

PVKN Government College (A), Chittoor

(Affiliated to Sri Venkateswara University, Tirupati)

**Minutes of the Second Governing Body Meeting
(Held On 05th November, 2022)**

The Second Governing Body meeting of PVKN Government College (A), Chittoor was held on 05th November, 2022, from 3.00 pm to 6.30 pm in the college premises at the Auditorium with the Hon'ble Commissioner of Collegiate Education, Dr.Pola Bhaskar IAS., as the Chairman of the Governing Body and the following members.

Sl. No	Category	Designation in the Governing Body	Name of the Governing Body Member	Status
1.	Educationist	Chairman	Dr. Pola. Bhaskar, IAS Commissioner of Collegiate Education, Govt. of Andhra Pradesh	Attended
2.	Industrialist	Member	Sri C.G. Sethuram, Group CEO, Thirumalai Chemical Limited, Chennai- 984000991,cgsethuram@yahoo.com	Attended
3.	Professional	Member	Dr. T. Anand, Scientist "F", Defence Food Research Laboratory, Mysore.- 98481833102 anand@dfri.drdo.in	Attended
4.	UGC Nominee	Member Nominated by the UGC	Prof. Omkar Upadhyay , Dept. of English, Lucknow University, Lucknow - 09935456262 onupadhyay21@yahoo.com	Attended
5.	Educationist or Industrialist	Member Nominated by the Principal for two years	Dr. A. Madhusudhana Rao, Reader in Botany(Rtd.)& IQAC Coordinator, Jawahar Bharathi Govt. Aided Degree College, Kavali- 9866903879, madhu09niru@gmail.com	Attended
6.	University Nominee	Member Nominated by the Affiliated University	Prof. V. Srikanth Reddy, Department of Psychology, SVU College of Sciences, S.V. University, Tirupati 9441496096 profvsreddy@yahoo.com	Attended
7.	State Government Nominee	Member	The Regional Joint Director of Collegiate Education, Old DRDA Building, Ground Floor, Pragathi Bhavan, Near Kotireddy Circle, Opp. All India Radio, Kadapa-1.	Attended
8.	Teacher of the College	Faculty Member Nominated by	Dr. C. Meera Saheb, Lecturer in Botany, PVKN Govt. College(A),	Attended

		The Principal	Chittoor- 8919962288 cmeerasaheb@gmail.com	
9.	Teacher of the College	Faculty Member Nominated by The Principal	Dr. M. Thejomoorthy, Lecturer in Zoology, PVKN Govt. College(A), Chittoor- 9703799970 drmtm2011@gmail.com	Attended
10	O/o. CCE, AP, Mangalagiri	Special Invitee	Prof. S. Vijaya Bhaskar Rao, Dept. of Physics, SVU College of Sciences, S.V. University, Tirupati 9440953122, drsvbr@rediffmail.com	Attended
11.	O/o. CCE, AP, Mangalagiri	Special Invitee	Dr. Ch. Thulasi, Academic Guidance Officer, O/o CCE, AP, Mangalagiri.	Attended
12.	O/o. CCE, AP, Mangalagiri	Special Invitee	Dr. R. Ravi Kiran, Academic Officer, Academic O/o CCE, AP, Mangalagiri	Attended
13	O/o. CCE, AP, Mangalagiri	Special Invitee	Anuradha, Chief Accounts Officer, /o CCE, AP, Mangalagiri	Attended
14	Ex officio	Member	Principal Dr. G. Ananda Reddy	Attended

Minutes of the Meeting

GB: 02/2022/: To take note on Action Taken Report of the 1st meeting of Governing Body held on 19-08-2020.

S. No.	Suggestions and Recommendations given by the members	Implementation
Suggestions of the Chairman		
1	Convert 30 classrooms into smart classrooms	3 Virtual, 3 Digital, 5 E-classrooms during 2020-21, Interactive Units were installed in Six classrooms. Proposed to convert 06 more class rooms in 2022-23.
2	Encourage the faculty to attend for FDPs	Attended Faculty Development Programmes organized by the CCE, HRDs both in online and offline
3	Use the renovated auditorium to the maximum extent for academic activities of the students	All student centric activities were being conducted in the Auditorium
4	Come up with innovative programmes for students and focus on student centric activities	Logistics, Beauty & Wellness, Yoga courses were introduced, Community Service Projects, Industry Internships, Field and work study projects.
5	Reduce the examination related expenditure considerably by diverting the amount for the betterment of the college	<ul style="list-style-type: none"> As the students are economically backward, the college fixed examination fee on par with Parent university. Examination cell is working with

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		minimum staff and planning to institute Gold medals.
6	Come up with a small studio to develop e-content	The Executive Agency (APEWIDC) prepared estimates were submitted to the CCE.
7	Equip the laboratories with best available tools	New laboratories are planned to establish for new programmes introduced in 2021-22
8	Not to take up new appoints in examination branch	Two Office Subordinates, Three Computer Programmers, One Data Entry operator have been working since 2018. No further appoints were done in the cell.

Suggestion by UGC nominee - Prof. Omkar Upadhyay

1	Teaching, Reaching Emboldening, Empowering (TREE) system in which students should be allotted to each faculty member in their respective subjects to guide and support them	The existing ward system is classified and mentors are allotted to guide and give support – CSP, Industry Internships.
2	Out Pupil's Day in which one faculty is sponsored for the day in each department to resolve the problems of the students	The ward in-charges are the responsible persons to clear the grievances of the students.
3	Uploading content related materials on the college website so that the students may be able to study and prepare answers	E-content prepared by all teacher is placed in website and students are utilizing resources. Apart from it, the Commissionerate of Collegiate Education implemented Learning Management System where the e-content of all subjects are available to the students.
4	Syllabus, blueprint and question paper pattern should also be uploaded on the website of the college	It is uploaded
5	Remedial coaching for the weaker students from the very beginning of the session	The mentors are identifying the students and giving academic support, Career Placement training from the beginning at separate hour i.e. in the morning from 9.00 am to 10.00 am and evening 4.00 pm to 5.00 pm
6	Teacher's accountability for the results	Save the academic year concept, accountability is fixed to the faculty based on faculty, subject wise Results analysis. The CCE designed ASAR teacher wise monitoring teacher performance.
7	Department of Dravidian languages	Tamil and Telugu are introduced in Part-I as Languages. Planned to introduce Certificate and Diploma courses.
8	Research mechanism at PG level	Botany, Chemistry and Commerce submitted proposals to the affiliated university for sanction of Research guideship/Centers
9	Unless the syllabus is lucrative the students may	The IQAC External experts addressed on this

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	not be attracted	area to BOS Chairman, advised to prepare student prospects.
10	Efforts for specially abled persons	Separate cell was established, all welfare programmes are being arranged to them from time to time.
11	Examination pattern should be clear to the students and approach should be student centric	Induction programme is being arranged at the beginning of the year orientation / awareness is given to the students about semester system, Choice Based Credit System, internal and external examination evaluation pattern, Continuous Internal Assessment (CIA), Automation system in the examination cell, its accessibility, etc.
12	NEP pattern should be taken into account at the time of framing syllabus	Instructions were given by the CCE and the college is following the NEP guidelines.
Suggestion by Govt. nominee - Sri C.G. Sethuram		
1	Advised on researchers linked with industry	During summer vacation, three teachers worked in industry labs.
2	Assured to share the e-books on requirement	Each faculty and students are provided credentials to read and download e-books
Suggestion by Govt. nominee - Dr. T. Anand		
1	share knowledge on designing syllabus	The college involved while designing the syllabus of Food Processing Technology
2	Filling up of vacant posts	<ul style="list-style-type: none"> The institution is administering by the Higher Education Department, Govt. of Andhra Pradesh. The regular appointments are given by the Commissionerate of Collegiate Education, Govt. of AP from time to time. Contractual services are renewed every year and posted wherever vacancies is available. The Government is given freedom where the regular clear sanctioned vacant post with sufficient work load, the Principal can engage Guest Faculty arrangement every academic year in full time basis. The principal is also having liberty to engage visiting faculty in place of temporary vacancies during the academic year in order to safeguard the academic interest of the students.
3	Insisted on a greater number of Practicals for science students	The Practicals are conducting in all subjects as per academic schedule and time table from beginning of the academic year and given hands

		on experiments.
Suggestion by Principal Nominee – Dr. A. Madhusudhana Rao		
1	Advised the institution to enter into the MOUs with industries and encourage students for internship	The college is having 32 functional MoUs with Industry and other departments.
2	In accordance with new education policy, skill oriented courses should be started	<ol style="list-style-type: none"> 1) Dairy Science, Zoology, Chemistry 2) Botany, Horticulture, Chemistry 3) B.Voc. Food Processing Technology - NSQF course 4) Blended B.Sc. programme 5) B.Com. Banking, Insurance and Financial Services 6) BBA logistics – Apprenticeship based programme in collaboration with Sector Skill Council, Govt. of India.

