B.Sc (M.P.C) and B.Sc (M.P.Cs) English Medium from the students and parents to start the courses.

*Resolution:* The Governing Body considered the matter and agreed to introduce B.Sc (MPC) & B.Sc (M.P.Cs) English Medium.



### ADMINISTRATIVE ASPECTS

9. To consider and ratify the appointment of Academic Coordinator and the Assistant Academic Coordinator for the Academic Cell for a period of 2 years i.e 2015-16 and 2016-17.

The Principal of the College has constituted the Academic Cell in consultation with the other teaching staff members as follows.

S.No	Name	Designation	Nominated as
1	Sri G.Bhaskara Rao	Lecturer in English	Academic Coordinator
2	Dr. N. Venkateswara Rao	Reader in Telugu	Assistant Coordinator
3	Dr.M.Vijaya kumar	Lecturer in Zoology	Assistant Coordinator

**Discussion:** The chairperson asked the Principal whether the committee constituted has been fully cooperating with the administration. The Principal expressed his satisfaction over the functioning of the committee which had already been constituted.

**Resolution:** Approved the committee with no further changes.

10. To consider and ratify the constitution of the Academic Council for a period of 2 years i.e 2015-16 and 2016-17 as per the UGC XII plan Guidelines.

**Discussion:** The Governing Body verified whether the Academic Council is constituted according to UGC XII Plan Guidelines and the Principal replied that the academic council has been constituted after taking resolutions in the staff council as per UGC XII plan guidelines.

**Resolution:** Approved the Academic Council as constituted.

11. To consider and ratify the Finance Committee constituted as per UGC XII plan Guidelines.

The Finance Committee is constituted for a period of 2 years i.e for the Financial Years 2015-16 and 2016-17 as follows.

S.No	Name	Designation	Nominated as
1	Sri Ch.J.Sundar Rao	Principal	Chairperson
2	Sri C. Ravi Sankar	Lecturer in Commerce	Member
3	Sri G.Chandra Sekhar	Lecturer in Mathematics	To be nominated by GB

**Discussion:** The Chairperson and the other members of G.B verified the reason for nominating Sri C. Ravi Sankar, Lecturer in Commerce and Sri G. Chandra Sekhar, Lecturer in Mathematics. The Principal has explained that Sri C.Ravi Shankar, Lecturer in Commerce had worked in the college as a non-teaching staff member

before he became a Lecturer and therefore has good knowledge of accounts. Further Sri G. Chandra Sekhar, lecturer in Mathematics is enthusiastic faculty member and hence can support the administration in all aspects.

**Resolution:** Approved the committee constituted.

12. To consider and ratify the nomination of Smt.R.SasiKala Chartered Accountant to the Finance committee for the Financial Year 2015-16 to 2016-17.

**Discussion:** The Governing Body asked whether Smt.R.SasiKala has been cooperative with the administration. The principal has expressed his satisfaction.

**Resolution:** Ratified the nomination to Finance Committee as an adviser.

13. To consider and ratify the nomination of Dr.N.Venkateswara Rao, Reader in Telugu and Dr.P.SaiBaba, Lecturer in Political science to the Governing Body for 2 years i.e 2015-16 to 2016-17.

**Discussion:** The Chairperson asked to justify the nomination of the members to the Governing Body. The Principal explained that Dr.N.Venkateswara Rao, Reader in Telugu is a senior faculty with good drafting skills. He has been discharging his duties as a NAAC Coordinator, IQAC Coordinator, Autonomy Coordinator and Member Secretary of the Academic Council. Dr.P.SaiBaba, Lecturer in political Science is also senior next to Dr.N.Venkateswara Rao and has been discharging his duties as UGC coordinator for the last 8 years and therefore both are nominated to the Governing Body.

**Resolution:** Approved the nominations.

14. To consider for the ratification of the nomination of Sri B. Janardan Guptha to the Governing Body.

**Discussion:** The Chairperson asked reasons to nominate Sri B. Janardan Guptha to the Governing Body. The Principal of the College submitted that he is generous to help the college in all aspects.

**Resolution:** Approved the nomination.

15. To consider and ratify the nomination of the Dr. N Geethanjali, Joint Director of Commissionerate of Collegiate Education, Dr.Ch Masthanaiah, Academic Guidance Officer, O/o CCE, AP and the Academic Officers of Commissionerate of Collegiate Education, Dr. P Anil Kumar and Ms A. Vimala Rodhe as Special Invitees to the Governing Body for the years 2015-16 to 2016-17.

**Discussion:** The Chairperson has asked the Principal to justify their nominations. The Principal has submitted that their vast experience in academic and administrative matters will help the Institution under the leadership of the chairperson to implement Autonomy in an effective manner.

**Resolution:** Approved and ratified the nominations.



16. To consider and approve the nomination of Sri K. Venkata Rao, Lecturer in Chemistry as the controller of examinations for a period of 3 years i.e, 2015-16, 2016-17 and 2017-18.

**Discussion:** The Chairperson and other members enquired the reasons to nominate Sri K.Venkata Rao, as Controller of Examinations. Then the Principal submitted that he has been working as the in-charge of the examinations for the last 4 years and he is well versed with the rules and regulations of the examinations. He is capable of conducting examinations in an effective manner and his services will be very useful to the college.

**Resolution:** Approved and ratified the nomination.

17. To consider and ratify the engagement of Data Entry Operator and attendar in the Examination Cell for the Academic year 2016-17.

**Discussion:** As the College has been conferred with fresh autonomous status, the examination work which was earlier undertaken by the affiliating university has been transferred to the College. In this regard, Data Entry Operator is required for the entry of data related to the examinations and to carry out other examination related works. Record Assistant is also necessary for coding, decoding the answer sheets and to assist the Controller of Examinations in the seating arrangements and other examination related works.

**Resolution:** The Chairperson and the other members of the Governing Body deferred the engagement of data entry operator and an attender in the examination cell for the academic year 2016-17 in view of financial burden on the poor students.

18. To consider and ratify the nomination of Dr.M.Vijay kumar, lecturer in Zoology to the Finance Committee Member afresh in the Financial year 2016-17 as the Finance Committee member was transferred to R.R.D.S Government College, Bhimavaram, West Godavari district.

