

**PITHAPUR RAJAH'S GOVERNMENT COLLEGE (AUTONOMOUS)
KAKINADA - 533 001, ANDHRA PRADESH**

Composition of the Academic Council for the year 2018- 2019

1. The Principal
Dr. C. Krishna - Chairperson Attended
2. All the Faculty-in-charges of Departments - Members Attended
3. Four teachers of the college representing different categories of teaching staff by rotation:

Sri. D. Rama Rao, Convener, P.G. Courses	}	Members	Attended
Sri. P. John Kiran, Lecturer in Zoology	}		Attended
Sri. P.V. Krishna Rao, P.O., NSS	}		Attended
Sri U.V.B.B.Krishna Prasad, Convener, AVE	}		Attended
4. Four experts from outside the college representing different fields as members:

Education	:	Dr. R. David Kumara Swamy, Principal, Govt. College (Autonomous), Rajamahendravaram	Attended
Medicine	:	Dr. R.V. Ramana Rao, Kusuma Nursing Home, Kakinada	Attended
Law	:	Sri P. Srinivas, Advocate, Kakinada	Attended
Engineering	:	Dr. J.V.R. Murthy, Professor, JNTU, Kakinada -	Not attended
Industry	:	Sri Ch.S.N.Murthy, Venky Parenterals, Yanam-	Attended
5. Nominees of the University as members :

Dr. A. Matta Reddy, Dean Examinations Adikavi Nannaya University, Rajamahendravaram	-----	Not attended
Dr. K. Ramaneswari, Department of Zoology, Adikavi Nannaya University, Rajamahendravaram	-	Attended
Dr. B. Kezia Rani, Assistant Professor, Dept. of C.S.E.,- Adikavi Nannaya University, Rajamahendravaram		Attended
6. Faculty members nominated by the Principal for Academic Council meeting to be held on 11th May, 2018.

Dr. N. Srinivas, Lecturer in Zoology & Controller of Examinations	Attended
Sri. K. Jayadev, Lecturer in Physics & ANO NCC (Air Force Wing)	Attended
7. Member Secretary - Nominated by the Principal :

Dr. P. Hari Ram Prasad - Academic Coordinator -	Attended
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Minutes of 20th Academic Council Meeting for 2018-19 on 11th May, 2018

1. Approval of Academic regulations, syllabi, changes in Curriculum, pattern of question papers etc. as resolved in Boards of Studies meetings of various Departments convened in April, 2018.

Discussion: Chairman of A.C. explained the proposed changes made by members of various BOS conducted; subject wise.

Council approved the changes in the syllabi, pattern of question papers approved in Board of Studies meetings of various departments for the academic year 2018-19, and decided on the following :

- Department of English proposal of 20:30 pattern (Practical: SEE) for the I & II year foundation course CSS. University Nominee Prof K. Ramaneswari and Education Expert Dr. R. David Kumar advised the In charge department of English that Foundation Course (CSS) should not be divided into 20:30, it should be implemented as it is, as recommended by the University/APSCE and suggested approval from the University for the proposed deviation.
- And also the Council differed the proposal of the department of chemistry in the cluster 3 Theory + Project instead of practical. Advised the In charge Department of Chemistry to adopt the system proposed by the APSCE as followed by the other science departments of the College, i.e., Project for Cluster -C3 paper in VI semester for 150 marks

Resolution: Resolved to approve the major changes made in the syllabus during BOS meetings held in Annexure -I, and differed on the Division of CSS by Department of English and Cluster -3 by Department of Chemistry.

Approval of the list of paper setters and examiners recommended by the members of Board of Studies in different subjects for the academic year 2018-2019.

Discussion: Education Expert Dr. R. David Kumar Swamy suggested form a data base of examiners for both paper setting and paper valuation on the basis of their qualifications and experience for paper setting and valuation.

Resolution: The council approved the lists of examiners and papers setters submitted by the BOS in all subjects .

Introduction of U.G. restructured courses w.e.f. 2018-2019.

Discussion: The Commissioner of Collegiate Education, A.P. Amaravati suggested to implement certain restructure courses particularly employment based courses. The chairman of A.C. informed that two new U.G. programs in B.Sc stream - (1) B.Sc Analytical Chemistry (Mathematics, Chemistry & Analytical Chemistry) and (2) B.Sc Horticulture (Horticulture, Botany & Chemistry) are proposed to be introduced from this academic year. For this necessary resolutions were taken by the departments of chemistry and department of Botany in BOS meetings to anchor the above two new courses.

Resolution: resolved to approve the introduction of the above two restructured programs w. e .f. 2018-19 A.Y. It is also resolved to adopt curriculum and syllabi approved by APSCHE for those two new programmes.

