

certificate

This is to certify that this notice cum minutes Register contains page no. 01 to 90 pages and being utilized from 01/04/2021.

K.R.P.  
01/04/2021

**Principal**  
T.Y.R. Degree College (B),  
Nagar Kurnool - 509 209

18/09/2021

As we are entering the academic year 2021-2022, the housemasters for the incoming batch of 2021-22 are decided as follows,

1. BZC - I - Dr. V. Marjula
2. MZC - I - Dr. D. Chiranjeevi
3. MPC - I - S. Gayathri
4. MPG - I - S. Sairamulu/pasha
5. BA - I - Dr. K. Anjaneyulu
6. BCom - I - R. Swami

The above faculty are instructed to take up housemaster responsibilities of the class. Whatsapp groups should be formed and the are to be prepared for online classes. Semester I classes will begin from 20/09/2021 through online mode. The faculty should be in regular contact with the students, maintain the call register and communicate the same.

Spells

To be communicated to.

1. V. Marjula Dr. V. Marjula
2. D. Chiranjeevi D. Chiranjeevi
3. S. Gayathri S. Gayathri
4. S. Sairamulu S. Sairamulu
5. K. Anjaneyulu K. Anjaneyulu
6. R. Swami R. Swami

K. Rao  
18/09/2021  
Principal  
TTWR Degree College (B)  
Nagar Kurnool - 509 209

# Minutes of the meeting on 27/8/2021 with Principal and Staff.

Agenda: Reopening of colleges.

1. Instructions should be given to students for vaccination.
2. All the faculty should take responsibility to encourage the students towards vaccination and clear any kind of misconceptions.
3. The faculty are instructed to give an indent regarding the next academic work year 2021-22.
4. Project proposals for the next year should be submitted.
5. All the staff are instructed to be on time and ensure that biometric attendance is recorded on time.

6.

## Classrooms:

1. S. Gayathri
2. Ajeen Saleha
3. P. Ravi
4. Sri. Latha

## Second year dormitories.

1. K. Ekambara Chetty
2. N. Navender
3. Shiva Prasad
4. ~~K. Anjaneyulu~~

## Third year dormitories

1. Rajaiah
2. P. Padma
3. Kashappa
4. Shiva Shankar

## Mess.

1. D. Chiranjeevi
2. M. Rajesh
3. Sri. Ramulu
4. K. Ravi

1. Jahangeer Pasha
2. G. Raghavender
3. Raj Kumar
4. C. Balegaj

## 1 year dormitories

1. R. Swami
2. K. Anjaneyulu
3. V. Marjula

## College surroundings

1. P. Srinivas -
2. Gopal
3. Champla
4. Shaik Imran
5. Sheavan Kumar
6. G. Ravi
7. P. Ramudu

**PRINCIPAL**  
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College Code: 3301 (P.L.)  
Nagarkurnool-509 209

1. ~~Sh~~
2. Aasen Salcha.
3. Tomy (S. Gayathri)
4. P. Rani
5. B Anulott
6. H. Suresh
7. ~~Raj~~
8. Mahangay
9. X. Sreed
10. ~~PA~~
11. ~~Face~~
- 12) ~~TC~~
- 13) ~~Raj~~
- 14) ~~Pr~~
- 15) B. Chample
- 16) ~~Ag~~
- 17) ~~De~~
- 18) ~~Sh~~
- 19) ~~Sh~~
- 20) ~~Sh~~
- 21) ~~Pr~~
- 22) ~~Sh~~
- 23) ~~Sh~~

27.08.2021

Minutes of the meeting in the Presence of Regional co-ordinator,  
Principal and staff of the college on 27/8/2021.

The college is reopening on 1st of September for physical classes.  
on this note the below instructions should be followed without any  
deviations.

1. All the dormitories, classrooms should be cleaned and fumigated  
before the arrival of the students.
2. The staff are instructed to motivate the students and ensure  
that they are vaccinated.
3. The college campus should be cleaned without any shrubs  
or bushes growing around.
4. The mess and dining areas should be ready for the  
incoming students.

K.R.  
27/08/2021

**PRINCIPAL**  
TWR Degree & PG College (A)  
College Code: 3391 (P.L.)  
Nagarkurnool-509 209

All the staff members of the institution are hereby informed that there will be a meeting on 02/10/2021 at 10:00 A.M. in order to pay tribute to "Mahatma Gandhi" father of the nation on his 153rd birthday celebration in our institution. So all are requested to attend the programme to motivate the students with an ideology of Gandhiji.



K. Rao  
01/10/2021

Circulated to  
all the staff members.

**PRINCIPAL**  
TTWR Degree & PG College  
College Code: 3391 (P.L.)  
Nagarkurnool-509 209

1) P. Lang  
01/10/21

2) Dr. V. H  
01/10/21

3) ~~dx~~ (19) ~~sdaceef~~

4) ~~sdaceef~~

5) John

6) ~~sdaceef~~

7) ~~sdaceef~~

8) ~~sdaceef~~

9) ~~sdaceef~~

10) ~~sdaceef~~

11) ~~sdaceef~~

12) ~~sdaceef~~

13) Mr. Sahangar

14) ~~sdaceef~~

15) ~~sdaceef~~

16) ~~sdaceef~~

17) ~~sdaceef~~

18) ~~sdaceef~~

All the faculty members are hereby informed that there will be a staff meeting with teaching faculty at 3.00 P.M. in the principal's Chamber to discuss the following agenda. So Everyone should attend the meeting without fail.

Non-Academic

- ① Attendance of the students class-wise
- ② Data of students who got vaccinated and who who yet to be taken
- ③ Maintenance of students leave Register
- ④ Allotment of Dormitories to students
- ⑤ classrooms requirement
- ⑥ Faculty requirement
- ⑦ Visit of dormitories daily and conduct house meetings at least once in a week (Frequent house meetings for I year students are needed)
- ⑧ Maintenance of Students call Register
- ⑨ allotment of dining hall duties
- ⑩ Formation of Committees
- ⑪ Adjustment or assigned duty of house mastership <sup>study duty</sup> while applying leave
- ⑫ Attempting bio-metric attendance daily
- ⑬ Resuming all the curricular and Co-curricular activities as that of practised previously.
- ⑭ Implementing 'Healthy Thursday' regularly

## Academic

- ① Syllabus of running semester paper should be communicated to all the students in the class.
- ② Syllabus should be completed within due course.
- ③ Every faculty should maintain results register properly.
- ④ appointment of club conveners (08) to streamline
- ⑤ prepare & serve learning material to students if necessary.  
[(i) Literary club (ii) Music & Dance (iii) Creative club (iv) Theatre club (v) STEMS club (vi) Commerce club (vii) Community outreach (viii) Entrepreneur cell]
- ⑥ To maintain all the relevant records by the faculty designed by the degree section Gurukulam Hyd.

Syad  
5/11/2021

K Rao  
5/11/2021

**PRINCIPAL**  
TTWR Degree & PG College (M)  
College Code: 3391 (P.U.)  
Nagarkurnool-509 209

All the staff members are hereby informed that there is a programme today in connection with "HEALTHY THURSDAY" between 3.00 P.M. to 5.00 P.M. So, all the housemasters & other staff members should accompany with the students to make the programme success.

