



**SRI PADMAVATHI WOMEN'S DEGREE & PG COLLEGE, TTD, (A), TIRUPATI**  
(Affiliated to S.V. University)

**Proceedings of the First Academic Council Meeting**

**Date: 03.06.2024**

**Time: 11:00 AM**

**Members Present:**

S NO	Category	Name of the Person	Designation	Representation
1	Chairperson	Dr. T. Narayanamma	Principal	Chairperson
2	HODs	Dr. Y. Sireesha	HOD of Biochemistry	Member
		Dr. C. Bhuvaneshwari Devi	HOD of Biotechnology & Environ. Studies	Member
		Dr. B. Jyothi	HOD of Botany	Member
		Dr. Y. Suneetha	HOD of Chemistry	Member
		Dr. A. Malleswari Devi	HOD of Commerce, Comp. Appl. & Social Anthropology	Member
		Dr. K. Uma Rani	HOD of Computer Science	Member
		Smt. P. Sarada	HOD of Economics	Member
		Dr. K. Vasudha	HOD of Electronics	Member
		Smt. G. Neeraja	HOD of English	Member
		Dr. C. Sujathamma	HOD of Geography & Pop. Studies	Member
		Smt. P. Venkatalakshmi	HOD of Hindi	Member
		Dr. V. Lakshmi	HOD of Home Science	Member
		Dr. A. Vidhyullatha	HOD of Mathematics & Statistics	Member
		Dr. B. Bharathi	HOD of Philosophy & Indian Culture	Member
		Dr. C. Uma Devi	HOD of Physics	Member
		Smt. K. Sai Kumari	HOD of Political Science	Member
		Smt. M. Hemalatha	HOD of History	Member
		Smt. K. SaiKumari	HOD of Political Science	Member
		Dr. G. Bhadrarani	HOD of Psychology	Member
		Smt. K. NagaPadma	HOD of Sanskrit	Member
		Dr. S. Jayasree	HOD of Social work & Sociology	Member

		Dr. V. Krishnaveni	HOD of Telugu	Member
		Dr. K. Sireesha	HOD of Zoology	Member
3	Sr Lecturer Nominated by the Principal	Dr. T. Suneetha	Lecturer in Commerce	Member
		Dr. C. Divyavani	Lecturer in Chemistry	Member
		Sri. Y. VenkataRamana Reddy	Lecturer in Economics	Member
	Science	Prof. Y.V. Rami Reddy	Professor, Dept. of Chemistry, SV University, Tirupati	Member
	Educationalist	Prof. G. Rajarami Reddy	Former Vice Chancellor, Vikrama Simhapuri University, Nellore,	Member
	Law	Smt. K. Aparna Devi	Senior Lawyer, High Court, Chennai.	Member
5	University Nominees	Prof. R.P. Vijayalakshmi	Dept. of Physics, SV U College of Sciences, Tirupati	Member
6	Controller of Examinations	Dr. A. Vidhyullatha	HOD of Mathematics	Member
7	Member Secretary	Dr. G. Bhadramani	HOD of Psychology	Member

### **Agenda Points**

1. Approval of Four Year UG Honours Single Major Programmes of B.A, B.Sc and B.Com for the admission of students for the Academic Year 2024-2025.
2. Approval of the list of BOS Members of 26 departments for three academic years 2024-2025, 2025-2026 and 2026- 2027.
3. Approval of BOS meeting minutes pertaining to ODD and EVEN semesters 2024-2025 curriculum and syllabus under Regulation 2023-2024 of APSCHE, AP State Government.
4. Approval of BOS meeting minutes pertaining to Course Structure for all Programmes as per APSCHE Guidelines.
5. Approval of BOS meeting minutes pertaining to Evaluation Pattern for both Internal and External Examinations for the academic year 2024-2025.
6. Approval of BOS meeting minutes pertaining to Course Structure for UG Honors in Single Major Programmes of B.A, B.Sc and B.Com as per APSCHE Guidelines for the academic year 2024-2025.

7. Approval of the List of Examination Evaluators and Paper Setters for all the UG Honors in Single Major Programmes of B.A., B.Sc. and B.Com for the academic year 2024-2025 as mentioned in Annexure-II.
8. Approval of the Academic Schedule for the academic year 2024-2025.
9. Approval of the Examination Fee Structure for B.A., B.Sc. and B.Com. Semester End Examination including practical/field/project and revaluation for first and second semesters for the academic year 2024-2025.
10. Approval of the Statement of Expenditure for conducting Mid Semester and First and Second Semester End Examinations along with infrastructure requirements
11. Approval of Academic Policies for the academic year 2024-2025.
  - a. Curriculum Enrichment Policy
  - b. Admission Policy
  - c. Attendance Policy
  - d. Examination Policy
  - e. Code of Conduct Policy
  - f. Quality Policy
  - g. IT Policy
  - h. Research Development and Consultancy Policy
12. Approval of the Add-On courses proposed by the departments of Physics, Bio-Technology and Sanskrit from the academic year 2024-2025.