**Discussion:** The Chairperson understood the need and shared his opinions with other members of Governing Body.

**Resolution:** Approved and ratified the nomination.

The finance committee newly constituted is as follows.

SNo	Name	Designation	Nominated as
1	Sri M.V.Jaya Prakash	Principal	Chairman
2	Sri G.Chandra Sekhar	Lecturer in Mathematics	Member
3	Dr.M.Vijay Kumar	Lecturer in Zoology	Member
4	Sri Pilla Devadatham	Superintendent	Member

## FINANCIAL ASPECTS

19. To consider and ratify the resolutions adopted in the Finance Committee meetings held on 24-08-2015 and 24-09-2015 for the financial year 2015-16.

*Discussion:* The Chairperson asked whether the statement of expenditure, Bills and utilization certificate by the Finance Committee were verified. Then the Principal clarified that the Finance Committee met twice in the Principal's chamber on 24-08-2015 and 24-09-2015 at 3p.m. and 4p.m. respectively and verified the expenditure statements incurred towards the conduct of the meetings of Board of Studies and Academic Council and obtained the concerned utilization certificate of the UGC Autonomous funds of the Financial year 2015-16 and approved them.

*Resolution:* The Governing Body ratified the resolutions passed by the finance committee.

20. To consider and ratify the proposed budget in respect of Autonomous grants for the financial year 2016-17.

*Discussion:* The Governing Body had an elaborate discussion on the breakup of the proposed budget.

**Point 2** The Chairperson asked the Principal to involve the teaching and non-teaching staff from outside the college to participate in "MS Office Skill Development Program" and "Internet Security Skill Development Program" that is designed by the College. Further it was advised to have at least few students per batch of training and to ensure minimum attendance for allowing them for examination.

**Point 5** The Governing Body discussed the proposed purchase of equipment for the examination wing as it plays crucial role in the conduct of examinations and advised to follow due procedure i.e taking staff council resolution, constitution of central purchasing committee and purchasing of goods from rate contractors etc.

**Point 8** The Chairperson suggested subscribing for the journals, purchase of recent reference books and make them available to the students.

**Point 12** The Chairperson directed the Principal to undertake the repair and renovation works wherever necessary.

*Resolution:* The Governing Body accepted the proposed budget of the financial year 2016-17.

21. To consider for ratification of the amount of Rs 1, 88,311/- (Rupees One Lakh Eighty eight thousand three hundred and eleven only) spent for the conduct of examinations from the total amount of Rs. 3,08,284/- ( Rupees Three lakh eight thousand and two hundred and eighty four only) under the examination fee collected during the academic year 2015-16.

**Discussion:** The Chairperson asked the Principal about the details of the amount spent for conducting the examinations and the procedure followed. In reply, the Principal said that the amount of Rs.1, 88,311/- (Rupees One Lakh eighty eight thousand three hundred and eleven only) was spent for conducting examinations during the academic year 2015-16. The statement of expenditure, bills, and Utilization Certificate have been submitted to the Finance Committee for approval, The Finance Committee has verified the statement of expenditure, bills, and Utilization Certificate and approved them.

**Resolution:** The Governing Body verified the statement of audited expenditure, bills, and Utilization Certificate and approved them.

22. To Consider and approve the existing and proposed remuneration rates of examinations during the academic years 2015-16 and 2016-17 respectively.

**Comparative Statement of the Remuneration Rates of Examinations**

S.No	Particulars	University	Existing (2015-16)	Proposed (2016-17)
1	Paper setting- single media	300/-	300/-	350/-
	- both media	400/-	350/-	425/-
2.	Scheme of valuation	100/-	50/-	75/-
3.	Solutions for problem papers	----	50/-	75/-
4.	DTP charges - per page (Single media)	----	30/-	40/-
	-per page (both media)	----	30/-	50/-
5.	Scrutinizer per script	70ps	70ps	1/-
6.	Coding per script	70ps	70ps	1/-
7.	Decoding per script	70ps	70ps	1/-
8.	TA	--	Actual Bus fare	Rs 12/- per Km
9	Convenience allowances	75/-	75/-	100/-

The enhanced remuneration is ratified by the finance committee

**Discussion:** The Governing Body after going through the existing and proposed remuneration rates, discussed all the aspects from the perspectives of students and staff in details. The Proposed remuneration of Rs 425/- towards paper setting for both media has been reduced to Rs.400/- by the Governing Body and suggested not to exceed University rates.

**Resolution:** Ratified the enhanced remuneration rates except the rate of remuneration for paper setting for both media as it is exceeding university remuneration rate and agreed to pay as per university rate i.e Rs 400/-.

23. To consider and approve the collection of tuition fee etc., by the college as approved by the Adikavi Nannaya University.

The details of the fee collected by the University are as follows.

S.No	Fee Particulars	I Year	II Year	III Year
1	Registration Fee	3/-	-	-
2	Admission Fee	1/-	-	-
3	Special Fee	85/-	85/-	85/-
4	Tuition Fee	500/-	500/-	500/-
5	University Fee	662/-	440/-	440/-
	Total	1251	1025	1025

**Discussion:** The Governing Body discussed the matter in detail and asked the Principal to follow the university rules and regulation regarding the above mentioned fee. The fee prescribed by the University and the fee collected by the College don't differ. As there is no proposal for the enhancement of the fee, if the University enhances the fee, the same will be implemented.

**Resolution:** The Governing Body ratified the fee prescribed by the college.

Sd/- G.S Panda Das, IAS  
Chairperson, Governing Body &  
Commissioner  
Collegiate Education

  
for Commissioner of Col. Edu.



**SRI A.S.N.M. GOVT. COLLEGE (A) PALAKOL,  
W.G.Dist., A.P.**

**MINUTES OF THE 2<sup>nd</sup> GOVERNING BODY MEETING ON 13<sup>th</sup> MARCH 2018 at 2.00 pm**  
**VENUE: O/o. COMMISSIONER OF COLLEGIATE EDUCATION, A.P. VIJAYAWADA**

The 2nd Governing Body meeting of Sri ASNM Govt. College (A), Palakol, W.G.Dist. was held at 2.00 p.m. on 13<sup>th</sup> March, 2018 at O/o CCE, AP., Vijayawada. The following members have discussed the agenda items thoroughly and made resolutions on items listed in the subsequent paragraphs.