Every house surroundings (back-side of dormitory preferably) should be cleaned by removing bushes/weed plants/shrubs. We are noticing frequently that some of poisonous snakes & other dangerous creatures are happen to creeping near & in the dormitories. It is our responsibility to create good & safe Environment to students for their survival. So Everyone should participate the programme with their full. The NSS Coordinator and Physical Director will monitor the Programme.

*[Signature]*

*[Signature]*

PRINCIPAL  
TTWR De'Almeida & F.C. College (M)  
Cm  
11/11/21 (P.U.)  
Contact: 909 209

Dr. V. J. A. 11/11/21

P. J. S. M. S. C. 11/11/21

P. K. S. 11/11/21

*[Signature]*

A. K. S. 11/11/21

*[Signature]* 11/11/21

*[Signature]* 11/11/21

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]* 11/11/21

*[Signature]*

*[Signature]*

3/2/2022

19/11/2021<sup>15</sup>

Minutes of meeting

R.C. Staff Meeting Interaction with students & staff

I year	II year	III yr
MPC-E — 3	MPC — 3	MPC — 8
MPCS — 1	MPCS — 5	MPCS — 7
B2C — 1	B2C — 1	B2C — 9
M2C — Nil	M2C — 2	M2C — 9
B.A — -	B.A — 1	B.A — Nil
B.Com — 5	B.Com — Nil	B.Com — 16

- ① Calling the students to college
- ② Engaging the students <sup>by</sup> house masters of each house has to take responsibility in this matter.

2)

04/12/2021.

As per the instructions of 'Gurukulam' we have to conduct 'open session' with students & staff. So every housemaster should ensure to attend their students in 'open session'. The faculty members are advised to motivate the students has to maintain decorum in the open session and also be given directions which issues are to be taken in the session. Everyone should participate and to make it purposeful -

Time: 4.00 to 5.00 P.M.

Venue:

  
4/12/21

KRo

**PRINCIPAL**  
TWR Degree & PG College ( )  
College Code: 3301 (F )  
202

Circulate to all the classes

&amp; staff.

The Department of JMSc is hereby informed to attend the meeting in principal chamber today i.e., on 10-12-2021 at 12:00 PM to discuss on the following agenda points

1. JMSc sem-I result
2. Syllabus completion including practicals
3. Exam preparation strategy for sem-II
4. Internal exams.

1. Discussion on the sem-I result and analysis of the reasons for less pass percentage and strategies for improvement of the results.

2. The departments are instructed to take a lead and take classes of the currently disengaged faculty.

3. Plan for completing the syllabus prior to the last working day and starting of revision classes.

1. Physics - 95%.

2. Telugu - 90%.

3. Chemistry - 100%.

4. English - Revision and practice has started

5. Community development - 60%.

6. Maths - 60%.

7. Computer science - 85%.

4. Internal examinations for all the subjects have been completed

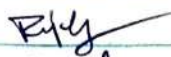


Ravi

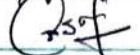


Heena Bheha

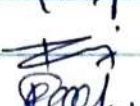








R. S. J.







02/02/2022

All the staff members (Teaching) of this institution are hereby informed there will be a staff meeting today at 2:30 P.M. in the principal's Chamber. All are requested to attend it punctually. The following agenda will be discussed.

Dr. V. H.

K. Rao  
02/02/2022

- 1) Calling of students to College;
- 2) Coverage of syllabus.
- 3) preparing students for V sem. Exams.
- 4) Confirmation of students strength for payment of Exam fee for I, III & III sem (backlog) Semester End Exams.
- 5) I. M. Sc. (students are very less in no.) 2021-22)
- 6) Vaccination of students (status)
- 7) availing leave after prior approval.
- 8) study duties implementing (Regular & holiday)

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College Code: 3391 (P.U.)  
N. Markanool-509 209

## Minutes of meeting

- ① call the students to college as early as possible <sup>maintaining call register.</sup> courses will be start at 9:00 AM.
- ② Every faculty must complete the syllabus within stipulated time and try to cover the 100% syllabus within time.
- ③ Concentrate to motivate the students to prepare well for the V semester examinations, and try to bring 100% results.
- 4) collect the data of long absentees ~~data~~ and confirm the class wise strength to pay I, & III Sem (Reg/Back) Exam fees.
- 5) Try to improve the ZMIC students strength. Maintain 15 students minimum to run the course.
- 6) collect the data of vaccinated students, the home master has to take the data of their concerned home.
- ⑦ the faculty needs to give prior information for availing leaves by substituting their classes & has to submit the leave letter it is mandatory - maintain substitute register.
- 8) collect the data of employability skill students data & P.G. Coaching students data & maintain a record & conduct weekly tests to these students.
- 9) Update the students data who secured ranks in CP-GATE & Central Universities & collect the students data who joined in Central Universities & State Universities.

→ The CGC has to take consideration in this regards. Maintain a record.

→ non-teaching faculty also to act as enchargers in excess duties; where it is necessary.

→ The faculty should continue to attend their study & holiday's duties regularly & monitor the students to sit in the class rooms & motivate the students to concentrate on their studies.

→ No deviation is entertained in this matter. In night duties <sup>maintain</sup> atleast <sup>maintain</sup> two faculty needs to handle <sup>pay in</sup> their duties.

→ Maintain a good relationship with students by ~~call~~ mentioning their names.

→ Focus on average & below average students to bring 100% results.

Dr. V. B.

K. S. Rao  
02/02/2022

1) Jay	7) Jay	13) Prady	19) K. S.
2) P. Rao	8) Prady	14) Prady	20) Prady
3) P. Rao	9) Prady	15) Prady	21) Prady
4) M. Prady	10) Prady	16) Prady	22) Prady
5) Prady	11) Prady	17) Prady	23) Prady
6) Prady	12) Prady	18) Prady	

PRINCIPAL  
Nagar

B.C. Sir - Interaction with students & Faculty

<u>i</u>	<u>ii</u>	<u>iii</u>
MPC - 3	MPC - 3	MPC - 8
MPCS - 1	MPCS - 5	MPCS - 7
BZC - 1	BZC - 1	BZC - 9
MZC - Nil	MZC - 2	MZC - 9
BA - -	BA - 1	BA - Nil
B.Com - 5	B.Com - -	B.Com - 16

(1) Calling the students to the college

(2) Engaging the students

(3) Every house master of their respective house has to take responsibility in these matters.

Goal setting -

→ The staff members has to encourage the students to achieve their goals. motivate the students to work hard.

- continuously acquire knowledge is very important to achieve their goals.

- Goals - short term goals & have to decide in their - long term goals & minds.

→ Focus/Con is very important to achieve the goals.

→ Practice/trained

→ Time management.

→ Commitment

The faculty needs to motivate the students to report on reopening day.

- Home masters & students also make phone calls to the ~~sta~~ not reporting students.
- staff members have to start their syllabus from today afternoon for strengthening the students.
- Avoid the wastage of food in the mess.
- Utilization of Library
- Utilization of staff services.