## **Minutes of the Academic Council Meeting:**

The First Academic Council meeting is held on Monday 3<sup>rd</sup> June 2024 at 11 AM in Room No. 103. The meeting commenced with a short welcome by Dr. C. Bhuvanewari, IQAC Coordinator. The Chairperson of the Academic Council Dr. T. Narayanamma, Principal of the college invoked the blessings of Lord Venkateswara and gave a brief introduction of the college. The Member Secretary of the Academic Council, Dr. G. Bhadramani, introduced the expert members to the committee members and presented the agenda of the first Academic Council Meeting.

The minutes of the Academic Council meeting were recorded by Dr. S. Jayasree, HOD of Social Work.

## Agenda Points Discussed and Approved During the Meeting

### Agenda-1(AC/2024/01): Approval of Four Year UG Honours Single Major Programmes of B.A, B.Sc and B.Com for the admission of students for the Academic Year 2024-2025.

The Member Secretary invited Dr. A. Vidhyullatha, Coordinator of Admissions to present the Programmes to be offered for the Academic Year 2024-2025.

Dr. A. Vidhyullatha, informed about the list of Single Major Programmes offered for admissions into Four Year Honours Degree Programme and Minor, Multi-Disciplinary and Skill Enhancement courses offered in the Programmes.

#### a) Single Major Programmes

S. No	Name of the Single Major Programme	Student Sanctioned Strength
1	B A Honours-- Political Science	110
2	B A Honours-- Social Work	50
3	B A Honours-- History	90
4	B A Honours-- Special English	30
5	B A Honours--Special Telugu	30
6	B A Honours-- Economics	75
7	B Com Honours--Computer Applications	180
8	B Com Honours-- General	180
9	B Sc Honours--Computer Science	120
10	B Sc Honours--Biochemistry	50
11	B Sc Honours--Mathematics	90
12	B Sc Honours-- Statistics	50
13	B Sc Honours--Psychology	30
14	B Sc Honours-- Physics	60
15	B Sc Honours-- Home Science	60
16	B Sc Honours--Biotechnology	50
17	B Sc Honours--Electronics	25
18	B Sc Honours-- Botany	90
19	B Sc Honours-- Zoology	90
20	B Sc Honours-- Chemistry	60
21	B Sc Honours--Geography	30

#### b) Minor Programmes Offered from II Semester onwards

S.No	Minor Courses Offered Semester II Onwards	Department
1	Political Science	Political Science
2	Social Work	Social Work
3	History	History
4	Special English	English
5	Special Telugu	Telugu

6	Economics	Economics
7	Philosophy	Philosophy
8	Population Studies	Population Studies
9	Computer Science	Computer Science
10	Biochemistry	Biochemistry
11	Mathematics	Mathematics
12	Statistics	Statistics
13	Psychology	Psychology
14	Physics	Physics
15	Food Science and Technology	Home Science
16	Environmental Studies	Environmental Studies
17	Zoology	Zoology
18	Chemistry	Chemistry
19	Geography	Geography
20	Business Economics	Commerce
21	Principles of Management	Commerce
22	Biotechnology	Biotechnology

**c) Multi-Disciplinary in Semester-I**

S NO.	Multi-Disciplinary Courses Semester-I	Department
1	Principles of Psychology	Psychology
2	Introduction to Social Work	Social Work
3	Indian History	History
4	Principles of Biological Sciences	Zoology
5	Principles of Chemical Sciences	Chemistry
6	Principles of Physical Sciences	Physics

**d) Skill Enhancement Courses in Semester-I**

S NO.	Skill Enhancement Course : Sem-I	Department
1	Entrepreneurship Development	Commerce
2	Leadership Skills	Telugu/Any
3	Analytical Skills	Mathematics
4	Communication Skills	English

**e) Skill Enhancement Courses in Semester –II**

S NO.	Skill Enhancement Course : Sem-II	Department
1	Business Writing	English
2	Marketing Skills	Commerce
3	Investment Planning	Commerce
4	Stock Market Operations	Commerce
5	Digital Literacy	Computer

Prof G. Raja Rami Reddy suggested to follow the guidelines of APSICHE and to run the Programme with a Minimum strength of 10 students.

Prof Y.V. Rami Reddy suggested to introduce the following new Programmes, Add-On Courses and Certificate Courses in future.

