

**SAROJINI NAIDU VANITA MAHA VIDYALAYA: HYDERABAD**  
**GOVERNING BODY MEMBERS**

<b>S.No</b>	<b>Name of the Member</b>	<b>Designation</b>
1.	Sri.Aditya Margam	Chairman
2.	Smt.G.Vijaya Lakshmi	Vice-Chairman
3.	Sri.N.Vinay Kumar	Hon.Secretary
4.	Dr.Shailaja Raj	Jt.Secretary
5.	Sri.K.Dilip Reddy	Hon.Treasurer
6.	Sri.Anirudh K.Reddy	Member
7.	Smt.Meera BR	Member
8.	Smt.B.Leelavathi	Member
9.	Smt.V.Veena Rani	Member
10.	Smt.N.Shravanthi	Member
11.	Smt.Uma Rani	Member
12.	Sri.Sudhir Srivastava	Member
13.	Smt.Usha Vanam	Member
14.	Smt.T.Rajesh	Member
15.	Sri.M.Jaswanth Reddy	Member
16.	Jt.Director of Collegiate Education	Govt.Representative
17.	Prof.L.Shivarama Krishna	University Representative
18.	Dr.D.Shobhana	Principal
19.	Dr.K.Radhika	Staff Representative

  
**PRINCIPAL**

Sarojini Naidu Vanita Maha Vidyalaya  
Exhibition Grounds, Hyderabad.



## SAROJINI NAIDU VANITA MAHA VIDYALAYA:HYDERABAD

Minutes of the 3<sup>rd</sup> Governing Body meeting of S.N. Vanita Maha Vidyalaya, Hyderabad held on Saturday, 3<sup>rd</sup> July 2021 at 11.30 am.

### **MEMBERS PRESENT:**

1. Sri Aditya Margam
2. Smt.G.Vijaya Lakshmi
3. Sri N.Vinay Kumar
4. Sri M.Rajashekar
5. Sri K.Dilip Reddy
6. Sri Anirudh K Reddy
7. Smt. B.Leelavathi
8. Smt. B.Veena Rani
9. Smt. N.Uma Rani
10. Sri T.Rajesh
11. Sri M.Jaswanth Reddy
12. Sri Sudhir Srivastava
13. Dr. D.Shobhana
14. Dr.K.Radhika

Chairman  
Vice-Chairman  
Hon. Secretary  
Joint Secretary  
Hon. Treasurer  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Principal  
Staff Representative

### **APOLOGIES:**

1. Smt. Meera BR
2. Smt. N.Shravanthi
3. Smt. Usha Vanam
4. Prof. D.Karuna Sagar
5. Jt. Director of Collegiate Education

Member  
Member  
Member  
University Representative  
Govt. Representative

The Chairman welcomed the members of the Governing Body and thanked them coming in this pandemic situation and requested the Hon. Secretary-cum-Correspondent to take up the agenda.

The Hon. Secretary-cum-Correspondent thanked the Chairman and took up the agenda

1. To confirm the minutes of 2<sup>nd</sup> Governing Body meeting held on 21.01.2021 and of Circular Resolutions dated 04.02.2021 and 25.03.2021.

The minutes of the 2<sup>nd</sup> Governing Body meeting held on 21.01.2021 circulated among the members were treated as read and confirmed.

2. To note the business arising out of the 2<sup>nd</sup> Governing Body meeting held on 21.01.2021 and of Circular Resolutions dated 04.02.2021 and 25.03.2021.

Item No.5

A 1) Interaction with the Heads of Departments

The Chairman thanked and wished to place on record the services of Dr.M.Shailaja Raj, previous Joint Secretary for conducting workshop on "Online Course Design, Development and Delivery". Chairman applauded Dr.Srinivas, for his valuable inputs during the workshop and also proposed to conduct one more workshop on online teaching for the staff.