### Suggestions / Instructions to the staff :

- Give holiday work
- Encouraging the students to report on reopening day
- Create self interest in the students
- Observation of every student movement in their respective house.
- Down up the institution - fill the lapses.
- Supervision of the study ~~study~~.
- Encouragement of the students.
- Gathering the students on stipulated time - in night
- supervision of the study hours & study.
- Giving Tasks to the students.
- Giving assignments " "

*[Handwritten signature]*

**PRINCIPAL**  
 TWR Degree & PG College (M)  
 College Code: 3391 (P.U.)  
 Nagerkudchi - 509 209  
 Nagerkudchi

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*[Handwritten signatures]*

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## Minutes of Meeting

① List out of the future learners in the Subject.

- motivate the students to gather in assembly at stipulated time.
- Give the detail information of the syllabus & gave/suggest detail material to the students.
- Gather the students in the night study to sit in the class room.
- know the information <sup>list out</sup> about average, above average & below average students.
- Encourage the below average students by giving separate training, by taking special care on them.

Telugu

- I Sem - Telugu - Tough Syllabus.
- Giving impast questions
- II Sem - all will pass.
- I Sem - Expecting all will be pass.

English

- I Sem - Tough syllabus.
- II Sem -
- I Sem -

Maths

- I Sem - 8 members
- II Sem - 5
- I Sem -

Physics -

IV sem - 5

III sem - 2

I sem -

Chemistry -IV sem - ~~11~~ 9

III sem - Long absences = 10

I sem -

Botany -

IV sem -

III sem -

I sem -

Zoology -

IV sem - 59 slow learners - 7

III sem - 10 + 10 - slow learners - below average.

I sem -

Comp. Sci -

IV sem - I sem Back - 5

III sem -

I sem -

D. COM. Commerce

IV sem - 2 - Intense learning

J.L. III sem - 5 8

I sem - 1 - 3

Economics:

IV Sem — 36 — 24 Regular      4 — future learners.  
 III Sem — 33 — 26 " "      7 — long absentees.  
 I Sem —      36 " "      6 — T.L.

Pol. Sci.:

IV Sem —

III Sem — 33      20 R + 13 Ab

I Sem — 37      22 R +      2 LAB

History:

Notice:

All the house masters are instructed to conduct house meeting to your respective houses & give the instructions to the <sup>students</sup> about examinations & outside behaviours at the examination centers. During the college time from 9:00 AM to 5:00 PM no students should be allowed to stay in the dormitories it should be followed strictly. The house masters should take care in this regard. After conducting house meeting take the signatures of the students by the house master & it should be submit to the principal today without fail. Thank you one and all.

Dr. V. Mo

~~15/02/2022~~  
15/02/2022

- 1) J. J.
- 2) P. Ravi
- 3) ~~J. J.~~
- 4) Chay
- 5) K. S. S.
- 6) P. J.
- 7) S. S.

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College Code: 3391 (P.U.)  
Nagarkurnool-509 209

R.C. Meeting with staff.

Minutes of meeting

- Asked about long absentees, during exams.
- House master should call the students by their names.
- Take strict <sup>serious</sup> action on long absentees.
- Put Effort to report the students on reopening day of the college.
- Give about the sick students information to the GNM & Panacea.
- Enquire the reasons about the long absentees by calling with their Parents, friends, Sarpanch also.
- Every housemaster has to maintain 100% strength in their class & house → Gurukulam will take action.
- 10 Long absentees — Take the details.

K. Rao  
16/02/2022

**PRINCIPAL**  
TTWR Degree & PG College (M)  
College Code: 3391 (P.U.)  
Nanarkurnool-51209

- |                   |                   |
|-------------------|-------------------|
| 1. Dr. V. Marjela | 12.               |
| 2. P. Rang        | 13. M. Mahalingam |
| 3.                | 14.               |
| 4.                | 15.               |
| 5.                | 16.               |
| 6. Chay           | 17.               |
| 7. K.             | 18.               |
| 8.                |                   |
| 9.                |                   |
| 10.               |                   |
| 11.               |                   |

## Minutes of meeting.

33

18/2/2022

- Discussion on video lessons
- House meeting must be conduct with their respective homestudents.
- Continuous monitoring of students in night study hours.
- Monitoring of mess duties.

K. Rao  
18/02/2022

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College Code: 3391 (P.U.)  
Nagarkurnool-509 209

- 1) Effective teaching in the class room.  
Recapitulate the topic in the night study duty.
- 2) Night study duty to be allotted to the lecturers, every day.
- 3) Improve the self study in the students.
- 4) Encourage, Guide & Appreciate the students.
- 5) Improve the curiosity in the students before giving the introduction of the topic.
- 6) Give more <sup>related</sup> examples of the topic. Give current examples.
- 7) Create & develop the self interest in the students.
- 8) ~~Don't~~ <sup>Permit</sup> allow the phones in the class rooms during class time & night study time.
- 9) Counsel the students when do they use phones.
- 10) Observe the students attitude in the college.
- 11) select two student leaders from each class and gather the information about each student of their concerned house.
- 12) the house master should act as a focoparent.
- 13) Encourage them to spend their leisure time in the library - motivate them to ~~read~~ read competitive books & news papers.
- 14) Encourage them how to prepare & gather information for competitive exams.
- 15) Cleaning daily of water tanks, maintain neatness in the dormitories.
- 16) instruct them to ~~follow~~ follow proper guidelines of the house master.
- 17) the house master should instruct their home students to maintain neatness in the dormitories.

- ⇒ The housemaster should guide their house-students to maintain neatness in the mess during breakfast lunch & dinner-time.
- ⇒ Enquire the health problems of each student of their concerned house students.
- ⇒ Avoid the doubts <sup>of clarity</sup> in between the students about food & medicines whatever providing in the college.
- ⇒ develop discipline in the students.
- ⇒ Give proper guidelines how to maintain keep & maintain their dormitories.
- ⇒ Enquire about the examinations, how did they write.
- ⇒ Motivate the students to attend the college on reopening day.
- ⇒ Provide non-veg on reopening day to improve the attendance on the reopening day.
- ⇒ Create awareness in between the students about the punishments of the long absentees.
- ⇒ Collect the fine money from the long absentees day wise. ~~50%~~

~~Principals~~  
2/3/2022

~~Kola~~

PRINCIPAL  
TWR Degree & PG College (M)  
College Code: 3391 (P.U.)  
Nagarkurnool-509 209

Dr. V. Ab →

1 M. P. Gresh

2. N. M. Ull

3. S. V. M. M.

4) ~~...~~

5) P. G. G.

6) ~~...~~

7) ~~...~~

8) ~~...~~

9) ~~...~~

10) ~~...~~

11) ~~...~~

12) M. A.

13) K. S. S.

14) ~~...~~

15) ~~...~~

16) ~~...~~

17) ~~...~~

18) ~~...~~

19) P. R. R.

20) ~~...~~

21) ~~...~~

Minutes of Meeting

- 1) Monitoring of Dormitories & Class rooms by the house master by conducting house meeting.
- 2) Discuss about the extra of the studies discuss student problems.
- 3) make a good relationship & show more affection behave like friend with the students.
- 4) Every Saturday have to take sign of the Principal on all the records whatever you maintained.
- 5) Backlog students record & Prepare an action plan to them.
- 6) show a Personal Care on the irregular students.
- 7) Weekend test - compulsory. Record marks also.
- 8) Biometric attendance of the students will be starts within in few days.
- 9) Verification of Mess & stock details & entry of the stock in Annapurna by a Regular faculty in each month.

