

Circular

12-01-2021

This is regarding Self Study Report (SSR) and NAAC

Gurukulam has given instructions to the colleges to start working on NAAC. In regard to that, we are to form internal committees to ensure work being done.

Firstly, IQAC (Internal Quality Assessment Cell) is to be formed to assess the quality of teaching & learning & research activities going on in the college from 2017 till date.

I am appointing the following faculty as coordinators for NAAC and IQAC.

- IQAC Coordinator - Mrs. V. Loukhyaa, DL in Chemistry

NAAC Coordinators for Differentiation -

1. Curricular Aspects - D. Sathish, DL in Telugu
2. Teaching - Learning and Evaluation - T. Paromeshwari, DL in Botany
3. Research, Innovation & Extension - V. Loukhyaa, DL in Chemistry
4. Infrastructure & Learning Resources - Ms. N. Sreetha, DL in Physics
5. Students Support & Progression - Dr. A. Shyamala, DL in History
6. Governance, Leadership & Management - Miss. Prasanna Laxmi, DL English
7. Institutional Values & Best Practices - S. Bhavana Laxmi, DL in Microbiology

Further all the above coordinators are directed to choose / form a committee with other faculty present.

I request all the department HODs to also write an SSR for your concerned department and submit to the overall NAAC Coordinators - Dr. A. Shyamala & Mrs. A. Sujatha (Arts Department)

I request all the coordinators to attend online lectures regarding NAAC and also find some certificate courses and join them to get a certification regarding that (especially IQAC coordinators)

All the teaching and non-teaching staff must coordinate with each other and present an SSR by the end of March-2021 in the office.

AS of S. Suresh
12/1/2021

- | | |
|---------------------------|--------------------------|
| 1) 12/1/2021 | 13) 12/1/2021 |
| 2) 12/1/2021 | 14) 12/1/2021 |
| 3) 12/1/2021 | 15) 12/1/2021 |
| 4) A. Suresh | |
| 5) K. Suresh | |
| 6) V. Venkatesh / 12/1/21 | |
| 7) Suresh | |
| 8) A. Suresh | |
| 9) 12/1/2021 | |
| 10) K. Suresh | |
| 11) 12/1/2021 | |
| 12) 12/1/2021 | |
| 13) 12/1/2021 | |

Notice



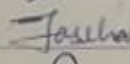


Principal

TTWRDC(W) DVK

date: 03-02-2021

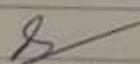
It is to bring to the notice of all teaching and non-teaching staff, on reopening of colleges after COVID break, students started coming to college from 01-02-2021, in regard to this the staff are instructed to be extremely careful in regard with the safety of students. The following committees are formed

Daily Dormitories and Colleges premises inspection

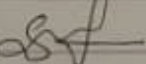
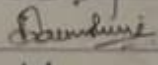
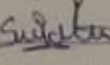

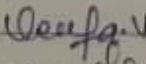
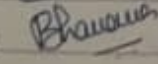
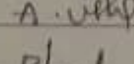
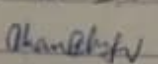
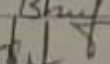
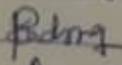


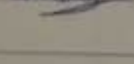


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|-----------------------------------|---|
| 1. Dr. A. Shyamala, DL in History |  |
| 2. N. Sueltha, DL in Physics |  |
| 3. Fasiha Anjum, DL in Maths |  |
| 4. S. Tyothara, DL in Commerce |  |
| 5. B. Swathi, DL in Chemistry |  |

The above committee must inspect the campus on a daily basis and submit everyday report by 10 am. Checklist to submit will be provided in the office.

Housemadams must do the kit inspection atleast once in a week and motivate the students positively towards academics.



S. Suneetha

- | | |
|---|---|
| 1) S. Anuja | 10)  |
| 2)  | 11.  |
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| 10 | |

Meeting & Committees formed

08-02-2021

A meeting is conducted with all the staff members on 08/02/2021 at 10:30 am.

The following committees^{are} formed

1. TGUG CET - 2021 Committee:

1. Dr. A. Sanyamata - DL in History.
2. D. Swathi - DL in Telugu
3. M. Bhagya Laxmi - Computer Programmer
4. B. Sravanthi - PP.
5. Chandana - Lab Asst.

College profile Committee (For 2nd form)

1. V. Loukchaya - DL in Chemistry
2. T. Parameshwari DL in Botany.
3. Fasiha Anyam DL in Maths
4. B. Swathi DL in Chemistry
5. S. Tyothana DL in Commerce
6. A. Sujatha DL in Economics.

PRO

- M. Divya, DL in Commerce.

In the presence of Principals and Vice-Principals of the college, a committee of lecturers is formed to take care of library and to upgrade library with current issues and to make sure in increase of library usage.