- New Programmes:
  1. B.Com Honours (International Finance)
  2. B. Com Honours (Information Technology)
  3. B. Honours (Auditing)
- Add-On Courses:
  1. Hotel Management
  2. Bio Informatics
- Revenue Generating Certificate Courses

Prof G. Raja Rami Reddy recommended to introduce PG Courses in the departments having qualified faculty from the next academic year.

**Discussion:** The Academic Council members discussed the list of Single Major Programs with Core, Language, Multi- Disciplinary and Skill Enhancement Courses for admission of students into Four Year Honors UG B.A, B.Sc. and B.Com Programmes for the Academic Year 2024-2025.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the list of Single Major Programs with Core, Language, Multi-Disciplinary and Skill Enhancement Courses for admission of students into Four Year Honors UG B.A, B.Sc. and B.Com Programmes for the Academic Year 2024-2025.

**Agenda-2(AC/2024/02): Approval of the list of BOS Members of 26 departments for three academic years 2024-2025, 2025-2026 and 2026- 2027.**

Dr. G. Bhadramani, Academic Council member secretary, presented the list of BOS committees constituted for various Single Major Programmes for approval (Annexure-I)

Prof. Raja Rami Reddy suggested to include a Student Nominee in the BOS committee. The discussion ended with the clarification given by Dr. K. Umarani, Autonomous Coordinator, that constitution of BOS is based on the guidelines issued by UGC and SV University.

**Discussion:** The Academic Council members approved the list of BOS Members constituted as per the Autonomous guidelines of UGC, for twenty six departments as shown in Annexure –I BOS meeting reports with the recommendation to include student nominee in BOS.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the list of BOS Members constituted as per the Autonomous guidelines of UGC, for twenty six departments for three academic years 2024-2025, 2025-2026 and 2026- 2027 as shown in Annexure –I.

**Agenda-3 (AC/2024/03): Approval of BOS meeting minutes pertaining to ODD and EVEN semesters curriculum and syllabus under the Regulations of APSCHE - 2023-2024, AP State Government for the academic year 2024-2025 (Annexure-I).**

The Member Secretary of Academic Council presented the BOS meeting minutes pertaining to Curriculum and Syllabus under the Regulations of APSCHE-.2023-2024 for First and Second semesters of academic year - 2024-2025 (Annexure -I)

- Prof Y.V. Rami Reddy opined that the syllabus of the Course proposed by APSCHE can be changed up to 30%. The member Secretary clarified that 10% changes were made in the syllabus taken from the S.V. University as instructed by the TTD Management.
- Further, the Member Secretary proposed that a permanent college vehicle is a dire need of the college, as field work component is mandatory in curriculum and syllabus in some Programmes.
- Smt. K. Aparna Devi and other members aptly suggested that a plea should be made to the TTD Management to provide a vehicle with a seating capacity of not less than 30 seats on permanent basis.

**Discussion:** All the members approved the BOS meeting minutes pertaining to Curriculum and Syllabus, framed as per the Regulations of APSCHE-2023-2024 for First and Second semesters for the academic year 2024-2025 with the recommendations that:

- The syllabus of the Course proposed by APSCHE can be changed up to 30%.
- A vehicle should be provided by the TTD Management with a seating capacity of not less than 40 seats.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the BOS meeting minutes pertaining to Curriculum and Syllabus, framed as per the Regulations of APSCHE-2023-2024 for First and Second semesters for the academic year 2024-2025.

**Agenda-4 (AC/2024/04): Approval of BOS meeting minutes pertaining to Course Structure for UG Honors in Single Major Programmes of B.A, B.Sc and B.Com as per APSCHE Guidelines for the academic year 2024-2025.**

The Member Secretary presented and explained the BOS meeting minutes pertaining to Course Structure of twenty one Single Major, twenty two Minor Programmes and first & second language courses for approval (Annexure-I).

A common course structure for Single Major Programmes compiled as per APSCHE guidelines is presented below:

**B.Sc Honours with Single Major**

	Major(4 Cr)			Minor (4 Cr)			Languages(3 Cr)			MDC(2 Cr)			SEC (2Cr)			Total		
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr
Sem I	2	10	8				2	8	6	1	2	2	2	4	4	7	24	20
Sem II	2	6+4	8	1	3+2	4	2	8	6				2	4	4	7	27	22

**B.A/B.Com Honours with Single Major**

	Major (4 Cr)			Minor (4 Cr)			Languages(3 Cr)			MDC(2 Cr)			SEC (2Cr)			Total		
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr
Sem I	2	8	8				2	8	6	1	2	2	2	4	4	7	22	20
Sem II	2	8	8	1	4	4	2	8	6				2	4	4	7	24	22

**Discussion:** The Academic Council members discussed the BOS meeting minutes pertaining to Course Structure finalized for all Single Major Programmes of B.A, B.Sc and B.Com.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the BOS meeting minutes pertaining to Course Structure finalized for all Single Major Programmes of B.A, B.Sc and B.Com.