Dr. V. B.  
 P. S.  
 G. S.  
 A. S.  
 B. S.  
 R. S.  
 P. S.  
 G. S.  
 V. S.  
 P. S.

Cheng  
 M. S.  
 K. S.  
 M. S.  
 D. S.

K. R. O.  
 26/03/2022

**PRINCIPAL**  
 TTWR Degree & PG College (M)  
 College Code (P.U.)  
 Nagarkurnool. 209

# Minutes of Meeting

1) Syllabus      2) long absentees.

3) Maintenance of the records.

4) Seminars & Proposals

5) Labs & Lab requirements for conducting Labs.

→ Syllabus Coverage:

## VI Semester:

Sub	Semester	Syllabus Covered	Balance
English	VI Ramudu	80% - Completed	20% - Balance.
Telugu	IV Sem	80% -	20%
	II Sem	60%	40%

Telugu	III	50%	50%
	IV	60%	40%
	II	60%	40%

Maths	VI	50%	50%
	IV	50%	50%
	II	50%	50%

IMSC	I Sem	50%	50%
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Phy	VI		
	IV	50%	50%
	II	50%	50%
IMSC	III	100%	

Chemistry	VI	60%	40%
	IV	40%	
	II	50%	50%
IMSC	I	90%	
	III	90%	

subject	Semester	Syllabus covered	Balance	
Botany	VI	70%	30%	
		50%	50%	
IMSC	I	55%	45%	
		90%	10%	
		70%	30%	
Zoology	VI	70%	30%	
		50%		
IMSC	I	55%	45%	
Micro	I	40%	30%	
		40%	60%	
		50%	50%	
		Project	40%	60%
Comp. Sci	I	60%	40%	
		50%	50%	
		40%	60%	
IMSC	I	80%	20%	
		50%	50%	
B.A Economics	I	80%	20%	
		40%	60%	
		40%	60%	
Pol. Sci	I	40%	60%	
		40%	60%	
		50%	50%	
		60%	40%	
		50%	50%	
		40%	60%	

History

VI	60%	————	40%
V	50%	————	50%
IV	50%	————	50%

B. Com

VI	60%	————	40%
V	40%	————	60%
IV	50%	————	70%

Research method

VI	90%	————	10%
V	50%	————	40% & 40%
IV	50%	————	60% & 60%

Proj

————	40%	————	60%
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Kashappa

VI	60%	————	60%
V	40%	————	60%
IV	50%	————	50%

B-Com-Comp.

VI	40%	————	60%
V	40%	————	60%
IV	40%	————	60%

i Weekly one seminar has to conduct on every subject.

⇒ Guest Lectures, has to conduct.

⇒ Sec IV Paper classes has to conduct regularly during stipulated time.

⇒ Every week has to conduct slip test in every subject.

ii ⇒ Long absentees — upto May I who are continuously absent 30 days have to remove their names from the registers.

⇒ Display the attendance of the every student on the notice board.

⇒ Cosmetic charges have to pay the students who are having 75% attendance.

⇒ Regular house meetings needs to conduct by the house master. Note the long absentees

⇒ Prepare micro plan by the staff, to improve pass percentage of the students.

iii ⇒ Registers — Incent  
sending the details of elective paper /  
Project details to the P.U.

⇒ Purchasing of text books through online.

⇒ Requirement of lab material from each dept.

⇒ <sup>Regular</sup> Home visits & Discussing the home problems of the each house.

⇒ The students have to share their problems with house masters, class leaders & Dormitory leaders.

- Regular conducting of club activities.
- Concentrate on co-curricular activities to improve the creativity & development of the students.
- Annual verification for each incharge should be completed on or before 06th May.

*K. K. Rao*

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 Nagarkurnool-509 209

1 Dr. V. Ab

- |                    |                      |
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Minutes of Meeting

A.S. - sharma Sir Garu,

- Besides the duties what are additional works are doing by the faculty for student development.
- work load of each faculty
- = Extra duties / contribution of the faculty for the students.
- = Online free ~~cert~~ certificate course program.
- = focus on Projects. Develop skills in the students.
- = Encourage the students to learn online courses.
- = ~~Person~~ certificate course have to complete every faculty within these 2 months.
- = Certificate courses are mandatory.
- Prepare presentation, certificate courses, project works.
- = for NAAC.
- = Providing on duty permission to attend seminars & conferences & presentations.
- = One day permission will provide to attend seminars conducted by central & state Govt institutions.

Dr. V. H. 7/5/2022

07/05/2022  
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 Perambalur-509 200

BST 2.4.2022

M. Dhanu	Cash	
Pedra	Th	
	By	
	ees	
Phy	Phy	K. S
Abhishek	Phy	H. P. Jish
	Fl	
		R. L. J

## Minutes of Meeting

RCO Sir

- ⇒ Maintenance of PMR. - Every faculty must maintain PMR.
  - M. Rajesh, Jahangeer Pasha
  - V. Rajesh & Remaining faculty
  - Sri Ramulu
  - C. Bahaj - Maintains PMR - Hard Copy.
- ⇒ Aftab maam
- ⇒ Sneha maam.
- ⇒ Gayatri
- ⇒ Weekly tests have to conduct compulsory. It's a mandatory work of every faculty.
- ⇒ We must kept the students always busy.
- ⇒ The faculty & Lab Assistants should maintain their labs neat & clean.
- ⇒ The faculty should make awareness on the Lab materials & Experiments.
- ⇒ The faculty supervision on students is must necessary.
- ⇒ The lecturer must ask the questions on previous class. try improve attention & Concentration of the students.
- ⇒ Extra work faculty have to share their Lab work with Lab Assistants.
- ⇒ Over work load faculty have to share their work load.
- ⇒ Consider extra work with your work load.
- ⇒ Every teacher try to stimulate the students & get the response from them.
- ⇒ Every day Read the students on that particular topic what you have taught in last class.
- ⇒ Motivate the students to attend the classes regularly.

- ⇒ Give the suggestions & Guide lines to <sup>students to</sup> prepare for Competitive Exams.
- ⇒ The V.P & Principal has to sign all the records every weekend day.
- ⇒ Find out the irregular & lagout students in the classrooms.
- ⇒ Focus on health conscious of the students by each house master.
- ⇒ House master took response on health conditions of the students.
- ⇒ Visit the dormitories regularly and ask the problems — house master.
- ⇒ Enquire the health conditions of each & every student of their concerned house — house master.
- ⇒ Every house master should know the names of their concerned house students.
- ⇒ Proper lighting should be maintain in the dormitories by house master.
- ⇒ Take proper care & responsibilities of each house students.
- ⇒ Arrange the iron meshes to each windows of the dormitories to protect from Rat & Snake bites.
- ⇒ Electrician should observe properly & regularly in each dormitory on electrical damage & fans & lights.
- ⇒ Motivate the students to read in class rooms instead of dormitory. — House master should take responsibility.