3. To consider the recommendations of Office Bearer's meeting held on 24.05.2021, 05.06.2021 and 19.06.2021.

OFFICE BEARER'S MEETING HELD ON 24.05.2021

A1) **To discuss Intermediate admissions.**

Hon. Secretary informed the members that publicity measures have been taken and a banner has been displayed near the entrance gate of Exhibition Grounds. Pamphlets were distributed through newspapers four times in different localities to attract the students. Some lecturers had volunteered to go to nearby schools along with pamphlets and calendars to spread awareness of our college and availability of seats, scholarships and facilities. Principal informed the members that 475 students have joined and still admissions are in progress.

A2) **To discuss enhancement of Intermediate Fee structure.**

Hon. Secretary informed the members that the present fee structure for Intermediate is very low compared to other colleges with similar infrastructure & facilities and also said that it is insufficient to pay even salaries to Intermediate staff. Sri Jaswanth Reddy, Member, enquired what is the annual income and expenditure pertaining to intermediate section. Principal informed that as we are composite college, we cannot differentiate the expenditure because the language teachers are common both for intermediate and under graduation courses. Hon. Treasurer informed the members that as the strength of HEC is very less, we may ask the Board of Intermediate to convert the section into one additional CEC section, which is in demand. All the members agreed to the suggestion and asked Principal & Hon. Secretary to look into the matter.

After discussion, the recommendation of Office Bearer's was accepted by the Governing Body to enhance the Intermediate Fee from 2021-22 for first year as detailed below:

Group	Existing Fee (2020-21)	Proposed Fee (2021-22)	Enhanced
MPC	Rs.11,115/-	Rs.18,000/-	Rs.6,885/-
BPC	Rs.11,115/-	Rs.18,000/-	Rs.6,885/-
CEC	Rs.13,115/-	Rs.18,000/-	Rs.4,885/-
HEC	Rs.5,615/-	Rs.7,000/-	Rs.1,385/-
MLT	Rs.11,115/-	Rs.15,000/-	Rs.3,885/-
COMP.SCIENCE	Rs.11,115/-	Rs.15,000/-	Rs.3,885/-
ACC/TAX	Rs.11,115/-	Rs.15,000/-	Rs.3,885/-
CEC (UNAIDED)	Rs.15,115/-	Rs.20,000/-	Rs.4,885/-
MEC (UNAIDED)	Rs.15,115/-	Rs.20,000/-	Rs.4,885/-

#### OFFICE BEARER'S MEETING HELD ON 05.06.2021

#### A2) To consider enhancement of Hostel fee structure from 2021.

Hon. Secretary informed the members that as the rates of all commodities have increased, it was proposed to enhance to hostel fee from this academic year.

The recommendation of Office Bearer's was accepted by the Governing Body to enhance the Hostel fee from the academic year 2021-22 as detailed below:

Particulars	Fee for 2020-21	Fee for 2021-22	Enhanced
Admission Fee	Rs.3,000/-	Rs.4,000/-	Rs.1,000/-
Deposit	Rs.1,000/-	Rs.1,000/-	—
Mess charges	Rs.33,000/-	Rs.40,000/-	Rs.7,000/-
TOTAL	Rs.37,000/-	Rs.45,000/-	Rs.8,000/-

#### OFFICE BEARER'S MEETING HELD ON 19.06.2021

#### A2) To consider introduction of new PG course in M.Sc.(Nutrition & Dietetics) for the year 2021-22

Joint Secretary informed the members that there has been a popular demand for Nutrition & Dietetics course in P.G. and as we have Nutrition in UG course, it would not be so difficult to add M.Sc. as well. Principal explained that to cater to full strength of M.Sc. I year and II year, there is a need for construction of two additional Labs. However, for time being we can show the existing classrooms and labs for the Inspection team and fulfil the prescribed requirements for 1 year. Principal also informed the members that the feasibility report shows a deficit of Rs.25,00,000/- and

already the P.G account is in deficit and is unable to pay salaries for the coming months.