**Agenda-5(AC/2024/05): Approval of BOS meeting minutes pertaining to Evaluation Pattern for both Internal and External Examinations for the academic year 2024-2025.**

Dr G. Bhadramani presented BOS meeting minutes pertaining to evaluation pattern for both Internal and External examinations for approval.

**Continuous Internal Assessment (CIA)**

- CIA has to be conducted by the course teacher throughout the semester. This includes Mid-Semester tests, weekly/fortnightly class tests, homework assignments, practical, problem solving sessions, group discussions, quiz, seminar, mini-project etc.
- The Internal Assessment marks shall be awarded as per the academic regulations of the Programme. The Internal Assessment marks shall be submitted to the Controller of Examinations before the commencement of the Semester End Examinations in the prescribed form or uploaded in specified link provided by the COE.

Sl. No	Assessment pattern	Evaluation method	Marks Allotted
1	I Mid-Semester Examination (Covering 1 <sup>st</sup> 50% of Syllabus)	Objective Type for 5 Marks	35
		Descriptive type Exam for 30 marks	
2	II Mid-Semester Examination (Covering next 50% of Syllabus which is not covered for I mid exam)	Objective Type for 5 Marks	35
		Descriptive type- Exam- for 30 marks	
3	Assignments (Minimum 5 assignments covering all units)	Maximum 2 Marks for each assignment	10
4	Seminars/Quiz/JAM/Group discussion/ Role play/ Study Project/Field trip	Any two of the specified assessments- maximum of 5 marks each	10
5	Clean and Green activity participation	1 mark for one time participation	05
6	Attendance	75%-80%- 1 M 80%-85%- 2 M 85%-90%- 3 M 90%-95%- 4 M 95%-100%- 5M	05
<b>CIA conducted for Total</b>			100
<b>Total marks reduced to Maximum</b>			30

**Semester End Examinations (SEE)**

- A comprehensive examination for each course, irrespective of the number of credits allotted to it, will be held at the end of each semester. SEE shall be conducted by the Examination Committee at the end of a semester, on the dates to be fixed by COE at the College level. This includes a written examination for theory courses and practical examination with built-in oral part for laboratory courses.

**Semester - I Question Paper Pattern for Courses 1 & 2 for B.A and B. Sc Single major Programmes**

S. No	Question Type	No. of Questions given	Marks allotted to each Question	Total Marks
1	MCQs	30	1	30
2	FIB	10	1	10
3	VSQ	10	1	10
4	MC	10	1	10
5	T/F	10	1	10
<b>Total</b>		<b>70</b>	<b>-</b>	<b>70</b>

**MCQs:** Multiple Choice Questions

**FIB:** Fill in the blanks.

**VSQ:** Very short answer questions.

**MC:** Matching.

**T/F:** True or False.

**Semester - I Question Paper Pattern for Courses 1 & 2 for B.Com Single Major Programmes**

S. No	Question Type	No. of Questions given	No. of Questions to be Answered	Marks allotted to each Question	Total Marks
1	Section A; Short Answer type	10 (two from each unit)	5	4	20
2	Section B: Essay Type	10 (two from each unit)	5	10	50
<b>Total</b>		<b>20</b>	<b>10</b>	<b>-</b>	<b>70</b>

**Semester - II Question Paper Pattern for all Courses of B.A, B.Com & B. Sc Single Major Programmes**

S. No	Question Type	No. of Questions given	No. of Questions to be Answered	Marks allotted to each Question	Total Marks
1	Section A; Short Answer type	10 (two from each unit)	5	4	20
2	Section B: Essay Type	10 (two from each unit)	5	10	50
<b>Total</b>		<b>20</b>	<b>10</b>	<b>-</b>	<b>70</b>

As per curriculum, the continuous internal evaluation, attendance requirements, semester end evaluation, passing criteria and grades of major and minor courses are similar to all Programmes.

**Lab Courses (Practical / Field Study / Study Project):** Practicals are being conducted for each semester for 50 marks. Out of 50 marks, 40 marks are to be awarded for experiments / job works/

Field work/ Project work and 05 marks for record and 5 for viva-voce examination. Practicals are conducted internally for odd semesters and externally for even semesters.

