

## Meeting-1

39

dt: 07-06-24

A department meeting was conducted on 07-6-24 (Friday) on 4 Pm in the department of Computer Science to discuss various academic and departmental activities and made the following actions and resolutions.

### Agenda:-

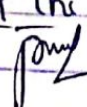
- ① Admission Campaigning
- ② Free Computer Training for Inter Completed Students.
- ③ Increase the Computer Students Strength.

### Resolutions:-

- ① It is resolved that to conduct Admission Campaign by the end of this month for the academic year 2024-25.
- ② It is resolved that on behalf of Computer Science department, the college is going to give free training/coaching for the students who completed intermediate recently.
- ③ It is resolved that the students admissions percentage should increase for the academic year 2024-25 by campaigning and digital pamphlets.

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PRINCIPAL

Signature of the Lecturer:-

① KSN 

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Meeting-2

Dt: 05-07-24

A department meeting was conducted on 05-07-24 (Friday) at 3:PM in the department of Computer Science to discuss various academic and departmental activities and made the following resolutions.

Agenda:-

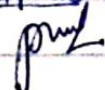
- ① preparation of curricular plans
- ② Admission Campaign - phase II
- ③ Timetable preparation
- ④ Assignments
- ⑤ Swatch Bharath
- ⑥ To follow Academic Calendar given by the University.

Resolutions:-

- ① It is resolved that to prepare annual Curricular plans for the Academic year 2024-25.
- ② It is resolved that to Campaign for the phase-II admissions.
- ③ It is resolved that to prepare departmental and individual time tables for the A.Y 2024-25.
- ④ It is resolved that to conduct Assignments to students of Second and final year atleast once in a week.
- ⑤ It is resolved to conduct Swatch bharath pro-gramme to the second and final year students in the month of July.
- ⑥ It is resolved to follow the academic Calendar given by the university for the Academic year 2024-25.

  
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Signature of the Lecturer

- ① KSN 

## Meeting-3

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6-8-24

A department meeting was conducted on 6-8-24 (Tuesday) at 4:30 PM in the department of Computer Science and applications to discuss various Academic and departmental activities and made the following resolution.

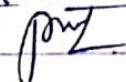
### Agenda:

- ① Student Induction programme
- ② Mentor-Mentee Meeting
- ③ Student Seminars
- ④ Conduct of Mid-I Exams
- ⑤ Phase-II OAMDC Registrations
- ⑥ Creating APAR ID'S
- ⑦ Swatch Bharath

### Resolutions:-

- ① It is resolved that to conduct Student Induction programme named as "Deeksharambh" for the newly joined students in the academic year 2024-25 in the month of August or first week of September.
- ② It is resolved that to conduct Mentor-Mentee Meeting for BSC Student in the month of August.
- ③ It is resolved that to conduct Student Seminars for both Second and final year students.
- ④ It is resolved that to conduct Mid-I Examinations as per the academic calendar given by the University by the month end of August.
- ⑤ It is resolved that to register the students for the first year in phase-II.
- ⑥ It is resolved that to create APAR ID'S for all the Computer Students as early as possible.
- ⑦ It is resolved to conduct Swatch Bharath programme.

Signature of Lecturers

① KSN 

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Meeting-4

Dt: 4-9-24

The department meeting was conducted on 4-9-24 - Wednesday at 4:PM in the Computer Science & Applications to discuss various academic and departmental activities and made the following resolutions.

Agenda:-

- ① plan for guest lecture.
- ② Remedial Coaching classes
- ③ plan to conduct Essay writing Competition
- ④ Conduct an awareness program on the occasion of 25th google's birthday
- ⑤ Swatch Bharath
- ⑥ Group discussions
- ⑦ Assignments
- ⑧ Mentor Mentor Meeting
- ⑨ Conduct online Quiz

Resolutions:-

- ① It is resolved to organise a guest lecture in the month of September for the benefit of students of both BSC & B.COM.
- ② It is resolved to conduct remedial classes for the students who's ~~are~~ ~~poor~~ performance is poor in the academics.
- ③ It is resolved to conduct an essay writing competition through "Sri Satya Sai Education Wing - A.P" on behalf of the comp Science and Comp Application department on 26<sup>th</sup> September 2024.

