

Dt: 19/01/2022

Maths 2021 at

All the members of the Department of Mathematics met on 19/01/2022 and resolved the following.

1. Resolved to take attendance of the students regularly and posted the same in the respective registers.
2. Resolved to take class ~~in~~ as per the tim-table given ~~in~~ register.
3. Resolved to conduct assignments and Quizzes as per the schedule.

1. A. Das HOD.

2. T. S.

3. P. S. H

4.

dt: 25/02/2022

All the members of the Department of Mathematics met on 25/02/2022 and discussed about the instructions of the principal, COE, JWAEC. etc. in the staff Council meeting held on 24/02/2022.

1. Mid-I - examinations will be conducted from 03/3/22 to 05/3/22. Through online & offline.
2. Prepare the Question papers and submit to COE on or before 28/02/2022. (Hard & Soft copy).
3. MID-I examination pattern as shown below.
4. Marks should be awarded to the students as per S.O.P. (as shown below).
5. Resolved to update Teaching Diary, Teaching Curricular plan, Marks register, Result Analysis, etc.
6. Resolved to start an ADD-ON Course on "Basic statistics for Data Analysis" from 10/3/2022.

1. A. K. Singh
HOD.

2. T.V.

3. P. ——— h

dt 17-03-2022 -

All the members of department of mathematics met on 17/03/22 and discussed on instruction of our principal, COE, IUCAC in the staff council meeting which is held on 16/03/2022 at principal's chamber and resolved some issues as follows.

1. Special Drive Instart examination for sem IV will be conducted from 29/3/22 to 31/3/22 who failed in three or less papers in sem IV.
2. MID-2 examinations will be commenced from 03/04/22 to 05/04/22 through online and offline mode as same as MID I.
3. Semester 6 - examination will be commenced from 18/04/22 to 23/04/22.
4. Sem I & Sem III - examination will be commenced from 25/04/22 to 02/05/22, and practical examination from 03/05/22 to 13/05/22.
5. Sem II & Sem IV supplementary examinations will be conducted during along with Sem I & Sem III examinations.
6. Resolved to update the registers as per the list given by the principal. (List enclosed)

1. D. K. S. N. N. N.
HOD

2. T-1

3. P ——— L

Agenda of staff meeting on 15.06.2022

All the staff members of Dept of Mathematics met on 15/06/2022 and discussed the following matters, Sem 6 examination results and instructions of the principal, COE in the staff council meeting which is held on 14/06/2022 and resolved some issues as shown below.

1. Discussed on 6th sem results paper wise, graph wise and faculty wise as shown below.

Name of the faculty	Paper No.	H.P. G.P.	H.P. G.P.	H.P. G.P.	H.P. G.P.	H.P. G.P.
1. Dr. K. Ravi Babu	7A	-	39/40	-	4/10	29/100
2. D. Triveni	8A1	-	40/42	-	-	-
	7A	44/44	100%	-	-	-
3. S. Ram Mohan Rao	8A2	-	46/46	100%	-	-
	8A3	-	36/40	90%	-	-
		-	44/44	100%	-	-

2. As per the instructions of the principal, it is resolved to conduct special classes for 6th sem failed candidates and to maintain a register for the same.
3. As per the staff council resolutions, There would be a BOS meeting at the end of this month, in this connection we resolved to revise the syllabus as per the guidelines of the autonomous colleges.
4. As per the instruction of the principal, it is resolved to prepare curriculum plan, teaching plan for sem II & sem IV papers and submit to the principal for approval.

5. Resolved to accept the allocation of papers for Sem II and Sem IV as shown below.

1. Dr. K. Ravi Babu
 paper II - M.P.C.
 paper IV & V - M.P.C.(H), M.P.C.(M)
2. D. Triveni
 paper II - M.P.C.
 paper IV & V - M.P.C.(H), M.P.C.(M)
3. S. Rammohan Rao
 paper II - M.C.I.C. & M.S.C.S.
 paper IV & V - M.C.I.C. & M.S.C.S.
 Analytical skills
4. G. Thakur
 paper II - stat - M.S.C.S.
 paper IV & V - stat - M.S.C.S.

6. As per the staff council resolutions, class work for Sem II & Sem IV will start from 20/06/2022 (Monday) onwards. In this connection, all the faculty members are requested to maintain attendance registers and other academic records accordingly.

C. Lakshmi
(AOD)

T. R.
(TRIVENI.D)

S. Rammohan Rao

G. Thakur
(G. THAKUR)

18/6/2022

Dept. staff meeting dt: 22-06-2022

All the staff members of Dept of Mathematics met on 22-06-2022 at 4pm and discussed on the instructions of the principal, vice-principal, Academic coordinator and IQAC co-ordinator in the staff Council meeting which is held on 22/06/2022 at 11 AM and resolved some issues as follows.

1. CCE inspection may be conducted between 29/06/2022 to 03/07/22, in this connection, it is resolved to update all the records and registers (Departmental wise & Teacher wise).
2. Resolved to conduct review meeting regarding CSP with respective mentor groups and to update Form II & Form III accordingly.
3. Resolved to take the attendance of the student regularly and maintain the register accordingly.