- Prof G. Raja Rami Reddy clarified that a student has to complete the degree programme within 7 years from the date of admission as mentioned in APSCHE guidelines.

**Discussion:** The members of the Academic Council discussed on the Evaluation pattern for both Mid Semester and Semester End Examinations and opined that the examination for Course 1 and Course 2 for Semester I of B. A & B.Sc are to be conducted in Objective pattern from the academic year 2024-2025 with a clarification that a student has to complete the Degree Programme within 7 Years from the date of admission. .

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the evaluation pattern for both Mid Semester and Semester End Examinations for Semester I & II of B. A, B. Sc & B. Com Honours Single Major Programmes for the Academic Year 2024 - 2025.

**Agenda-6 (AC/2024/06): Approval of the Question Papers Pattern for Internal and Semester End Examinations as per the BOS meeting minutes for the academic year 2024-2025**

The Member Secretary presented the BOS meeting minutes pertaining to Model question papers of Internal and Semester End Examinations:

**Model Question Papers**

**First Semester End Examination**

**a) Semester - I Model Question Paper for Courses 1 & 2 for B.A and B. Sc Single Major Programmes**

**Course - Title**

Time: 2 Hours.

Marks: 70

**Section -A**

Multiple Choice Questions (MCQs). 30X1= 30 Marks

**Section -B**

Fill in the blanks (FIB). 10X1=10 Marks

**Section -C**

Very Short Questions (VSQs) 10X1=10 Marks

**Section -D**

Match the Following (MC) 10X1=10 Marks

**Section -E**

True or False questions (T/F) 10X1=10 Marks

**b) Model Question Paper for I & II Semester Courses of B.Com & B. Sc Home Science Single Major Programmes & Second Semester Courses of B.A and B. Sc Single Major Programmes**

**Course - Title**

**Time: 3.00 Hours**

**Max. Marks: 70**

**Section – A**

**Short Answer Questions**

**Answer any FIVE of the following questions.**

**5x4 = 20M**

Total ten (two from each unit) questions.

**Section – B**

**Essay Type Questions**

**Answer any FIVE of the following questions.**

**5x10 = 50M**

Total ten (two from each unit) questions.

**Discussion:** The members of the Academic Council discussed the Model Question Papers for Semester End Examination of B. A, B. Com & B. Sc Honours Single Major Programmes for the academic year 2024-2025.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the Model Question Papers for Semester End Examination of B. A, B.Com & B. Sc Honours Single Major Programmes for the academic year 2024-2025.

**Agenda-7 (AC/2024/07): Approval of the Lists of Examination Evaluators and Paper Setters for all the UG Honors in Single Major Programmes of B.A., B.Sc. and B.Com for the academic year 2024-2025 as mentioned in Annexure-II.**

Dr G. Bhadramani, Member Secretary, presented the list of BOS meeting minutes pertaining to examination evaluators and paper setters of all programs for approval. (**Annexure-I**)

**Discussion:** The Academic Council members discussed the list of Examination Evaluators and Paper Setters for Semester End Examinations of B. A, B. Com & B. Sc Honours Single Major Programmes for the Academic year 2024-2025.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the list of Examination Evaluators and Paper Setters for Semester End Examinations of B. A, B. Com & B. Sc Honours Single Major Programmes for the Academic year 2024-2025.

**Agenda-8 (AC/2024/08): Approval of the Academic Schedule for the academic year 2024-2025.**

The Member Secretary presented the Academic Schedule for the academic year: 2024-2025 for discussion and approval of the committee.

**Tentative Academic Schedule for the Academic Year 2024-2025**

**Semester –I**

<b>S.No</b>	<b>Activity</b>	<b>Scheduled dates</b>
1	Commencement of Class Work for Semester -I	12 <sup>th</sup> August 2024
2	Independence Day Celebrations	15 <sup>th</sup> August 2024
3	Parents Meeting	21 <sup>st</sup> August 2024
4	Telugu Basha Dinotsavam	29 <sup>th</sup> August 2024
5	Teachers' Day	5 <sup>th</sup> September 2024
6	Hindi Diwas	14 <sup>th</sup> September 2024
7	Vanamahotsavam: Plantation of trees	17 <sup>th</sup> September 2024
8	Orientation Programme for the First year students	18 <sup>th</sup> & 19 <sup>th</sup> September 2024
9	NSS Day	24 <sup>th</sup> September 2024
10	Students' Council Inauguration	27 <sup>th</sup> September 2024
11	Medical Camp for Students	28 <sup>th</sup> September 2024
12	Swath Bharath Diwas	2 <sup>nd</sup> October 2024
13	Dussehra Holidays	6 <sup>th</sup> to 13 <sup>th</sup> October 2024
14	First Mid-Semester Examinations	17 <sup>th</sup> to 19 <sup>th</sup> October 2024
15	National Education Day	11 <sup>th</sup> November 2024
16	National Library Week	14 <sup>th</sup> to 20 <sup>th</sup> November 2024
17	NCC Day	24 <sup>th</sup> November 2024
18	AID's Day	1 <sup>st</sup> December 2024
19	Second Mid-Semester Examinations	2 <sup>nd</sup> to 4 <sup>th</sup> December 2024
20	Closure of Instructions	13 <sup>th</sup> December 2024
21	Semester End Examinations for Semester-I (Including Practical Examinations)	16 <sup>th</sup> to 28 <sup>th</sup> December 2024
22	National Consumer Day	24 <sup>th</sup> December 2024
23	Commencement of Class Work for I - Year Semester II	30 <sup>th</sup> December 2024

