

**PROCEEDINGS OF THE PRINCIPAL, A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN  
[AUTONOMOUS], KAKINADA**

**Present:Dr.V.Anantha Lakshmi, M.Sc.,M.Phil.,Ph.D.,**

**Re.No:Sp/B2/2022**

**Dated: 07-11-2022**

A.S.D. Govt. Degree College for Women [Autonomous], Kakinada is pleased to constitute the following Committee for the 2022-2023 to look after the work of various Academic, Co-Curricular, Extracurricular and development activities of the College. The Conveners and Members of the Committees are requested to take active interest in functioning of respective Committees and Report Compliance to the undersigned from time to time.

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**ORDER:**

The Conveners are further requested to nominate at least two student members wherever necessary on or before 14-11-2022 and submit the list of student members to the undersigned.

The Committees are instructed to chalk out action plan for the Academic Year 2022-2023 and review implementation in periodical meeting for approval.

*V. Anantha Lakshmi*  
7/11/22  
PRINCIPAL  
A.S.D.GOV'T.DEGREE COLLEGE  
AUTONOMOUS  
KAKINADA

Copy to the Concerned Conveners and Members of Committees,

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**PRINCIPAL, A.S.D.GOV'T DEGREE COLLEGE FOR WOMEN [A], KAKINADA**

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1. Vice - Principal		Ms. M.Suvarchala, Lecturer in Home Science
2. Student Welfare Committee	Convener Members	Ms.K.Madhavi, Lecturer in Telugu Dr.M.Sulakshana., Lec.in Botany Ms.Y.Sitamahalakshmi, Lecturer in History Ms.P.Leena , Lec.in Chemistry Ms.KNB Kumari., C/F.in Commerce
3. Academic Coordinator	Convener Members	Dr. K.Lavanya, Lec. in Home Science Dr.P.Sanjotha, Lec. in English
4. IQAC	Coordinator	Ms.M.Vasantha Lakshmi., Lec.in Zoology Dr.K.Jhansi Lakshmi, Lec.in Chemistry Dr. K.Lavanya, Lec. in Home Science Dr.G.Anitha, Lec in Home Science Ms.G.S. Suneetha,Lec. in Comp.Applications Dr. S.Priya Darshini, Lec. in Chemistry Ms.Y.Swarna Sri.Lec in English Dr.G.Sowjanya, Lec. in Commerce Ms.G.Pavani Devi, Lec.in Economics All Heads of Departments
5. Web-Site Committee	Convener	Ms.N.N.Subrahmanyeswari,Lec.in Comp.Science Ms.G.S. Suneetha,Lec. in Comp.Applications Mr.B.Suryanarayana Devara,Lec.inPhysics
6. DRC	Convener Member	Dr.P.Sanjotha, Lec. in English Mr.V.Venkata Ramana., JKC Fulltime mentor
7. Examination	Convener Members	Ms.G.S. Suneetha,Lec. in Comp.Applications Ms.A.Swathi, Lec.in Hindi Dr. G.Sowjanya, Lec. in Commerce Ms.S.Madhavi, Lec. in Zoology
8. Attendance Committee	General Convener Members	Dr.K.Syamala Devi., Lecturer in Telugu All the Group Conveners
9. Fine Arts Association (Cultural Committee)	Convener Members	Dr.D.Krishna Gayatri., Lec in Telugu Ms.Y.Swarna Sri.Lec in English Dr.P.Santhi, Lec.in English Dr.K.Syamala Devi., Lecturer in Telugu Ms.A.Swathi, Lec.in Hindi Dr.R.Aruna Devi., G/F in Sanskrit
10. RUSA (UGC Autonomy)/ AISHE	Convener Members	Dr.G.Anitha, Lec in Home Science Mr.P.Mallikarjuna Sarma.,Lec. In Chemistry Dr. G.Sowjanya, Lec. in Commerce