- ④ It is resolved to Conduct an awareness program on the occasion of a 25<sup>th</sup> birth anniversary of Google.
- ⑤ It is resolved to Conduct Swatch Bharath in the Campus on the 5<sup>th</sup> Saturday of September month.
- ⑥ It is resolved to Conduct Group discussion to increase Communication Skills in the Students by the month end of September.
- ⑦ It is resolved to Conduct Weekly Assignments for the Students.
- ⑧ It is resolved to Conduct a mentor-mentee meeting in the September month.
- ⑨ It is resolved to Conduct a online quiz using "mentimeter" tools to enhance the skills in Students.

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Signature of the Lecturers:-

① KSN \_\_\_\_\_

② A. Veerayn \_\_\_\_\_

The department meeting was conducted on 5-11-24 Tuesday at 3:30 PM in the Computer Science & Applications to discuss various academic and departmental activities and made the following resolution:

Agenda:-

- ① To Conduct II-Mid Examinations
- ② Completion of Syllabus
- ③ To Conduct Mid Exam pre-final Exam
- ④ Study hour
- ⑤ Awareness program on Social media Abuse
- ⑥ Counselling for Semester End Exams
- ⑦ Records updation.
- ⑧ Collect the data for AQAR-2023-24.

Resolution:-

- ① It is resolved to Conduct II-Mid Examinations for the students in the first week of November month 2024.
- ② It is resolved to Complete the Syllabus for the I, II & III<sup>rd</sup> Semesters by the third week of the November.
- ③ It is resolved to Conduct pre-final exams for 3<sup>rd</sup> & 5<sup>th</sup> Semester students to prepare them for Semester end examination.
- ④ It is resolved to Conduct Study hours for the students of 5<sup>th</sup> & 3<sup>rd</sup> Semesters.

- ⑤ It is resolved to arrange an awareness program on "Social Media abuse & Cyber bullying" as per the guidelines received from the CCE.
- ⑥ It is resolved to Conduct Free Counselling for the 3<sup>rd</sup> & 5<sup>th</sup> Semester students for their Semester end examination.
- ⑦ It is resolved to update the all the departmental records.
- ⑧ It is resolved to collect the data to Submit the AQAR 2023-24.

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Signature of the Lecturers:-

① KSN [Signature]

② S. Veerappan

dt: 2-12-24

The department meeting was conducted on 2-12-24 Monday at 10:00 AM in the Computer Science & Applications to discuss various academic and departmental activities and made the following resolution.

Agenda:-

- ① To give Extension Lecture
- ② Celebrate "World Computer Literacy day"
- ③ Celebrate Charles Babbage Birthday.
- ④ Community outreach program.
- ⑤ Even-Semester time tables preparation
- ⑥ pre-final Exams for I-Semester Students.

Resolutions:-

- ① It is resolved to give extension Lecture at GPC Ravalapalem in the december month.
- ② It is resolved to conduct an awareness program on the occasion of "World Computer Literacy day" on 9<sup>th</sup> december.
- ③ It is resolved to conduct an awareness program on the occasion of "Birth anniversary of Charles Babbage" on 26<sup>th</sup> december.
- ④ It is resolved to conduct an Community outreach program at ZPPGHS, Kothapeta.
- ⑤ It is resolved to prepare the time-tables for even semester for the A.Y-2024-25.
- ⑥ It is resolved to conduct pre-final exams for the first Semester Students.

KSV  
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Signature of the Lecturer

- ① KSV
- ② Sreeraj

dt: 3-2-25

The department meeting was conducted on 3-2-25 Monday at 4:00 PM in the Computer Science & Applications to discuss various academic and departmental activities and made the following resolution.

Agenda:-

- ① Conduct faculty forum
- ② Celebrate national Science day
- ③ Conduct Mid-I Exams for 2<sup>nd</sup> & 4<sup>th</sup> sem
- ④ Conduct mentor-mentee meeting
- ⑤ Swatch bhavath.

Resolutions:-

- ① It is resolved to conduct a faculty forum on the topic "how to upload data in College website" in the february month.
- ② It is resolved to Celebrate National Science day in the february month.
- ③ It is resolved to conduct Mid-I examinations for the 2<sup>nd</sup> and 4<sup>th</sup> Semester Students
- ④ It is resolved to conduct a mentor-mentee meeting in the february month.
- ⑤ It is resolved to conduct 'Swarna Andhra - Swatch Bhavath' on 3<sup>rd</sup> Saturday of every month as per the guidelines received from the CCE.

KSV  
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Signature of the Lecturer

- ① KSV
- ② Sreeraj