

## Minutes of RUSA Meet

All the teaching and non-teaching staff members along with student representatives and other stake-holders of the institution met in the Principal chamber on 4<sup>th</sup> July, 2015 at 3 PM under the chairmanship of the Principal Dr. T.C.Ravichandra Kumar to discuss the following:

### **Agenda**

1. Minutes of Workshop conducted on 16.06.2015 at ANU, Guntur.
2. Sensitization of all faculty and other staff members about IDP and preparation of DPR.
3. Institutional Level Project implementation arrangement.
4. RUSA committee formation
5. Identification of requirement under New Construction, Renovation and Equipment.

### **Discussion and Resolution.**

The chair person informed to all the staff members, staff holders and student representatives about the minutes of the workshop conducted at ANU on 16.06.2015 and discussed the guidelines of the project and importance of RUSA.

All the faculty members along with other staff have been sensitized about the requirements of Institution and also guided them to come forward with Institutional Development Plan.

As per the RUSA guidelines it has been decided for Institutional Level Project Implementation arrangements with

#### **1. Board of Governors**

**Convenor :** Smt. Ch.Komala Lakshmi, Lecturer in Physics

**Members :** Sri M.Sudhadhar, Lecturer in Physics.  
Dr. G.Gangaiah, Lecturer in Commerce.  
Smt. D.Lakshmi, Lecturer in Physics.  
Sri M.Srinivasu, Lecturer in Commerce.  
Smt. Ch.S.S.R.A.V. Ramanamma, Superintendent.

#### **2. The Project Monitoring Unit is divided into 3 heads.**

##### **i) Construction Committee :**

**Convenor :** Sri V.Suryanarayana, Lecturer in History.

**Members :** Sri M.Srinivasu, Lecturer in Commerce.  
Sri T.Ramu, Librarian.  
Sri G.Govindu, Guest Faculty in Chemistry.

##### **ii) Renovation Committee:**

**Convenor :** Sri P.Divakara Rao, Lecturer in Commerce.

**Members :** Sri M.Srinivasu, Lecturer in Commerce.  
Sri P.M.Naidu, Lecturer in Mathematics.

Sri K. Venkateswara Rao,  
Guest Faculty in Political Science.  
Sk. Saleem Bhasha, Physical Director.

iii) **Equipment Committee:**

**Convenor :** Dr. K. Anitha, Lecturer in Chemistry.

**Members :** Sk. Saleem Bhasha, Physical Director.  
Sri M. Sudhadhar, Lecturer in Physics.  
Sri T. Ramu, Librarian.  
Sri V. Murali, Guest Faculty in Chemistry.

RUSA Committee is formed with acceptance of all the heads of the departments and unanimously resolved the Institutional Co-ordinator and Nodal Officers as :

**RUSA Institutional Co-ordinator** : Smt. Ch. Komala Lakshmi,  
Lecturer in Physics.

**Nodal Officer for Academic Activities** : Sri P. Divakara Rao,  
Lecturer in Commerce.

**Nodal Officer for Civil Works** : Sri V. Suryanarayana,  
Lecturer in History.

**Nodal Officer for Procurement** : Dr. K. Anitha,  
Lecturer in Chemistry.

**Nodal Officer for Financial Aspects** : Dr. G. Gangaiah,  
Lecturer in Commerce

**Nodal Officer for equality Assurance**

**plan Implementation:** Sri M. Sudhadhar,  
Lecturer in Physics

Along with the formation of the committee, they discussed for Institutional Development Plan with the Staff members, Student Representatives and other Stake-holders identified the existing problems which comes under the heads of New Construction, Renovation and Equipment and resolved the following :

**Under New Construction :**

A Plan is to be prepared for the construction of

1. Two additional class rooms
2. A spacious library hall along with two separate rooms for Reading and Reference Sections.
3. A Smart Class room is also decided for construction.

### **Under Renovation:**

- As there is severe power fluctuations in the college and leading damage to electrical and electronic devices all the members unanimously decided for the improvement of complete existing electrical wiring as a foremost thing.
- The present Science Laboratories which includes Physics, Chemistry and Computer Science Laboratories are just provided to conduct practicals. For polished and modernized usage of equipment, upgradation of laboratories with proper flooring, wall tiles and necessary sources and sinks for water etc., are needed.
- The 17 acres of vacant land should be made into useful by construction of tracks for athletics and various courts for sports and ground leveling is the important aspect to be taken up for building sound physical health of the students.
- For pleasant, peaceful and good look to campus, in front of the institution landscaping and beautification is necessary.
- For effective conduct of all types of meeting, the upgradation of seminar hall is mandatory.
- As the present roof of canteen and shed is in demolished state, it should be renovated.
- All the class rooms should be renovated with construction of Dias, Glass boards, proper lighting and ventilation facilities.
- For quick access to the readers and increase the readership, automation of library is compulsory.
- As an alternate source of energy, if possible, to construct a Solar Power Plant.
- If possible, the renovation of one of the class rooms into Principal Chamber and upgradation of office room is required.
- To keep campus neat, clean and tidy proper drainage system should be provided.

