

Minutes of Meeting

Date: August 1, 2022

Attendees:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator
2. Sri D. Siva Phanindra, Computer Science Lecturer
3. Sri B. Nageswararao, Physics Lecturer

Agenda:

1. Active participation in Azadi ka Amrith Mahotsav celebrations.
2. Preparation of academic records for the Academic Audit.
3. Conducting I Internal exams for II & IV Semester students.
4. Observance of Hiroshima Nagasaki Day in collaboration with the Department of Physics.

Resolutions:

1. The committee discussed the upcoming Azadi ka Amruth Mahotsav celebrations and affirmed their active involvement and contribution to the festivities.
2. Emphasis was placed on meticulously preparing accurate and comprehensive academic records for the impending Academic Audit. The department commits to organizing all necessary documents such as syllabi, course materials, assessment criteria, and student records, ensuring easy access for the audit process.
3. Deliberations were made regarding the schedule and arrangements for conducting the 1st Internal Exams for students in the II and IV Semesters. The concerned faculty members will finalize exam papers and communicate the details to students well in advance.
4. A discussion ensued on observing Hiroshima Nagasaki Day to raise awareness about the tragic events and advocate for peace. A decision was made to conduct a memorial event on 06.08.2022.

Minutes of Meeting

Date: 06-08-2022

Attendees:

Sri D.Siva Phanindra, Lecturer in Computer Science

Dr.KVS Koteswararao, IQAC Coordinator

Agenda:

Preparation for the event on "Development after Independence in the Field of Science and Technology."

Discussion:

The meeting was held to discuss the department's participation in the event on "Development after Independence in the Field of Science and Technology."

- Sri D.Siva Phanindra shared his understanding of the event and its significance.
- Dr.KVS Koteswararao emphasized the need to present a comprehensive and insightful view of the advancements in science and technology post-independence.
- Strategies for effectively delivering the content and engaging the audience were discussed.
- Materials and presentations were planned to ensure a successful and informative session.

Action Items:

Sri D.Siva Phanindra to assist in preparing the presentation and materials for the event on "Development after Independence in the Field of Science and Technology."

Minutes of Meeting

Date: 01-09-2022

Attendees:

Sri D.Siva Phanindra, Lecturer in Computer Science

Dr.KVS Koteswararao, IQAC Coordinator

Agenda:

1. Organization of First Internal Examinations for Second & Fourth Semester Students
2. Comprehensive Syllabus Coverage
3. Student Counseling
4. Implementation of Remedial Coaching
5. Preparation for Continuous Internal Assessment (CIA) for Second & Fourth Semester Students

Resolutions:

1. The committee deliberated on the forthcoming internal exams for students in the second and fourth semesters. A unanimous decision was made to conduct the exams as per the provided schedule in the academic calendar.
2. Faculty members presented updates on the progress of syllabus coverage for the current semester. It was observed that some subjects were on track, but additional efforts were deemed necessary to ensure timely completion of the syllabus.
3. The necessity for remedial coaching for students experiencing academic challenges was discussed. Faculty members were assigned the task of identifying such students and offering them extra assistance and guidance. The committee decided to organize regular remedial classes to help these students improve in subjects where they face difficulties.
4. The committee resolved to prepare Continuous Internal Assessment (CIA) records in requisite format for the second and fourth-semester students, ensuring its alignment with the academic requirements.

Minutes of Meeting

Date: 12-09-2022

Attendees:

Sri D.Siva Phanindra, Lecturer in Computer Science

Dr.KVS Koteswararao, IQAC Coordinator

Agenda:

Coordination and preparation for International Ozone Day Celebrations.

Discussion:

The meeting was held to discuss the department's involvement and preparations for International Ozone Day Celebrations.

- Sri D.Siva Phanindra and Dr.KVS Koteswararao discussed the importance of the event and the role the department plays in creating awareness about ozone protection.
- Planning for various activities during the event, including talks, awareness programs was discussed.
- Responsibilities regarding event coordination and ensuring smooth execution were assigned.