11. NSS	UNIT – I (B.A&B.Com)	Ms.G.Pavani Devi, Lec.in Economics Ms.NPVL Devi., Lec. in Commerce Dr.R.Aruna Devi., G/F in Sanskrit Ms.P.V.Bhuvanewari Devi, G/F in Politics Ms. L.BhanuTeja, G/F in History
	UNIT-II (BSc.,)	Ms.P.Leena , Lec.in Chemistry Dr.M.Sulakshana., Lec.in Botany Ms.M.Subbalakshmi, C/F.in Chemistry Ms.K.Kranthi C/F in Physics Ms.L.Malleswari, C/F in Home Science Ms.N.Pushpa, G/F in Botany Ms.Veera Chanti, G/F in Aqua Culture
12. A.V.E	Convener Members	Mr.K.Venkateswara Rao, Lec in Physics Mr.B.Suryanarayana Devara, Lec.in Physics Ms.K.Kranthi C/F in Physics Mr.P.Venkateswara Rao., Store keeper Ms.K.Satya Vathi., Record Assistant
13. Library Advisory	Convener Members	Dr. S.Priya Darshini, Lec. in Chemistry Ms.Y Swarna Sri, Lec.in English Mr.K.Venkateswara Rao, Lec in Physics Mr.AKV Acharyulu., Librarian
14. Games & Sports Association	Convener Members	Lt G.Pramila Rani, Physical Director Ms.N.N.Subrahmanyeswari,Lec.in Comp.Science Ms.Y Swarna Sri, Lec.in English Ms.A.Swathi, Lec.in Hindi
15. Anti- Ragging & Discipline Committee	Convener Members	Dr.K.Syamala Devi., Lecturer in Telugu Ms.M.Vasantha Lakshmi., Lec.in Zoology Dr.K.Yamuna., Lec. in Economics Ms.R.R.D.Sirisha, Lec.in Commerce Dr. G.Sowjanya, Lec. in Commerce Lt G.Pramila Rani, Physical Director
16. Commerce Association Committee& Consumer Club	Convener Members	Ms. R.R.D.Sirisha, Lec.in Commerce Dr. G.Sowjanya, Lec. in Commerce Ms.NPVL Devi., Lec. in Commerce Ms.K.N.B.Kumari, C/F.in Commerce Ms.P.Rajyalakshmi, C/F.in Commerce Ms.A.Sandhya G/F in Commerce Ms. M.Pushpalatha, G/F in Commerce Mr.V.Srinivas, G/F in PG.Commerce Ms. Md.Parveen, G/F in PG Commerce Mr.Ch.S.S.V Prasad, G/F in Commerce
17. Jawahar Knowledge Centre	Coordinator Committee	Ms.P.Sanjotha, Lec. in English Ms.M.Suvarchala., Vice Principal& Lec. in HSc Ms.Y.Sitamahalakshmi, Lecturer in History Ms.R.R.D.Sirisha, Lec.in Commerce Ms.Y Swarna Sri, Lec.in English Mr.V.Srinivas, G/F in PG.Commerce