### **Under Equipment:**

- The replacement of some of the computers with latest version is required to meet the present Technical Advancements
- After construction of separate smart class room it is mandatory to make it as full fledged smart class room with necessary equipments.
- For proper office administration the relevant software application is to be loaded so that the student community will be benefited.
- For high end communication the campus must be completely provided with Wi-fi connectivity.
- For perfect supervision, transparency and punctuality, CC cameras and Bio-metric systems are necessary.
- Digitalization of Library is mandatory for effective utilization of Library by students and Faculty members.
- The strengthening and up-gradation of Library is necessary based on day-to-day advancements with latest versions of reference books and e-journals.
- To find a permanent solution for drinking water problem a high quality and high filtered RO Water Plant is to be established.
- Taking into consideration of CBCS pattern introduced by UGC, all science laboratories –  
Physics, Chemistry and Computer Science should be provided with full fledged equipment in order to create more interest and enthusiasm in relevant subject.

- For sound health and physical fitness a complete Gymnasium and all types of sports and games materials should be established in the college.

These are some of the discussions and resolutions unanimously taken by all staff members, students and other stake-holders of the institution.

Principal and Chairman of RUSA

**Names and Signatures:**

**Teaching Staff:**

1. Sri.P.Divakara Rao, Lec. in Commerce
2. Sri.V.Suryanarayana, Lec. in History
3. Smt.D.Lakshmi, Lec. in Physics
4. Sri.M.Srinivasu, Lec. in Commerce
5. Smt.Ch.Komala lakshmi, Lec. in Physics
6. Dr.G.Gangiah, Lec. in Commerce
7. Sri.P.M.Naidu, Lec. in Mathematics
8. Dr.K.Anitha, Lec. in Chemistry
9. Sri.M.Sudhadhar, Lec. in Physics

**Other Staff:**

10. Sk.Saleem Bhasha, Physical Director
11. Sri.T.Ramu, Librarian

**Guest Faculty:**

12. Sri V.Murali, Lec. in Chemistry
13. Sri G.Govindu, Lec. in Chemistry
14. Sri.K.Venkateswara Rao, Lec. in Political Science
15. Sri. B.Suresh, Lec. in Economics
16. S.Hanumanth, Lec. in Computer Science

**Non-Teaching Staff:**

17. Smt.Ch.S.S.R.A.V.Ramanamma, Superintendent
18. Smt.K.Satyavathi, Record assistant
19. Smt.K.Syamala, Record assistant

**Other Stake-holders:**

20. Sri.P.E.Bharadwajam CPDC Member
21. Sri.N.Ramesh CPDC Member

**Student Representatives:**

**1.M.Sc:**

i). P.Raviteja

Raviteja .

ii). P.M. Varna

P.M.Varna

**2.B.Sc.**

i). G.Abraham

G. Abraham .

ii). V.Durga

V. Durga

**3.B.Com.**

i). K.Maneesha

K. maneesha .

ii). K.Sankhar

K. Sankhar

**4.B.A.**

i). D.Venkatesh

D. venkatesh

ii). S.Priyanka

S. Priyanka

## RUSA MEET

Date : 26.02.2016

The Board of Governors and the Project Monitoring Unit members of RUSA met in the Principal's chamber on 26<sup>th</sup> Feb, 2016 at 4.00PM under the chairmanship of Principal Dr. T.C.Ravichandra Kumar to discuss the following.

### **Agenda**

1. Replacement of Board of Governors
2. Constitution of RUSA Purchase Committee

### **Discussion and Resolution**

The chairman and other members of RUSA discussed about the agenda mentioned above.

As Two members of the Board of Governors are transferred , the Chairperson and other committee members decided to replace Dr.G.Gangaiah, Lecturer in Commerce by Smt. P.V.K.Aleena. Motakattu, Lecturer in Commerce and Smt. D.Lakshmi, Lecturer in Physics by Sri P.M.Naidu, Lecturer in mathematics. With these modifications the Governing Body will constitute the following members :

### Board of Governors

S.No.	Name	Designation
1	Sri M.Srinivasu	Lecturer in Commerce
2.	Sri P.M.Naidu	Lecturer in Mathematics
3.	Sri M.Sudhadhar	Lecturer in Physics
4.	Smt. P.V.K.Aleena Motakattu	Lecturer in Commerce
5.	Smt. Ch.S.S.R.A.V.Ramanamma	Superintendent

For utilization of RUSA Funds within the time frame, the following members are constituted for purchase committee. They are instructed to follow the RUSA guidelines thoroughly.

