

**Minutes of the meeting of principals of COE's/SOE's held on 08-11-2013 at 10-30 AM in the chambers of Secretary, Gurukulam, Hyd.**

**Rc.No.17284/D3/Acad./2013,**

**Date.13.12.2013.**

The following officer's and principals attended.

1. Sri K.V.Satyanarayana, I.A.S., Secretary, Chair Person.
2. Smt A.Sri Devasena, Joint Secretary,
3. Sri K.Appa Rao, Consultant (Acad.)
4. Sri S.M.Affeez Quadri, AS(Acad.)
5. Sri D.Sudhakar, OSD(Acad.)
6. Principals of COE's / SOE's & IIT Study Center.

The following issues were discussed.

1. The Secretary, Gurukulam has directed the principals of SOE's / COE's to take necessary action to fill all the sanctioned seats and further suggested to fill the seats in MPC Groups with the same no of vacant seats available in BPC and see that it should not exceed the total sanctioned strength and there shall not be any vacancy.

(Action:OSD (Acad.), Principals)

2. While reviewing the results of SSC, March, 2013, the Secretary, Gurukulam felt that the no. of students secured A, grade in SSC 2013 in SOE's is not satisfactory. The Secretary instructed the principals, that the steps should be taken to improve the no. of students in A1, & A2 grades and avoid failures in SOE's. The % of pass in SSC at SOE Parvathipuram and Srisailam is below the average pass of Gurukulam. The Secretary, Gurukulam displeased with the pass % of the two SOEs and directed the principals to take all steps to secure 100% pass in SSC March, 2014.
3. While reviewing the results of IPE -2013, the Secretary, Gurukulam appreciated the Principal, IIT Study Cententer, Rajendranagar, SOE, Srisailam and COE, Warangal, COE, Srikalahasti for achieving 100% pass. The Secretary also directed all the principals to prepare action plan to secure at least 50% of student in A grade besides achieving 100% pass in all colleges.

(Action: Principals SOE/COE/IIT Center)

4. It is decided to prepare proper plan of action by the principals to secure a minimum of 70 marks in Biology, 25 marks in chemistry and 15 marks in physics in EAMCET-2014 to obtain a seat in MBBS for BPC students and to achieve a minimum of 100 marks in EAMCET for MPC students(Maths 60,Chemistry25,and 20 in physics) to obtain seat in reputed engineering colleges.

(Action: OSD (Acad), Principals)

5. The Secretary, Gurukulam felt that the ranks obtained in EAMCET-2013 are not encouraging and convincing.

The principals are directed to review the performance of students in weekend EAMCET tests with concerned JL's to issue proper direction for clarifying the doubts and for counselling the students. Work sheet should be maintained for solving the problem which will help the teacher to find out the difficulty of the student.

(Action:Principals)

6. It is resolved to maintain out going students record with all the details of students from date of joining to leave the institution. The formats of the students profile should be uniform in all the college.

(Action: OSD (Acad), Principals)

7. Performance of students appearing for IIT Main -2014 in the weekend tests is not satisfactory and there is dire need to improve the standards of students to secure 150 marks and more in internal tests.

(Action:Principals)

8. It is decided to give special focus on IPE, including languages. Since, IPE marks have major impact on IIT (Mains) rank and due emphasis should be given to the languages also.

(Action:Principals)

9. Principals have to review the performance of students every Monday. Separate test on IPE model in week end has to be conducted. The answer papers of high achievers and low achievers should be valued in presence of the students to issue immediate instructions.

(Action:Principals & Staff)

10. The performance of teachers in mid term and weekend tests, EAMCET-2013 has been discussed.

The teachers with low performance were identified and the principals are directed to issue the show case notice to improve the standards of such teachers and submit their explanation to this office for further action. The following teachers are identified for having more no. of failures in the relevant subjects.