		Mr. Ch.S.S.V.Prasad., G/F in Commerce
18. Career Guidance & Competitive Exams Coaching	Convener Member	Ms.G.Pavani Devi, Lec.in Economics Dr..K. Lavanya, Lec. in Home Science Mr.B.Suryanarayana Devara, Lec.in Physics Ms.N.N.Subrahmanyeswari,Lec.in Comp.Science Ms.Y.Sitamahalakshmi, Lecturer in History
19. Social Service League	Convener Members	Ms.Y.Sitamahalakshmi, Lecturer in History Ms.K.Madhavi, Lecturer in Telugu Ms.G.Pavani Devi, Lec.in Economics Ms.P.Leena , Lec.in Chemistry
20. Grievances Redressal Cell	Convener Members	Ms.Y.Sitamahalakshmi, Lecturer in History Dr.P.Santhi, Lect.in English Ms.P.Rajyalakshmi, C/F.in Commerce
21. Alumni Association	Convener Members	Ms.D.Jaya Sri Lec. in Micro-Biology Ms.L.Malleswari, C/F in Home Science Ms.A.Sandhya G/F in Commerce Ms. M.Pushpalatha, G/F in Commerce Ms. L.BhanuTeja, G/F in History Ms.G.Surya Lakshmi. G/F in Computers Sci
22. Women Empowerment Cell	Convener Members	Ms. Dr.K.Jhansi Lakshmi, Lec.in Chemistry Dr.D.Krishna Gayatri., Lec in Telugu Ms.NPVL Devi., Lec. in Commerce
23. Eco Club	Convener Members	Dr.M.Sulakshana., Lec.in Botany Dr. S.Priya Darshini, Lec. in Chemistry Ms.D.Jaya Sri Lec. In Micro-Biology Ms.M.Subbalakshmi, C/F.in Chemistry
24. Research Committee	Convener Members	Dr. S.Priya Darshini, Lec. in Chemistry Dr. G.Sowjanya, Lec. in Commerce Dr.K.Yamuna., Lec. in Economics Dr.K.Syamala Devi., Lecturer in Telugu
25. Red Ribbon Club & Red Cross	Convener Members	Ms.P.Rajyalakshmi, C/F.in Commerce Ms.L.Malleswari, C/F in Home Science Dr.R.Aruna Devi., G/F in Sanskrit Ms. L.BhanuTeja, G/F in History Ms.S.Geetha., G/F in Maths
26. Building Repairs & Maintenance Committee	Convener Members	Mr.K.Venkateswara Rao, Lec in Physics Ms. M.Suvarchala, Lecturer in Home Science Lt G.Pramila Rani, Physical Director Ms.KNVS Eswari, Lec.in Botany Ms.N.Pushpa.,G/F in Botany Mr.AKV Acharyulu., Librarian
27 Health Committee	Convener Members	Dr..K.Lavanya, Lec. in Home Science Ms.KNVS Eswari, Lec.in Botany Ms.P.Rajyalakshmi, C/F.in Commerce Ms. M.Pushpalatha, G/F in Commerce

28.. Parent Teacher Meeting Committee	Convener Members	Ms.Y.Swarna Sri, Lec in English Ms.N.N.Subrahmanyeswari, Lec.in Comp. Sci Ms.R.R.D.Sirisha, Lec.in Commerce Ms.G.Pavani Devi, Lec.in Economics Ms.S.Madhavi, Lec. in Zoology Ms. Md.Parveen, G/F in PG Commerce
29. Bus Pass Committee	Convener Members	Ms.A.Swathi, Lec.in Hindi Ms.P.Sanjotha, Lec. in English
30. Faculty Forum	Convener Members	Dr.P.Santhi, Lect.in English Ms.P.Leena , Lec.in Chemistry
31. College Calendar News Letter & Prospectus	Convener Members	Ms.Y.Swarna Sri, Lec in English Ms.K.Madhavi, Lec. in Telugu
32. College Magazine	Convener Members	Ms.P.Sanjotha, Lec. in English Dr.D.Krishna Gayatri.,Lec in Telugu Ms.K.Madhavi, Lec. in Telugu Ms.Y.Swarna Sri, Lec in English Dr.K.Syamala Devi., Lecturer in Telugu Ms.A.Swathi, Lec.in Hindi
33. NIRF/APSHE	Convener Members	Dr..K.Lavanya, Lec. in Home Science Ms.G.S. Suneetha,Lec. in Comp.Applications
34. SWAYAM- MOOCS/ LMS	Coordinator Members	Dr. S.Priya Darshini, Lec. in Chemistry Ms.Y.Sitamahalakshmi, Lecturer in History Dr. G.Sowjanya, Lec. in Commerce
35. Hostel	Coordinator Members	Ms. M.Suvarchala, Lecturer in Home Science Dr. G.Sowjanya, Lec. in Commerce Ms.K.Kranthi C/F in Physics Mr.N.Ch.S.Seshucharyulu, Typist Ms.G.Venkata Lakshmi., Record Assistant
36. Students Feed Back Committee	Coordinator	Ms.N.N.Subrahmanyeswari, Lec.in Comp. Sci Dr. G.Sowjanya, Lec. in Commerce Ms.Y.Sitamahalakshmi, Lecturer in History Dr.M.Sulakshana., Lec.in Botany Ms.A.Swathi, Lec.in Hindi Ms.M.Subbalakshmi, C/F.in Chemistry Dr.R.Aruna Devi., G/F in Sanskrit
37. Examinations Cell	COE Deputy CoE	Dr.K.Yamuna., Lec. in Economics Ms.R.R.D.Sirisha, Lec.in Commerce
38. College Activities Register	Convener Members	Dr.P.Santhi., Lec in English Ms.M.Subbalakshmi, C/F.in Chemistry Ms.K.Kranthi C/F in Physics