- The house master must observe each & every student of their concerned home.
- Home master should maintain a good relationship of their concerned home & Parents.
- Concentrate on long absentees & short absentees.
- It is the duty of every house master.
- Don't allow the cell phones to the class rooms.

*[Handwritten signature in green ink]*

- |                       |                       |
|-----------------------|-----------------------|
| 1) Dr. V. M.          | 20) <del>any</del>    |
| 2) <del>any</del>     |                       |
| 3) <del>any</del>     |                       |
| 4) <del>any</del>     |                       |
| 5) <del>any</del>     |                       |
| 6) <del>any</del>     | 21) M. Anil           |
| 7) <del>any</del>     | 22) R. Mallesh        |
| 8) <del>any</del>     | 23) K. Suresh         |
| 9) P. Ravi            | 24) M. <del>any</del> |
| 10) M. <del>any</del> |                       |
| 11) <del>any</del>    |                       |
| 12) <del>any</del>    |                       |
| 13) <del>any</del>    |                       |
| 14) <del>any</del>    |                       |
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| 17) <del>any</del>    |                       |
| 18) <del>any</del>    |                       |
| 19) M. Jahangir       |                       |

Minutes of Meeting

Date: 10-6-2022





NAAC Meeting

→ All the staff members have to complete their  
Teaching diaries  
Lesson plans  
Attendance Registers upto the end of 30<sup>th</sup> June-2022.

D.S.V. 



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	Name
M. G. Reddy	secy
P. S. Reddy	secy
A. S. Reddy	clerk
T. S. Reddy	M. S. Reddy
R. S. Reddy	
	
	
	

## Minutes of Meeting

### meeting with RC

- Admissions - improvement of the Admissions in 9<sup>th</sup> gr.
- ⇒ Visiting Junior colleges (Govt & Private) to improve admissions.
- ⇒ Try to fill all the sanctioned seats in the college as per seat matrix.
- ⇒ Visit JIWRTC colleges.
- ⇒ Collect the list of students in visiting area.
- ⇒ Trainup the students to write the exams well.
- ⇒ Spend more time with the students and interact them and clear their doubts.
- ⇒ Improve the results subject wise & facultywise.
- ⇒ Improve the attendance of the students in the classrooms.
- ⇒ House master has to take all responsibilities of their <sup>house</sup> students.
- ⇒ Don't permit the students to go the coaching. Provide the necessary books in the library. Each & every faculty guide them to stop to move from the college for coaching.
- ⇒ Council - Each and every students to prepare in the college for competitive Exams.
- ⇒ Motivate the students to attend the college on reopening day.
- ⇒ Focus on student safety, healthy & Protection.

- ⇒ Permit the students to use torchlights & cell phones while moving in the college during night time.
- ⇒ Remove unnecessary grass & shrubs around the dormitories & class rooms.
- ⇒ Arrange class & dormitory leaders to know the health conditions of the students & also study progress of students.
- ⇒ Make awareness about seasonal diseases to the students.
- ⇒ Due to heavy season  
 ↑  
 Maintain proper sanitation in the college premises. Don't allow the stagnate water in the college ground.
- ⇒ Instruct & Guide the students to maintain neatness in the class room & dormitories.
- ⇒ Maintain neatness in the kitchen & Provide good & healthy food to the students.
- ⇒ Give instructions to maintain neatness while eating the food.
- ⇒ Collect the samples of cereals from the Provision.
- ⇒ Verify the expiry dates of the items like oil etc before using.
- ⇒ Provide all the materials for sweeping & sanitation.

⇒ keep the students always in busy, to avoid all unnecessary activities.

*[Handwritten signature]*  
20/7/2022

*K.R.*  
**PRINCIPAL**

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College Code: 3391 (P.U.)  
Nagarkurnool-509 209

*circulation member.*

- 1) Dr. V. M.
- 2) *[Signature]* (VP)
- 3) Abhishek
- 4) S. S.
- 5) P. Rani
- 6) *[Signature]*
- 7) *[Signature]*
- 8) *[Signature]*
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- 17) *[Signature]*

Date: 17-8-2022

Minutes of Meeting

NAAC Meeting

- Progression details of NAAC work upto today.
- Completion of teaching Dairies & Attendance Registers.
- Certificate Courses — Vermi Compost preparation — Zoology
- Next week Submitting Registers —
  - 1) ICT Register —
  - 2) Field trip Register —
  - 3) PG <sup>entrance</sup> Coaching Registers —

*K Rao*

17/8/2022

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 Nagarkurnool-509 209

- 1) Dr. V. B. 17/8/2022
- 2) *[Signature]*
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- 16) *[Signature]*
- 17) *[Signature]*
- 18) P. Rani
- 19) M. J. Junes
- 20) *[Signature]*

## Minutes of Meeting

⇒ I, II & III Semesters started from 26-8-22.

⇒ Home master-ship

⇒ Final year Home masters:

- 1) MPC III yr — Gopal sir
- 2) MPCC III yr — Rami, Balraj
- 3) B2C " " — Ekambara Shary / V. Rajesh Shrawan Kumar
- 4) M2C III yr — M. Rajesh
- 5) B.A III yr — Raghavender
- 6) B.Com III yr — Kashappa

⇒ Second year Home masters:

- 1) MPC II yr — C. Balraj
- 2) MPCC " " — Jahangeer Patha
- 3) B2C " " — ~~V. Shetty~~ V. Rajesh
- 4) M2C " " — ~~Suresh Yadav~~ Krishna
- 5) B.A " " — Arjaneyula
- 6) B.Com " " — Rama sree

- 1) M2C — II yr — Rajesh
- 2) BCC — III yr — ~~Krishna~~ Suresh Yadav.

⇒ Home master should play a live role in maintenance of their concerned Home.

⇒ Attendance should be maintained during night study.

⇒ A Record should be maintained about student's profile — have to inform to their parents due to necessary circumstances.

⇒ call the students & Record everything &  
call data of the students.

⇒

KRo

2.9.22

**PRINCIPAL**  
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College Code: 3391 (P11)

Dr. V. M.  
2/9/22.

Puler  
A  
Ch

Busnee  
S. Suneel

P. Rajalakshmi

A  
Geey  
E

B  
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Ro

M. Mahangee

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# Minutes of Meeting

59

Today at 2:30 pm. All the faculty with VP gathered at library to decide Sec Papers, GE & DECC Papers.

RECC - EVS — IMZC & BZC — Sneha Sundari

IP MPC & MPCC — M. Rajesh

I B.A & B.Com — Rajesh. M. P.S.

II MPC — Sec I <sup>379</sup> Theory of Equations — K. Ravi

~~II MPC~~ — Sec II <sup>368</sup> Remedial Methods for Pollution  
— Drinking water & soil fertility — Gopal

II MZC — Sec I — 351 — Haematology — M. Rajesh

II MZC — Sec II — 368 — Remedial Methods for Pollution  
Drinking water & Soil fertility standards  
— G. Gopal.

II BZC — Sec I — 351 — Haematology — M. Rajesh

Sec II — 368 — Remedial methods for pollution  
Drinking water & soil fertility standards  
— G. Gopal

II MPCC — Sec I — 379 — Theory of Equations — K. Ravi

Sec II — 324 — Operating System — P. Padma

II B.D — Sec I — 341 — ~~Political Science~~ — ~~Arjun~~

— Historical & Cultural Tourism —

Sec II — 370 — Rural Development — Raghavan  
das

B.Com - Sec-I - Principles of Insurance - 360  
- Kachappa Sir.