I. ACADEMIC ASPECTS

GB: 02/2022/01: To approve the courses in 2019-20 for their continuation consider and approve the newly introduced UG, PG, Diploma & Certificate Courses during the period 2020-21 & 2021- 2022.

- The Principal moves the item (1) i.e., The list of UG, PG, Diploma & Certificate courses department wise offered during 2020-21, 2021-22 and 2022-23 to the Governing Body needs ratification

Discussion	<ul style="list-style-type: none"> • The CCE enquired whether the old courses are continued or not? • The Chairman asked about the progress and prospects of B.Vocational (Food Processing Technology). • Suggested to apt for Internship in related areas of the subjects studied by students.
Resolution	<ul style="list-style-type: none"> • All the courses offered during 2019-20, 2020-21 and 2021-22 are ratified. • The courses proposed for the academic year 2022-23 are approved.

GB: 02/2022/02: To consider the proposal of student sanction strength of 50 seats in B.Sc., Mathematical Science combinations instead of 40 and in Biological sciences sanctioned strength of 50 instead of 60 and proposed to change of Medium in Telugu to English for B.A. History, Economics, Political Science (HEP), History, Political Science, Special Telugu (HP) and B.Com. General from the academic year 2021-22.

- The Principal moves item (2) i.e., to enhance the existing sanctioned strength of Mathematical combinations from 40 to 50 in MSCS and in Biological Science combinations sanctioned to reduce strength from 60 to 50 seats in BZC group.
- Relating to the proposed Change of Medium in B.A. History, Economics, Political Science (HEP), History, Political Science, Special Telugu (HP)

and B.Com. General. - Needs ratification.

Discussion	<ul style="list-style-type: none"> The members discussed the reason for changes in the strength and accepted the reason explained by the Principal.
Resolution	<ul style="list-style-type: none"> The enhancement of sanctioned student strength in mathematical combination from 40 to 50 in MSCS, from the year 2021-22 is ratified and approved. The reduction of sanctioned student strength in BZC group from 60 to 50, from the year 2021-22 is ratified and approved. The proposed change of medium in B.A. (EHP), BA (HPS) and B.Com. General from the year 2021-22 is ratified and approved.

GB: 02/2022/03: To consider and approve the proposal with regard to time span for completing the UG course within a time limit of 6 years, PG course in 4 years.

- The principal moves the item (3) i.e., which is approved and now recommended by the Academic Council to the Governing Body for its approval the maximum time limit to be allowed to the registered students for UG (three year duration course) completion within six year period and PG (two year duration) in four years from the date of their joining – needs ratification.

Discussion	<ul style="list-style-type: none"> The Chairman about the reasons for the proposal and explained the principal explained the commissioner
Resolution	<ul style="list-style-type: none"> The proposal with regard to time span for completing the UG courses within time limit of 6 years and PG courses in 4 years is approved.

GB: 02/2022/04: To consider and approve the proposal with regard to student attendance to get eligibility to appear for examination for both UG, PG Certificate/diploma/advanced diploma/B.Vocational courses.

- The principal moves the item (4) i.e., - The students should possess 75% of attendance to appear semester end examinations. Condonation is allowed on par with the parent University Examination Regulations. Save the academic year concept – needs ratification for the year 2020-21, 2021-22 and approval for 2022-23.

Discussion	<ul style="list-style-type: none"> The Chairman and the members discussed about the Government policy of 75% attendance
Resolution	<ul style="list-style-type: none"> The proposal that a student should possess minimum 75% attendance to appear for semester end exam and condonation procedure on par with university norms for the years 2020-21, 2021-22 is ratified and approved, the proposal for the year is 2022-23 is approved.

GB: 02/2022/05: Approval of Result analysis for the academic years 2020-21, 2021-22 and 2022-23.

- The Principal moves the item (5) i.e., Result Analysis to the members for the academic years 2020-21, 2021-22 and 2022-23 –Needs Approval.

Discussion	<ul style="list-style-type: none"> • The Chairman about the reasons for low pass percentage in few groups like B.Com. (General), B.Sc., (MECS). • The chairman suggested to review the pass percentage at lecturer level. • The member Dr. A. Madhusudhana Rao suggested to review the syllabus to achieve better results. • The Chairman asked to replace the guest faculty, who got low pass percentage in their subjects. • The Chairman suggested to focus on achieving better results and also to take measures about poor performing students.
Resolution	<ul style="list-style-type: none"> • The academic results of the years 2020-21, 2021-22 are approved and resolved to take up remedial measures to improve the results.

GB: 02/2022/06: To consider and approve the proposal with regard to student Centric activities Needs Ratification and Approval.

- The principal moves the item (6) i.e.,-for conduct of Extracurricular Activities- Sports & Games, cultural activities, NSS, NCC and Women Empowerment activities. Community Service Projects, Industry Internships, Field Study, Area Study Programmes, Work Experience Activities, Earn While You Learn, Peer Teaching, etc

Discussion	<ul style="list-style-type: none"> • Suggested to take up the student centric activities with better planning and document the activities properly
Resolution	<ul style="list-style-type: none"> • The student centric activities conducted during the years 2020-21 and 2021-22 are ratified and approved. The proposal for conducting student centric activities in the year 2022-23 are approved.

GB: 02/2022/07: To consider and approve the proposal in respect of providing seed money to promote research among the faculty & students from the academic year 2022-23 onwards – Needs approval.

- Seed money is the initial assistance given to start new project works by the students and the faculty. The college takes initiative to generate seed money through internal sources such as CPDC and the Staff and external sources such as Alumni, Philanthropists, educationists and industrialists.
- Seed money is provided to the students to start research on innovative projects with social relevance in local area. It is also provided to the faculty

for presentations of research papers in international conferences / seminars and publications of articles in high impact factor / Scopus journals.

- The research core committee scrutinizes the applications and approves the projects of the faculty / students.

Discussion	<ul style="list-style-type: none"> • The Chairman asked about the procedure for the sanction of seed money and the constitution of research core committee. • The Chairman suggested to have a transparent research policy for the sanction of seed money.
Resolution	<ul style="list-style-type: none"> • The proposal to provide seed money to promote research among faculty and students from the academic year 2022-23 is approved.

GB: 02/2022/08: To consider and approve the proposal in respect of award of credits to the online courses.

- The Academic Council recommended the proposal to the Governing Body for awarding of credits to the students who completes the online CERTIFICATE courses from CISCO networking academy or SWAYAM or NEPTL platforms.

Discussion	<ul style="list-style-type: none"> • The Chairman suggested to implement the proposal in addition to the regular course.
Resolution	<ul style="list-style-type: none"> • The recommendation of the Academic Council for awarding credits to students, who complete online certificate courses from CISCO, Swayam or NEPTL platform is approved

II ADMINISTRATIVE ASPECTS

GB:02/2022/09: To consider and ratify the decision implemented namely the nominated positions to continue the existing position Academic Coordinator to coordinate the academic activities and their documentation and monitor, Teaching, Learning Process (TLP), FRS, continuous internal assessment (CIA), Industry Internships Grievance Redressal etc. Academic Council at college level.

- The Principal moves the item (09) i.e., for discussion i.e. the nominated positions like Academic Coordinator to serve in Academic Council as per the UGC guidelines the existing is to be continued – needs ratification.