39. Campus Cleaning	Convener Members	Ms.KNVS N Eswari, Lec.in Botany Lt G.Pramila Rani, Physical Director Ms.N.N.Subrahmanyeswari, Lec.in Comp. Sci Ms.G.Pavani Devi, Lec.in Economics Ms.P.Leena , Lec.in Chemistry Ms.S.Madhavi, Lec. in Zoology Ms.KNB Kumari., C/F.in Commerce
40. NCC Unit		Lt G.Pramila Rani, Physical Director Ms.G.Pavani Devi, Lec.in Economics Ms.A.Swathi, Lec.in Hindi
41. Time Table Committee	Convener Members	Ms.M.Vasanth Lakshmi., Lec.in Zoology Ms.P.Mallikarjuna Sarma., Lec. In Chemistry Ms.R.R.D.Sirisha, Lec.in Commerce Ms.G.Pavani Devi, Lec.in Economics Ms.P.Sanjotha, Lec. in English Ms.K.Madhavi, Lec. in Telugu
42. Internal Compliance	Convener Members	Dr.K.Jhansi Lakshmi, Lec.in Chemistry Ms.K.Madhavi, Lec. in Telugu Ms.G.Pavani Devi, Lec.in Economics Ms.P.Rajyalakshmi, C/F.in Commerce
43. FRS App & Jnanabhumi	Convener Members	Ms. Y.Swarna Sri. Lec in English Ms.G.Pavani Devi, Lec.in Economics Mr.V.Venkata Ramana., JKC Fulltime Mentor Ms. M.Pushpalatha, G/F in Commerce Ms.Veera Chanti, G/F in Aqua Culture Ms. P.Sri Devi., Record Assistant
44. Purchasing Committee	Convener Members	Ms. M.Suvarchala, Lecturer in Home Science Mr.K.Venkateswara Rao, Lec in Physics Ms.R.R.D.Sirisha, Lec.in Commerce Dr.K.Jhansi Lakshmi, Lec.in Chemistry Ms.Y.S.V.A.S.Sailaja Kumari Superintendent

  
**PRINCIPAL**  
**A.S.D.GOV.T.DEGREE COLLEGE (W)**  
**AUTONOMOUS**  
**KAKINADA**

PROCEEDINGS OF THE PRINCIPAL, A.S.D. GOVT. DEGREE COLLEGE (W) AUTONOMOUS KAKINADA

Present: Dr. V. Ananthalakshmi, M.Sc. M.Phil. Ph.D.,

Rc.No.180/T/2022-2023

20-03-2023

Sub:- A.S.D. Govt. Degree College for Women (A) Kakinada – Annual Verification Of Stock and Stores for the year 2022-2023 Constitution of Committee Orders – Issued.

ORDERS:-

The following committees as listed in the Annexure to this order are constituted in connection with Annual verification of stock and stores and accounts of this College. The Conveners of each committee is requested to get the stocks and stores of the Department mentioned against his/her name, physically verified with reference to the entries made in the departments stock registers and the relevant invoice, Bills etc., and satisfy himself/herself the articles purchased for the department during the year 2022-2023 have been brought to the stock registers and submit a report of verification, up to 31-03-2023 reach the Principal on or before 10-04-2023 in the form prescribed here under.

Annual verification of stock and stores 2022-2023

Name of the Department.

I have physically verified the stock and stores of the department with the bills, invoices and stock registers and found them to be correct except the following for the reasons noted against each item (1),(2) Proforma prescribed should be followed invariably.