Sec-II - Practice of Life Insurance - 359  
Narendar

Sec-III - GE Papers.

MPC - 5015 - Politics of Development } Arjuna  
MPCs - 5015 " " " " } Arjuna

M2C - 5015 - Politics of Development } Arjuna  
B2C - 5015 " " " " } Arjuna

B.A - IT - 5010 - Shiva Shanker  
B.COM - Business Economics - 5012 - Ranja Sree

Dr. V. H.

- 1) Sh
- 2) Arjuna
- 3) Arjuna
- 4) Arjuna

staff meeting:-

- 1. → Making phone calls to the students -  
→ House master should call the students daily continuously.
- Daily Monitoring of the house students is must necessary.
- Every house master have to maintain a specific & separate file for each & every student.

III - MPC - 2

III MPCs - 2

III B2C - 1

M2C -

III B.A - 1

B.Com - 8

II - MPC - 1

MPCs - 2

II B2C - Nil

M2C - Nil

II B.A - 3

B.Com - 1

II DMSC - Nil

I MSc - Nil

I - MPC - 1 + 3

MPCs - 1

I - B2C

M2C

I B.A - 1

B.Com -

- 2. classes <sup>must</sup> will start from tomorrow onwards.
- Record <sup>should be maintain</sup> daily phone call data by each house master.
- Syllabus will be complete in-time only.
- 3. Every Saturday Each and every record should be signed by the Principal Sir.
- Every week house meeting must be conducted by the house masters.
4. → Fine should be collected from the students  
 - those who are damaging switch boards &  
 - items in the class rooms & dormitories.
5. → Health & Hygiene: Committee members should monitor
6. → Food committee members -
- A separate Register should maintain by each house master.
7. → Give strict instructions to the students to handover the text books before leaving the college.
8. → To 1 year students - orientation should programme should be conducted & made evaluation report also.
9. → Note the names of long absentees & Record their names.
10. → 1 year House master slips:
- I MPC - Shiva prasad.
- MPCs - Shiva Shankar Rao.
- I B2C - Shrawan Kumar.
- M2C - Swamy

1 B.A - Ramudu

B.Com - Nalendar

2 DMSC -

- ⇒ Department meetings should be conduct each and every department.
- ⇒ Faculty & Subject Coordination meeting should be conduct each & every week. The Department heads should maintain crucial role in that.
- ⇒ ~~Request~~ Necessity of the Faculty based on the work load in each & every department. The Department heads have to give work loads & requirements to the Principal.

⇒

Dr. V. K. 11/10/22

D. Ramesh

P. Ravi 11/10/22

H. Suresh  
P. Ramesh

R. Suresh

K. Suresh

M. Suresh

K. Suresh

R. Suresh

*[Handwritten signatures and initials]*

11/10/2022

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Nagarkurnool-509 209

# Minutes of Meeting

5-11-2022

## 1. Semester Results of II & IV

- ⇒ Every house master should <sup>know</sup> the names of each & every student of their concerned house.
- ⇒ Play an effective role as a loco parent.
- ⇒ Evaluation of Results. Findout the dropouts & long absentees & Back log students

## 2. House master ship allotment:

III	B2c	—	Shivan Kumar
II	B2c	—	V. Rajesh
2	B2c	—	Vijay Krishna
I	m2c	—	Vijay

## 3. Bridge Course implementation:

base line test

Post Course test

4. Health officer — Dr. V. Manjula.

Sanitation officer — Kashappa

Food inspection Committee — K. Ravis shiva shankar.

Dr. K. Anjaneyulu.

## 5. Acting Course:

- ⇒ monitoring of night studies are necessary & Take the students attendance during night study time.

MPCS

CS &amp; Chemistry —

→ Chemistry  
 → club incharges & club activities;

Faculty.

Dr. V. Manjula → Dr. V. Ab

*K. Rao*  
 5/11/2022

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 Nagarkurnool-509 209

- 1) P. Ramudun *Eng*
- 2) *[Signature]*
- 3) *[Signature]*
- 4) Dr. SHAM IMRAN *[Signature]*
- 5) V. Pijli Kumar *[Signature]*
- 6) N. Narendra *[Signature]*
- 7) R. Srinivasulu PD *[Signature]*
- 8) C. Balraj *[Signature]*
- 9) K. S. Jayaraj *[Signature]*
- 7) M. J. J. *[Signature]*
- 8) K. Sindhu *[Signature]*
- 9) D. Shovan Kumar *[Signature]*
- 10) Ravi Kandi *[Signature]*
- 11) Dr. K. Angunuru *[Signature]*
- 12) P. Shiva Shankar Rao - *[Signature]*
- 13) Mohd. Jahangir Pasha *[Signature]*
- 14) Kachappa *[Signature]*
- 15) Swarna *[Signature]*

## Minutes of meeting - RC Sir.

- Monitoring of students is very necessary. Regular checking of Dormitories has to be done by the house masters.
- Conducting study hours at class rooms are very necessary. The subject teacher has to gather the students & motivate the students to sit in the class rooms while studying & during night study hours.
- Not to permit the students to go out side by sitting in the dormitories.
- house master should control their house students during instructional hours.
- III & V Semester syllabus are 100% Covered.
- Student Protection, Safety & Health & every thing has to be monitored by the house master.
- Always keep the students busy in <sup>their</sup> academics.
- Don't permit the students to go out side during instructional hours.

*[Signature]*  
30/12/2022

*[Signature]*  
30/12/2022

**PRINCIPAL**

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College Code: 3391 (P.U.)  
Nagarkurnool-509 209

1) P. Ravi

2) ~~\_\_\_\_\_~~

3) ~~\_\_\_\_\_~~

4) ~~\_\_\_\_\_~~

5) ~~\_\_\_\_\_~~

6) M. Jagan

7) D. Jyoti

8) N. Anand

21-1-2023.

2:00 PM.

## Minutes of Meeting

Meeting - Agenda points:

- 1) Night stay faculty details - Record.
- 2) Action plan of slow learners - Record.
- 3) Improvement of Attendance - Record.
- 4) Concentration on Long Absentees - Record.
- 5) PG Coaching classes - Record.
- 6) Substitution Register

- Every faculty member has to maintain slow learners Register compulsorily & made an action plan to improve their studies.
- Maintain a close relationship with that slow learners.
- Focus on the results in each subject. The house masters & subject teachers must concentrate on the results.
- Focus on long absentees to continue in the college regularly & <sup>compulsorily</sup> attend the classes regularly.
- Night stay is compulsory. In each batch too faculty has to do the night stay duties. The registers should be maintained for the night stay.
- Every month NAAC progression report has to submit to the H.O. & arrange ZOAC meeting every month & should complete the records department wise.
- The night study faculty should visit the dormitories regularly during night study time.