Discussion	<p>Nominated position for 2020-21, 2021-22</p> <ul style="list-style-type: none"> • Dr. S.V. Ramesh Kumar, Lecturer in English and Academic Coordinator. The role and duties of Academic Coordinator is discussed. • Dr. T. Malathi Gabriel, Lecturer in English and IQAC Coordinator • Dr. B. Purushotham, Lecturer in Zoology, Convener for Red Ribbon Club (RRC) and Internal Examinations. • Sri M. Ismail, Lecturer in Computer Science and Convener for Youth Red Cross (YRC). <p>Proposed position for 2022-23</p>
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	<ul style="list-style-type: none"> • Dr. Mohano Behara, Lecturer in Botany, and Academic Coordinator. The role and duties of Academic Coordinator is discussed. • Dr. P. Sujana, Lecturer in Botany and IQAC Coordinator • Dr. M. Thejomoorthy, Lecturer in Zoology, Convener for Red Ribbon Club (RRC) and Internal Examinations. • Sri M. Ismail, Lecturer in Computer Science and Convener for Youth Red Cross (YRC).
Resolution	<ul style="list-style-type: none"> • The nominated faculty positions, coordinating the academic activities of the institutions for the academic years 2020-21, 2021-22 are ratified. • The proposed nominations for the academic year 2022-23 is approved.

GB:02/2022/10: To consider and ratify the Teaching, Learning Process (TLP), implemented by the Commissioner of Collegiate Education, Govt. of AP from the academic year 2021-22, 2022-23.

- The Principal moves the item (10) for discussion i.e., Teaching, Learning, Process (TLP), implemented by the Commissioner of Collegiate Education, Govt. of AP for the academic year 2021-22, 2022-23 is being continued – needs ratification.

Discussion	<ul style="list-style-type: none"> • TLP App is explained to the members
Resolution	<ul style="list-style-type: none"> • The proposal to implement Teaching, Learning Process (TLP) of APCCE, Govt. of AP for the year 2021-22 is ratified. The proposal to implement TLP for the year 2022-23 is approved.

GB:02/2022/11: To consider and ratify the Continuous Internal Assessment (CIA) – Standard Operating procedure (SOP) issued by the Commissioner of Collegiate Education, Govt. of AP for implementation for the academic year 2022-23. – needs ratification implemented CIA by the college for the academic years 2021-22, 2022-23.

- The Principal moves the item (11) for discussion i.e., Continuous Internal Assessment (CIA) – Standard Operating Procedure (SOP) implemented by the Commissioner of Collegiate Education, Govt. of AP for the academic year 2021-22, 2022-23 is being implemented – needs ratification.

Discussion	<ul style="list-style-type: none"> • CIA process and SOP are explained to the members
Resolution	<ul style="list-style-type: none"> • The implementation of SOP of continuous Internal Assessment (CIA) issued by the APCCE, Govt. of AP for the year 2021-22 is ratified. The proposal for implementation of SOP in respect of Continuous Internal Assessment (CIA) for the year 2022-23 is approved.

GB:02/2022/12: To consider and ratify the Facial Recognition Attendance System (FRS) introduced in the college for faculty, non-teaching staff and students for implementation from the academic year 2022-23.

- The Principal moves the item (12) for discussion i.e., Facial Recognition

Attendance System (FRS) introduced in the college both for faculty, non-teaching staff and students for implementation from the academic year 2022-23 – needs ratification.

Discussion	<ul style="list-style-type: none"> FRS Attendance system is explained to the members.
Resolution	<ul style="list-style-type: none"> The proposal to introduce FRS system for teaching, Non-Teaching staff and students from the year 2022-23 is approved.

GB: 02/2022/13: To consider and ratify the Students Management System (SMS) to be introduced in the college for transparency and bringing accountability among the students - Students Attendance Management System, fee Payment in digital mode, generation of records in automation process – Needs Ratification.

- The Principal moves the item (13) for discussion i.e., Student Management System (SMS) to be introduced in the college for transparency and bringing accountability among the students – needs ratification.

Discussion	<ul style="list-style-type: none"> Student Management System (SMS) is explained to members.
Resolution	<ul style="list-style-type: none"> The proposal to introduce Student Management System (SMS) for better transparency and accountability for the year 2022-23 is approved.

GB:02/2022/14: To consider and approve the Students Industry Internship programme – already implemented in the college to the IV semester students (Community Service Projects), Industry Internship, 20th October, 2022.

- The Principal moves the item (14) for discussion, i.e., for getting approval for the Students Industry Internship Programme which was already implemented in the college to the IV semester students (Community Service Projects), Industry Internship.

Discussion	<ul style="list-style-type: none"> The implementation of Community Service Projects, Industry Internship is explained to the members.
Resolution	<ul style="list-style-type: none"> The implementation of Community Service Projects, Industry Internship Program for the year 2021-22 is ratified and approved, this implementation for the year 2022-23 is approved.

GB:02/2022/15: To consider and ratify the Grievance Redressal App in the college is being implemented.

- The Principal moves the item (15) for discussion i.e., Grievance Redressal App in the college is being implementing – needs ratification.

Discussion	<ul style="list-style-type: none"> Grievance Redressal App and its use is explained to the Governing Body
Resolution	<ul style="list-style-type: none"> The implementation of Grievance Redressal App for the year 2021-22 is ratified, the implementation of Grievance Redressal App for the year 2022-23 is approved.

GB:02/2022/16: **To consider and** ratify the nominated positions i.e. Controller of Examinations and Deputy Controller of Examinations along with supporting staff in Examination Cell for the years 2020-21 and 2021-22, approval for their continuation in 2022-23.

The Principal moves the item (16) ie the nominated positions i.e., Controller of Examinations and Deputy Controller of Examinations along with supporting staff to the examination cell for the academic years 2020-21, 2021-22 functioning in accordance with the UGC Autonomous Guidelines / Regulations 2018 – needs ratification and approval to their continuation for the year 2022-23

Discussion	<p>2020-21</p> <ul style="list-style-type: none"> Dr. P. Sujana, Lecturer in Botany and Controller of Examinations. Sri M. Samuel John, Lecturer in Computer Science and Deputy Controller of Examinations. S. Mohana, Computer Programmer B. Rekha, Computer Programmer M. Venkatesu, Computer Programmer S. Ravi, Data Entry Operator P. Munilakshmi, Office Subordinate <p>2021-22</p> <ul style="list-style-type: none"> Dr. P. Sujana, Lecturer in Botany and Controller of Examinations. Dr. L. Md. Bhakshu, Lecturer in Botany and Deputy Controller of Examinations. S. Mohana, Computer Programmer P. Sobha Rani, Computer Programmer B. Rekha, Computer Programmer S. Ravi, Data Entry Operator P. Munilakshmi, Office Subordinate <p>The Chairman suggested that nominate another faculty as Controller of Examinations, since she completed prescribed years of tenure.</p> <p>Proposed nominated positions - 2022-23</p> <ul style="list-style-type: none"> Dr. L. Md. Bhakshu, Lecturer in Botany and Controller of Examinations. Dr. T. Hari Babu, Lecturer in Chemistry and Deputy Controller of Examinations. Dr. M. Thejomoorthy, Lecturer in Zoology, Convener for Internal Examinations. S. Mohana, Computer Programmer P. Vijay Kumar, Computer Programmer B. Rekha, Computer Programmer S. Ravi, Data Entry Operator
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	<ul style="list-style-type: none"> • P. Munilakshmi, Office Subordinate
Resolution	<ul style="list-style-type: none"> • The appointment of Controller of Examinations, Deputy Controller of Examinations and supporting staff for the academic years 2020-21 and 2021-22 are ratified. The appointment of a new Controller of Examinations and continuation of supporting staff for the academic year 2022-23 is approved.

GB:02/2022/17: To consider the proposed members of statutory committees such as Academic Council, Board of Studies and Finance Committee under the specified categories as per the UGC Regulations for a period of three years : 2021-22 and 2022-23 for ratification and approval for 2023-24.

- The Principal moves item (17) i.e., the list of Statutory committee members to serve in Academic Council, Board of Studies as per the UGC Regulations 2018 under the specified categories. For Finance Committee, one member i.e. Finance Officer as university nominee was nominated by the parent university. The other members were proposed by the Principal under the specified categories for the financial years 2020-21, 2021-22- needs ratification and approval for 2022-23

Discussion	<ul style="list-style-type: none"> • Discussed the profile of the members.
Resolution	<ul style="list-style-type: none"> • The appointment of statutory committees such as Academic Council, BOS, Finance Committee and Governing Committee for the year 2021-22 and 2022-23 is ratified and for the year 2023-24 is approved.

GB:02/2022/18: To consider and approve the Teachers nominated under faculty category to serve in Governing Body.