<b>Month-Wise working Days</b>						
<b>Month</b>	<b>12<sup>th</sup> August 2024</b>	<b>September 2024</b>	<b>October 2024</b>	<b>November 2024</b>	<b>13<sup>th</sup> December 2024</b>	<b>Total Days</b>
<b>Number of Working Days</b>	15	23	19	25	10	92
<b>Number of Holidays</b>	05	07	12	05	03	32
<b>Total</b>	20	30	31	30	13	124

### **Semester –II**

<b>S.No</b>	<b>Activity</b>	<b>Scheduled dates</b>
1	Commencement of Class Work for I- Year Semester II	30 <sup>th</sup> December 2024
2	Career Guidance Program to all Students	4 <sup>th</sup> January 2025
3	Parents Meet	10 <sup>th</sup> January 2025
4	Pongal Holidays	11 <sup>th</sup> to 16 <sup>th</sup> January 2025
5	National Voters' Day: Sensitization programmes to all students on exercising the franchise	25 <sup>th</sup> January 2025
6	Republic Day celebrations	26 <sup>th</sup> January 2025
7	International Mother Language Day	21 <sup>st</sup> February 2025
8	First Mid-Semester Examinations	24 <sup>th</sup> to 27 <sup>th</sup> February 2025
9	National Science Day	28 <sup>th</sup> February 2025
10	International Women's Day	8 <sup>th</sup> March 2025
11	Second Mid-Semester Examinations	16 <sup>th</sup> to 18 <sup>th</sup> April 2025
12	Awareness Program on Community Service Project	19 <sup>th</sup> April 2025
13	Closure of Instructions	26 <sup>th</sup> April 2025
14	Semester End Examinations for Semester-II (Including Practical Examinations)	28 <sup>th</sup> April to 10 <sup>th</sup> May 2025
15	Community Service Project (8 weeks) & Summer Vacation	12 <sup>th</sup> May to 5 <sup>th</sup> July 2025
16	Commencement of Class Work for II -Year Semester III	7 <sup>th</sup> July 2025

<b>Month-Wise working Days</b>						
<b>Month</b>	<b>30<sup>th</sup> December 2024</b>	<b>January 2025</b>	<b>February 2025</b>	<b>March 2025</b>	<b>26<sup>th</sup> April 2025</b>	<b>Total Days</b>
<b>Number of Working Days</b>	2	22	21	25	20	90
<b>Number of Holidays</b>	0	9	7	6	6	28
<b>Total</b>	2	31	28	31	26	118

- Monthly Attendance particulars of all students should be displayed on the notice board on or before 5<sup>th</sup> of the subsequent month. Further, the consolidated attendance statements shall be submitted to Controller of Examinations at the end of each semester.
- Prof G. Raja Ramireddy suggested that Academic Schedule should be included in Student Handbook.
- Prof Y.V. Ramireddy proposed that preference should be given to blended mode of education by extending vacation period.

**Discussion:** The Academic Council members approved the Academic Schedule for the academic year 2024-2025 with the recommendations that Academic Schedule should be included in Student Handbook and Preference should be given to blended mode of education by increasing vacation period.

**Resolution:** All the Academic Council members resolved to recommend to the Governing Body, the Academic Schedule for the academic year 2024-2025.

**Agenda-9 (AC/2024/09): Approval of the Examination Fee Structure for B.A., B.Sc. and B.Com. Semester End Examination including practical/field/project and revaluation for first and second semesters for the academic year 2024-2025.**

Dr A. Vidhyullatha, Controller of Examinations (COE), presented and explained the examination fee structure for the approval of the committee.