**Members of the Governing Body**

S.No.	Category	Name and designation of person	Designation in GB	Remarks
1	Educationist(Commissioner of Collegiate Education)	Smt. Sujatha Sharma, IAS Special Commissioner of Collegiate Education Vijayawada.	Chairperson	Present
2	Industrialist	Sri Nimmakayala Rama Krishna, Walchand Group, Lankalakoderu project, Palakol.	Member	Present
3	Professional	Smt I.M.J.Sujatha Retd.Principal sri A.S.N.M Govt College, Palakol.	Member	Not Present
4	Teacher of the college	1.Dr.P.Saibabu, Lecturer in Pol.Science	Member	Present
5	Teacher of the college	2.Sri A.Satyanarayana Lecturer in Chemistry	Member	Present
6	Industrialist	Dr. B.V.Raghavaiah, MBBS, DCH	Member	Present
7	UGC Nominee	Dr.S.C.Singh Director, H.N.B.Garwal University, Srinagar.	Member	Present
8	State Govt. Nominee	Dr.K.Prameela The Regional Joint Director of Collegiate Education, Rajahmundry	Member	Present
9		Dr.A.Mutta Reddy,	Member	Present

	University Nominee	Dean of Examinations, Adikavi Nannaya University, Rajahmundry.		
10		Sri K. Sri Rama Murthy Principal Sri A.S.N.M Govt. College (A), Palakol.	Ex-officio Member & Secretary	Present
11	Special invitees	Dr.I. Ravi Academic Guidance Officer, Commissioner of Collegiate Education, A.P		Present
12		Dr. P.Anil Kumar Academic Officer, CCE,AP		Present
13		Dr.T.Madhusudana Academic Officer, CCE,AP		Present

- Members those who are absent are excused by the Chairperson.

**Sri A.S.N.M.Govt. College (A), Palakol, W.G.Dist.**

**Minutes of the 2<sup>nd</sup> Governing Body Meeting held on 13.3.2018 at  
O/o. CCE, Vijavawada @ 2.00 pm**

**ACADEMIC ASPECTS**

1. To consider and approve the Action Taken Report (ATR) on the resolutions adopted in the 1<sup>st</sup> Governing Body Meeting held on 24-11-2016.

**Discussion:** The Action Taken Report was discussed by the Governing Body Members and sought some clarifications from the principal on the implementation of the fresh Autonomous status and the utilization of Autonomous Grant for the financial year 2016-2017. The office of the Commissionerate of Collegiate Education informed that they would send a format to the colleges on ATR.

**Resolution:** The Action Taken Report on 1<sup>st</sup> Governing Body Meeting held on 24-11-2016 was approved by the Governing Body

2. To consider and approve the Academic calendar prepared for the Academic year 2017-2018.

**Discussion:** The chairperson and other Governing Body Members enquired about the allocated number of instructional days and days for examinations work. In a reply, the principal submitted that total working days are 233, 180 days are allocated for instruction and 53 days for examinations work.

**Resolution:** After careful examination, Governing Body approved the Academic calendar with 90+90=180 instructional days and 26+27 days for the allocation of examination work for the Academic year 2017-2018.

3. To consider and ratify the resolutions adopted in the Academic Council Meeting held on 10-07-2017.

**Discussion:** The chairperson and other Governing Body Members sought clarifications from the principal on the changes in the existing syllabi and reason for the additional inputs to the syllabi of the affiliating University. The principal explained the reasons for the change of syllabi and the need for addition of some topics to the existing syllabi.

**Resolution:** Approved the resolutions already adopted in the Academic Council

4. To consider and ratify the results of the I,II,III and IV semesters during the Academic year 2016-2017 and the results of I,III,V semesters of the Academic year 2017-2018 (held in Nov 2017)

**Discussion:** The chairperson and other Governing Body Members looked into the statements of results for the year 2016-17 and 2017-18 (held in Nov 2017) and satisfied with the results. The Chairperson sought clarifications from the principal about the lower results of B.A. in the 6<sup>th</sup> Semester and the principal submitted that he would take care of it and try not to repeat it again.

**Resolution:** The Governing Body approved the results with appreciation.

5. Permission to conduct the Instant examination for two subjects in the final year undergraduate course of study from 2017-18 academic years onwards.



**Discussion:** The Chairperson asked the principal as to the affiliating University's position on the instant examinations. The principal told him/her that the University had already issued proceedings permitting to conduct instant examination for one subject in the final year from 2017-18 academic year onwards. There on the principal requested the Chairperson to permit the college to conduct instant examinations for Two subjects in the final year under graduate course of study from 2017-18 onwards.

**Resolution:** The Governing Body accepted the proposal and permitted to conduct the Instant examination from 2017-18 onwards.

## ADMINISTRATIVE ASPECTS:

6. To consider and ratify the nomination of Sri P.Rajababu, Lecturer in Commerce and Dr.K.Ramanarayana, Lecturer in Physics to Finance Committee

**Discussion:** The Chairperson and the Governing Body members sought reasons for reconstituting the Finance committee. The principal explained that the previous Members of Finance Committee were transferred from this college to other college and it was necessitated to nominate Sri P. Rajababu, Lecturer in Commerce and Dr. K.Rama Narayan, Lecturer in Physics to the finance committee.

**Resolution:** The nomination of Sri P.Rajababu, Lecturer in Commerce and Dr.K.Ramanarayana, Lecturer in Physics to Finance Committee was approved by the Governing Body.

7. To consider and ratify the nomination of Sri A.Satyanarayan, Lecturer in chemistry to the Governing Body by the principal for a period of 2 years

**Discussion:** The Chairperson and the Governing Body members asked the principal to justify for the nomination of the teacher to the Governing Body. The principal said that Sri A.Satyanarayan, lecturer in chemistry is one of the senior most lecturers and has been discharging as the Controller of Examinations.

**Resolution:** The Chairperson and the Governing Body members approved the nomination of teacher to the Governing Body.

8. To consider and ratify the nominations of Dr.B.V.Raghavaiah, M.B.B.S., D.CH. to the Governing Body.

**Discussion:** The Chairperson and the Governing Body members sought reasons from the principal for nominating Dr.B.V.Raghavaiah to the Governing Body. The principal explained the reasons for nominating Dr.B.V.Raghavaiah to the Governing Body that he is a doctor by profession and an educational philanthropist by heart. He has been discharging his duties as C.P.D.C. Secretary to the college for the last 20 years and has become backbone for the Development of the college.