- I. Articles found missing (List to be enclosed)
- II. (A) Articles broken and Damaged (List to be enclosed)  
(B) For which cost is recovered (List along with challans paid Particulars to be enclosed)

NOTE: (a) List of breakages if any may also be given for the articles purchased from Government funds (details of remittance should invariably be furnished).  
(b) List of breakages if any may also be given for the articles purchased from Private Management (details of remittance should invariably be furnished).

(Prior to taken over the college by the Government i.e. before 1.8.68). As concerned

Heads of all science Departments should furnish particulars in the proforma as prescribed by the Director of Higher Education, A.P., Hyderabad as stated under Item 3(a),(b),(c) of this proceedings.

(b) The amount collected for breakages during the year 2022-2023 may be handed over to the price at account section together with miscellaneous receipt books supplied to the science Departments in the breakages register and a consolidated receipt obtained from this office for the amount handed over.

(d) For which cost is yet to be recovered and responsibility fixed (List to be enclosed).

(e) But which can be get repaired list to be enclosed date and

III. Articles, which have been incoercible through fair, wear and tear and therefore recommended to be condemnation and write off (Articles to be recommended for condemnation and for written off should be reported separately in three categories as (a),(b) and (c) which under mentioned particulars in the proforma prescribed by the Director of Higher Education A.P. Hyderabad as shown in the proceedings.

- (a) List of Articles purchased from funds private management
- (b) List of Articles purchased from Government funds
- (c) List of Articles purchased from U.G.C. Funds.

**A.S.D.Govt.Degree College for Women (A) Kakinada**  
**(Affiliated to Adikavai Nannaya University,Rajahmahendravaram)**  
**Stock Verification Committees - 2022-2023**

S.No	Department/ Section to be Verified	Name of the Faculty	Designation	Convener/ Member	Signature
1	Botany	Dr.K.Jhansi Lakshmi	Lec in Chemistry	Convener	
2	Physics	Dr.G.Anitha	Lec in Home Science	Member	
		V.Mallikarjunasarma	Lec.in Chemistry	Convener	
		D.Jayasree	Lec.in Microbiology	Member	
3	Zoology & Aquaculture Technology	Dr.G.Anitha	Lec.in Home Science	Convener	
		M.Subbalakshmi	Cont.Lec.in Chemistry	Member	
4	Chemistry	G.Satya Suneetha	Lec.in.Com Application	Convener	
5	Home Science	K.N.V.S.N.Iswari	Lec.in Botany	Member	
		Dr.M.Sulakshana	Lec.in Botany	Convener	
6	Microbiology	Dr.S.Priyadarshini	Lec.in Chemistry	Member	
		N.N.Subramanyeswari	Lec in Computer Science	Convener	
7	Computer Science	K.Madhavi	Lec.in Telugu	Member	
		K.Venkateswararao	Lec.in Physics	Convener	
		R.Rama Durga Sirisha	Lec.in Commerce	Member	
8	RUSA Class Rooms & Manr TV	K.N.V.S.N.Iswari	Lec.in Botany	Convener	
9	General Library	G.Satya Suneetha	Lec.in.Com Application	Member	
		P.Sanjutha	Lec.in English	Convener	
10	Physical Education	K.Lavanya	Lec in Home Science	Member	
		K.Madhavi	Lec.in telugu	Convener	
11	Restructed Course B.Com(CA) General B.Com.	M.Subbalakshmi	Cont.Faculty in Chemistry	Member	
		K.Lavanya	Lec.in Home Science	Convener	
12	Office Stationery Printed forms Service Postage	N.P.V.Lakshmi Devi	Lec in Commerce	member	
		Y.Sitaramahalakshmi	Lec.in History	Convener	
13	Examinations Cell & Scholarships	B.Suryanarayana Devara	Lec.in Physics	Member	
		P.Sanjutha	Lec.in English	Convener	
14	Spl Fee All Spl Fee A/CS P.T.A&CPDC AKNU Ledgers & Endowments	Dr.G.Sowjanya	Lec.in Commerce	Convener	
		P.Leena	Lec.in Chemistry	Member	
15	College Furniture	G.Pavani Devi	Lec.in Economics	Convener	
		B.Suryanarayana Devara	Lec.in Physics	Member	
		P.Rajyalakshmi	Cont faculty in Commerce	Member	
16	Autonomy	K.Venkateswararao	Lec.in Physics	Convener	
		M.Subbalakshmi	Cont.Faculty in Chemistry	Member	