### **Examination Related Fee Structure**

**1. Condonation Fee:**

S. No	Particulars	Amount Rs.
1	Condonation Fee for shortage of attendance for all B.A /B.Com/ B.Sc. Honours Single major Programmes	Rs. 200/- per day

**2. Semester End Examination Fee:**

S. No	Programme	I Semester (Rs.)	II Semester	Rs.
1	B. A Honours	1000/-	Non – Practical Programme	1000/-
			Practical Program:	1500/-
2	B. Com Honours	1000/-	General Program:	1000/-
			Computer Applications:	1500/-
3	B. Sc Honours	1000/-	All Practical Programmes	1500/-

**3. Revaluation & Retotaling Fee per paper:**

S. No	Particulars	Amount (Rs.)
1	Revaluation	1100/-
2	Personal identification and Retotaling	1400/-
3	Retotaling	650/-

**4. Others**

- Fine for delayed submission of Examination Application up to 15 days from the last date - Rs.100/-
- Fee for Provisional Certificate - Rs.100/-
- Fee for Duplicate Marks Memo - Rs.100/-
- Fee for Migration Certificate - Rs.200/-
- Fee for Testimonial (Genuineness Certificate) Rs.100/-

**Discussion:** The members of the Academic Council discussed the examination fee structure of B. A, B. Com & B. Sc Honours Single Major Programmes for the Academic year 2025-2026.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the Examination Fee structure of B. A, B. Com & B. Sc Honours Single Major Programmes as furnished above for the Academic year 2024-2025

**Agenda-10 (AC/2024/10): Approval of the Statement of Expenditure for conducting Mid Semester and First and Second Semester End Examinations along with infrastructure requirements**

**Rate of Remuneration for Question Paper Setting and Moderation**

S. No	Particulars	Paper Setting Charges (Rs)	Typing Charges (Rs)	Total (Rs)
1	Descriptive question paper	600/-	50/-	650/-
2	Objective question paper	1000/-	200/-	1200/-
3	Moderation of one Question Paper	15/-	Nil	15/-

**Rate of Remuneration for Evaluation of Answer Scripts and Related Functionaries**

S. No	Particulars	Rate (Rs)
1	Coding	1.75 (per script)
2	Decoding	1.75 (per script)
3	Bundle packing	50 (per bundle)
5	Paper valuation for descriptive paper (3Hrs paper)	500 (per bundle containing 25 scripts)
6	Paper valuation for descriptive paper (2 Hrs paper)	500 (per bundle containing 35 scripts)
7	Paper valuation for Objective paper	500 (per bundle containing 25 scripts)
8	Scrutiny	3.50 (per script)
9	Bundle handling charges	30 (per bundle)
10	Transportation	20,000/-

**Semester End Theory Examinations**

S. NO	Particulars	Rate per session (Rs)
1	Chief Superintendent	300/-
2	Additional Chief Superintendent	250/-
3	Squad	250 /-
4	Invigilator	200/-
5	Clerk	100/-
6	Typist	100/-
7	Group –D staff	80/-
8	Contingency per candidate	5/-

**Semester End Practical Examination**

S. No	Particulars	Rate per session (Rs)
1	Examiner	20/- (per Candidate)
2	Skilled Asst.	100/-
3	Lab Assist/Store keeper/Technical Asst.	50/-
4	Attender	50/-
5	Sweeper	30/-
6	Preparation Day(For Assist)	50/-
7	Cleaning (For sweeper)	30/-
8	Contingency	8/- (per Candidate)
9	T.A for the examiner	100 Km @ Rs.3/- per Km not more than Rs 300/-.
10	D.A for the Examiner	250/- per day

### Custodian charges for Examination Conduction Committee

S.NO	Particulars	Rate per Day (Rs)
<u>1</u>	Chief Superintendent	200/-
<u>2</u>	Clerk	100/-
<u>3</u>	Office Sub-Ordinate	75/-

### Statement showing Non-Recurring Expenditure (Infrastructure) for Examination Cell

Item	Quantity	Price (Rs.)	Amount (Rs.)
HP Server	2	88,399	1,76,798
Printer for OMR with Bar code and Variable data	2	80,000	1,60,000
OMR Scanner	1	65,000	65,000
Stitching Machine for OMR Sheets	1	60,000	60,000
Bar code Readers	2	7,000	14,000
Xerox Machines	2	40,000	80,000
Copiers	2	65,000	1,30,000
Dell Systems	3	75,000	2,25,000
UPS (Micro Teck)	1 (5KV)	88,787	88,787
CC TV Cameras	5	5,000	25,000
Iron Godrej Almirah (Inerio)	10	24,000	2,40,000
Computer Tables	3	5,000	15,000
Computer Chairs	3	10,000	30,000
Tables	6	10,000	60,000
Chair S type	12	5,000	60,000
Bar Code Stickers	30,000	500 Nos @ Rs.300	18,000
Bar Code printer	2	6,300	12,600
HP Laser jet Printer	1	15,600	15,600
EPSON Colour Printer	1	14,000	14,000
<b>Total</b>			14,69,885
For Maintenance of Examinations Cell Infrastructure (10 % of cost)			1,46,989
Examination Management System software for College			3,00,000
<b>Grand Total</b>			<b>19,36,774</b>