- The principal moves item (18)i.e.,Teacher nominees from the faculty category and also special invitees like, Academic Coordinator, IQAC Coordinator, UGC Coordinator, Research Coordinator, Controller of Examinations and Estate Maintenance Convener to serve in Governing Body for the period of two years as per the UGC guidelines – needs approval

Discussion	<ul style="list-style-type: none"> • The proposed names of faculty to serve in Governing Body under the category faculty. • Dr. Mohano Behara, Academic Coordinator • Dr. P. Sujana, IQAC Coordinator • Dr. L. Md. Bhakshu, Controller of Examination • Dr. C. Meera Saheb, Convener, Estate Maintenance • Dr. V. Masulamani, Lecturer in Commerce
Resolution	<ul style="list-style-type: none"> • The above nominated name of faculty to serve in Governing Body for the period of 2 years is approved.

GB:02/2022/19: To consider and approve, the services of Chartered Accountant for

auditing UGC Annual Autonomous Assistance Accounts for timely submission of Audited Utilization Certificate and Statement of Expenditure to the UGC for release of further assistance to the college.

- The Principal moves the item (19) i.e., the services of Chartered Accountant to the college, for taking advice on financial matters, necessary suggestions preparation of audit reports and services provided by him for the financial years 2020-21 and 2021-22 needs ratification and approval for 2022-23.

Discussion	<p>2020-21, 2021-22</p> <ul style="list-style-type: none"> • Sri A. Akhilesh, Chartered Accountant, Chittoor served as a member in Finance Committee <p>2022-23.</p> <ul style="list-style-type: none"> • Sri K. Gautham, Chartered Accountant, Piler Membership No. 213277 is nominated as a member to serve in Finance committee for the term of 2 years.
Resolution	<ul style="list-style-type: none"> • The proposed name of Chartered Accountant who served as member in Finance Committee and his expertise on financial aspects, for auditing of UGC Annual Autonomous Assistance Accounts for the years 2021-22 and 2021-22 is ratified. • The proposed name of Chartered Accountant to serve in Finance Committee for the year 2022-23 is approved.

GB:02/2022/20: To consider and ratify the engagement of skilled persons i.e. engaging one clerk, three computer programmers and one office subordinate at the examination cell from 2020-21 and 2021-22 and approval for engaging such services in 2022-23.

- The Principal moves item (20) i.e., engagement of a clerk and three computer programmers to maintain records, bills, and other examination related works, services of one office subordinate in Examination Cell which was ratified by the Finance committee and recommended to the GB - needs ratification. The expenditure shall be met from the examination sources only.

Discussion	<ul style="list-style-type: none"> • The proposal explained to the Governing Body.
Resolution	<ul style="list-style-type: none"> • The engagement of skilled persons i.e. one clerk, three computer programmers and one office subordinate at examination cell for Financial the year 2020-21 and 2021-22 is ratified and for continuation for financial year 2022-23 is approved.

GB:02/2022/21: To consider and approve the resolutions passed in Academic Council meetings 3rd, 4th and 5th conducted on 23-01-2022, 27-09-2021 and 29-10-2022 respectively and recommended to Governing Body.

- The Principal moves the item (21) for discussion i.e., the resolutions approved in the 3rd, 4th and 5th Academic Council meeting conducted on 23-01-2022 (3rd meeting), 27-09-2021 (4th Meeting) and 29-10-2022 (5th Meeting) to the members of Governing Body –Needs ratification

Discussion	<ul style="list-style-type: none"> • The Academic Council resolution explained to the Governing Body
Resolution	<ul style="list-style-type: none"> • The resolutions of the Academic Council meetings held on 23-01-2021, 27-09-2021 and 29-10-2022 are ratified.

GB:02/2022/22: To consider and ratify the IQAC Meetings, Minutes conducted during 2020-21, 2021-22, External Peer Team members nomination, Annual Progress Report for 2020-21, 2021-22 submitted to the UGC.

- The principal moves the item (22) to the Governing Body i.e., the IQAC Meetings conducted, recorded Minutes (as per the UGC regulations 2018) during 2020-21, 2021-22, External Peer Team members nomination, Annual Progress Report of 2020-21, 2021-22 which was submitted to the UGC-need ratification

Discussion	<ul style="list-style-type: none"> • The IQAC meeting, External Peer Team members nomination, Annual Progress Report for 2020-21, 2021-22 explained to Governing Body.
Resolution	<ul style="list-style-type: none"> • The IQAC meeting minutes, the nomination of External Peer Team members, Annual Progress reports for the year 2020-21 and 2021-22 are approved.

GB:02/2022/23: To consider and approve the proposal in respect of IQAC activities of the college and the reports on Academic Performance of the college submitted to the UGC by External peer team members of IQAC, during 2020-21, 2021-22.

- The principal moves the item (23) to the Governing Body in respect of IQAC activities of the college and the performance reports submitted to the UGC by External peer team members of IQAC, during 2020-21, 2021-22 - Needs ratification

Discussion	<ul style="list-style-type: none"> • The IQAC activities, performance Reports submitted to UGC by External Peer Team members of IQAC explained.
Resolution	<ul style="list-style-type: none"> • The IQAC activities, Performance Reports submitted to the UGC by the External Peer Team of IQAC for the years 2020-21 and 2021-22 are ratified.

GB:02/2022/24: Management Information System (MIS): To consider and approve the automation and installation of software for the purpose of processing the data base, its maintenance, security, data access to the students, controlling and analysis required in office, examination cell and library

automation as per the NAAC revised quality framework guidelines for Autonomous Colleges.

- The Principal moves item (24) i.e., bringing the examination reforms in to the system as per UGC guidelines in autonomous colleges. It is one of the key initiatives for which the automation soft ware installation is required, for the purpose of maintenance, processing, accessing to the students, controlling and analysis, examination cell, library etc – needs ratification.

Discussion	<ul style="list-style-type: none"> • Management Information System (MIS) and its importance is explained to the Governing Body.
Resolution	<ul style="list-style-type: none"> • The implementation of Management Information System (MIS) in office, examination cell and library for the years 2020-21 and 2021-22 are ratified and for the year 2022-23 is approved.

GB:02/2022/25: To consider and approve the code of conduct for the students and the staff,

- The Principal moves item (25) for discussion i.e., a code of conduct for the students and the staff members- needs approval.
- The students should attend college by wearing the stipulated uniform 4 days in a week. They are permitted to attend college in formals on Wednesday and Saturday. Students should wear ID cards on all working days.
- All staff should follow the Code of conduct, dress code and UGC directions- communicate from time to time

Discussion	<ul style="list-style-type: none"> • Code of Conduct for students and staff explained to the Governing Body
Resolution	<ul style="list-style-type: none"> • The proposal code of conduct for the years 2020-21 and 2021-22 is ratified and approved for the year 2022-23.

III. FINANCIALASPECTS

GB:02/2022/26: To consider the resolutions passed in the Finance Committee meetings held on 16-12-2020, 02-06-2021, 28-02-2022 and 31-10-2022 and recommended to the Governing Body for ratification.

- The Principal moves item (26)i.e.,the resolutions passed in the first Finance Committee Meetings held on 16-12-2020,02-06-2021, 28-02-2022 and 31-10-2022 which were ratified and recommended to the Governing Body – needs ratification

Discussion	<ul style="list-style-type: none"> • The resolution passed in Finance Committee meetings held on 16-12-2020, 02-06-2021, 28-02-2022 and 31-10-2022 were explained to the members of Governing Body.The annexures furnished to the members. After careful examination, the members suggested that timely meetings
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	shall be conducted.
Resolution	<ul style="list-style-type: none"> The resolutions of the Financial Committee meetings held on 16-12-2020, 02-06-2021, 28-02-2022 are ratified and the minutes of Finance Committee held on 31-10-2022 are approved for implementation.

GB:02:2022:27: To consider the proposal in respect of Remunerations paid to the staff involved in examination related works, expenditure incurred on Stationery, printing of question papers, main answer books, and other contingencies and certified Audit Reports for the financial years 2020-21, 2021-22 and 2022-23 (31st December 2023) which was ratified by the Finance committee, recommended to the Governing Body for its ratification and need approval for estimated expenditure to be required in examination cell till 31st March, 2023.