However, the Joint Secretary Sri.M.Rajshekar referred to the detailed feasibility study and pointed out that estimated setup cost is Rs.22.5 lakhs and the running expenses for first year (2021-22) is 12.15 lakhs and for second year (I & II year students) is Rs.19.5 lakhs. Whereas the income for a maximum strength of 30 at 100% enrolment would be Rs.9,60,000/- for 1 year in 2021-22 and Rs.21.12 lakhs for I & II year in 2022-23.

Therefore it was felt that if Exhibition Society can be approached for funding the setup cost of 22.5 lakhs then the course would be feasible assuming 100% enrolment in I and II year. Therefore, it is unanimously resolved to approach Exhibition Society for funding under Special Grant and await their nod of approval. In the meantime the college administration can pursue the application with University and obtain in principle approval from them. However, we shall take a final call to do or not do only after hearing from Exhibition Society.

**4. To consider creation of account for Gratuity to Unaided staff of college and hostel.**

As per the Rules and Regulations of Exhibition Society and OGA, gratuity has to be paid to the unaided employees when they retire/resign/on death. Chairman informed that very few colleges are paying gratuity and till now we have been paying gratuity from the funds available with us. Hon. Treasurer informed the members that the position of the college is just break even and do not have abundant funds to pay gratuity and hence it is proposed to create a fund and to be kept as FDR and the interest is also to be added to it. Sri Jaswanth Reddy, Member enquired whether the college has prepared a list of those employees who would be retiring in the coming years and how the college is going to pay gratuity if the fund is not sufficient. Principal informed that the list is prepared and there will be 3 to 4 retirements in the coming couple of years and amount will be paid from the fund to be created. It was proposed that 4.81% on the gross salary every month is to be deducted for gratuity fund which in turn can be invested annually as FDR to pay gratuity to the staff.

The Governing Body unanimously resolved to create an account for gratuity to unaided staff of college and hostel and authorised the Finance-cum-Purchase Committee for more details.

**5. To consider disbursement of OGA Recurring grant for the years 2020-21 and 2021-22 to the staff.**

Principal informed the members that an amount of Rs.10,00,000/- was received towards OGA Recurring grant for the years 2020-21 and 2021-22. An amount of Rs.55,000/- was already paid to the staff. Principal proposed that the remaining amount of Rs.9,45,000/- is to be disbursed to the staff evenly at a time for the year 2020-21 and 2021-22.

The Governing Body resolved to disburse the grant for the year 2020-21 to the staff evenly as one-time payment and authorised Hon. Treasurer and the Finance-cum-Purchase Committee to decide disbursement of grant for the year 2021-22.

**6. To note filing of Form 10A for the year 2020-21.**

Principal informed the members that it is mandatory to file Form 10A for the academic year 2020-21 for renewal of registration of existing trust and societies vide Income Tax notification and it is in process under the guidance of the Chartered Accountant.

**7. Any other matter with the permission of the chair.**

**1) To consider representation from Major Supriya, NCC Officer regarding NCC expenditure (refreshment) as the funding from Directorate has been stopped.**

Hon. Treasurer reminded that we had a discussion on this issue in the previous meetings and the college is not in a position to bear the total expenses of Rs.3,500/- per cadet. Sri Jaswanth Reddy, Member, enquired whether NCC is useful for the students and is it beneficiary for them for higher studies. Principal informed that NCC is very much useful for the students for higher studies and even for job opportunities in Police Department. All the members opined to bear refreshment charges @ Rs.1,500/- per cadet from the college and the camp charges should be borne by the cadet.

Hence, it was resolved to bear Rs.1,500/- towards refreshment charges per cadet from college and Rs.2,000/- should be borne by the cadet for camp charges.

**2) To consider Fee waiver for sports girls**

Principal informed the members that 50% fee was waived to State level players and 100% fee was waived to National and International level players in the previous years. But due to pandemic, in the year 2020-21 games/sports were not conducted throughout the State and Nation. All the members opined that it is not the fault of the student for the non-conduct of games/sports. Hence fees may be waived for them.

The Governing Body resolved to waive 50% fee to State level sports girls and 100% fee waiver to National and International sports girls for the academic year 2020-21.