4. Operation of M.A. (Hindi), M.A. (Telugu) from 2018-19 in self finance mode.

Discussion: The Commissioner of Collegiate Education, A.P, Amaravati accorded permission to the college to offer M.A. (Hindi), M.A. (Telugu) as per the proceedings RC. No. 01/GDC & CS/ 2017, dt: 26-06-2017. The affiliating university AKNU, Rajamahendravaram also issued affiliation to the above said P.G. Courses. The department of Hindi and Telugu is also ready to make their own arrangements in workload allocation and syllabus allocation.

Resolution: The council approved and resolved to introduce the proposed two P.G. courses from this academic year 2018-19.

5. Proposal for P.G. Course in English (MA English).

Discussion: The Commissioner of Collegiate Education, AP Amaravathi sent a Circular Memo No. 01/GDC & CS/ 2018 dt 17/4/18 regarding submission of proposals for starting of New Courses in UG / PG after getting approval & affiliation from AKNU, Rajamahendravaram .

Resolution: The council approved and resolved to introduce the proposed P.G. course after getting necessary approval from the Commissioner of Collegiate Education, A.P and affiliation from the University.

6. To engage Guest faculty in vacant positions of different faculties of the college by utilizing accumulated special fee.

Discussion: Based on the increased work load due to the adopting the clusters in the VI semester the required guest faculty may be engaged in vacant positions @ 200/- pm subjected to maximum 72 hours. However proposal will be placed before the GB for Utilization of Accumulated Special Fee funds to meet guest faculty salaries.

Resolution: The council approved and resolved to pay the salaries of guest faculty in vacant posts after getting the approval from GB and other statutory committees. Moreover University Nominee Dr. B. Kezia Rani, Asst Professor, Department of CSE, ANUR suggested to form a monitoring Committee to monitor the regular duties of Guest Faculty.

7. Preparation of Teaching/Learning material as mandatory by each Department.
Preparation of teaching learning

Discussion: The UGC has been extending financial assistance for the preparation of e – content manuals, handouts, workbooks, and other reading material that enhance the learners understanding of the subject. Providing teaching / learning material is needed in view of introduction of elective subjective to supplement the students' efforts.

Resolution: *Resolved to make the preparation of teaching learning material mandatory by each department as a best practice and provide financial assistance. The IQAC is directed to consolidate the proposals received from the departments with justification and submit them to the UGC coordinator.*

8. Student Study Project as compulsory component for III year students under CBCS and method of evaluation of the same.

Discussion: Under CBCS system students has to submit project report in VI semester and obtain credits. In cluster elective system, it is compulsory to all final year students.

Resolution: The project work is made compulsory consequent on the implementation cluster electives in the final year. Resolved to make the project work compulsory for final year students.

9. Community service- extension/ outreach programs by each Department of the college to be made compulsory.

Discussion: University Nominee Dr. Ramaneswari, Department of Zoology, ANUR, Rajamahendravaram suggested that credits / marks for Community services can be included in internal marks. The Chairman wanted that every department should involve in community service. The academic coordinator informed that extra credits are being given for NSS volunteers, and remaining students who participate in outreach programs will get extra credits.

Resolution: *Resolved to discuss the allocation of credits to community service in the next BOS meetings and further resolved to issue appreciation certificates to volunteers participating in community service.*

10. Review of Results of II, IV and VI & I, III, V semesters of the Academic year 2017-18.

Discussion: The university representatives expressed their dissatisfaction over the pass percentage. They stressed the needful improvement in group wise percentage. They suggested to identify slow learners and to conduct remedial classes.

Resolution: Resolved to conduct remedial / study hours for slow learner in the groups with low percentage of pass. The academic coordinator and the lecturer in-charges are instructed to identify the students and conduct classes out of the college hours / leisure hours.

11. Approval of academic calendar for the Academic Year 2018-2019.

Discussion: The Council went through the academic calendar comprising academic schedule and the list of holidays, examination schedule etc as provided in the Annexure VIII.

Resolution: The Council unanimously resolved to follow the Academic calendar meticulously.

12. Approval of Institutional Action plan for the Academic Year 2018-2019.

Discussion: Annual Plans proposed by various departments were discussed in the respective BOS meetings. The departmental activities, institution specific activities, activities of the supportive services, and IQAC activities are incorporated in the institutional action plan placed before the council. Medical expert Dr RV Ramanarao suggested that First Aid training can be given to students through the collaboration of Lions Club /alliance Club etc , and also advised to conduct More student centric programs like Veeksha, Harivillu, REMA-2017 can be continue.

