

Date: 01/08/2022

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. To play active role in Azadi ka Amrith Mahotsav celebrations.
2. Preparation of academic records for Academic Audit.
3. Conduct of I Internal exams for II & IV Semester students.
4. Observation of Hiroshima Nagasaki day in association with Department of Physics.

Resolutions:

1. The committee discussed the upcoming Azadi ka Amruth Mahotsav celebrations and agreed to actively participate and contribute to the festivities.
2. The committee emphasized the importance of preparing accurate and comprehensive academic records for the upcoming Academic Audit. It was decided that the department should ensure that all necessary documents, including syllabi, course materials, assessment criteria, and student records, are meticulously organized and made readily available for the audit process.
3. The committee discussed the schedule and logistics for conducting the 1st Internal Exams for students in the II and IV Semesters. The concerned faculty members will finalize the exam papers and communicate the details to the students well in advance.
4. The committee deliberated on the observance of Hiroshima Nagasaki Day to promote awareness about the tragic events and advocate for peace. It was decided to hold a memorial event on 06.08.2022

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 02/2022-23

Date: 01/09/2022

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Conduct of I Internal exams for II & IV Semester students
2. Coverage of Syllabus.
3. Ward Counseling
4. Remedial Coaching
5. CIA preparation for II & IV Semester students

Resolutions:

1. The committee discussed the upcoming internal exams for the second and fourth-semester students. It was decided that the exams would be held according to the schedule provided in the academic calendar.
2. The faculty members reported on the progress of syllabus coverage for the ongoing semester. It was noted that some Papers were on track, while others needed a slight push to ensure the syllabus is completed in a timely manner.
3. The importance of ward counseling was emphasized during the meeting. Faculty members were reminded to actively engage with students, particularly those living in hostels or away from home.
4. The need for remedial coaching for academically struggling students was discussed. Faculty members were asked to identify students who require extra assistance and support. The committee decided to organize regular remedial classes to help these students catch up on the subjects where they are facing difficulties.
5. The committee reviewed the ongoing preparations for Continuous Internal Assessment (CIA) for the second and fourth-semester students.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 03/2022-23

Date: 01/10/2022

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Admission Campaign
2. Conduct of Practical Examinations.
3. Commencement of I year classes
4. Preparation of Academic Records for NAAC

Resolutions:

1. The committee discussed the upcoming admission campaign for the academic year. It was agreed upon that a comprehensive plan should be formulated to attract potential students to the institution.
2. The practical examination schedule was reviewed during the meeting. The committee acknowledged the importance of conducting practical exams in a controlled and fair manner.
3. The start of the new academic year and the commencement of classes for the first-year students were discussed. Faculty members were encouraged to engage with the new students and provide them with a smooth transition into college life.
4. The preparation of academic records for the National Assessment and Accreditation Council (NAAC) was a significant topic of discussion. The committee stressed the importance of accurate and comprehensive documentation of academic achievements, research activities, and other relevant data.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 04/2022-23

Date: 01/11/2022

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Commencement of II year classes
2. Field visit/Study tour.
3. Active participation in Student Induction program for new batch
4. Quiz program intermediate college level
5. Status of 2 months Internship

Resolutions:

1. The committee discussed the schedule for the commencement of classes for the second-year students. It was confirmed that classes would begin on the specified date as per the academic calendar.
2. The proposal for a field visit or study tour was presented during the meeting. The committee deliberated on potential destinations and the educational objectives of the trip. The organizing team was tasked with finalizing the details, including the itinerary, permissions, and budget.
3. The importance of active participation in the student induction program for the new batch was emphasized.
4. The upcoming quiz program for intermediate college-level students was discussed. The committee highlighted the significance of such events in promoting healthy academic competition and fostering a spirit of learning.
5. The committee reviewed the status of the ongoing two-month internship program. Faculty members responsible for monitoring the internships shared updates on students' performance and engagement with their respective host organizations.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science

4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 05/2022-23

Date: 26/11/2022

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Commencement of III year classes
2. Result analysis for I & II year students.
3. Internal exams for I & III semester students
4. Active participation in Extracurricular activities conducted by college.