**3) To consider proposal of Intermediate staff for extra remuneration for EAMCET and NEET coaching to our students**

Principal informed that the Intermediate staff has given representation to pay extra remuneration for them for EAMCET and NEET coaching to the students.

Sri T.Rajesh, Member enquired how we can coordinate the competitive exam and the regular classes and the expenditure involved in it. Chairman opined that an interaction with the staff along with Academic committee may be arranged to work out the modality and methodology for the coaching classes. All the members opined that the in house teachers is a good choice for coaching classes as they know the potential and weakness of the student in the subject.

Hence, it was resolved to setup a task force under the supervision of the Principal to establish EAMCET and NEET coaching & methodology to be opted and the overall supervision will be done by the Academic and Admission Sub Committee. The Sub Committee shall workout the financials and submit them for approval of the Governing Body.

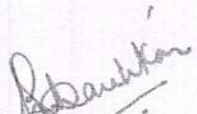
**4) To consider proposal for enhancement of sanitization maintenance work by M/s.Sulabh International Social Service Organisation**

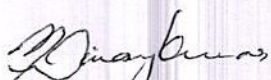
Principal informed that the maintenance of toilets in the college is through M/s.Sulabh International Social Service Organisation. The organisation has increased the maintenance cost @ 20% and requested to continue the services.

The Governing Body authorised Principal and Hon. Secretary to look into the matter of operational issue.

- Principal informed that a circular from CCE has stated that there are only 5 aided teaching posts and 4 aided non-teaching posts and all the other sanctioned posts have been withdrawn.
- Hon. Treasurer suggested that as the strength in HEC is very uneconomic and no demand for the course it is better to stop admission from this academic year and convert the section into another additional section of CEC which has more demand.
- Hon. Treasurer has requested the Chairman to arrange for a Bank Extension counter in the college premises for paying fees as it is becoming difficult for the students to go and stand for a long time in the bank. Chairman agreed to talk to the bank officials and do the needful.

Joint Secretary thanked all the members for attending the meeting and giving valuable inputs. The meeting ended with vote of thanks proposed by Joint Secretary.

  
PRINCIPAL

  
HON. SECRETARY

  
CHAIRMAN





## SAROJINI NAIDU VANITA MAHA VIDYALAYA:HYDERABAD

Minutes of the 4<sup>th</sup> Governing Body meeting of S.N. Vanita Maha Vidyalaya, Hyderabad held on Monday, 30<sup>th</sup> August 2021 at 11.30 am.

### MEMBERS PRESENT:

1. Sri Aditya Margam	Chairman
2. Sri N.Vinay Kumar	Hon. Secretary
3. Sri M.Rajashekar	Joint Secretary
4. Sri K.Dilip Reddy	Hon. Treasurer
5. Sri Anirudh K Reddy	Member
6. Smt. B.Leelavathi	Member
7. Sri T.Rajesh	Member
8. Sri M.Jaswanth Reddy	Member
9. Sri Sudhir Srivastava	Member
10. Sri Jibran Farooqui	Member
11. Prof. D.Karuna Sagar	University Representative
12. Dr. D.Shobhana	Principal

### APOLOGIES:

1. Smt.G.Vijaya Lakshmi	Vice-Chairman
2. Smt. Meera BR	Member
3. Smt. B.Veena Rani	Member
4. Smt. N.Uma Rani	Member
5. Smt. Usha Vanam	Member
6. Dr.K.Radhika	Staff Representative
7. Jt. Director of Collegiate Education	Govt. Representative

The Chairman along with the members of the Governing Body welcomed the new member Jibran Farooqui and thanked all the members for attending the meeting and requested Hon. Secretary-cum-Correspondent, to take up the agenda.

1. To confirm the minutes of 3<sup>rd</sup> Governing Body meeting held on 3<sup>rd</sup> July 2021.

**3 A1) To discuss Intermediate admissions**

Sri M.Rajshekar, Joint Secretary informed the members that there is a considerable increase in the strength compared to previous year. This year a total of 525 students were admitted into various intermediate courses. Joint Secretary thanked the Management, Principal and staff for extending their cooperation in the increase of strength. Members enquired whether the students of HEC were convinced or not to join in CEC. Principal informed that the parents were called and informed regarding the proposal for conversion of the HEC section to CEC. Some of the parents were not willing to change their wards as they felt it is difficult for their children to pursue CEC.