**Discussion:** The members of the Academic Council discussed the Expenditure for conducting Mid Semester and First and Second Semester End Examinations along with infra structure requirements.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the Expenditure for conducting Mid Semester and First and Second Semester End Examinations along with infrastructure requirements.

**Agenda-11 (AC/2024/11): Approval of Academic Policies for the academic year 2024-2025.**

Dr K. Uma Rani briefed about the following academic policies for approval of the committee as per Annexure-II

- a. Curriculum Enrichment Policy
  - b. Admission Policy
  - c. Attendance Policy
  - d. Examination Policy
  - e. Code of Conduct Policy
  - f. Quality Policy
  - g. IT Policy
  - h. Research & Development and Consultancy Policy
- Prof Y.V. Ramireddy, suggested to follow Specific SOP (Standard Operating Procedure) for each policy and keep on updating once in every six months.

**Discussion:** The Academic Council members approved the Policies with the following recommendations:

- **To form Specific SOP (Standard Operating Principles) for each policy and keep on updating once in every six months.**
- **To encourage faculty to get involved in research along with their teaching, Seed Money for research has to be granted. All the Academic Council members approved this Research and Development Policy point as it will help the faculty proactively to prepare and submit proposals to funding agencies nationally and internationally and all are encouraged to benefit from the policy and bring out their best.**

The maximum amount that may be dispersed as a Research Grant/ Seed money to a single Project/ Research activity is

1. Rs. 25,000 for Arts and Commerce Faculty.
2. Rs. 50,000 for Science Faculty (taking into account the cost of Lab materials and other Consumables as applicable).

For this purpose the college need to budget up to Rs. 8,00,000 as Seed money for Research Projects of the Faculty.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the Academic Policies of the college.

**Agenda-12 (AC/2024/12): Approval of the Add-On courses proposed to start from the academic year 2024-2025 by the departments of Sanskrit, Bio-Technology and Physics.**

Dr. G. Bhadramani, Member Secretary, presented the proposal of Add-On courses to be started by the Departments of Sanskrit, Bio-Technology and Physics from the academic year 2024-2025 for approval by the committee. Annexure-1

**List of Add-On courses Proposed for the First and Second Semesters**

<b>S No</b>	<b>Department</b>	<b>Title of the Add-On Course</b>
1	Physics	Laboratory Skill Development
2	Biotechnology	Analytical Techniques
3	Sanskrit	Temple Culture

**Discussion:** All the Academic Council Members approved the add-on courses proposed to be introduced from the Academic Year 2024-2025.

**Resolution:** The Academic Council members unanimously resolved to recommend to the Governing Body, the add-on courses proposed to be introduced from the Academic Year 2024-2025.

**Vote of Thanks**

Dr. K. Uma Rani, Autonomous Coordinator, proposed the vote of thanks. She thanked the TTD Management, Sri Venkateswara University, Educationists, Law and Industrial experts for their valuable suggestions and inputs. She also thanked the Chairperson Dr. T. Narayanamma and HODs of various departments for their support in convening the meeting.

The meeting concluded at 2 pm.

### Academic Council Members Present

S NO	Category	Name of the Person	Designation	Signature
1	Chairperson	Dr. T. Narayanamma	Principal	
2	HODs	Dr. K. Uma Rani	Head, Department of computer Science	
		Dr. V. Krishnaveni	Head, Department of Telugu	
		Smt. K. NagaPadma	Head, Department of Sanskrit	
		Dr. C. Uma Devi	Head, Department of Physics	
		Dr. K. Vasudha	Head, Department of Electronics	
		Dr. Y. Suneetha	Head, Department of Chemistry	
		Dr. Y. Sireesha	Head, Department of Biochemistry	
		Dr. C. Bhuvaneshwari Devi	Head, Department of Biotechnology	
		Dr. K. Sireesha	Head, Department of Zoology	
		Dr. B. Jyothi	Head, Department of Botany	
		Dr. V. Lakshmi	Head, Department of Home Science	
		Smt P. Venkatalakshmi	Head, Department of Hindi	
		Smt. P. Sarada	Head, Department of Economics	
Smt. M. Hemalatha	Head, Department of History			