**Resolution:** The Chairperson and the Governing Body members approved the nomination of Dr.B.V.Raghavaiah as Governing Body member.

9. To consider and approve the nomination of Sri A.Satyanarayana, Lecturer in Chemistry as the Controller of Examination for a period of 2 years, ie 2017-18 and 2018-2019.

**Discussion:** The Chairperson and the Governing Body members enquired the reasons to nominate Sri Satyanarayana, Lecturer in Chemistry as the Controller of Examination. Then the principal submitted that the previous Controller of Examination was transferred to other Govt. College. The present Sri A.Satyanarayana, Lecturer in Chemistry has been working as the In-charge of the Examination and he is well versed with the rules and regulations of the Examination.

**Resolution:** The Governing Body approved the nomination of Sri A.Satyanarayana Lecturer in Chemistry as the Controller of Examination.

## FINANCIAL ASPECTS

10. To Consider and ratify the resolutions adopted in the meetings of the Finance Committee held on 02-07-2017, 16-10-2017 and 30-10-2017 for the financial year 2017-18.

**Discussion:** The Chairperson enquired about the statements of expenditure, bills and Utilization Certificate submitted by the finance committee. Then the principal clarified that

the finance committee met thrice in the principal chamber and verified the expenditure statements incurred towards the conduct of the semester examination in the year 2017-2018.

**Resolution:** The Governing body approved and ratified the resolutions passed by the finance committee.

11. To Consider and ratify the proposed budget in respect of Autonomous Grant under the heads of account for the financial year 2017-18.

**Discussion:** The Governing body had an elaborate discussion on the break-up of the proposed budget for the financial year 2017-18.

**Head of Account:**

- 1) Guest Lectures: The Governing body suggested that the Guest Lecturers should be eminent resource persons and experts on the subject.
- 2) Development of Teaching Learning material: The Governing body sought clarifications from the principal about the Development of Teaching Learning Material and satisfied with the clarifications by the principal.  
The Governing body enquired about the purpose of Certificate course on Gandhian Studies. The principal told them that the course was intended to inculcate the spirit of patriotism and non-violence.
- 3) Workshop: The Governing body sought clarifications about the workshop and satisfied with the reply of the principal.
- 4) Office Equipment & Laboratory Equipment: The Governing body sought clarifications on the allotment of major amount for the purpose of office equipment & laboratory equipment. The principal explained in detail about the necessity of office equipment & laboratory equipment.
- 5) Furniture: The Governing body sought clarifications on the need of the furniture and the principal clarified their questions. The Chairperson advised the principal to follow due procedure in purchasing the furniture.
- 6) Examinations: The principal explained in detail about the examination cell and its requirements to discharge its duties. The Governing body satisfied with the answers of the principal and advised the principal to follow due procedure in purchasing the furniture.



- 7) **Books & Journals:** The Governing body sought clarifications on the allotment and the principal explained about the clusters and elective and the programmes of the women empowerment cell. The Chairperson suggested that the principal should purchase of recent reference books and make them available to the students.
- 8) **Renovation:** The Governing body sought clarifications on the allotment of renovation and repairs. The principal explained in detail on the existing conditions of the toilets, iron shutters and corridor of the main building. The Chairperson directed the principal to undertake the repair and renovation works wherever necessary.
- 9) **Study programmes :** The Governing body sought clarifications on the allotment of money on study programmes and the principal explained in detail about the plans of tours.

**Resolution:** The Governing body accepted and ratified the proposed budget for the year 2017-2018,

12. To Consider and ratify the amount of Rs 4, 51,525 (Rupees Four Lakhs Fifty One Thousand Five Hundred and Twenty five rupees) that has been spent for conducting examinations during the academic year 2017-18.

The Finance committee verified the statements of expenditure, bills and utilization certificate and approved them.

**Discussion:** The Chairperson asked the principal, whether the statements of expenditure, bills and utilization certificate were verified by the finance committee. The Principal clarified that he and the finance committee members verified the bills incurred towards the conduct of examinations.

**Resolution:** The Governing body approved and ratified the resolutions passed by the finance Committee.

13. To Consider and approve the proposed remuneration rates of examination during the academic years 2017-2018

**STATEMENT OF THE REMUNERATION RATES OF EXAMINATIONS FOR 2017-18**

S.N O	PARTICULARS	UNIVERSITY	COLLEGE (2014-17)	PROPOSED (2017-2018)
1	<b>PAPER SETTING</b>			
	Rate for paper setting – single media	300/-	350/-	300/-
	-both media	400/-	400/-	400/-
	Scheme of valuation	100/-	75/-	100/-
	Solutions for problem papers	----	75/-	75/-
	DTP charges – per page (Single media)	----	40/-	40/-
	per page (both media)	----	50/-	50/-
	Scrutinizer per script	70ps	1/-	1/-
	Coding per script	70ps	1/-	1/-
	Decoding per script	70ps	1/-	1/-
	TA	–	Rs 12/- per Km	Rs 12/- per Km
	Convenience allowances	75/-	100/-	100/-
	Paper Valuation – 3 hours		10	10/-
	2 hours		7	7/-

**Discussion:** The Chairperson and the other governing body members have looked into the differences between university and college remuneration rates of examinations and satisfied with them.

**Resolution:** The Governing body approved and ratified the proposed remuneration rates of examination for the year 2017-18

14. To Consider and approve the collection of fee etc., by the College that is being followed by the Adikavi Nannaya University.