10

- The house master should conduct house meetings regularly & discuss the maintenance of neatness in the class room & dormitories.
- Night study timings should maintain properly from 7:30 - 9:30 PM.
- Every day house visit must do the house master.
- Elect one house leader to monitor the house students & house problems.
- Every faculty must maintain time table & substitute Register should be maintain by the VP.
- House attendance & Class attendance should be maintain by the class teacher only.
- Every student must maintain 75% of attendance.
- Regular maintenance of PG Coaching classes.

### VI Semester Paper:

Sem-III yr MPC — chemistry  
MPCS — Computer Science.

B2C	→ Botany	/ Zoo.
M2C	→ chemistry	/ Micro.

### II year IV Semester:

Sem-IV MPC → Sec-III — Phy  
Sec-IV — Maths

Sem-IV MPCS — Sec-III — Phy  
Sec-IV — Maths.

Sem-IV B2C → Sec-III — Bot/Zoo

Sem-IV M2C — Sec-III — ~~Micro~~ Zoo.

Sec-IV → Chemistry

Sec-IV — Chemistry

All the Years - Computer Applications

Dr. V. ~~Ma~~ 31/1/2023  
 P. Ranj 31/1/23

Ahmed Salcha 31/1/23

B. Bin 31/1/23

C. S. J. 31/1/23

K. S. 31/02/23

M. S. 31/1/23

*K. Rao*  
 31/01/2023  
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 Nagarjun Road, 509 209

Sec Papers Dealers.

Year	Course	Sec	Dealers
II year	AEC - II		Basic computer skills
II year	IV - SEM		for All groups MPCs, Dcom → padma MPC & BA → pasha BZC & MZC - P. Shiva Computer Department
MPC E1	Sec III	}	Number theory (Maths) (Ravi K)
MPCS	Sec III		
MPC - SEC-IV	}	(Physics)	Digital electronics (Sriramulu & Balraj)
MPCS - SEC-IV			
BZC E1	Sec II		Botany Green house Technology
MZC	Sec III		Seed culture - Rajesh kumar. V Vermiculture (Krishnamoorthy)
BZC - SEC-IV	}		chemistry of cosmetics and Food processing (Chemistry) (Sareetha Yadav)
MZC - SEC-IV			
BA	SEC-III		Regislative practices and procedure
BA	SEC-IV		Entrepreneurship and Development - R. P. K. Sir
B. Com	SEC-III		practice of general Insurance - G. R. R. Sir
	SEC-IV		Regulations of Insurance Business - K. S. H. Sir

staff meeting

Date 4-3-2023

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Minutes of Meeting

Agenda points:

- 1) College timings
- 2) Every faculty must attend the study duties.
- 3) Teaching diaries, Attendance Registers, Synopsis - Every week.
- 4) PG Coaching classes - PG weekened exams.
- 5) PMR maintained - should maintain by the faculty, and should take the faculty from the HOD & Principal sir.
- 6) Substitution Register & Night stay Register has to maintain
- 7) Equal distribution of workload in each department.
- 8) Proper maintenance of House Register
- 9) Proper maintenance of the PMR.
- 10) Not to permit cell phones to use in the class rooms.
- 11) Every day the House master should check the dormitories of his concerned house.
- 12) Proper maintenance of the night study duty, the study timings are 7:00 - 9:00 PM.
- 13) All the club activities has to be run as per the -line table.
- 14) Special care should be take on the long absentees.

~~Dr. V. B.~~

~~Dr. A. J.~~

~~Dr. Rao~~  
4/03/2023

Alexis Lalcha  
9/3/23

Md. Jahangir

~~Dr. A.~~

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Nagarkurnool-509 209

~~M. J.~~  
~~Dr. J.~~  
J. Srinivas  
A. J.

~~Dr. J.~~  
~~Dr. J.~~  
Dr. J.

~~Dr. J.~~  
~~Dr. J.~~  
K. S. S.

~~Dr. J.~~  
~~Dr. J.~~

Minutes of MeetingAgenda points:

1) 17-5-2023 to 5-6-2023 Summer Vacation.

2) English - 20% syllabus left  
II sem.

Telugu - VI sem - 100%  
IV - 100%

Maths - II - 70%  
IV - 80%

Physics - VI - 100%

Physics - VI - 100%  
IV - 100%  
II - 70%

Botany - VI - 100%

IV - 75%  
II - 75%  
Sec - 100%

Zoo - VI - 100%

IV - Sec -  
II - 90%

Micro - VI - 95%

IV - 60%  
II - 50%

Naturedar - 20 - 80%

Rhau - 80%

GST VI - 90%

Chemistry VI - 100%

IV - 95%

II - 75%

Comp. Sci VI - 95%  
Project -

IV - 80%  
Acc - 100%

II - 75%  
Acc - 50%

Sec = 80%

B. Com - VI - 85%

IV - 80%

II - 65%

Project - 100%

B.A - VI -

IV -

II -

Kashoppa - VI - 65%

IV - 80%

VI - 85%

Anganyuti - VI - 100%  
 IV - 100%  
 II - 60%

History - VI - 90%  
 IV - 90%  
 II - 80%

Economics - VI - 100%  
 IV - 100%  
 II - 50%

### 2) Admission Committee:

MFC }  
 E } ————— Jahangeer Pasha.  
 MPCS } ————— Shiva Basid.

MZC }  
 E } ————— ~~Rajesh~~ Gopal.G.  
 BZC } ————— V. Rajesh

BA } ————— Raghu B  
 E } ————— Narendar  
 B.Com }

- 1) Every Department has to submit the requirements of chemicals & Project material <sup>intert</sup> to the Principal.
- 2) The student who is having less than 65% attendance has to bring their parent along with him when he will come to report the College on reopening day.
- 3) Arrange home meeting before moving from the College.

6) Annual verification of Labs - vice versa.

1) Dr. V. K.

2) M. J. S.

3) P. Kani

4) V. Nanya

5) Anur Sachu

6) J. S.

7) H. G. S.

8) O. R.

9) K. S.

10) P. S.

11) T. S.

12) M. S.

13) R. S.

14) K. S.

15) S. S.

16) P. S.

17) J. S.

18) S. S.

19) P. S.

20) S. S.

16/05/2023  
**PRINCIPAL**  
 TTWR Degree & PG College (P.U.)  
 College Code: 3391 (P.U.)  
 Nagarkurnool-509 209

## Staff meeting

- Night study duty — Signature & Bio metric attendance has to maintain strictly.
- Every staff member has to monitor their house properly.
- Gather <sup>to sit</sup> the students in the class room only during night study.
- House meeting :- The house master should conduct house meetings regularly. Every week a house meeting has to conduct with their house student
- maintain a healthy relationship with the students
- Discuss <sup>Give</sup> the guidelines of their career.
- Visit the dormitories daily once.
- Give proper guidelines about to keep their surroundings clean.
- Don't permit the students to go out without the house master permission.
- Daily observe the electric bulbs & fans & switch boards & class rooms also.
- Give suggestions to keep their dormitories clean.
- Leave letter: Every faculty should avail cl by using leave letters. And ~~assign~~ the work load to other faculty
- Semester: In sem exams → the concerned faculty who are dealing in sem papers has to concentrate on the students to write the exams properly.

→ Every faculty should monitor the committees.