Sl. No.	Name of the teacher/JL	Subject	Name of the college
1	U.Ramu	Mathematics	COE, Vizag
2	O.J.Rao	Mathematics	COE, Vizag
3	PVRB Anand	Physics	COE, Vizag
4	BR.Ch.Naidu	Chemistry	COE, Vizag
5	P.Daskshayani	Zoology	COE, Vizag
6	L.Rama Murthy	Mathematics	SOE, Srisailam
7	J.Sathish Goud	Physics	SOE, Srisailam
8	P.Siva Shankara Chary	Mathematics	SOE, Srisailam
9	SBS Nagabhusanam	Physics	SOE, Srisailam
10	N.Srinivasa Rao	Mathematics	SOE, Parvathipuram
11	S.V.Srinivasa rao	Chemistry	SOE, Parvathipuram
12	BVS Appa rao	Chemistry	SOE, Parvathipuram
13	D.Vasu babu	Botany	SOE, Parvathipuram
14	J.Srinivasa rao	Zoology	SOE, Parvathipuram

11. The principals are informed to create awareness among students & staff on marks and corresponding ranks to secure seats in different professional colleges region wise basing on the previous admission details.

(Action: OSD (Acad), Principals)

12. The principals are informed to send the particulars of students who achieved the national merit scholarship and admissions in reputed university colleges along with photos to place them in Gurukulam web site.

(Action: OSD (Acad), Principals)

13. It is instructed to allot 10 students to a mentor (teacher) to take care of all the needs of their wards for the development of student in all aspects.

(Action: Principals)

14. It is strongly advised to take question papers from reputed IIT/EAMCET institution within their purview and practice with merit students.

15. It is decided to sort out the action plan to conduct the value added Guest faculty lecturers for a session wise. Each session with 3 hour including instruction, assignment work and evaluation besides giving one Question paper for each session). The principals shall prepare the active plan with budget estimation and submit to this office.

(Action: OSD (Acad), Principals)

16. The principal are informed to identify the talented part time teacher / JL and negotiate for remuneration and submit the proposal for issuing necessary orders / release of funds for the existing vacancies.

(Action: Principals)

17. It is decided to organise 8 week intensive programme on IIT (Main) EAMCET after completion 2<sup>nd</sup> midterm exams (i.e) from 15-11-2013.

18. The Secretary agreed the proposal of getting the question papers from outside reputed corporate colleges for the 8 week intensive programme on IIT (main) EAMCET to assess the accurate the performance of students appearing IIT/ EAMCET-2014. The consultant (Acad) is directed to look into this matter and arrange accordingly.

(Action: Consultant (Acad.), OSD (Acad.))

The principals have requested to arrange / sanction the following.

(Action: OSD(Acad.))

1. Enhancement of examination charges for Rs.60,000/- per annum to meet the expenditure for conducting the weekend, mid & terminal examinations.
2. The existing zerox machines became unserviceable and getting frequents repairs and there is a need to replace and arrange the high capacity zerox machines.

3. Enhancement of incentive to the teaching staff working in SOEs / COEs from 2000/- to 5000/- (as being provided at IIT study circle Rajendranagar).
4. Computers to COE's / SOE's / IIT.
5. Allocation of funds to purchase the reference books for effective preparation for IIT / EAMCET.
6. The principal, SOE, Parvathipuram submitted a requisition for seeking clarification on new revised teaching staff pattern.
7. The principal, COE Warangal has requested to arrange a physical Director preferably a women candidate due to retirement of existing PD.
8. Requirement of Generator 7.5 Kw kirlosker for COE Srikalahasti, SOE Bhadrachalam, SOE Srisailam and COE Vizag.
9. All the principals are requested to issue necessary orders to meet actual consumption charges to Generator.
10. The principal, COE Parvathipuram has submitted a requisition to accord administrative sanction of Rs.25,000/- for construction of watchman gate shed.
11. The principal are requesting for enhancement of remuneration for out sourcing JLs.

The Secretary, Gurukulam, Hyderabad agreed in principle and informed that all the issues will be examined and addressed subject to availability of funds.

The action will be intimated to the principals over the above issues.

Sd/-  
Secretary,