Resolution: Resolved to approve the Institutional plan 2018-19, also approved to continue the facility of financial assistance from Autonomous / RUSA funds for the proposed student centric activities proposed by the Departments.

13. Certain notable events conducted by the institution during 2017-18

Discussion: The council discussed the various activities conducted by the various departments during 2017-18 academic years. Educational expert Dr. R. David Kumar Swamy appreciated the efforts of the department in-charges and the Principal

Resolution: The academic council appreciated the efforts of various departments for providing higher levels of knowledge to the students by organizing workshops, seminars, invited talks etc.

14. Certain Notable achievements by the institution during 2017-18.

Discussion: The council discussed the Notable achievements of the Institute in general and NAAC peer team visit in Particular, during the year 2017-18. The council appreciated the efforts of the Principal and other stake holders of the Institute.

Resolution: Council unanimously appreciated the combined efforts of the Principal and Staff for achieving NAAC "A" grade in the 3rd cycle of Accreditation. The council approved all the programs conducted by various departments for the development of students with in the campus and out of the campus during 2017-18.

15. Disposal of internal examination answer scripts of 2017-18.

The controller of examinations requested the academic council to give permission to dispose of the 2014 – 15 and 2015 – 16 internal examination answer scripts as they were piled up occupying a major space in COE office and attracting dust.

Discussion: Controller of Examinations proposed to dispose the internal examination answer scripts time to time, to address above mentioned problems. Dr R. David Kumar advised the chairperson to return back valued internal answer scripts to students for reference which helps to acknowledge the transparency in teaching and evaluation process of internal examinations.

Resolution: Resolved to issue the valued internal answer scripts to the students from the 2018-19 academic years onwards with proper acknowledgement.

16. Disposal of damaged and unserviceable Games/sports articles up to 2017-18.

Discussion : The In charge Department of Physical Education requested the academic council to give permission to dispose of the unserviceable sports and games articles up to 2017 – 18 as they are piled in the store room which attracting rats / pest, dust and occupying lot of space in the department.

Resolution: Resolved to dispose of the unserviceable Games / sports articles time to time , to address the said problems duly follow the government norms

17. Adoption of Research attitude through applying projects to DST/UGC/FIST / CSIR/ ICCR/ CIIL, Mysore, participating national/inter National seminars/Workshops and publishing Research articles in UGC Recognized journals and books.

Discussion: In order to promote research attitude and culture among faculty members the institutions time to time providing opportunity to all to apply for various major and minor projects. The committee also resolved to attend / present papers in various National and International seminars / workshops. As per the directions of APCCE, Amravati, it is resolved to accept and recognize the research papers / articles / research contributions in UGC recognized list of journals.

Resolution: The council resolved to encourage faculty to apply projects as individual or group in multidisciplinary areas.

18. Proposal for Diploma/Certificate courses by various departments.

Discussion: The chairman informed the council that along with existing Diploma / certificate courses, each department should come forward to conduct various and relevant diploma / certificate courses.

Resolution: The council Resolved to take the help of MOOCs, and Swayam platform in this process if possible. It is also advisable to introduce intra department courses.

19. Decision on suspected malpractice case from Oct. 2017 to till date.

Resolution: The council chairman nominated the University representatives for taking decision on quantum of punishment in respect of suspected malpractice cases. Resolved to adopt the affiliating university rules for SMP cases from the 2018-19 admitted batch onwards.

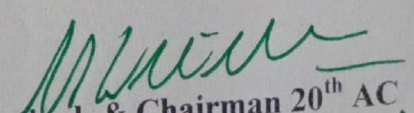
20. Any other relevant academic agenda with permission of the chair.

Discussion : The Course Coordinator ATP (UGC Sponsored Community College) requested the Council to submit a proposal to the UGC to extend the course which helps the students to have BSc degree on par with general graduation.

Resolution: The council approved the ATP Course coordinator's request subject to the condition of extension from the UGC, New Delhi.

21. The Education Expert Dr R. David Kumar, Principal, Govt. College (Autonomous), Rajahmahendravarm given MOU for Student Exchange Program which is Mandatory for next NAAC assessment. Chairperson Dr C. Krishna also proposed to have more MOUs with nearby Colleges like ASDGDC(W), Kakinada, Ideal College, Kakinada and Aditya College, Kakinada

Resolution: The council resolved to have more MOUs with various government and private colleges for "students exchange program" which is mandatory for next NAAC assessment


Principal & Chairman 20th AC
PRGC (A), Kakinada 11/5/18.