Hence, it was resolved to continue HEC for this academic year and apply to Board of Intermediate to convert the HEC section to CEC for the next academic year.

Sri K.Dilip Reddy, Hon. Treasurer suggested that all the Principals / Heads of the schools in the vicinity of our college may be called for high tea or can be given mementos, so that it will be easy for them to remember our college and recommend to the students for the next academic year. They will see the infrastructure and facilities in the college and it will be an added advantage for the publicity. All the members agreed to the suggestion and it was resolved to conduct Open Day from November itself so that we can cover more schools.

Chairman expressed the view that the college should look more appealing for admission into Degree through DOST. Chairman requested Sri Anirudh K Reddy, Member to review the website of the college and to see that the website be updated as it will be more useful to the students and parents for the on-going online Degree admissions. Joint Secretary suggested that the B.Sc. II and III year students should be given project work to design and update the website. Chairman informed to update the website by 30th September.

Sri M.Rajshekar, Joint Secretary informed the members that we have received a letter from Osmania Graduates' Association granting permission to start M.Sc. (Nutrition & Dietetics) from this academic year and also recommended Exhibition Society for granting Rs.5,00,000/- towards Corpus fund to start the course. We have requested the Exhibition Society also for establishing the labs for the new course. Joint Secretary thanked the Office Bearer's and the Principal for extending cooperation for the introduction of new P.G course.

The minutes of the 3<sup>rd</sup> Governing Body meeting held on 03.07.2021 circulated among the members were treated as read and confirmed.

2. **Business arising out of the 3<sup>rd</sup> Governing Body meeting held on 03.07.2021.**

It was unanimously resolved to create an account for gratuity to unaided staff of college in the 3<sup>rd</sup> Governing Body. The Accounts Consultant was consulted for opening of the Gratuity account. The Consultant suggested that it is better to create a trust instead of account as there may be I.T issues or if it is an FDR there may be interest utilisation issues. Chairman informed that we shall take the suggestions of the Auditor and advised Hon. Treasurer to go into the details.

The business that arose out of the 3<sup>rd</sup> Governing Body Meeting held on 03.07.2021 was noted.

3. **To approve the Audited Statements of Accounts and Audited Report of college and hostel for the year 2020-21.**

Sri.K.Dilip Reddy, Hon. Treasurer informed that double entry system is being followed since 2014 where we get neat and clean Balance sheet. Hon.Treasurer suggested that when College and Hostel are composite there is no need for separate balance sheets and single balance sheet can be prepared for the entire college.

The Audited Statements of Accounts and Audited Report of college and hostel for the year 2020-21 were noted and confirmed.

4. **To write off the old balances appearing in the books of accounts under various bank accounts heads.**

Sri.K.Dilip Reddy, Hon. Treasurer informed that the unclaimed deposits / old balances appearing in the books of accounts under various bank account heads may be written off. Hon.Treasurer suggested that after every three years, after verifying the accounts, the unclaimed deposits or balances can be written off under the authorisation of Chairman and Principal. The Accounts Consultant has informed that an amount of Rs.8,65,683/- is to be written off by 1<sup>st</sup> April 2020-21 and an amount of Rs.2,47,000/- is to be written off by 1<sup>st</sup> April 2021-22. Chairman requested the Accounts Consultant to go through the accounts and intimate the Governing Body the amounts to be written off from old balances.

The Principal informed the Governing Body that as per the Audit Report P.F and ESI are not being paid to some of the staff members. Principal informed that the staff who join newly are being paid consolidated pay for a period of 3 years which is treated as probation period. After 3 years if they continue the services they are being paid P.F and ESI. The Accounts Consultant raised the objection that the consolidated pay should not be mentioned as salary as we are not deducting any P.F and ESI. It should be considered as Honorarium or Guest lecture payment.