### Purchase Committee

S.No.	Name	Designation
1	Sri P.Divakara Rao	Lecturer in Commerce
2.	Smt. T.Adilakshmi	Lecturer in Economics
3.	Sri M.Sudhadhar	Lecturer in Physics
4.	Sri T.Ramu	Librarian
5.	Smt. Ch.S.S.R.A.V.Ramanamma	Superintendent

*Ch. Konaladevi*  
RUSA Coordinator 26/02/16

Signature of the other members

1. Sri P.Divakara Rao *P. Divakara Rao*
2. Sri M.Srinivasu *M. Srinivasu*
3. Sri P.Maha Lakshmi Naidu *P. Maha Lakshmi Naidu*
4. Smt. T.Adilakshmi *T. Adilakshmi*

*T.C. Ravichandra Kumar*  
26/2/16.  
Principal

5. Sri M.Sudhadhar *M. Sudhadhar*
6. Smt. P.V.K.Aleena Motakattu *P. V. K. Aleena Motakattu*
7. Sri T.Ramu *T. Ramu*
8. Smt. Ch.S.S.R.A.V.Ramanamma *Ch. S. S. R. A. V. Ramanamma*

Date: 29.02.2016

The Chairperson and the Board of Governor of RUSA met in the Principals Chamber on 29<sup>th</sup> Feb, 2016 at 1:00 P.M under the Chairmanship of Principal Dr. T.C. Ravichandrasekhar to discuss and resolve the following Agenda.

### Agenda:

1. To get Approval from Rusa Project Director, for Modification in RUSA proposal.

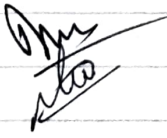
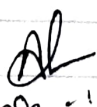
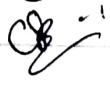
### Discussion and Resolution:

The Governing Body along with chairperson discussed about the above Agenda and resolved to get approval for ~~any~~ modification in RUSA proposal already sent earlier. In this context, the committee resolved to get approval for sports equipment with modification based on the need and priority and benefit to the students. So, they decided immediately to send email and hard copy to RUSA Project Director with the required equipment for ~~provision~~ Approval.

Dr. Komala Lelith  
29/02/16  
RUSA Coordinator.

The  
29/02/16  
Principal.

### Signature of the Board of Governors.

- (1) Sri M. Srinivasu 
- (2) Sri P.M. Naidu
- (3) Sri M. Sudhakar M.S.D
- (4) Smt - P.V.K. Alena Motakattu 
- (5) Smt. Ch. S.S.R. A.V. Ramamma 

SPD RUSA Andhra Pradesh 11:00 AM (6 minutes ago)

Dear Principal,

It is to state that you may go ahead with procurement of the proposed sports equipment. But it is essential and mandatory to follow the guidelines issued and that the total cost of all the new equipment shall not exceed Rs.60 Lakh (30% of 2 crore).

2/03/16.



Date: 02/03/16

The Chairperson and the Governing Body of RUSA met in the Principals Chamber at 12:30 PM under the Chairmanship of Dr. T.C. Raichandrakumar to discuss the following Agenda.

## Agenda:

1. Rf2: APTS proforma invoice for supply of Products - RUSA funds dt. 01.02.2016, through e-mail.
2. Rf2: SPD RUSA Andhra Pradesh - for sports equipment dated: 02/03/2016 through e-mail.

## Discussion and Resolution

→ The Governing body along with the Chairperson discussed about the above agenda and resolved to send a cheque for Rs. 32,14,000/- (Thirty two lakhs fourteen thousand only), <sup>out of 35 lakhs released</sup> as per the Proforma Invoice and Advance Stamped Receipt received from APTS, Ltd. Hyderabad. They also resolved to send the list of products required as per RUSA Proposal to the equipment / services / software mentioned in APTS Proforma Invoice.

→ As the Approval from State Project Director is confirmed with <sup>report</sup> reference 2 of the Agenda, the Governing body decided to purchase the sports equipment for remaining Rs 2,86,000/- (Two lakhs Eighty six thousand only) as per the norms or procedure to be followed immediately.

in kind cheque  
2/3/16

RUSA co-ordinator.

1/2/02/16

Principal.

Signature of Board of Governors:

1. Sri M. Srinivasa
2. Sri P. Maheshwari
3. Sri M. Sushil Kumar

- (4) Sri P.V.K. Aleena. M.
  - (5) Sri S.S.R. A.V. Ramanam.
- CH.SSRAM Ramanam