**First year Fee Structure 2017-18**

COURSE	Tution Fees	Speci al Fees	Student Enrolleme nt Fees (Tentativel y as per last year)	CPD C Fees	Caution Money Deposit & Library Diposit fee	Regi strati on Fees	ADMI SSIO N FEE	Total Fees
BA(CONVENTIONA L) (HEP)	500	1531	620	300	5	3	1	2960
B.COM(CONVENTIO NAL)	500	1531	620	300	5	3	1	2960
B.COM(VOC)	500	1980	620	300	5	3	1	3409
B.SC(CONVENTION AL) (MPC, CBZ)	500	1731	620	300	30	3	1	3185
B.SC(RESTRUCTURE D)	500	1980	620	300	30	3	1	3434

(MPCS & MBBS)							
<i>Und &amp; Hlrd year Fee Structure 2017-18</i>							
COURSE	ADMISSION FEE	Registration Fees	Special Fees	Tuition Fees	University Fee	CPD C Fees	Total Fees
BA(CONVENTIONAL) (HEP)	-	-	85	500	440	300	1325
B.COM(CONVENTIONAL)	-	-	85	500	440	300	1325
B.COM(VOC)	-	-	85	500	440	300	1325
B.SC(CONVENTIONAL) (MPC, CBZ)	-	-	85	500	440	300	1325
B.SC(RESTRUCTURED) (MPCS & MBBS)	-	-	85	500	440	300	1325

**Discussion:** The Governing body discussed the first, second and third years fee structure in detail and asked the principal to follow the rules and regulations regarding the above mentioned fee. There is no difference between the fee Collected by the University and the fee collected by the College. The Governing body advised the principal that he should follow the rules and regulations of the University.

**Resolution:** The Governing body approved the rates of fee collected by the College.

15. Permission to utilize the examination cell funds to meet the GB meeting, Academic Council Meetings, BOS and honorarium to the controller of examination.

**Discussion:** The principal told the Governing Body Members about the UGC guidelines to Autonomous colleges for the year 2017-2018 in which the expenditure on GB, Academic Council Meetings, BOS and the payment of honorarium to the controller of examination is removed. The Chairperson agreed with the principal.

**Resolution:** The Governing Body permitted to utilize the examination cell funds to meet the GB meeting, Academic Council Meetings, BOS and honorarium to the controller of examination.

Chairperson & Commissioner of Collegiate Education.

*[Signature]*



# SRI A.S.N.M GOVT COLLEGE (A), PALAKOL.

## Minutes of the 3<sup>rd</sup> Governing Body Meeting on 29-3-2019

### Venue: Commissionerate of Collegiate Education, A.P, Vijayawada

The Third Governing Body meeting was conducted on 29-03-2019 at Commissionerate of Collegiate Education, Vijayawada with the Hon'ble Special Commissioner of Collegiate Education, Sri G.S.Panda Das, I.A.S., as the Chairman of the Governing Body and the following members have discussed the agenda items thoroughly and made resolutions on items listed in the subsequent paragraphs

Number of members	Category	Name and designation of person	
1 Member	Educationist(Commissioner of Collegiate Education)	Sri.G.S.Panda Das, IAS Special Commissioner of Collegiate Education Vijayawada.A.P	Attended
2Members	Lecturers of the College	1.Sri N.J.K.Narendrakumar, Lecturer in Physics	Attended
		2. Dr. D.Sailaja, Lecturer in Zoology	Attended
1 Member	Doctor	Dr. B.V.Raghavaiah, MBBS,DCH	Attended
1 Member	UGC Nominee	Dr.S.C.Singh Director, H.N.B.Garwal University, Srinagar.	Attended
1 Member	State Govt. Nominee	Dr.D.Y.N.Varma The Regional Joint Director of Collegiate Education, Rajahmahendravaram	Attended
1 Member	University Nominee	Dr.A.Matta Reddy, Dean of Examinations, Adikavi Nannaya University, Rajahmahendravaram	Attended
1 Member	Principal of the college	Sri K.Srirama Murthy, Ex-Officio, Sri A.S.N.M Govt. College (A).	Attended

		Palakol.	
2Members	Special invitees	1. Dr.K.Prameela, Joint Director, Commissionerate of Collegiate Education, Vijayawada.A.P	Attended
		2.Dr.D.Giri, Academic Guidance Officer, Commissionerate of Collegiate Education,Vijayawada A.P	Attended
Member	Invitee	Dr. E.V.Ravichandra Kumar Special Officer, Commissionerate of Collegiate Education,Vijayawada, A.P	Attended
Member	Invitee	Dr.P.Anil Kumar, Academic Officer, Commissionerate of Collegiate Education, Vijayawada.A.P	Attended

**1. To consider and approve the Action Taken Report (ATR) on the resolutions adopted in the Governing Body meeting held on 13-03- 2018.**

**Discussion:** The Action Taken Report was discussed by the governing body members and Enquired about the utilization of the funds granted for the academic year 2017- 18.The Principal told the members that the grants had been utilized in the proper way and submitted utilization certificate to the UGC.

**Resolution:** The Action taken report on 2<sup>nd</sup> Governing Body Meeting held on 13-3-2018 was Approved by the governing body.

**2.To consider and approve the Academic calendar prepared for the academic year 2018 - 2019.**

**Discussion:** The Chairperson and other Governing Body Members enquired about the allocated number of instructional days and days for examinations work. In a reply, the principal submitted that the total working days are 233 and 180 days are allocated for Instruction and 53 days for examinations work.

**Resolution:** After careful examination, Governing body approved the academic calendar with 90+90=180 Instructional days and 26+27 days for the allocation of examination work for the academic year 2018-19.

**3. To consider and ratify the resolutions adopted in the Academic Council Meeting held on 31-08 -2018.**

**Discussion:** The Chairperson and Governing Body members sought clarifications from the principal on the changes in the existing syllabus and reason for the additional inputs added to the syllabus of the affiliated university. The Principal explained in detail the reasons for the change of syllabus and additional inputs.

**Resolution:** It is approved by the Governing body.

**4. To consider and ratify the results of the I,II,III, IV,V and VI semesters during the Academic year 2017-18 and the results of I, III, V Semesters of the Academic year 2018-2019.(held in Nov 2018)**

**Discussion:** The chairperson and other governing body members satisfied with the results for the year 2017-18 and 2018-19. The chairperson sought clarifications from the principal about the lower results of B.Com(General)- II semester of 2017-18 and B.Com(General)-III Semester of 2018-19. The principal told the members about the non availability of regular teaching staff in the commerce department.