PROFORMA

S.No.	Name of the Article	Cost of Each article	No of Articles	Total Cost of Article	Date of Purchase	No.& date of entry in the Stock	Reason for Condemnation
1	2	3	4	5	6	7	8

Note: 1. In case of articles recommended to be written of the convener himself/herself that the articles have become in serviceable due to fair, wear and tear and to give certificate has follows.

Certified that I have carefully examined the articles and I am satisfied that the articles have become un serviceable due to fair, were and tear and therefore may be written off from the stock register; time of the stock verification under attestation of the convener of the convened committee.

2. Certificate of verification in the following proforma may also be recorded at the

"Certified that I have verified the stock and stored of the .....

Department with the department stock register, invoices, bills etc. and found them to be correct except for the items listed separately.

Certified that all the equipment purchased for the department during the year 2022-23. Have been brought to the stock register.

Signature of the Head of the department with  
Designation and date

Signature of the verifying officers  
with Designation & Date

  
 PRINCIPAL 20/3/23  
**A.S.D.GOV.T.DEGREE COLLEGE**  
 IN CHARGE **AUTONOMOUS**  
**KAKINADA**  
 20/3/2023

17	UGC NSS-I&II AVE Alumni Association	Dr.S.Priyadarshini	Lec.in.Chemistry	Convener	J.Pujale
		N.N.Subramanyeswari	Lec.in.Computer Science	Member	N.N.S. & Swam
18	S.R.Verification	A.Swathi	Lec.in.Hindi	Convener	Aull
		R.Ramadurga Sirisha	Lec.in.Commerce	Member	
19	Hostel	Smt.NPVL.Devi	Lec.in.Commerce	Convener	N.P.V. Devi
		K.N.B.Kumari	Cont.faculty in Commerce	Member	K.N.B.K.
20	JKC	K.Madhavi	Lec.in.Telugu	Convener	P.S.
		P.Santhi	Lec.in.English	Member	P.S.

To  
The Conveners & Members of  
Above Committtees.

V. Anant Reddy  
Dr.V.Ananthalakshmi 20/3/23

PRINCIPAL  
S.D.GOV.T.DEGREE COLLEGE  
N.T. AUTONOMOUS  
KAKINADA  
20/3/2023

## Meeting - 4

The special Fee Committee of the College met in the Principal's chamber on 30-07-22 at 3.00 pm to discuss and take resolutions on the following agenda.

### Agenda:

1. The special fee heads for the academic year 2022-23 given by Commissioner of Collegiate Education.
2. The special fee heads for the II and IV year students for the academic year 2022-23 as given by university.
3. Any other with the permission of the chair.

### Discussion:

The principal discussed with the special fee Committee members that for the Academic year 2022-23 Commissioner of Collegiate Education in his Procs. Rc. No 90/ O.P - 11/2022, dt. 28.07.2022 gave special fee components for Arts/ Commera/ Management - special fee to be collected is given as Rs 2775/- For Science/ Vocational groups - special fee to be collected is given as Rs 2975. This amount has to be collected from the students who are admitted in to first year from 2022-23.

The present II year and IV year students who the special fee amount to be collected is Rs 1830/- for Science students of Restructured Courses - Rs 1730 for Science students of Conventional Courses. and Rs 1530 for BA and BCom students.

## Resolutions

- 1- It was resolved to collect special fee for the students admitted during 2022-23 as specified below under different heads.