4

**5. To consider opening of Corpus Fund Account and utilisation of interest on Corpus Fund of UG and PG courses.**

The college has been maintaining Corpus Fund FDR's for Intermediate, UG & PG Courses and over a period of time we have generated an amount of Rs.38,28,764/- in the Intermediate & UG account and Rs.98,00,000/- in the PG account.

As per TSCHE an amount of Rs.5,00,000/- Corpus Fund for all UG courses and Rs.5,00,000/- per course for PG has to be deposited in the joint account in the name of Regional Joint Director, Commissioner of Collegiate Education and Hon. Secretary-cum-Correspondent, SNVMV for a period of 10 years in the form of FDR. An amount of Rs.2,00,000/- each for Intermediate Regular and Vocational courses has to be deposited in the joint account of DIEO and Hon. Secretary-cum-Correspondent, SNVMV for a period of 10 years.

The interest generated may be withdrawn by seeking permission from TSCHE, Regional Joint Director, Commissioner of Collegiate Education and Osmania University. Hence approval of Governing Body is required for the withdrawal of interest amount and creation of new FDR's as per norms for a period of 10 years.

As it is mandatory as per the guidelines of TSCHE, CCE and Osmania University it was resolved to open new Corpus fund account of Rs.2,00,000/- for Intermediate General courses, Rs.2,00,000/- for Intermediate Vocational courses, Rs.5,00,000/- for UG courses and Rs.30,00,000/- for 6 PG courses for a period of 10 years.

**6. To consider cleaning of ground and creating sports arena opposite the college.**

All the members of the Governing Body and Principal thanked Chairman for making the ground clean and creating sports arena opposite the college. Chairman informed the members that we are looking towards Exhibition Society for funds to make the open area usable for sports and other activities.

**7. To consider water proofing of the Auditorium.**

The roof of Shankerji Auditorium is leaking due to cracks and stagnant water during rainy season is seeping into the ceiling leading to leakages. We approached M/s.Parshu Tech for water proofing of the Auditorium as their services are being utilised by Exhibition Society and they have undertaken water proofing in our hostel washrooms also. The estimated cost for water proofing is Rs.6,46,875/-.

Hence, on priority basis it was resolved to issue work order to M/s.Parshu Tech for water proofing of the Auditorium.

(5)

**8. To consider rain water draining system near Auditorium.**

The rain water coming from roof top of Shankerji Hall and old Pharmacy block lands in Alope Arcade through drain pipes. But before going out through natural slope of the floor, a lot of water seeps through the floor and enters the well of the Auditorium. Hon.Treasurer suggested that L shaped drain can be opted for controlling of water seepage. Sri Aditya Margam, Chairman suggested that a slight improvisation of water draining by means of saucer drain line will ease the problem to a large extent.

Hence, it was resolved to obtain estimates for the water draining system near Auditorium.

**9. Any other matter with the permission of the Chair.****a) To institute Gold medals in the name of Dr.E.Vasumathi, Former Principal to Best All Round student and Best Student from Telugu stream**

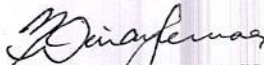
Sri Aditya Margam, Chairman expressed gratitude for their kind gesture and informed Principal to send a thanks letter to them. The Governing body authorised Joint Secretary and Principal to select the best all-round student for gold medal.

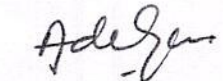
**b) To note A.G Audit report for the years 2017-18 to 2019-20 received on 05.08.2021**

The members have gone through the A.G Audit report and suggested to clarify with the Intermediate Board and Commissionarate of Collegiate Education for short remittance of tuition fee and after clarification suggested remitting the balance amount. Sri Aditya Margam, Chairman authorised the Office Bearers to study the audit report and give replies to the gist of paras.

The meeting ended with vote of thanks proposed by Joint Secretary.

  
PRINCIPAL

  
HON. SECRETARY

  
CHAIRMAN