**Resolution:** The Governing body approved the results with appreciation.

**5. To consider and approve the introduction of new combination of courses i.e., B.Sc (MPC),B.Sc(C.B.Z) English medium , B.Sc (Maths,Chemistry &Computer Science ) English Medium and B.A. (History, Politics &Special Telugu ) sections with effect from the Academic year 2019 -2020.**

**Discussion:** The chairperson and the university nominee enquired about the necessity of introducing new courses in the academic year 2019-20. The principal told them that the parents and the students are very much eager to study in English Medium and they had asked the principal to start the courses as early as possible. Basing on the demand of the courses the staff council has decided to start the courses from this academic year i.e 2019-20

**Resolution:** The proposal of starting new courses is approved by the Governing body.

- 6. To consider and ratify the nomination of Lecturer Sri N.J.K.Narendra Kumar, Lecturer in Physics to the Governing Body for a period of 2 years.**

**Discussion:** The chairperson and Governing body members asked reasons for nomination of Sri N.J.K.Narendra Kumar, Lecturer in Physics to the Governing Body for a period of 2 years. The principal told them that, the lecturer is one of the senior most faculty member and has been discharging as the Controller of examinations.

**Resolution:** The Governing body approved the nomination of Sri N.J.K.Narendra Kumar, Lecturer in Physics to the Governing Body for a period of 2 years

- 7. To consider and approve the nomination of Lecturer Dr. D.Sailaja, Lecturer in Zoology to the Governing Body for a period of 2 years.**

**Discussion:** The chairperson and Governing body members asked reasons for nomination of Dr. D.Sailaja, Lecturer in Zoology to the Governing Body for a period of 2 years. The principal told them that, the lecturer is one of the senior most faculty member and has been discharging as the Academic Coordinator.

**Resolution:** The Governing body approved the nomination of Dr. D.Sailaja, Lecturer in Zoology to the Governing Body for a period of 2 years.

- 8.To consider and approve the nomination of Sri N.J.K.Narendra Kumar, Lecturer in Physics as the Controller of Examinations for a period of 2 years. i.e 2018-19 and 2019 - 2020.**

**Discussion:** The chairperson and the Governing body members asked the principal about the nomination of Sri N.J.K.Narendra Kumar, Lecturer in Physics as the Controller of Examinations for a period of 2 years. i.e 2018-19 and 2019-2020. He has the experience of conducting examinations and as in-charge principal in the other college.

**Resolution:** The nomination is approved by the Governing body.

- 9. To consider and approve the nomination of Dr.D.Sailaja, Lecturer in Zoology as the Academic co-ordinator.**

**Discussion:** The chairperson and the Governing body members asked the principal about the nomination of Dr.D.Sailaja, Lecturer in Zoology as the Academic co-ordinator for a period of 2 years i.e 2018-19 and 2019 - 2020. She is the coordinator of women empowerment cell and in charge to Library.

**Resolution:** The Nomination of Dr.D.Sailaja, Lecturer in Zoology as the Academic co-ordinator is approved by the governing body



**10. To consider and ratify the resolutions adopted in the Meetings of the Finance Committee held on 06-08-2018 & 10-09-2018 for the Academic Year 2018-19.**

**Discussion:** The Chairperson and the Governing body members asked the principal about the audited income and expenditure statement of examination cell for the year 2017-18 and the expenditure for conducting meetings of governing body, board of studies and academic council for the year 2018-19. The principal explained that the expenditure was met from the examination cell as per the new guidelines of the UGC.

**Resolution:** The resolution was approved by the Governing Body.

**11. To consider and ratify the proposed budget in respect of Autonomous Grant under the heads of account for the financial year 2018-2019.**

**Discussion:** The Governing body had an elaborate discussion on the breakup the proposed budget for the financial year 2018-19.

**Head of account:**

1. **Guest Lectures:** The governing body suggested that the guest lecturers should be eminent resource persons and experts on the subjects concerned
2. **Certificate course on aqua culture.** The Governing body sought clarifications from the principal on the need of the certificate course on aqua culture. The Principal told them that the surrounding villages are mainly adopting fish and prawn culture. In order to make the students understand the concept of aqua culture the department of zoology came forward to conduct the course to create awareness and knowledge in the field of aqua culture.
3. **Workshop/Seminar:**
  - (i)**Workshop:** The chairperson enquired about the conduct of one day workshop on "Internet of Things" by the department of Computer Applications. The principal explained that the college has planned to get the students acquainted with the latest trends in computer applications.
  - (ii)**Seminar:** The members of the governing body sought clarifications from the principal about the seminar. The principal answered the questions of the members that the department of Economics had conducted the seminar on "Unorganized sector and social security programme". It was intended for the students of B.A and B.Com.
4. **Office equipment/Laboratory equipment:** The members of the governing body enquired about the genuine need of computers and laser printers. The principal told them that the office of the college place an important role in discharging the administrative functions of the college. To strengthen computer based administration, the college has decided to purchase laser printers and computers.
5. **Furniture for Office,Classrooms,Library and laboratories:** Two steel store wells have been provided for office

The furniture for classrooms and departments were provided thirty years ago and they are now in broken condition. Therefore it is necessitated to provide new furniture for the classrooms and departments.

A number of books are being bought every year. Therefore, racks and other furniture have been provided to the library.

6. Examination reforms: The autonomous status is in the formative stage and the examination cell is playing a prominent role in the success of the autonomy. Therefore a Xerox machine is required to discharge examination cell's duties effectively for conducting the examinations and issue of certificates to the students.
7. Books and Journals: Under the CBCS pattern of syllabus, clusters and electives are introduced in the sixth semester. Therefore, all the departments have proposed to buy books on the cluster and elective subjects so as to make the books available for the students in the library.
8. Renovation and repairs: The College was established 50 years ago and the entrance gates of the college were installed 40 years ago.
  - (i) laying the cattle guard for the college main entrance gate
  - (ii) repair to the entrance gate 2.
  - (iii) Safe Guards for Digital ClassroomsThe above three renovations are required to protect the college property.  
The chairperson and the members of the governing body satisfied with the answers of the principal.

**Resolution:** The resolution on the proposed budget in respect of Autonomous grants (12 Lakhs) is approved by the Governing body.

**12. To Consider and approve the proposed remuneration rates of examination during the academic years 2018 – 2019.**

**Discussion:** The chairperson and the members of the governing body compared the proposed remuneration rates of examination with the rates of examination of the university. The members asked the principal not to exceed the proposed remuneration rates of examination with the remuneration rates of examination of the university.