Action Items:

Sri D.Siva Phanindra and department of chemistry to coordinate and organize activities for the International Ozone Day Celebrations.

Minutes of Meeting

Date: 01-10-2022

Attendees:

Sri D.Siva Phanindra, Lecturer in Computer Science

Dr.KVS Koteswararao, IQAC Coordinator

Agenda:

1. Launching the Admission Campaign
2. Arrangements for Practical Examinations
3. Kickoff of First-Year Classes
4. Compilation of Academic Records for NAAC Accreditation

Resolutions:

1. The committee thoroughly discussed the imminent admission campaign for the upcoming academic year. It was unanimously agreed that a well-rounded plan should be devised to entice prospective students to enroll in the institution.
2. The committee conducted a comprehensive review of the schedule for practical examinations. Recognizing the significance of conducting these exams in a controlled and equitable manner, the committee members acknowledged the need for proper planning and execution.
3. Commencement of the new academic year and the initiation of classes for first-year students were subjects of discussion. Faculty members were strongly encouraged to interact with the new students, ensuring a seamless transition into the college environment.
4. Extensive deliberations were held regarding the compilation of academic records for the National Assessment and Accreditation Council (NAAC). The committee emphasized the criticality of maintaining precise and all-encompassing documentation pertaining to academic accomplishments, research endeavors, and other pertinent information.

Minutes of Meeting

Date: 01-10-2022

Attendees:

Sri D.Siva Phanindra, Lecturer in Computer Science

Dr.KVS Koteswararao, IQAC Coordinator

Agenda:

1. Initiation of Third-Year Classes
2. Analysis of Results for First and Second-Year Students
3. Scheduling of Internal Examinations for First and Third Semester Students
4. Engaging Actively in College-Organized Extracurricular Activities

Resolutions:

1. The committee thoroughly deliberated on the commencement of classes for third-year students, confirming that they would commence as planned.
2. A comprehensive analysis of the results for students in the second and fourth semesters was presented. The committee carefully reviewed the performance data to identify patterns and areas that require enhancement.
3. Discussions were held regarding the forthcoming internal exams for students in the first and third semesters. The committee emphasized the need to design exams that adequately evaluate students' comprehension of the subjects.
4. The committee emphasized the importance of enthusiastic participation in the college's extracurricular activities. Faculty members were urged to encourage students to engage in these activities, which contribute significantly to students' overall development by fostering teamwork, leadership skills, and personal growth.

Minutes of Meeting

Date: 02-01-2022

Attendees:

Sri D.Siva Phanindra, Lecturer in Computer Science

Dr.KVS Koteswararao, IQAC Coordinator

Agenda:

1. Scheduling Internal Examinations for First, Third, and Fifth Semester Students
2. Ensuring Full Syllabus Coverage
3. Implementation of Remedial Coaching
4. Structuring Continuous Internal Assessment (CIA)
5. Advancing NAAC Preparatory Measures

Resolutions:

1. The committee extensively discussed the forthcoming internal examinations, including the second internal exams for first and third-semester students, as well as the first internal exams for fifth-semester students. Faculty members were specifically reminded to create well-rounded question papers that effectively evaluate students' comprehension of the subjects.
2. Progress regarding the coverage of syllabi for different semesters was a point of discussion. Faculty members provided updates on completed and pending topics. In order to expedite syllabus completion where necessary, additional teaching resources and alternative methodologies were recommended.
3. Emphasizing the importance of remedial coaching, particularly for students encountering challenges in specific topics, was reiterated. Faculty members were urged to identify these students and offer extra support through dedicated remedial classes.
4. The committee conducted a thorough review of the progress made in NAAC preparatory work. Faculty members responsible for compiling academic records, documentation, and other essential information were tasked with ensuring accuracy and completeness in their respective contributions.

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DEPARTMENT OF COMPUTER SCIENCE