Resolutions:

1. The committee discussed the commencement of classes for the third-year students. It was confirmed that classes would commence as scheduled.
2. The analysis of results for the 2 and 4 Semester students was presented. The committee reviewed the performance data to identify trends and areas of improvement.
3. The upcoming internal exams for the 1 and 3-semester students were discussed. The committee stressed the importance of designing exams that effectively assess the students' understanding of the subjects.
4. The committee highlighted the significance of active participation in extracurricular activities organized by the college. Faculty members were encouraged to promote these activities among students, as they contribute to the students' holistic development. It was noted that these activities foster teamwork, leadership skills, and personal growth.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 06/2022-23

Date: 02/01/2023

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Internal exams for I , III & V semester students
2. Syllabus completion.
3. Remedial coaching
4. Preparation of CIA
5. NAAC preparatory work.

Resolutions:

1. The committee discussed the upcoming second internal exams for the first and third-semester students and 1st internal exams for V sem. Faculty members were reminded to prepare comprehensive question papers that assess students' understanding of the subjects effectively.
2. The progress of syllabus coverage for various semesters was discussed. Faculty members shared updates on the topics covered and those pending. Additional teaching resources and methodologies were suggested to expedite syllabus completion where needed.
3. The need for remedial coaching was reiterated, especially for students facing difficulties in specific topics. Faculty members were encouraged to identify struggling students and provide them with additional support through remedial classes.
4. The committee discussed the ongoing preparation of Continuous Internal Assessment (CIA) assessments. It was highlighted that the CIA assessments should align with the curriculum and learning outcomes.
5. The committee reviewed the progress of NAAC preparatory work. Faculty members responsible for compiling academic records, documentation, and other necessary information were requested to ensure accuracy and completeness.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science

4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 07/2022-23

Date: 01/02/2023

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Status of Remedial coaching
2. Refresher Course
3. Status of Academic records.
4. Website updation
5. II internal exams for V sem.

Resolutions:

1. The committee discussed the ongoing status of remedial coaching for students requiring additional support. Faculty members responsible for conducting remedial classes shared updates on attendance, progress, and improvement among the students attending these sessions.
2. The proposal for attending a refresher course offered by SV University during the meeting. The committee deliberated on the importance of such courses in enhancing the faculty development. The course's scope, duration, and objectives were discussed.
3. The committee reviewed the status of academic records required for various purposes, including accreditation and assessments. The importance of maintaining up-to-date and well-organized records was emphasized.
4. The committee discussed the need to update the college website with relevant and current information. It was noted that the website serves as a primary source of information for students, parents, and the public. Faculty members responsible for website maintenance were tasked with ensuring that all essential information.
5. The upcoming second internal exams for the fifth-semester students were addressed. Faculty members were reminded to create balanced question papers that cover the syllabus comprehensively.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science

4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 08/2022-23

Date: 01/03/2023

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Conduct of Practical exams
2. Commencement of classes for II & IV sem students
3. Celebration of Albert Einstein birth anniversary.
4. 6 month internship for V sem students
5. Active participation in Annual day celebrations.

Resolutions:

1. The committee discussed the organization of practical exams for relevant courses. Faculty members responsible for overseeing these exams provided updates on the preparation of lab setups, evaluation criteria, and scheduling.
2. The committee confirmed the start of classes for the second and fourth-semester students. Faculty members were reminded to provide clear communication regarding the course outlines, schedules, and expectations for the semester.
3. The proposal for celebrating Albert Einstein's birth anniversary was discussed. The committee acknowledged the significance of commemorating his contributions to science and education.
4. The committee reviewed the plan for the upcoming 6-month internship for the fifth-semester students. Faculty members shared updates on the selection process, host organizations, and internship objectives.
5. The committee emphasized the importance of active participation in the upcoming annual day celebrations. Faculty members were encouraged to contribute to the planning and execution of various events, performances, and presentations.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 09/2022-23

Date: 03/04/2023

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Status of NAAC Preparation
2. Website Updation
3. Syllabus completion.
4. Status of 6 month internship for V sem students

Meeting Proceedings:

1. The committee reviewed the progress of the preparation for the National Assessment and Accreditation Council (NAAC) assessment. The committee emphasized the importance of presenting the institution's achievements and improvements effectively.
2. The committee discussed the ongoing updates to the college website. Faculty members responsible for website maintenance provided updates on the incorporation of new information, events, and changes.
3. The committee addressed the progress of syllabus completion across various semesters. Faculty members shared updates on topics covered and those remaining.
4. The committee reviewed the status of the ongoing 6-month internship program for the fifth-semester students. Faculty members responsible for overseeing internships provided updates on students' performance, learning experiences, and feedback from host organizations.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 10/2022-23

