

MEETING-I

5/9/23

Meeting of the Department is held on 5/9/23
in the staff room to discuss the following
Items :

- 1) Allocation of courses
- 2) Activities plan 2023-24
- 3) Requisition for computer systems for
B Com (CA) program

Resolutions

- 1) Existing workload is assessed and the
courses of I B Com (CA) II B Com (General) &
II B Com (CA) are allocated for the faculty.
- 2) Proposed activities for the AY 2023-24
are approved
- 3) Resolved to request for 5 nos Computer
systems for running B Com (CA) program
and 1 no Laptop immediately for
transaction of academics for the same

1) *fm* (M. SRINIVASA RAO)

2) *P. Rajya Lakshmi* (P. RAJYA LAKSHMI)

3) *Ref* (Ch. Roja)

Ref

Meeting-2

3/10/23

Meeting of the department is held on 3/10/23 to discuss the following items

- ① Workload for the odd semesters of the AY 2023-24
- ② Subject selection for the V semester in view of combined classes for the General & CA programs

Resolutions

- ① The workload for the odd semesters of the AY 2023-24 is advised at 102 hours based on the course work selected in consultation of the students
- ② Courses for the V semester from the list given by the AKNU are selected with due consultation and acceptance of the students and approved. (Given overleaf)
The following is requested to the Principal, to provide (1) Guest faculty for Commerce and (1) Guest faculty for Computers

1) *fm*2) *H.*3) *Poj**Rf*

Course work for the V Semester AY 2023-24

B Com (General)

Group A - Stock Markets

Stock Market Analysis

Group B - Advertisement & Media Planning
Sales Promotion & Practice

Group C - Income Tax procedure & Practice
GST Procedure & Practice

B Com (CA)

Group A - Stock Markets

Stock Market Analysis

Group B - Advertisement & Media Planning
Sales Promotion & Practice

Group C - E-commerce Application Development
Real Time Governance System (RTGS)

14/10/23

Meeting-3

Meeting of the Department is held on 14/10/23 to discuss the following items:

- 1) Review of Internship for the AB 2021-22

The status of the internship is reviewed and it is proposed to hold Internship viva/ Presentations after the Dasara vacation and same is informed to the students.

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Meeting-4

8/11/23

Meeting of the Department is held on 8/11/23 to discuss the following items.

- 1) Academics
- 2) Attendance
- 3) Discipline and Student counselling
- 4) Activities
- 5) Results Analysis
- 6) Peripherals for CA programs
- 7) Apps Usage

- 1) The progress of academics and CIE activities are reviewed and necessary instructions issued to the faculty for proper conduct of activities as well as maintenance of records
- 2) All the faculty are instructed to counsel the students with low attendance and pursue the betterment of the same
- 3) Faculty are instructed to counsel the students for behavioural aspects
- 4) It is proposed to hold an activity related to Commerce Education in the month of November 2023
- 5) Results for the IV semester are analysed and instructions issued for identifying gaps & remedial action
- 6) CA faculty is instructed to use the Laptop for demonstration purpose

3) Necessary instructions are issued to the faculty for prompt usage of apps.

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3) *df*

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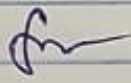
Meeting of the department is held on 21-11-2023 to discuss the following agenda

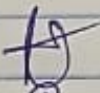
1. Introduction of certificate course


Faculty members have deliberated on the agenda of introducing a certificate course on Retailing given its importance in employability. The model of course and delivery mechanism is also discussed.

Resolution

It is resolved to introduce a certificate course on Retailing in association with ASD College for Women (A) Kakinada as per their course structure and curriculum in blended mode with a fee of Rs 200/- which includes certification fee and material.

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Meeting-6

10/12/23

Meeting of the Department is held on 01-12-2023 to discuss the following agenda

1. Tally training for III yr BCom (General & CA) students under Skill Development Component

Based on the Skill Development Committee discussions and the inputs from the faculty members, it is resolved to provide Tally Hands on training to III BCom (General & CA) students AB 20 21 through local training institute. Student contribution for the same is fixed at Rs 300/- as per the resolution of the Skill Development Committee.

Details of training

Institute : Anam Computers, Pithapuram

Skills : Tally ERP

Timings : 11:30 AM (Students attend)

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Meeting-7

3/1/24

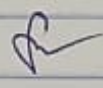
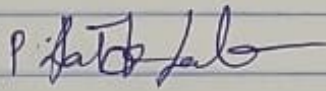

Meeting of the Department is held on 3-1-24 to discuss the following

- 1) Syllabus coverage and exam schedules
- 2) Request for Lab facilities for B Com (CA)

The syllabus completion is reviewed and necessary instructions are issued to cover the remaining areas to make the students ready for the exams

It is resolved to request the Principal to provide Computer Lab facility with necessary overhead projector and peripherals for conducting practical sessions for the B Com (CA) students

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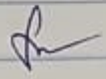
Meeting-8

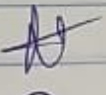
2/2/24

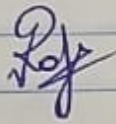
Meeting of the Department is held on 2-2-24 to discuss the following

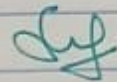
- 1) Academics & Internship for AB 2021
- 2) Workload & Timetable

Academic activities for II & IV Semesters as well as the workload & timetable are discussed and approved. Internship at DCCB for VI Sem AB 2021 also approved.

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Meeting-9

14/3/24

Meeting of the Department is held on 14-3-24 to discuss the following

- 1) Result analysis for III Sem AB 2022
- 2) Internship for VI Sem AB 2021

Results of AB 2022 III Sem are reviewed and instructions issued for taking action.

Internship at DCCB also reviewed and instructions to students also approved.

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16/4/24

Meeting-10

Meeting of the Department is held on 16-4-24 to discuss the following.

- 1) Result analysis of V Sem AB 2021
- 2) Short term Internship for IV Sem AB 2022
- 3) CS Project for II Sem AB 2023
- 4) Review of syllabus completion

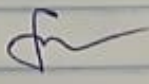
Result of V Sem AB 2021 is reviewed and instructions issued.

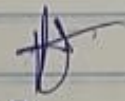
It is decided to allow students to do online short term internship with the empanelled internship providers as per the CCE & APSHE instructions.

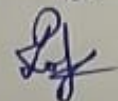
For the Community Service Project & short term Internship the students of II & IV Sem are allocated to the faculty of Commerce, English & Telugu.

Syllabus completion is reviewed and instructions issued accordingly.

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Meeting - 11

6/5/24.

The meeting the Department is held on 6-5-2024 to discuss the following.

- 1) Result analysis for the I Sem AB 2023
- 2) Short term internship for AB 2022 and CSP for AB 2023 - Positioning of students

The result of I Sem AB 2023 is analyzed and necessary instructions are issued.

It is proposed to hold ST internship for AB 2022 with LOMAA IT - online and for General group - DCCB, PTA as per the directions issued by the CCE & APSCHE. CSP for AB 2023 is allocated to the mentors and students are instructed to complete the CSP as per schedule.

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