The Committee Comprises of -

1. N. Swetha, DL in Physics
2. A. Sujatha, DL in Economics
3. R. Sunita Rani, DL in Zoology
4. A. Radha, Librarian

CB f.

S. Suneek
5/2/2021

1. P₁
2. P₂
3. P₃
4. P₄
5. P₅
6. P₆
7. P₇
8. P₈
9. P₉
10. P₁₀
11. P₁₁
12. P₁₂

27/03/2021

A meeting is conducted with all the staff members on 27.03.2021 at 9:15 am.

The following points discussed in the meeting:

1. College timings are revised (i.e., 9:00 am to 5:00 pm)
2. Conduct online classes regularly. Motivate students to attend online classes.
3. All the home incharges are asked to make calls to concern home students regularly and maintain a proper record of it.
4. If any student have health issue immediately inform to Principal and ANM.
5. Conduct E-Quiz and webinar.
6. All students are not there in the campus, non-teaching staff assigned some duties.
 - Chandana - Office work.
 - Prashanti, Subhanga - Kitchen work.
7. As per the instructions of Government, Don't sit in mess. Also Clean it regularly.
8. A committee is formed to doff after mess. The committee consists of
 1. Principal
 2. Vice Principal
 3. S. Bhavana Laxmi, DL in Micro
 4. Prashanti, care taker
 5. M. Anup, DL in Commerce
 6. B. Swathi, DL in Chemistry
 7. S. Tyothana, DL in Commerce
9. Start working on NAAC.
10. ANM is asked to make calls to students groupwise (One group per day).

11. S. Bhavana Laxmi, DL in Micro Biology will continue as Deputy warden.
12. Proposal to conduct Sports Summer Camp at our institution.
13. SAMS attendance exchange is given to Prashanti, care taker. After 10:30 am. If any faculty fail to attend the college before 10:30 am it will be marked as absent.

C. Suresh

~~DR~~ 1

2) ~~DR~~

3) ~~DR~~

4) ~~DR~~

5) ~~DR~~

6) ~~DR~~

CIRCULAR

23-04-2021

Referring to circular RC No. TTWREIS/RDC/DEGR/OTHR/FS/2020 of the secretary, TTWREI Society (Gurukulam) we have been sanctioned a budget of Rs. 1,00,000/- (one lakh rupees only) for TTWRDC's exposure visits, Mini Research Assignments, Mini projects etc...

In previous meetings, we have asked for proposals of mini projects from staff and students. In that regard, few departments have submitted the proposals in the office and it is decided to form a committee of Senior DLs to scrutinize the budget proposals and to decide what is the eligible budget to be sanctioned to a particular proposal.

The committee is given below-

1. S. Suneela, Principal (FAC)
2. D. Swathi, Vice-Principal
3. V. Loukhyaa, IQAC Co-ordinator
4. Prasanna Laxmi K, CGC Co-ordinator
5. Fasiha Anjum, Guest DL in Maths & Academic Co-ordinator

6. 4

I request the committee members to start with the process of scrutinizing the received proposals and make use of the allocated budget properly.

S. Suneela.

1) ~~AB~~

2) ~~S~~

3) Swathi

4) ~~AB~~

5) ~~Swathi~~

6) ~~S~~

7) ~~Swathi~~

8) ~~Swathi~~

9) ~~Swathi~~

10) ~~Swathi~~

11. ~~R. Pr~~

12. ~~Swathi~~

13. ~~Swathi~~

A meeting is conducted with IOAC co-ordinator, Academic co-ordinator, Examinations Branch co-ordinator, Incharge vice-principal and principal.

An Internal Audit committee is formed with five faculty who have attended IOAC course and discussed the following points.

→ The committee comprises of

(1) V. Banokhyaa (IOAC co-ordinator)

(2) T. Parameshwari

(3) S. Bhavana Laxmi

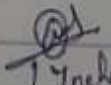
(4) A. Shyamala

(5) G.P. Gnaneshwari

→ As per the Gurukulam instructions an Academic Audit is expected shortly.

→ Institutional level internal audit is scheduled on 21-06-2021. Hence all the lecturers are instructed to submit the records by 19-06-2021.

→ Mrs G.P. Gnaneshwari is given in charge of Accounts section.

 S. Suresh
(Incharge vice principal)

- | | | | |
|----|--------------------|--------------------|---------------------|
| 1. | | | |
| 2. | Bhavana | 7. Suresh | 12. Shf |
| 3. | Amal | 8. Suresh | 13. Amal |
| 4. | Tanya | 9. Am | 14. Am |
| 5. | Pp | 10. Shf | 15. Am |
| 6. | Am | 11. Am | 16. Am |
| | | | 17. Am |
| | | | 18. Am |