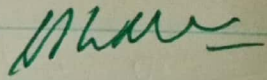
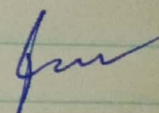
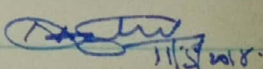
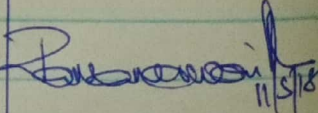
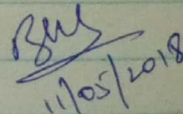
Dr. KRISHNA CHAPPIDI
M.Sc.Tech., N.E.T., P.G.D.C.A., Ph.D.,
PRINCIPAL
PITHAPUR RAJAH'S GOVT. COLLEGE
(AUTONOMOUS) - KAKINADA - 533 001
East Godavari Dist. A.P.

20th Academic Council Meeting

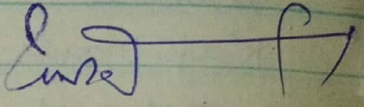
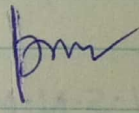
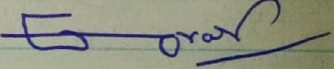
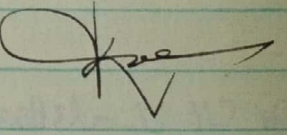
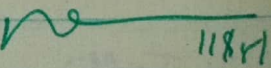
Dt 11/05/2018

20th Academic Council meeting for the year 2018-19 is held on 11/05/2018 in the conference hall of the College.

Dr. C. Krishna, principal and Chair person of the Academic Council conducted the proceedings. The following members of the Academic Council have attended the meeting and discussed the agenda placed before the Academic Council and minutes of the meeting on agenda points are recorded by the Academic Coordinator of the College.

S/No	Name of the member	Designation	Signature
1	Dr. C. Krishna	Principal & Chairman	
2	Dr. P. Hari Ram Prasad	Academic Coordinator & Member Secretary	
3	Dr. N. Srinivas	Controller of Exams	 11/5/2018
4	Dr. A. Mattha Reddy Dean Examinations Adikavi Nannaya University	University Nominee	Not Attended
5	Dr. K. Rameshwarani Head Dept. of Zoology Adikavi Nannaya University	University Nominee	 11/5/18
6	Dr. B. Kezia Rani Dept. of Computer Science Adikavi Nannaya University Ravagururam E.G. Dist.	University Nominee	 11/05/2018

7	Dr R. David Kumar Swamy Principal GDC Ryahindur	Education Expert	R.Da <u>11.5.2018</u>
8	Dr. R.V. Ramana Rao Kumbura Nursing Home Kalcimada	Medicine Expert	R.V. Ramana <u>11/5/18</u>
9	Sri P. Srinivas Advocate Kalcimada	Law Expert	P. Srinivas <u>11/5/18</u>
10	Dr. J. V. R. Murthy JNTU, Kalcimada	Engineering Expert	Not Attended
11	Sri CH. S. N. Murthy Venkatesh Pharmaceutical Yanam	Industry Expert	CH. S. N. Murthy
12	Dr T. K. V. Srinivas	UCC principal Lecturer in English	T.K.V.S.
13	Dr CH. Lalitha	Incharge Dept of philosophy	Ch Lalitha
14	Dr V. Anantha Lalitha	Incharge Dept of mathematics	V. Anantha Lalitha
15	Dr K. Tyotli	Incharge Dept of physics	K. Tyotli
16	Sri D. Rama Rao	Lecturer in Chemistry PG Incharge	D. Rama Rao
17	Sri P. V. Krishna Rao	Lecturer in English NSS officer	P. V. Krishna Rao

18	Sri B. Ali Gaba	Incharge Dept. of Zoology	Not Attended
19	Sri T. Varaprasad	Incharge Dept. of Chemistry	Not Attended
20	Sri K. Narasimhaswami	Incharge Dept. of History	V.N.S
21	Sri V. Mallikartana Sarma	lecturer in Chemistry	
22	Sri P. John Kiran	lecturer in Zoology	
23	Sri U.V. B.B.K. prasad	Incharge AVE	
24	Sri K. Jai Dev	ACC officer	
25	Dr K. S. Bhaskari	Incharge Dept. of Economics	K. S. 11/5/18
26	Sri P.V.V. Satyanarayana	Incharge Dept. of Political Science	 11/5/18
27	Sri K. Annonachoudary Physical Director	Incharge Dept. of Phys. Edn.	K. Annonachoudary 11/5/18
28	Dr J. Banduranga Rao	Incharge Dept. of Commerce Ex. Asst. A.C. Co-ordinator	