S. NO	Special fee head	Arts Commerce Management	Science/ Vocational
1.	Student union/Cultural/Student Aid Fund	300	300
2.	Library fee	200	200
3.	Laboratory fee	0	200
4.	Games / Sports and Inter Collegiate fee	100	100
5.	Field work / project work / Industrial visit / Internal Examinations related Stationery fee	500	500-
6.	College magazine / Calendar / Stationery Fee	150	150.
7.	Skill Development Fee	1000	1000
8.	Student hand book / ID Card	150	150
9.	Life cum health Insurance fee and Medical Aid	125	125
10.	Indian Red Cross fee	50	50
11.	Audio-Visual Equipment	150	150
12.	Social Service League.	50	50
	Total	2775	2975

2. It is was Resolved to Collect special fee for the present studying II and III year students as specified below under different heads.

S.No.	Special fee head.	Arts/Commerce	Conventional Science/ Vocational
1.	Maintenance of Lab	0	200/200
2.	Library fee	200	200.
3.	Examination cum stationery fee	100	100.
4.	Field work / Project work / Industrial visit fee	200	200
5.	CPAC	200	200
6.	Poor cum Merit student fund	30	30
7.	Life cum Health Insurance fee	100	100
8.	Skill development fee / Placement Fee	200	200
9.	Games and Tournament fee Intercollege / university	100	100
10.	Youth festival / Cultural / students Activities	200	200
11.	Magazine	80	80.
12.	Indian Red cross Society	20	20
13.	Hand book with syllabus and ID Card	100	100.
	Total	1530	1730 / 1830.

3. It was resolved to calculate the amounts of Special fee as per the given structure and distribute the amounts to departments after completion of admission process.

~~V. Venkatesh~~  
PRINCIPAL

1. H. Sivarajula Dept of Home Science
2. T. Gopalakrishna <sup>Co-ordinator</sup> Dept of History & Political Science 30/7/22  
20/7/22
3. Dr. D. Krishna Gayatri Lec. in charge ~~Dept. of Telugu.~~ 30/7/22
4. ~~K. Srinivas~~ Dept of Botany
5. D. Jayaram ~~Dept. of Microbiology~~
6. ~~B. V. S. Rao~~
7. ~~M. S. S. Rao~~ 30/7/22

Dj-28-2-2023

## Meeting - 2.

The special fee Committee of the College met in the Principal's chamber on 28-2-2023, at 3:00pm to discuss and take resolutions on the following agenda.

## Agenda.

1. Amount allotted under different special fee heads during 2022-23 for utilization.
2. Allotment of special fee fund for Science Laboratories
3. Allotment of special fee fund for Library.
4. Allotment of special fee for Student union / Cultural / Student aid fund.
5. Allotment of special fee for Games sports and inter Collegiate fee.
6. Allotment of field work / Project work / Industrial visit Internal Examinations related stationery fee.
7. Allotment of special fee for College magazine / calendar and stationery fee.
8. Allotment of special fee for skill development.
9. Allotment of special fee for Student hand book and I A Card.
10. Allotment of special fee for Life Cum Health Insurance and Medical Aid.
11. Allotment of special fee for Indian Red Cross.
12. Allotment of special fee for Audio visual equipment.
13. Allotment of special fee for Social Service League.
14. Allotment of special fee for CPDC.

For the academic year 2022-23 Principal discussed with the Committee members about the special fee collected during this academic year and allotment of different heads as per Instructions given by CCE, AP, Mangalagiri for first year. The second and final year students fee pattern will be as per university instructions. A total of students paid the fee and the amount collected under different heads is as follows.

1. It is resolved to allot the amounts as specified below to different heads.

	I year	II & III year	
1. Laboratory fee	32,600	1,04,600	= 1,37,200
2. Library fee	59,600	1,36,000	= 1,95,600
3. Student union/cultural/	80,460	1,36,000	= 2,16,460
4. Student aid fund -	8,940	19,500	= 28,440
5. Games/sports and intercollegiate fee	29,800	68,000	= 97,800

6. Field work / Project work / Industrial visit / Internal Examinations related stationery fee.

Field work / Field Trip	59,600	1,36,000	= 1,95,600
Project work @ 200/-	29,800	-	= 29,800
Industrial Visit @ 100/-	29,800	-	= 29,800
Examinations stationery @ 100/-	29,800	68,000	= 97,800
	<u>1,49,000</u>	<u>2,04,000</u>	<u>3,53,000</u>