- The Principal moves the item (27) i.e., the receipts and payments from the examination sources, expenditure incurred on Remunerations for various Examination works, Stationery, printing of question papers, main answer books and other contingencies audited utilization certificate during the financial years 2020-21, 2021-22 to the members- needs ratification.
- The proposed estimated expenditure for 2022-23 is submitted for approval
- To consider the resolutions passed in the Examination committee meeting and Finance Committee meetings convened on 16-12-2020, 02-06-2021, 28-02-2022 in respect of Remunerations paid to the staff involved in examination related works, expenditure incurred on Stationery, printing of question papers, main answer books and other contingencies during the financial years 2020-21, 2021-22 –Needs ratification
- To consider the proposed estimated expenditure approved by the Finance committee meetings held on 28-02-2022&31-10-2022 for approval

2020-21 – Receipts and Expenditure

Receipts	Rs. 15,17,085.00
Expenditure	Rs. 8,88,317.50

2021-22 – Receipts and Expenditure

Receipts	Rs. 62,38,504.40
Expenditure	Rs. 40,44,690.18

2022-23 Estimated receipts and expenditure

Resources	Expenditure	
	Details	Amount
Examination Fee		
III Year	Printing of Answer Booklets	452100
II year	Question Paper Setting remuneration	335208
I Year	Printing of question papers	570593
	Conduct of UG and PG semester	284204

	examinations	
	Valuation (External)	285107
	Conduct of practicals	35855
	Examination Software (AMC)	442917
	Printing of Semester Grade sheets, provision cum consolidated marks, migration of UG and PG	581478
	Strong room / confidential work expenditure	147893
	Shifting of answer scripts	296309
	Examination cell staff remuneration	211200
	Contingencies	162987
	Equipment	206712

Discussion	<ul style="list-style-type: none"> • The Chairman asked about the documents approved in the examination committee, Finance committee meetings. • The Chairman asked to present the details of the expenditure by the examination cell. • The Chairman checked the documents. • The Chief Accounts Officer scrutinized all vouchers relating to 2020-21, 2021-22 receipts and expenditure booked. • The Chief Accounts Officer, O/o the CCE verified the receipts and expenditure submitted to the Governing Body for its approval.
Resolution	<ul style="list-style-type: none"> • The ratified resolutions of the Examination committee and finance committee in respect of actual receipts and expenditure for the years 2020-21, 2021-22 are ratified. • Proposed estimated receipts and expenditure for 2022-23 is approved for implementation.

GB:02:2022:28: To consider the proposed the UGC annual assistance and its utilization for the purpose which it was sanctioned ie to meet the additional /special needs of the college for the financial year 2020-21 formerly the approval has been taken from the Staff Council,subsequently ratified by the Finance

committee and it has been recommended to Governing Body for its ratification.

- The Principal moves the item (28) i.e.,the submitted copies of Proposals for getting annual autonomous assistance (eligible as multi faculty institution Rs 20 lakhs) from SERO and the released grant of Rs 16 lakh (80%) and Rs 04 lakhs (20%) initially meet the expenditure from college sources, its utilization towards the additional/special needs of the college, Audited utilization certificate for the Academic/Financial Year 2020-21 were explained and presented to the members- Needs ratification.

2020-21 – Receipts and Expenditure

Total Expenditure	Rs. 20,50,836/-
Utilized UGC Grant	Rs. 4,48,890/-
Utilized College Resources	Rs. 16,01,946/-

Discussion	<ul style="list-style-type: none"> • The Principal explained the utilizedUGC Autonomous Annual assistance for the year 2020-21 and presented its related resolutions of Finance Committee to the members of Governing Body. • The Chief Accounts Officer, O/o the CCE verified the proposed estimated receipts and expenditure submitted to the Governing Body for its approval.
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S. No	Head of Account	Details of Expenditure incurred by the college	Approved amount Rs.	Actual Expenditure incurred (Rs.)	Re appropriated
1	Up-gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes		50000	0	50000
2	Orientation and re-training of teachers	Faculty Development Programme on ‘Outcome Based Education – Teaching, Learning and Evaluation’	150000	190950	
3	Re-designing courses and Development of Teaching Learning Material	B.Com. Banking, Insurance and Finance, B.Sc., Food Processing Technology, Botany Chemistry, Horticulture	50000	53040	

4	Workshop and Seminars	Workshop on Preparation of Electronic Service Register Govt of AP to the faculty and Non teaching staff on 29-12-2020	150000	87100	62900
5	Examination Reforms	Examination Branch - Software Maintenance charges – UG & PG Examinations	350000	167000	183000
6	Furniture for Office, Classrooms, Library and laboratories, library equipment, books / journals	Library Equipment Desktops, Laptops and Additional Accessories	250000	358368	
		Office Equipment 1. 12 A HP Black Toner Cartridges, 2. 328 Canon Black Toner Cartridges, etc.		17400	
	Furniture for Office, Classrooms, Library and laboratories, library equipment, books / journals	Office Equipment 1. 12 A HP Black Toner Cartridges, 2. 88 A Canon Black Toner Cartridges, etc.		17800	
		Office Equipment 1. High Yield Black Original Cartridge 2. Laserjet Imaging Drum.		9250	
		Office Equipment 1. CCA 388A (HP 88 A Black Toner Cartridge 2. HP 12 A Black Toner Cartridge		9000	
		LAN		9800	
		LAN		8750	
		LAN		11975	
	Library Books		890		
7	Renovation and repairs not leading to construction of a new building	Minor Repairs a. Electrical repairs in Auditorium b. Repairs to wooden stair case c. Repairs to the office classroom furniture	250000	19398	33967

		Repair to Main Door-Auditorium		12000		
		Repair to Printers in the office		3900		
		Repair to Xerox machine in Autonomous Examination Branch		8500		
		Accessories- Laptop (Office)		1300		
		Repairs to Canon Xerox machine in Examination Branch		3250		
7	Renovation and repairs not leading to construction of a new building	Minor Repairs Electrical wiring to Digital Interactive units established in Departments of Statistics, Botany, Chemistry, Mathematics, Physics & Commerce		44820		
		Electrical Repairs		10464		
				10132		
				10148		
				23862		
				13300		
				3259		
				18600		
				Polishing spray to the main doors -auditorium		33100
8		Extension Activities		100000	0	100000
9	Office equipment, teaching aids and laboratory equipment	Purchase of 6 (six) 4K Interactive units for classrooms 1. Dept. Of M.Com. General & M.Sc., Statistics 2. Depts. Of M.Sc, Chemistry & M.Sc, Botany 3. Depts. Of M.Sc., Mathematics & M.Sc. Physics	350000	858000		
10	Guest / Visiting Faculty	Webinar on Industry – Academia interaction- on 03-06-2020 Honorarium to Resource Person – Dr. J.	50000	2000	35520	

		Karthikeyan, VIT, Vellore			
		IQAC Meeting – I on 2001-2021 Honorary to External Peer Team Members		12480	
11	Capacity building of teachers		50000	0	50000
12	Development of Area Study Programmes	Department of Zoology – Activity organized on 11-02-2021	200000	21000	179000
			2000000	2050836	

RE-APPROPRIATE NOTE: 2020-21

It is ratified that the re-appropriated grant of **Rs. 7,45,223/- (Rupees Seven lakh forty five thousand two hundred and twenty three only)** allowable from the heads viz: **“Upgradation of syllabus on regular basis making it skill oriented with quantifiable outcome”, Workshops and Seminars, Examination Reforms, Renovation and repairs not leading to construction of a new building, Extension Activities, Guest/ Visiting Faculty”, Capacity Building of teachers and Development of Area Study Programmes** utilized in **“Orientation and re-training of teachers (Rs. 40,950/-), Re-Designing Courses and Development of Teaching / Learning Material” (Rs. 3,040/-), “Furniture for Office, Classroom, Library and Laboratories”(Rs. 1,93,233/-), “Library Equipment, Books/Journals” and Office Equipment, Teaching Aids and Laboratory Equipment” (Rs. 5,08,000/-)**as per the requirement.

