

17-6-2023

The staff meeting is held on 15/6/23
at 2 pm with the following agenda

1. Our college will be going to NAAC.
renewal Hence we decided to update
records according to the requirements
2. It is resolved to prepare the students
with monthly tests and assignments
3. It is resolved that we should update
Continuous Internal Assessments books.
4. It is observed that course material
should be provided to the students

Staff members

1. BSATISH KUMAR

2. D. Lavanya

Sd/
Prithvi

30-7-2023.

The Staff meeting held at 2 pm on 28/7/23 in the Computer Science Department with the following agenda.

1. First year students (Computer Science) Community Service Project.
2. Short term Internship (2 months) to the Bsc second year students
3. Plan to conduct the Internal & External practical exams
4. NASSCOMM course enrollment from Bsc Computer Science 2nd semester and 4th semester students
5. Time Table and Courses allotment
6. Conducting a Certificate Course.

Staff members

1. B. Satish Kumar

2. O. Lawrence

See
Enclosure

29-8-2023

The staff Meeting held on 2023 at 3.00 PM in The Department of Computer Science.

1. Our college will be going on 'NAAC' renewal. Hence we updated our record accordingly to the requirements.
2. Students Assignments to take more practical hours to the syllabus.
3. Our college conducted Job mela through 25 companies will arrange placements for the students.
4. It is resolved to prepare the students to monthly test & Assignments.
5. It is resolved to update Teaching diary & Teaching Notes, workload time table to going NAAC.

Staff Members

Incharge

1. Dr. B. Sathish Kumar

2. D. Lavanya.

25-10-23

The staff meeting held at 9 pm on 25-10-23
in the Computer Science Department with the following
agenda

1. plan to conduct assignment tests
2. I B m certificate courses enrollments
3. T l e enrollment.
4. First year courses study material preparation.
5. Time table and courses (new) preparation.

Staff members

1. B. Satish Kumar

2. D. Lavanya

3.

P. n. chand

B. Satish Kumar

01/12/23

The Staff Meeting held in the
Department at 2.30 PM.

1. Jt is resolved to take more practical hours to complete the syllabus.
2. Jt is Resolved to update Teaching notes & dairy
3. Jt is decided to provide notes to all students.
4. Jt is resolved conduct monthly test & Seminars to provide important questions.
5. Jt is decided to December - 2 on that day Department of Computer Applications/Computer
6. Jt is Decided to "DIGITAL LITERACY DAY" Celebrations in our college. In our college conducted Sales & Marketing Training programme to our at virtual class room.
7. Jt is decid An IQAC Meeting conducted month of December 13th Staff meeting at 12.00 PM

Staff member

Incharge

1. D. Lavanya

19/2/24

The members of the Teaching staff
Minutes of the meeting held at Dept of
Computer Applications & Computer Science at 3.30 PM
& resolved the following points.

1. It is decided to maintain all Registers,
and Records as we need.
2. The work load of II, IV, VI Sem of Bcom
& Bsc are allotted in the following manner.
3. As per Instructions of Principal to
Instruction of Lecturer about F-Map, CEJP,
I-Map, NIRF.
4. As per Instructions of principal to
insist, Mentors, Longterm, Shortterm, CSP to given
Suggestions.
5. In This period CCE conducted Job mela,
in Nagari, our students will be participated.

Class	Paper	Name of the staff
1. III BSC	IOT, Python	1. Dr. B. Sathish Kumar
2. II BSC	OS, Java DS	2. D. Lavanya
3. I BSC	DLD, C- Language	3. Dr. B. Sathish Kumar

12-04-2024

The Minutes of the meeting held at Computer Lab-II of Computer Application & Computer Science Department at 11:00 AM & Resolved the following points.

1. Our college is going for academic audit & NAAC. It is decided to maintain all the necessary records as we need.
 2. It is decided to prepare academic plan for the year 2023-24.
 3. It is Resolved to prepare the students to write Monthly Test & Assignments as used.
 4. The workload of II, IV, VI Sem of Bcom & Bsc are allotted in the following manner.
 5. It is Resolved to update teaching notes & Teaching Diary; It is resolved that to take Remedial classes daily from 2PM-3PM for the slow learners.
 6. Lab-I for APSSDC is allotted for Dr. B. Sathish Kumar as an Incharge. Lab - (II) for Bcom students allotted for Mrs. D. Laxanya as an Incharge, Lab - II for Bsc, Bcom students allotted for Mrs A. Viswanadhara as Incharge.
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| <u>Staff members</u> | <u>Incharge</u> |
| 1. D. Laxanya | 1. Dr. B. Sathish Kumar |