7. College Magazine / Calendar  
Stationery fee  $44,700 + 54,500 = 99,100$
8. Skill development fee/placement  
C 1000/- @ 200/-  $2,98,000 + 1,36,000 = 4,34,000$
9. Student Hand books; ID Card =  $44,700 + 68,000 = 1,12,700$ .
10. Life cum Health Insurance =  $37,250 + 68,000 = 1,05,250$ .  
fee and Medical Aid
11. Indian Red cross fee =  $14,900 + 13,600 = 28,500$
12. Audio Visual Equipment  $44,700$ .  
C 150/-
13. Social Service League.  $14,900$ .
14. CPDC -  $1,36,000$ .

2. It is resolved to allot the lab fee collected to following departments.

1. Chemistry - 20,000
2. Physics - 20,000
3. Botany - 20,000
4. Zoology - 20,000
5. Home Science - 40,000

3. It is resolved to incur expenditure from the library special fee fund as follows.

1. Text books and reference books
2. Magazines and newspapers
- 3.
- 4.

4. It is resolved to meet the following expenditure from the fee collected under student union/ Cultural fee.

1. National Festivals
2. College Inaugural, College Day
3. Special Day Celebrations
- 4.

5. For identifying eligible students to disburse student Aid fund it is resolved to constitute a Committee with the following members.

1. Dr. K. Jhansi Lakshmi - Convenor
2. Mr. R.R.D. Sreaha - Member
3. Ms. Y. Sitamaha Lakshmi - Member
4. Ms. M. Subba Lakshmi - Member
5. Ms. Pushpa - Botany.

6. It is resolved to meet the expenditure to purchase sports items, play equipment, expenditure of TA & DA of students who represent the College at District, state and National level sports and games from the special fee Games / Sports and intercollegiate fee.

7. It is resolved to pay the amount allotted for Field work / project work and Industrial visit to the departments if they plan and conduct the activity relevant to their academics and produce

proper bills and submit the report.

8. It is resolved to purchase the stationary items of office and departments from special fee fund allotted for examinations.

9. It is resolved to publish the College Magazine and Calendar by meeting the expenditure from College Magazine / Calendar stationary fee.

10. It is resolved to meet the expenditure from the fee collected for skill development and placement fee for the following heads.

1. Guest lectures

2. Workshops

3. Faculty engaged for Certificate Courses.

4. Equipment needed for skill enhancement.

5. Creating Infrastructure facilities.

11. It is resolved to meet the expenditure for the printing charges of student hand book and ID Card from the special fee collected under Hand book / ID Card.

12. It is resolved to take Health Insurance policy from oriental Health Insurance for a total of students of the College by paying the amount

from special fee collected under Life term Health Insurance fee.

13. It is resolved to conduct health activities like conduct health camps, arranging guest lectures on health, advancing amount to NSS special camp (if conducted) from Red cross special fee funds.

14. Audio Visual Equipment fee is collected from this year. It is resolved to meet the expenditure of following items from the special fee collected under Audio Visual Equipment fee collected.

1. Electrical material like, tube lights, fans, switches, switch boards.

15. It is resolved to utilise the amount collected under Social Service League for social service activities.

16. It is resolved to utilise special fee collected under CPAC for carpentry, plumbing, and other minor repairs to buildings.

V. Ananthulu

PRINCIPAL 28/2/23  
A.S.D. GOVT. DEGREE COLLEGE (W)  
AUTONOMOUS  
KAKINADA

1. H. Suvarchala. Dept of Home science  
28/2/23
2. Y. Rita Kalamalaki. <sup>Asst. in charge,</sup> Dept. of Hist & Political Science 28/2/23
3. DR. D. Krishna Gayatri. <sup>Asst. in charge,</sup> Dept. of Telugu - B.A.
4. ~~H. N. N. N.~~ Dept of Bot
5. D. Nayana <sup>Asst. in charge,</sup> Dept. of Microbiology.
6. ~~Dr. D. D.~~ Lec. in Phys.
7. M. V. S. S. Lec. in Zoology 28/2/2023.