Resolution	<ul style="list-style-type: none"> The members ratified the implemented action in compliance with the minutes of finance committee.
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- GB:02:2022:29:** To consider the utilized amounts from college sources in order to conduct Autonomous activities- additional/special needs of students for the financial year 2021-22, (UGC- Guidelines, Nature of financial Assistance and other related Provisions) on reimbursement basis for which the Finance committee given ratification at meeting held on 28-02-2022 recommended to Governing Body for its ratification, the estimated budget submitted to the UGC for the financial year 2022-23 – needs approval
- The Principal moves the proposed item (29) i.e., the annual autonomous assistance (eligible as multi faculty institution Rs 20 lakhs) from SERO due to pandemic situation, the UGC assistance is delayed. Hence, it is proposed to fulfill additional / special needs of the college formerly with college resources, it will be submitted to the UGC for its reimbursement. Accordingly the college

conducted autonomous activities in the premises during 2021-22 and met the expenditure from college resources Rs. 16.00 lakhs. The college submitted audited utilization certificate, statement of expenditure and report on autonomous activities to the UGC on 15-07-2022 – needs ratification and the estimated budget proposal was submitted to the UGC for the financial year 2022-23 – needs approval.

2021-22 – Receipts and Expenditure

Total Expenditure	Rs. 21,01,755/-
Utilized UGC Grant	Rs. 14,73,533/-
Utilized from selfsources	Rs, 6,28,222/-

Discussion	<ul style="list-style-type: none"> The Principal explained the utilization of UGC Annual assistance for the year 2021-22 and presented, resolutions of Finance Committee to the members of Governing Body. The Chief Accounts Officer, O/o the CCE verified the receipts and expenditure submitted to the Governing Body for its approval. Proposed estimated budget for the year 2022-23.
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S. No	Head of Account	Details of Expenditure incurred by the college	Approved Amount	Actual expenditure incurred	Reappropriated
1	Upgradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	Inplant Training to Various Industries by the Students of B.Vocational FPT from 15-05-2021 to 14-07-2021 – Transportation charges	50000	13500	36500
2	Orientation and re-training of teachers	Training on Capacity Building Implementation on E-Office to Non-Teaching staff working in GDC of Chittoor District on 06-08-2021	150000	1000	145000
		Faculty Development Programme – IQAC – One Day Training – Resource Person Remuneration organized on 11-08-2021		4000	
3	Re-designing courses and Development of Teaching Learning Material	Distribution of Study Material to PG students in Human Values and Professional ethics	50000	3850.00	46150
4	Workshop and		150000		150000

Seminars					
5	Examination Reforms	UG Examination Software – AMC	350000	99000	
		AMC for UG Examination automation Phase 2		34200	
		AMC for PG Examination Automation Phase 1		104110	
		AMC for PG Examination Automation Phase 2		35900	
		AMC for PG Examination Automation Phase 3		37299	
		AMC for PG Examination Automation		44143	
		AMC for Office Automation (fro 27-01-2020 to 26-11-2021)		81444	
		Procurement of Cloud Infrastructure and Service for the period of 10-07-2021 to 10-10-2021		82038	
		Cloud infrastructure e-payment from 10-10-2021 to 10-01-2022		82038	
		Software Solutions for Printing of Semester Grade sheets and Provisional Certificates		349870	
		Software Solutions for Printing of Semester Grade sheets and Provisional Certificates		188800	
6	Furniture for Office, Classrooms, Library and laboratories, library equipment, books / journals	Library Barcoding	250000	116000	134000
7	Renovation and repairs not leading to construction of a new building	Renovation of flooring with vitrified tiles and internal paints for office room and NSS room	250000	147000	103000
8	Extension Activities		100000		100000
9	Office equipment, teaching aids and laboratory equipment	HP Laserjet Pro M126a, HP Laserjet Pro M126nw HP Laserjet Tank M FP 1005w	500000	160893.00	

		HP Laserjet Tank MPF 1005 HP Scanjet Pro 3500f1 HP 24-CB-789IN ALL in One Desktop HP 15S-EQ2143AU Laptop		402970.00	
		Canon ADV 4225 Xerox machine on buyback system for Office Administration		103000	
10	Guest / Visiting Faculty	Guest Lecture on Organization of lac Operon and Tryptophan Operon by Dr. S. Siva Prasad, Retd. Lecturer in Zoology, NPS GDC(W), Chittoor to UG and PG students	50000	2000.00	39300
		Guest Lecture by Prof. G. Mothilal, Professor, Pondicherry University, Pondicherry on Accounting Standards, on 11-02-2022		8700.00	
11	Capacity Building for teachers		50000		50000
12	Area Study Programmes		50000		50000
			2000000	2101755	853950

RE-APPROPRIATE NOTE: 2021-22

It is ratified that the re-appropriated grant of **Rs. 9,55,705/- (Rupees Nine lakh fifty five thousand seven hundred and five only)** allowable from the heads viz: **“Upgradation of syllabus on regular basis making it skill oriented with quantifiable outcome”, Orientation and re-training of teachers, “Re-Designing Courses and Development of Teaching / Learning Material”, Workshops and Seminars, “Furniture for Office, Classroom, Library and Laboratories”, “Library Equipment, Books/Journals”, Renovation and repairs not leading to construction of a new building, Extension Activities, Guest/ Visiting Faculty”, Capacity Building of teachers and Development of Area Study Programmes** utilized in **“Examination Reforms (Rs. 7,88,842/-), and Office Equipment, Teaching Aids and Laboratory Equipment”(Rs. 1,66,863/-)** as per the requirement.

UGC Grant Proposed Budget for the financial year 2022-23.

Up-gradation of syllabus on regular basis making it skill oriented with quantifiable outcomes	25000
Orientation and re-training of teachers	1200000

Re-designing courses and Development of Teaching Learning Material	25000
Workshop and Seminars	50000
Examination Reforms	200000
Furniture for Office, Classrooms, Library and laboratories, library equipment, books / journals	125000
Renovation and repairs not leading to construction of a new building	100000
Extension Activities	25000
Office equipment, teaching aids and laboratory equipment	150000
Guest / Visiting Faculty	25000
Capacity building of teachers	50000
Development of Area Study Programmes	25000
Total Rs.	2000000

Resolution	<ul style="list-style-type: none"> • The approved resolutions of Finance Committee for the Utilization of UGC Autonomous annual Assistance for the year 2021-22 is ratified. • Proposed budget for the year 2022-23 is approved for implementation.
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GB:02:2022:30: To consider the proposal for continuation of the existing Examination Fee rates implemented(2020-21, 2021-22)for the financial year 2022-23 - approved by the Finance committee and recommended to Governing Body for its approval

- The Principal moves the item (30) to the members the examination procedure / fee adopted by the college during 2021-22 and 2021-22 and the same is to be continued for the academic year 2022-23 which was approved earlier by the Finance Committee meeting held on 02-06-2021 and recommended to the Governing Body – needs approval

Discussion	<ul style="list-style-type: none"> • The examination procedure / fee charged to the students in 2020-21,2021-22 explained by the Principal and the examination notifications given earlier were presented from to the members. • Members verified the Examination notifications already issued to the students in 2022-23.
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Approved the following remuneration rates to various Examination Assignments/works for implementation

Sl. No.	Item	Autonomous entity – Revised Rates w.e.f. 01-09-2020
I.	REMUNERATION FOR PAPER SETTING : (UG & PG)	
1	U.G Courses :- (B.A./B.Sc./B.Com./ Dip. Courses	Rs. 475-00
2	Translation Charges per paper of all Courses	Rs. 100-00

3	For setting a question paper of Objective Type questions including Key per 25 Bits	Rs. 300-00
7	<u>P.G Courses:-</u> (M.A./M.Sc./M.Com./Dip. Courses after taken P.G. Examinations and Etc.,	Rs. 500-00
II.	MODERATION FEE FOR PAPER SETTING	
1	Moderation fee for Chairman	Rs.30-00 (per paper)
2	Moderation fee for Member	Rs. 25-00 (per paper)
3	Modern fee for University Faculty	Rs.30-00 (per paper)
III.	REMUNERATION FOR VALUATION WORKS	
1	U.G Courses / Diploma Courses	Rs. 12-00 + Rs. 10.00 for 75 and 50 marks respectively (per Candidate) (Minimum Rs. 150-00)
2	P.G / Diploma Courses	Rs. 16-00 (per Candidate) (Minimum Rs.150-00)
3	Principal	s.150-00
	Fee for Valuation (U.G. September Examinations)	(For 500 Scripts or part thereof)
4	Revaluation/Valuation (out side University Area)	Rs. 1.00 Per Script subject to a minimum of(Rs.500-00)
5	Scrutinizers	Rs. 2.00 per scrip
IV.	REMUNERATION FOR PRACTICAL EXAMINATIONS	
	(UG/ PG Courses)	
1	U.G Courses (Double Examiners) (Science Subjects)	Rs. 15-00+15-00 (per Candidate) (Minimum Rs.200-00)
2	U.G Courses (Single Examiners) (Science Subjects)	Rs. 20 -00 (per Candidate) (Minimum Rs.200-00)
3	U.G Courses(Arts) / (Single Examiner)	Rs. 12-00+12-00 (per Candidate)
4	U.G Courses(Arts) / (Double Examiners)	Rs.10-00+10.00 (per Candidate)
5	Commerce	Rs.10-00+10.00 (per Candidate) Two Examiners Rs15-00