K. Rao  
10/07/2023

~~Dr. V. B.~~

~~[Signature]~~

~~M. J.~~

**PRINCIPAL**  
TWR Degree & PG College (M)  
College Code: 3391 (P.U.)  
Nagarkurnool-509 209

~~[Signature]~~

~~V. Naga~~

~~J. S.~~

~~[Signature]~~

~~[Signature]~~

~~[Signature]~~

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~~[Signature]~~

~~[Signature]~~

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Minutes of Meeting

Date: 5-10-2023

Agenda Points:

- Separate staff room for Male Faculty
- House matters allocation for - All 2 years.
- Sec Et GR Papers dealing faculty.
- About NAAC Audit -: Rectify the lapses by following the suggestions of NAAC Audit team.
- HOD'S have to take responsibilities to monitor the completion of work in each department.
- Everyday assign some work regarding NAAC to all the faculty in all Departments.
- Gather the data from 2017 - to till now.
- Feedback on NAAC work:

Telugu:

Suggested to prepare soft copies at first.

English:

Suggested to collect the data from 2017 to

Maths:

Suggested regarding assignments, Marks registers  
Proper documentation.

Physics:

Variations in Proforma, Refresher courses  
marks registers

Chemistry:

Suggested regarding Refresher courses &  
Registers maintainers, Student Progression  
Registers.Botany:Suggested to maintain soft copies,  
Maintain department library.Zoology:

Regarding maintainers of GRs Register.

Computer Science:Regarding some changes in softcopy  
formats. Mention Notice RegisterMicro biology:

Regarding Registers &amp;

Commerce: Department Action plan, ~~Almanac~~  
soft copies & Hard copies.

Economics: Entire college needs to follow one pattern.  
Prepare all soft copies.

History :-

Political Science :-

Sec-I

Commerce ~~Sec~~ Ranga Sree.

Sec II

Kushappa & Narendra

Comp-S.

Shiva Shankar Rao.

Life Sci/BOT

Zoo

↖

✓

Chem

✓

Micro

x

Physics

x

B.A.

Suresh

Niseeksham Rao Sir.

AEC — BDLany

GE — BA — Padma.

B-2C — Arts

B.Com — Ranga  
B.Sc — Arts.

1<sup>st</sup> year House master slip → 23-2024.

- II BZC → Anjan Kumar CSr
- II MZC → Mirzo Rajesh
- 2 MPC → Shiv Prasad / News Corner:
- 2 MPCs → Gopal Sir / Shrawan Sir III MZC
- 1 BA → Raghu Sir
- 1 B.Com → Venkanna

(I BZC } Karalya Sir / Krishna Sir - ~~Shruti~~

II BA - Suresh Chinnam (Autory)

2<sup>nd</sup> MZC — Gopal Sir.

— Staff room — 1 Sir has given assurance will arrange within few days.

KRO

Dr. V. K. ... [Signature] Dr. Anand  
[Signature] H. Rajesh  
[Signature] [Signature]  
[Signature] [Signature]  
[Signature] [Signature]  
[Signature] [Signature]  
[Signature] [Signature]

## Minutes of Meeting

- DRAC - Quality change program  
 ISO certification — ISO 9001 — Any organization can take  
 — ISO 21001 — only for Education Purposes  
 ISO 14001 — Academic purposes: Green plantation — clean  
 ISO 50001 — energy saving purpose.

2. Audit. — Conformative Assessment — Standard Improvement  
 — Conditional " "

6.5.3 & 6.5.2. — Criteria — 10 }  
 7.1.6 — G — 20 } points.

Lab — maintenance.

→ Vision & Mission

⇒ Department Vision & M

— library " "

— objectives

— Goals & Responsibilities.

List committees —

— List of Meetings.

Action plan

— handover & takeover details of HODs & Principals

— List of Assets & Asset Numbering  
 Assets Audit

→ Condens Committee — Government Resources  
 — types of wastage Protection Committee.

→ e-wastage — disposal.

→ List of best Practices. — Seed Bank.

⇒ College best Practices

Department best Practices

→ Faculty ID Cards to be issued.

→

# Minutes of Meeting

## RC meeting with staff

Date: 18-12-2023

### → Agenda Points:

→ PAC ~~Appointment~~ Appointment

→

Student safety, security & protection is very important

Steps: House master role is crucial.

→ Principal has to supervise & should show maximum concentration of the institution

→ Every day has to <sup>try to</sup> strengthen the students in academics

→ Keep always busy the students.

→ Lighting perfect - should maintain.

→ Don't allow the students to go out from the college during night time.

→ Maintain proper lighting in each class room & Dormitories.

→ Repair the damaged switch boards & wires in the class rooms & dormitories.

→ Clean the area in the mess surrounding due to absence of dining hall.

→ Don't permit the students to go out from the college during holiday time.

→ Every day calculate the strength of the students of each house.

→ Identify the long absentees students by collecting the information from each class.

→ House master should maintain a good relationship with their house students.

→ Every day give a good counselling to their respective house students.

the Home master should

- Observe the Psychological changes of their concern home students, guide them to change their behaviour.
- Every period the class teacher should take the attendance of the students in each class & discuss the issues with the Principal Everyday.

⇒ GNM — has to appoint two students  
 1 — ~~daily~~ duty doctor  
 2 — " " "

GNM has to maintain proper record of each and every student health issues, Psychological issues & family issues of the students.

⇒ Health issues & Depressions & Any other issues if accrued has to be observed by the Home master & ANM.

⇒ water storage tanks, & water tanks has to be cleaned monthly once by the students & has to take sign of the student & ANM & maintain a Register.

⇒ clean the tanks with Bleaching Powder.

⇒ Salt treatment of the vegetables. the food supply follow & supply care taken & per menu ANM & food leaders has to take care on this matter.

- To avoid hostel related diseases to check the cooking vessels properly.
- Arrange the proper strength of the workers based on the strength.
- Don't permit to enter any union & news paper journalists into the college.
- Arrange the food leaders to check the food loads & vegetables continuously.
- Per capita enhances will be except in soon.
- Avoid the wastage of food & vegetables.
- Every faculty needs to upskill themselves.
- A teacher should learn day by day to improve his knowledge & also students knowledge to make the classrooms more effective in their respective subjects.
- Academics:
  - Complete the syllabus in time.
  - Encourage the students to enter into universities & Central universities.
  - Maintain the timings what was assigned to the teacher in the time table, to his relevant subject.
  - Note the slow learners / future learners. a record and prepare a study plan to improve these students in your concern subject.
  - Conduct Remedial classes during evening time.
  - Give Assignments & slip test questions to the slow learners.

- Decrease the strength of the slow learners list for semester wise.
- To ensure the students strengthen in the class rooms. - Learnings during
- Study hour: Maintain proper study duties
- All the faculty should must attend their night study duties & holiday duties.
- Train the students to join in the university campus only.
- Seriosity, Punctuality has to maintain by every faculty.
- Keep the students always busy.
- Laboratories & Library has to keep open as per the schedule.

Dr. V. A. I/P

~~Signature~~  
12/12/2022

1. P. Ravi

2. M. J. J.

3. A. S. S.

4. S. S.

5. S. S.

6. S. S.

7. S. S.

8. S. S.

9. S. S.

10. S. S.

11. S. S.

12. S. S.