D. Jais
HOD

G. Th

T. J (D. TRIVEDI)

P

Dept. meeting at 14/07/2022

All the staff members of the department of mathematics met on 14/07/2022 and discussed the instructions of the principal in staff meeting which is held on 13/07/2022 and raised some issues as shown below.

1. As per the instructions of the principal, it is resolved to constitute a committee regarding viva-voce as shown below.
 - (i)
 - (ii)
 - (iii)
2. Resolved to guide the respective students to submit the CSP report ~~and~~ to the respective mentors and to prepare them for viva-voce by 20/07/2022.
3. Resolved to register in CCE LMS & APSCHE LMS individually and to register the ^{respective class} ~~at~~ students by also.
4. Resolved to upload the TLP app by before 5PM every day and intimate the same to the dept. incharge before 5PM every day.
5. Resolved to submit the TLP app ^{monthly} report to the dept. incharge at the end of every month.
6. ~~and~~ Resolved to take the attendance of the students every day (class wise attendance) and submit the monthwise attendance particulars to the dept. incharge at the end of every month and maintain a register in this regard.

7. Resolved to maintain the college things as per the instructions of the principal.
8. Resolved to create college domain e-mail ids by Raghavashwari Sir,
9. Resolved to update all the registers and kept ready for academic audit.

G. Prabhu
HOD.

Thir J (TRIVENI D)

P — R

G. Thir

At: 07.09.2022

All the staff members of the department of mathematics met on 07.09.2022 and discussed the instructions given by the principal and COE in the staff council meeting held on 06.09.22. It is resolved to

1. update the departmental record for upcoming CCE visit on 09.09.22
2. prepare action plan for admissions
3. enroll the student for internships for Semester - IV
4. Install face recognition app
5. update CIE records
6. update Lms data
7. Prepare Bos data
8. Conduct and mid examinations in offline mode.
9. update the departmental data in college website
10. update OTLP data

M. Parag

Tr

(TRIVENI-D)

R L

22.09.2022

All the staff members of the department of mathematics met on 22.09.2022 and discussed the instructions given by the principal, COE and IOAC coordinator regarding BOS in staff council meeting held on 21.09.2022.

It is resolved to

- 1) Get ready with all the documents for the ensuing Board of Studies meeting for approval of all courses and syllabus.
- 2) The syllabi of the current semester should be ratified by approval.
- 3) The syllabus modifications should be more than 30% and above basing on the university guidelines.
- 4) In the BOS records it should be mentioned minutes but not resolutions.
- 5) The procedures related to the internal assessment and external evaluation should be thoughtfully under sop provided by ccc should be implemented into curriculum.
- 6) The concept of Blooms taxonomy in syllabus as well as in internal and external assessment should be implemented.
- 7) The internal assessment should be conducted both in online and offline mode.
- 8) The implementation of add-on course should be systematic.

- a) The BOS copy should be presented in four copies so as to enable them to have access to the concern authorities.
- 10) The aspect of 'scope of the syllabus' for each semester should be clearly defined and followed.
- 11) All the LSCS and SDCS and value added courses should be duly ratified in the BOS.

A. A. B.

T. T.
(TRIVENI-D)

R. R.

11.10.2022

All the staff members of the department of mathematics met on 11.10.2022 and discussed the instructions given by the principal and resolved to follow the instructions.

1. The lecturer should adhere to the duties of examination.
2. In view of examinations the college timings has changed from 9.30 AM to 5.30 PM.
3. Online admission process is going on and the students report to college on 15.10.22. The department should carefully follow the admission work.
4. The department resolved to update the NAAC records.

A. J. B.

R. W.

22.11.2022

The departmental committee met on 22.11.22 and discussed the following issues and resolved to follow them

1. All the 3 year students have to register in FRS APP
2. The mentors of 6 month online job training has to furnish the details.
3. The First Year students has to follow college uniform.
4. The faculty decided to publish papers in UGC carelisted journals.
5. All the faculty mark their attendance in the FRS APP.
6. The department should be alert in the view of Governing Body meeting to be held on 10th December, 2022.
7. The department should make necessary arrangements for graduation ceremony to be held on 10th December, 2022.

A. B. W.

T. T.

(TRIVENI.D)

R. L.

14.12.2022

All the staff members of the department of mathematics met on 14.12.22 and resolved to follow the mentioned issues.

1. The lecturer who is taking 1st hour should take the FPS attendance of the students of that class.
2. All the students should pay fees using Fee App only.
3. For the academic 2022-23 highest number of admissions were done.
4. The department has to prepare for NAAC accreditation.

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19.01.23

All the staff members of the department of mathematics met on 19.01.23 and discussed the following issues

1. The mentors of Internship should map their students in the I map
2. The faculty has to submit individual syllabus completion certificate to academic co-ordinator.
3. Blended learning should be put in practice invariably by the faculty
4. The faculty should attend and participate in the Republic day celebrations.

A. J. AB

T. J.
(TRIVENT)

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