		(per Candidate)
		Single Examiner
6	UG Courses.	Rs.20-00
	Project work & Tally	(per Candidate)
7	P.G Courses/Diploma Courses	Rs.20-00+20.00
	Double Examiner – 2 (Internal + External)	(Minimum Rs.200-00)
		(per candidate)
V.	REMUNERATION FOR VIVA-VOCE/PROJECT WORK/DISSERTATION	
1	Remuneration to the Examiner for conducting Viva-Voce M.Com, MA , M.Sc. & P.G Diploma Courses,	Rs.8-00 (per candidate) (For external examiner only)
2	Remuneration to the Examiner for evaluation of Dissertation/Project work :	Rs.75-00
	M.Sc (Computer Science) M.Com	(Internal Examiner) (per candidate)
		Rs.75-00
		(External Examiner)
3	Scheme of Valuation per question paper (U.G)	(per candidate) Rs.300-00
4	Incidental charges to the Examiner to meet the expenditure in sending the valued Answer scripts to the college after valuation. (purchase of packing wrappers, cloth/wax/ transportation etc.,) for Three Year Degree September examinations only. (In case of the scripts are sent to the examiners to the Colleges for valuation)	Rs.75-00
		For every 500 valued answer Scripts or part thereof.
VI.	REMUNERATION PAID AT EXAMINATION CENTRES:	
1	Chief Superintendent	Rs. 200-00 (Per Session)
2	Addl. Chief Superintendent if the strength exceed 500	Rs. 175-00 (Per Session)
3	Invigilator (One for every 25 candidates)	Rs.150-00 (Per Session)
4	Reserve Invigilator (one reserve Invigilator) Above 300 candidates	Rs. 150-00 (Per Session)
5	Postal Charges will be paid after submitting the Original Receipts	Actual with receipt
6	Online Xerox Charges (including Xerox papers, Tones e.t.c.,	0.35Paise (Per page)

VII	REMUNERATION FOR PRE AND POST PREPATION WORKS OF CONDUCTING EXAMINATIONS	
1	Clerk remuneration (Theory)One for every 1000 candidates or part thereof	Rs.75-00(Per Session)
2	Typist remuneration (one only)	Rs.75-00(Per Session)
3	Office Subordinate / Water man One for every 100 candidates or part thereof	Rs.60-00(Per Session)
4	Preparation and conduct of Examinations which includes seating arrangements per candidate per session including contingency, stationary and other miscellaneous expenditure.	Rs.3.00(per candidate)
VIII.	REMUNERATION FORTHE HIGH POWER INSPECTION COMMITTEE.	
1	High Power Inspection Committee (Coordinator) Honorarium/Remuneration	Rs. 400-00(Per each session)
2	High Power Inspection Committee (Member)	Rs. 350-00
	Honorarium/Remuneration	(Per each session)
3	Vehicle Rent (Including Driver Batha)	Rs: 1500-00 (Per day)
4	Fuel Charges	Rs: 600-00 (Per day)
5	Lodging Charges	As per University Rules
IX	REMUNERATION FOR THE EXAMINATION OBSERVERS. (UG & PG Courses)	
1	T.A	T.A as per the University rules
2	D.A	D.A as per the University rules
3	Remuneration	Rs.175-00 (Per session)
4	Conveyance charges	Rs: 150/- (Non Local) Rs: 120/- (Local per day)
5	Lodging Charges	As per University Rules
X.	REMUNERATION FOR PRACTICAL EXAMINATION (U.G & P.G Courses)	
1	Principal/Chief Superintendent Remuneration	Rs.100.00 (per day) subject to maximum of Rs.1000-00
2	Skilled Assistant (Teaching Staff)	Rs. 65-00

	One person for Degree Courses *	(Per Session)
3	Superior (Technical Staff)(Store Keeper /Lab Assistant/Lab Technician Gas Man/ Mechanic / Junior Mechanic/ Electrician or Junior Asst)	Rs. 65-00
	(One Person)*	(Per Session)
4	Record Assistants	Rs. 45-00
	(Two persons)*	(Per Session)
5	Office subordinate	Rs. 45-00
	(one Person)*	(Per Session)
6	Sweeper	Rs. 20-00
	(one Person)*	(Per Session)
7	Preparation day*	Rs. 35-00
		(Per Day)
8	Cleaning day*	Rs. 35-00
		(Per Day)
	* A person who worked in the Morning session is not eligible for the afternoon session for the claim.	
XI.	CONTINGENT EXPENDITURE PER CANDIDATE FOR SCIENCES (U.G / P.G Courses)	
1	Chemistry	Rs. 7-00
2	Botany	Rs. 5-00
3	Zoology	Rs. 5-00
4	Physics	Rs. 3-00
5	Electronics	Rs. 3-00
6	Dairy Science	Rs. 3-00
7	Geology	Rs. 3-00
8	Statistics	Rs. 3-00
9	Horticulture	Rs. 3-00
10	Psychology	Rs. 3-00
11	Microbiology	Rs. 5-00
12	Computer Science	Rs. 5-00
13	Geography	Rs. 5-00
14	Bio-Chemistry	Rs. 7-00
15	Bio-Technology	Rs. 7-00
16	Home Science	Rs. 7-00
17	Aquaculture	Rs. 5-00
18	Fishery Science	Rs. 5-00
19	Sericulture	Rs. 5-00
20	B.Tech/ B.Pharmacy Courses	Rs.5-00
XII.	REMUNERATION FOR THE STAFF DEPUTED ON CONFIDENTIAL WORK.	
1	Loading & Un-loading Charges	Rs: 400/-
		(per trip)
2	Local Conveyance (out side) for Individual Trip	Rs: 300/-

		(per day)
3	TA/DA/Lodging Charges	As per university rules
XII	REMUNERATION FOR CUSTODIAN CHARGES/ RECEIVING CHARGES (Question Paper/Answer Booklets)	
1	Principal/Chief Superintendent	Rs.150-00 (Per Day)
2	Clerk	Rs.70-00 (Per Day)
3	Office Subordinate/Watchman	Rs.60-00 (Per Day)

Resolution	<ul style="list-style-type: none"> The decision implemented for the financial years 2020-21,2021-22 by the college administration is ratified and approved the rates proposed for continuation in 2022-23.
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GB:02:2022: 31: To consider the proposal of Faculty Development Programme for Newly Recruited Lecturers of Zone IV at GDC(M), Kadapa - ratified by the Finance committee and recommended to Governing Body for its ratification.

- The Principal moves the item (31) i.e.,the proposal- sharing expenditure incurred on Faculty Development Programme for Newly Recruited Lecturers of Zone IV at GDC(M), Kadapa on 27-07-2022 vide CCE's Procs. Rc. No. 157 / Trainings / CCE / 2021-22, dt: 20-06-2022 and 21-06-2022 of the Commissioner of Collegiate Education, AP, Vijayawada – Needs Ratification.

S. No.	Name of the Programme	Date & Venue	Amount Rs.
1	CCE's Review Meeting (College Resources)	27-07-2022 GDC(M), Kadapa	143750

Discussion	<ul style="list-style-type: none"> Faculty Development Programme for Newly Recruited Lecturers of Zone IV at GDC(M), Kadapa on 27-07-2022, submitted utilization certificate Expenditure booked by the Principal, GDC(M), Kadapa for total expenditure Rs. 4,39,537/-, out of which the proportionate expenditure of this college comes to Rs. 1,09,885/-. The principal GDC(M), Kadapa refunded Rs. 33,865.75 into college account. The Chief Accounts Officer, O/o the CCE verified the receipts and expenditure submitted to the Governing Body for its approval.
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Resolution	The action implemented by the administration of the college vide CCE's Progs. Rc. No. 157 / Trainings / CCE / 2021-22, dt: 20-06-2022 and 21-06-2022 is ratified.
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GB:02:2022:32: To consider the expenditure incurred on Teachers of Training (TOT) at Tirupati to the faculty of Zone IV - approved by the Finance committee and recommended to Governing Body for ratification..