**Resolution:** The proposed remuneration rates of examination are approved by the Governing body.

  
Chairperson, Governing Body  
&

Commissioner of Collegiate Education



**Sri A.S.N.M GOVT COLLEGE (A), PALAKOL**  
**Minutes of the 4<sup>th</sup> Governing Body Meeting 2019- 2021&2020-21**

**DATE OF THE MEETING: 06-05-2021**

**Venue: Sri A.S.N.M GOVT COLLEGE (A), PALAKOL, W.G. Dist., AP**

The Fourth Governing Body meeting was conducted on 06-05-2021 (Thursday) at Sri A.S.N.M GOVT COLLEGE (A), PALAKOL, W.G. Dist., AP , online through CISCO WEBEX, due to COVID-19 restrictions and presided by the Hon'ble Special Commissioner of Collegiate Education, Sri M. M Nayak, I.A.S., as the Chairperson of the Governing Body and the following members have discussed the agenda items thoroughly and made resolutions on items listed in the subsequent agenda points.

**Members of the Governing Body present in the Meeting**

<b>S.No</b>	<b>Name of the Individual</b>	<b>Designation</b>	<b>Position in the Governing Body</b>
1	Sri M.M.Nayak, IAS	Special Commissioner of Collegiate Education, Vijayawada, Andhra Pradesh	Educationist & Chairperson
2	Sri N. Venkata Naga Prasad Rao.M.Sc(IT)	Walchand Group, Hyderabad	Industrialist
3	Dr.Ch.Satyanarayana Murthy M.S.,D.G.S.,F.A.I.S	Sri Venkateswara Nursing Home, Palakol	Professional
4	Sri K.Sriramamurthy	Lecturer in Zoology	Teacher Nominee
5	Dr.K.Sudhakara Rao	Lecturer in Commerce	Teacher Nominee (IQAC Coordinator)
6	Sri N.Ramakrishna	Walchand Group, Lankalakoderu	Educationist/Industrialist
7	Dr S.C.Singh	Director, H.N.B.Garwal, University, Srinagar	UGC Nominee
8	Dr.R.David Kumar Swamy	RJDCE, Rajahmahendravram	State Government Nominee
9	Dr.Ch.Krishna	Principal, PR Govt. College, Kakinada	University Nominee
10	Dr D.Giri	Principal, Sri A.S.N.M Govt College (A), Palakol	Principal & Ex-Officio Member
11	Dr.VVS Kumar	Joint Director, O/o CCE, Vijayawada, A.P	Special Invitee
12	Dr.B.V.Tirupanyam	Academic Guidance Officer , O/o CCE, A.P	Special Invitee
13	Dr.P.Anil Kumar	Academic Officer, O/o CCE, Vijayawada, A.P	Special Invitee
14	Dr.B.V.Ragavaiah M.B.B.S	CPDC, Secretary, Sri A.S.N.M Govt. College (A), Palakol	Special Invitee

Dr. D. Giri, Principal and Ex-Officio Member, Sri A.S.N.M Govt College (A), Palakol welcomed Sri M.M.Nayak, I.A.S , Special Commissioner of Collegiate Education, and Chairperson of the Fourth Governing Body and the other Governing Body Members to the meeting through Cisco WebEx.

Before the discussion on various agenda for the Fourth Governing Body, the Principal began with the elicited presentation on the

- ✚ Highlights on the profile of the college
  - ✚ Vision and Mission statements have been revised
  - ✚ Evaluation methods for Students and Teachers
  - ✚ Skills training through JKC
  - ✚ Courses offered in the college
  - ✚ Recent changes occurred in the college scenario after assuming the office in the infrastructure facilities
- 
- Recent changes in the infrastructure facilities
  - Completely renovating the Library and the Digital Library
  - Classrooms with Green Boards and fans
  - Renovated classroom building with RUSA funds
  - The key motto of the Principal is “Teaching is First”,
  - Establishment of the CISCO WEBEX LAB as per the instruction of the Commissioner
  - RO Water Plant
  - Internet facility
  - College website
  - Botanical Garden

The Hon’ble Chairperson and other members of the Governing Body with immense interest in the profile of the college appreciated the efforts taken. The details of the suggestion and opinions of the Chairperson and other members during the presentation are given under “Any other Items with the Permission of the Chair.”

The Principal then presented the agenda for discussion with the relevant details before the Chairperson and the Governing Body members to resolve and for ratification. Every agenda was discussed with its minute details for approval. The agenda for the meeting were as follows:

The discussion began first with the Academic aspects and then the Administrative Aspects and finally with Financial Aspects.



## **I. ACADEMIC ASPECTS**

### **Agenda Point 1: To consider and approve the Action Taken Report (ATR) on resolutions adopted in the Governing Body Meeting held on 29 March 2019.**

The Action Taken Report on the resolutions adopted in the previous Governing Body Meeting held on 29 March 2019 was placed before the Governing Body for approval.

Proposal: The Action Taken Report (ATR) on the resolutions adopted in the previous Governing Body Meeting held on 29-03-2019 was proposed to be considered for approval.

Resolution: The Action Taken Report of the third Governing Body Meeting which was held on 29-03-2019 was approved by the Chairperson and the Governing Body Members.

### **Agenda Point 2: To consider for the ratification of Academic Calendar for the Academic Years 2019-20 and 2020-21**

The Academic Calendar for the Academic Years 2019-20 and 2020-21 was placed before the Governing Body for ratification and approval.

Proposal: The Academic Calendar for the Academic Years 2019-20 and 2020-21 was placed before the Governing Body for ratification and approval.

Resolution: The Chairperson and the Governing Body members readily approved the Academic Calendar for the Academic Years 2019-20 and 2020-21.

### **Agenda Point 3: To consider and ratify resolutions adopted in the Academic Council Meeting held on 17-08-2019**

The resolutions adopted in the Academic Council Meeting held on 17-08-2019 were presented before the Governing Body for ratification and approval.

Proposal: The resolutions adopted in the Academic Council meeting held on 17-08-2019 were placed before the Governing Body for ratification and approval.

Resolution: The proposal was approved and resolved by the Hon'ble Chairperson and the members of the Governing Body.

**Agenda Point 4: To consider and ratify resolutions adopted in the Academic Council Meeting held on 25-11-2020**

The Principal presented the proposal on the resolutions adopted in the Academic Council meeting held on 25-11-2020 for ratification and approval by the Governing Body.

