

MINUTES OF THE STAFF COUNCIL MEETING

Date: 18-06-2025

Venue: Principal's Cabin

A meeting of the Staff Council was held under the Chairmanship of the Principal, **Dr. S. Chandra Mahalakshmi**, on 18-06-2025 at 10:30 A.M. in the Principal's Cabin.

Agenda

- Review of **academic activities**.
- Review of **student attendance and performance** in semester examinations.
- Discussion on initiation of **Add-on Courses**.
- Open discussion on new ideas for the overall progress of students.
- Nomination of Staff Representatives for the academic year 2025–2026.

Proceedings

- The Principal welcomed all the members of the faculty and reviewed the academic progress of the institution.
- The Council discussed student attendance and resolved that class mentors should closely monitor absenteeism, **conduct regular counselling sessions**, and maintain **periodic phone follow-ups** with parents.
- Examination schedules and evaluation procedures were reviewed. All Heads of Departments were instructed to complete **internal assessments** as per the academic calendar.
- The proposal for introducing **Add-on Courses** was discussed. The Council approved the courses and finalized the syllabus for implementation.
- Members shared suggestions and innovative ideas for enhancing the overall academic and personal development of students.
- The Council emphasized the importance of **discipline, punctuality, and maintaining quality in teaching-learning** processes.
- It was resolved that **NSS and NCC units** should prepare monthly activity plans and submit detailed reports regularly to the Principal's Office.
- Staff representatives for the academic year 2025–2026 were nominated and approved by the Council.

There being no other business, the meeting concluded with a vote of thanks proposed by **Mrs. Kameswari**, Head, Department of Commerce.

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CHAITANYA DEGREE & PG COLLEGE FOR WOMEN

S.No	Name of the Faculty	Department	Signature
1	SUV. Rajya Lakshmi	Sanskrit	Suv. Rajya Lakshmi
2	G Vani	Hindi	Vani
3	M. Sravani	Telugu	M. Sravani
4	H. Joga Rao	Mathematics	H. Joga Rao
5	Santhoshini Devi	Mathematics	Santhoshini devi
6	K.Bhagya See	Computer Science	K. Bhagya See
7	R.V Sirisha	Statistics	R. V. Sirisha
8	M. Satya Gowri	Physics	M. Satya Gowri
9	B Leela Kumari	Chemistry	B. Leela Kumari
10	V Jyothi	Botany	V. Jyothi
11	S.V. Padmavathi	Zoology	S. V. Padmavathi
12	Dr Sony	Zoology	Dr Sony
13	Sheela Deepak	MicroBiology	Sheela Deepak
14	S. Jaya Divya	Biochemistry	S. Jaya Divya
15	NRLN Kameswari	Commerce & Management	NRLN Kameswari
16	T Pavani	Commerce & Management	T Pavani



SCM
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