- The Principal moves the item (32) i.e.,the proposal Teachers of Training (ToT) on Survey & Reporting from 27-07-2022 to 31-07-2022 at S.V. University, Tirupati vide CCE's Progs. Rcn. 4 / LSC_SDC/e-content / CCE/2022, dt: 25-07-2022 was conducted. – The expenditure met from UGC Annual Assistance and College sources were ratified by the Finance Committee and recommended for ratification

S. No.	Name of the Programme	Date & Venue	Amount Rs.
1	Training of Teachers (ToT) on Survey & Reporting (Autonomous)	From 27-07-2022 to 31-07-2022 S.V. University, Tirupati organized by PVKN. GC(A), Chittoor	403387

Discussion	<ul style="list-style-type: none"> Expenditure incurred on conduct of Training of the Trainers (ToT) on Survey & Reporting Generation of E content on 27-07-2022 to 31-07-2022 at Tirupati – Rs. 4,03,387/- The Chief Accounts Officer, O/o the CCE verified the receipts and expenditure submitted to the Governing Body for its approval.
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S. No.	Details of Expenditure	Amount Rs.
1	Accommodation	177000.00
2	Hospitality	146250.00
3	Conveyance	30000.00
4	Stationery	9987.00
5	Remuneration to Resource Persons	40000.00
Total Rs.		403237.00

Resolution	The expenditure incurred for conduct of training of the trainers on survey & reporting generation of E content from 27-07-2022 to 31-07-2022 at Tirupati – Rs. 4,03,387/-to the nominated faculty of IV zone is ratified.
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GB:02:2022:33: To consider the proposal of Teachers of Training (TOT) on Logistics and Supply Chain Management.- ratified by the Finance committee and recommended to Governing Body – needs ratification.

- The Principal moves the item (33) i.e.,the proposal for Training of the Trainers (ToT) on Logistics and Supply Chain Management from 03-08-2022 to 07-08-2022 at S.V. University, Tirupati vide CCE's Progs.

Rcno. 5 / LSC_SDC/e-content / CCE/2022, dt: 29-07-2022 – Needs Ratification.

S. No.	Name of the Programme	Date & Venue	Amount Rs.
1	Training of Teachers (ToT) on Logistics & Supply Chain Management (College Resource)	From 03-08-2022 to 07-08-2022 S.V. University, Tirupati organized by PVKN. GC(A), Chittoor	325468

Discussion	<ul style="list-style-type: none"> Expenditure incurred on conduct of Training of the Trainers (ToT) on Logistics and Supply Chain Management from 03-08-2022 to 07-08-2022 at S.V. University, Tirupati Rs. 3,25,468/- The Chief Accounts Officer, O/o the CCE verified the receipts and expenditure submitted to the Governing Body for its approval.
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S. No.	Details of Expenditure	Amount Rs.
1	Accommodation	144000.00
2	Hospitality	121500.00
3	Conveyance	20000.00
4	Stationery	9968.00
5	Remuneration to Resource Persons	30000.00
Total Rs.		325468.00

Resolution	The above proposed expenditure for conduct of training of the trainers on supply chain management from 03-08-2022 to 07-08-2022 at S.V. University, Tirupati Rs. 3,25,468/- to the nominated faculty of IV zone is approved.
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GB:02:2022:34: To consider the proposal of Capacity Building Programme to the Principals, IQAC Coordinators.-approved by the Finance committee and recommended to Governing Body – needs approval.

- The Principal moves the item (34) i.e., the proposal for conduct of Capacity Building programme to the Principals, IQAC Coordinator and Industry, Internship Coordinator of Zone IV on 08-09-2022 at Sri Padmavathi Mahila Viswa Vidyalaya, Tirupati vide Procs. Rc. No. 01 / CCE-Review Meetings / AC-10 / 2022, dt: 02-09-2022 of the Commissioner of Collegiate Education, AP, Vijayawada – needs approval.

S. No.	Name of the Programme	Date & Venue	Amount Rs.
1	CCE's Review Meeting	08-09-2022	198195/-

	(Autonomous)	Sri Padmavathi Mahila Visvadyalam, Tirupati	
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Discussion	<ul style="list-style-type: none"> Expenditure incurred on conduct of Capacity Building Programme to the Principals of Zone –IV on 08-09-2022 at Sri Padmavathi Mahila Visvavidyalam, Tirupati Rs. 1,98,195/- The Chief Accounts Officer, O/o the CCE verified the receipts and expenditure submitted to the Governing Body for its approval.
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S. No.	Details of Expenditure	Amount Rs.
1	Accommodation	85965.00
2	Hospitality	42320.00
3	Conveyance	33000.00
4	Stationery	36910.00
Total Rs.		198195.00

Resolution	The incurred expenditure for conduct of Capacity Building Programme to the Principals & IQAC coordinators in GDCs of Zone –IV on 08-09-2022 at Sri Padmavathi Mahila Visvavidyalam, Tirupati Rs. 198195/- is ratified.
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GB:02:2022:35: Alumni and Philanthropic contributions 2020-21 and 2021-22 are submitted for the information of the Governing Body and for ratification.

- The principal moves the item (35) i.e., furnished the Alumni and Philanthropic contributions – 2020-21, 2021-22 and 2022-23 – needs ratification.

Discussion	<ul style="list-style-type: none"> Erection of Vehicle Ramp in front of Main building Rs 75000/-, Granite Rs 150000/- - Sri Vijayendra Reddy Fixing of Main Entrance Teak Frame and Door worth of Rs 320000/- - CPDC Member – Smt. N.P. Kathya Institution of Gold medal Rs 200000/- deposit – Sri C.G. Sethuraman, GB Member Members appreciated the effort of the administration and the philanthropic gesture of the donors of the town, Alumni, CPDC members.
Resolution	Alumni and Philanthropic contributions 2020-21 and 2021-22 are ratified

GB:02:2022:36: To consider and approve the proposal for institution of Gold Medals / Certificates in all UG Combinations and PG courses to the students from examination surplus sources – approved by the Finance committee and recommended to Governing Body for approval.

The principal moves item (36)i.e.,a proposal and draft regulations recommended by the AC to the members for instituting of Gold Medals for all UG Combinations and Certificates, to promote Quality, Excellence in the students’ based on their academic performance. Also explained the initiatives already implemented in the college to attract/encourage academically advanced learners, to promote decency in terms of academic, non- academic, community related activities and their exposure on need based local research –needs approval.

Medals: Gold medals/- Philanthropists, Alumni, CPDC.

Prizes :Endowment/- Philanthropists, Alumni, CPDC.

Certificates- Appreciation-Academic-Excellence/Curricular/ Extracurricular / community relevant, local need based Research of the students-Faculty-Industry Experts-Alumni.

Discussion	<ul style="list-style-type: none"> • Encourage the Merit and overall development of the students- by institution of Gold medals 15 - @ Rs 25000/- = Rs 375000/- • Certificates • Endowment Prizes- 15 • Best Internship work experience certificate
Resolution	The proposal is considered and approved for implementation

GB:02/2022/37: To consider and proposed to approve for conduct of Graduation Day at the College to the students who have been completed their UG & PG programmes successfully during (2018-21) 1stand (2019-22) 2nd batches. considering their degrees and organizing expenditure, University prescribed fee remitted to the University

- The Principal moves item (37)i.e., the resolutions passed in the Finance Committee Meeting on 31-10-2022 for conduct of Graduation Day – needs ratification.

S. No.	Description	Amount Rs.
1	Provided Hospitality	112625.00
2	Arranged Conveyance	21840.00
3	Purchase of Mementos, Medals	45312.00
4	Convocation Files	74758.00
5	Convocation Robs and Graduation Gowns	135100.00
Total Rs.		389635.00

Discussion	<ul style="list-style-type: none">• college self - sources• Expenditure on Graduation Day Celebrations Rs 3,89,635/-• Conduct of Governing Body• Remittance of university fee• The Chief Accounts Officer, O/o the CCE verified the receipts and expenditure submitted to the Governing Body for its approval.
Resolution	The proposal is considered and ratified.

Handwritten signature in red ink

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