Proposal: The resolutions adopted in the Academic Council meeting held on 25-11-2020 were placed before the Governing Body for ratification and approval.

Resolution: The Hon'ble Chairperson and the members of the Governing Body accepted and approved the proposal on all the resolutions made during the Academic Council Meeting held on 25-11-2020

**Agenda Point 4(a): To consider and ratify the introduction of New Courses in Academic Year 2020- 2021**

The Principal displayed the proposal on ratification of the New Courses introduced during the Academic Year 2020- 2021 for the approval of the august Governing Body.

Proposal: It is submitted to the Governing Body for the ratification and approval of the New Courses introduced in Academic Year 2020- 2021.

Resolution: The proposal which was presented on the ratification of New Courses introduced in Academic Year 2020- 2021 was approved and ratified by the Governing Body.

**Agenda Point 5: To consider and ratify results of 2018-19 and 2019-20**

A quick presentation was made by the Principal on the details of the Result Analysis of 2018-19 and 2019-20 were viewed by the members of the Governing Body

Proposal: The Programme wise result analysis for the academic years 2018-19 and 2019-20 is presented before the Governing Body for approval.

Resolution: The Chairperson and the members of the Governing Body approved and ratified the results for 2018-10 and 2019-20.

**Agenda 6: For consideration and advice on admissions analysis for the Academic Year 2020-2021**

The Admission Analysis for the Academic Year 2020-2021 was presented by the Principal for the approval of the Governing Body.

Proposal: The admissions for the Academic Year 2020-21 was submitted to the Governing Body for approval.

Resolution: The Chairperson and the members of the Governing Body appreciated for improvement in enrolments and given consent.

**Agenda 6: To consider and approve the Proposal for MoU's with industries towards Internship/Apprenticeships of 4 years UG programme**

The Proposal for MoU's with industries towards internship of 4 years UG programme was presented before the Governing Body for approval.

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

Resolution: The members of the Governing Body approved the proposal.

**II. ADMINISTRATIVE ASPECTS:**

**Agenda Point 7: To consider and approve the appointment of Vice-Principal, IQAC Coordinator and Academic Coordinator**

Proposal: The Appointment of Vice-Principal, IQAC Coordinator and Academic Coordinator for the Academic Year 2019-20 and 2020-21 was submitted to the Governing Body for ratification.

Resolution: The Chairperson and the members of the Governing Body approved the proposal.

**Agenda Point 8: To consider and approve the appointment of Controller of Examinations for the period from 2020-21 to 2021-22**

Proposal: 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 to grant permission for reconstitution of the Autonomous Examination cell.

Resolution: The Chairman and the Governing Body approved and ratified the nomination and tenure of the Controller of the Examinations for the said period and accorded permission for reconstitution of the Autonomous Examinations cell with the above members.

**Agenda Point 9: To consider the reconstitution of the Finance Committee for the period of two years**

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

Resolution: The Chairman and the Governing Body of the college approved and ratified the reconstitution of the Finance Committee for the period of two years

**Agenda Point 10: To consider and approve for the restoration of Lecturer posts in the Department of Commerce**

Proposal: It is submitted to the Governing Body for approval of restoration of 3 Lecturer posts in Commerce Subject.

Resolution: The Chairman of the Governing Body approved to take 2-3 guest faculty members and make payment by enabling it through the HCM module.

**Agenda Point 11: To consider and approve the proposal for weeding out of very old and soiled books from the College Library**

Proposal: It is submitted that the unused and brittle conditioned books of 2090 @ Rs. 41,105/- recommended for condemnation by the Finance Committee is placed before the Governing Body for approval.

Resolution: The Hon'ble Chairperson and the Governing Body members approved the proposal to weed out the condemned books.

**III. FINANCIAL ASPECTS**

**Agenda point 12: To consider and ratify the resolutions adopted in the Finance Committee Meetings held on 08-08-2019 and 05-12-2019 (2019-20)**

Proposal: The resolutions adopted in the Finance Committee meetings held on 08-08-2019 in Annexure –XII(a) and 05-12-2019 in Annexure – XII(b) are presented before the Governing Body for approval.



Resolution: The proposal on the resolutions adopted in the Finance Committee Meetings held on 08-08-2019 and 05-12-2019 (2019-20) was approved and ratified by the Governing Body.

**Agenda Point 13: To consider and approve the resolutions adopted in the Finance Committee Meetings held on 11-01-2021 and 15-04-2021 (2020-21)**

Proposal: The resolutions adopted in the Finance Committee meetings held on 11-01-2021 in Annexure – XIII (a) and 15-04-2021 in Annexure – XIII (b) are presented before the Governing Body for approval.

Resolution: The proposals on the resolutions adopted in the Finance Committee Meetings held on 11-01-2021 and 15-04-2021 (2020-21)  
Was considered and approved by the Governing Body.

**Agenda Point 14: To consider and approve the proposal for repairing and replacing of the Solar panels of the existing two units in the college**

Proposal: The Proposal of repairing and replacing the damaged solar panels in the existing two units of solar system recommended for utilizing additional special funds of Rs. 1 lakh is placed before the Governing Body for approval.

Resolution: The Chair along with the members of the Governing Body approved the proposal.

**Agenda Point 15: Any other items with the Permission of the Chair.**

B.V.J. 

**ACADEMIC GUIDANCE OFFICER<sup>†</sup>**  
Commissionerate of Collegiate Education  
Government of Andhra Pradesh  
3rd, 4th Floors, ANR Towers, Prasadempadu,  
VIJAYAWADA-521 108.



Chairperson, Governing Body  
&

Commissioner of Collegiate Education  
**Special Commissioner of  
Collegiate Education  
A.P. VIJAYAWADA**

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

**Date of Meeting: 13<sup>th</sup> 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.

## **5<sup>th</sup> GOVERNING BODY MEETING**

### **Minutes of the Meeting**

**Date: 13<sup>th</sup> December, 2022**

#### **ACADEMIC ASPECTS**

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

**Description:** During the 4<sup>th</sup> 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 1<sup>st</sup> Year, 2<sup>nd</sup> & 3<sup>rd</sup> 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 1<sup>st</sup> Year and 2<sup>nd</sup> & 3<sup>rd</sup> 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**

A handwritten signature in red ink, appearing to be 'J. B. 2021', is written above the official title.

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