Date: 06/05/2023

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Review of NAAC Preparation
2. Syllabus completion.
3. Result analysis for I & III semester
4. CSP for II sem students
5. Summer vacation

Meeting Proceedings:

1. The committee conducted a comprehensive review of the preparation for the National Assessment and Accreditation Council (NAAC) assessment. The committee discussed the need for accuracy and completeness in presenting the institution's achievements and initiatives.
2. The committee addressed the status of syllabus completion for various semesters. Faculty members provided updates on topics covered and those remaining. The importance of timely syllabus completion for effective teaching and learning was discussed, and strategies to expedite coverage were considered.
3. The analysis of results for the first and third semester was presented. The committee reviewed the performance data to identify trends and areas needing improvement.
4. The committee discussed the community service project (CSP) for the second-semester students. The plan would outline the schedule for preparation of questionnaire, survey and project implementation.
5. The committee discussed the upcoming summer vacation and its implications. It was emphasized that faculty members should communicate any assignments, projects, or reading materials to students before the vacation begins.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 11/2022-23

Date: 06/06/2023

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Admission campaign
2. Result analysis for V semester
3. I internal exams for II & IV sem
4. Status of 6 months internship

Meeting Proceedings:

1. Admission Campaign: The committee discussed the ongoing admission campaign for the upcoming academic year. Updates were provided on the strategies employed, including social media promotions, open houses, and outreach events.
2. Result Analysis for V Semester: The analysis of results for the fifth semester was presented and reviewed. Faculty members were encouraged to use this analysis to enhance teaching methods and provide additional support to students as needed.
3. I Internal Exams for II & IV Semester: The upcoming first internal exams for the second and fourth semester were discussed. Faculty members were reminded to create well-structured question papers that align with the syllabus and learning outcomes.
4. Status of 6-Month Internship: The committee received updates on the status of the ongoing 6-month internship for the respective semester. Faculty members responsible for overseeing internships shared information about students' engagement, performance, and feedback from host organizations.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Minutes of the Meeting 12/2022-23

Date: 29/06/2023

The Department of Chemistry, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Dr. K. V. S KoteswaraRao, Head, Department of Chemistry & IQAC Coordinator
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics

Agenda:

1. Status of Admission campaign
2. II internal exams for II & IV sem
3. Remedial classes
4. CIA Register
5. Conduct of Practical examinations
6. 6 months internship external viva-voce
7. Status of Academic records

Meeting Proceedings:

1. The committee discussed the progress of the admission campaign for the upcoming academic year. Updates were provided on the campaign's reach, engagement, and response from potential students and their families. It was emphasized that continued efforts are essential to ensure a successful intake of new students.
2. The committee addressed the upcoming second internal exams for the second and fourth semesters. Faculty members responsible for exam preparation shared information about question paper design, syllabus coverage, and scheduling.
3. The committee reviewed the implementation of remedial classes for students in need of additional support. Faculty members overseeing these classes shared updates on attendance, progress, and the impact of the remedial sessions on students' performance.
4. The committee discussed the maintenance and management of the Continuous Internal Assessment (CIA) register. The importance of accurate record-keeping was highlighted, including student assessment scores and feedback

5. The committee addressed the organization of practical examinations for relevant courses. Faculty members responsible for practical exams shared updates on lab setups, evaluation criteria, and scheduling.
6. The committee received updates on the upcoming external viva-voce for the 6-month internship of students. Faculty members overseeing the internship shared information about the evaluation process, criteria, and preparation of students for the viva-voce examination.
7. The committee reviewed the status of academic records required for various purposes. Faculty members responsible for documentation provided updates on the completeness and accuracy of the records. It was emphasized that well-maintained records are crucial for accreditation and assessment processes.

Signatures:

1. Dr. K. V. S KoteswaraRao, IQAC Coordinator & Head, Department of Chemistry
2. Sri. V. Bala Yesu, Lecturer in Chemistry
3. Sri D. Siva Phanindra, Lecturer in Computer Science
4. Sri B. Nageswararao, Lecturer in Physics
5. Sri D. Siva Phanindra, Lecturer in Computer science