

June, 2022

13/06/2022.

Conducted a staff - meeting on 13/06/2022 at 12.30 pm to discuss the following agenda and unanimously passed the resolutions.

Agenda :-

1. Preparation of Action Plan
2. Preparation of Curricular Plan
3. Time Table & allotment of classes.
4. New Minutes Book W.e.f. June, 2022.

Resolutions :-

It is resolved to prepare Action Plan for the academic year 2022-23 based on tentative academic schedule.

It is resolved to prepare the Subject wise Annual Curricular plan for the academic year 2022-23.

It is resolved to allot classes

Semester-wise as per the time-table decided for the A.Y 2022-2023.

It is also resolved to maintain a new "Minutes Register" in the Department of Commerce w.e.f June, 2022.

Signatures:

1. R. Geetha

2. C. Geetha

3. D. Neelavathi

R. Geetha
Department of Commerce
Govt. Degree & P.G. College of Women
Srikalahasthi - 517 644

July, 2022

05/07/2022

The Department of Commerce Convened a meeting on 05/07/2022 at Department of Commerce at 2. pm and discussed the following agenda and unanimously passed the resolutions.

Agenda :

1. Implementation of the Best Practices and ideas to discuss with the students, thus
2. Conducting a Brain-Storming session with the students.

Resolutions :

It is resolved to implement a new Best Practice at the Department of Commerce by considering the ideas into priority which were given by the students.

Signatures :

- ① R. Abithy
- ② C. Geetha
3. D. Neeravli

AUGUST, 2022

01/08/2022

The Department of Commerce Convened meeting on 01/08/2022 in the Commerce Department at 4:00pm to discuss the following agenda and unanimously passed the resolutions.

Agenda :-

1. Review on Completion of Syllabus.
2. Conduct of Remedial Coaching classes for the Slow-Learners.
3. Preparation of Mid-Exam Question Papers.

Resolutions :-

It is resolved to review on Completion of Syllabus. It is also resolved to organize a remedial classes for the Slow-Learners.

It is also resolved to prepare Mid-Exam Question papers for all the Subjects.

Signatures :-

- ① R. Abitha
- ② C. Geetha
- ③ B. Keeravalli

R. Abitha
Department of Commerce
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2022, SEPTEMBER, 2022

01/09/2022

The Department of Commerce Convened a meeting on 01/09/2022 at the Commerce Department at 4 pm to discuss the following agenda and unanimously passed the resolutions.

Agenda :-

1. Organise a Cultural Event on the occasion of "Teacher's Day" Celebration.
2. Conduct of class Assignments

Resolutions :-

It is resolved to organise a Cultural Events with the students and action plan of Cultural Events to be performed on the occasion of Teacher's Day Celebration.

It is also resolved to conduct class Assignments to the students (~~during~~) before the commencement of Dasara Vacation.

Signatures :

① R. Sathy

② C. Geetha

③ D. Narasimha

R. Sathy
Department of Commerce
Govt. Degree & P.G. College of Women
Srikalahasti - 517 644

The Department of Commerce Convened ^{10/10/2022} a meeting on 10/10/2022 at the Incharge Room of the Commerce Department at 4 pm to discuss the following agenda and unanimously passed the resolutions.

Agenda :-

1. Updation of Records
2. Conduct of Remedial Coaching using ICT tools.

Resolutions :-

It has resolved to update the department Records.

It has also resolved to Conduct a Remedial Coaching to the students using ICT tools during Dasara Vacation and especially to have focus on the slow-learners

Signatures :

- ① R. Sheth
- ② e. Geetha
- ③ D. Reevadhu

R. Sheth
 Department of Commerce
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The Department of Commerce Convened a meeting on 11/10/2022 at the Incharge Room of the Commerce Department at 4 pm to discuss the following agenda and unanimously passed the resolutions.

Agenda :-

1. Verification of class Assignments.
2. Monitor the Absentees Students.

Resolutions :-

It is resolved to verify the assignments submitted by the students.

It is also resolved to monitor the Absentees list of the students and to take necessary action immediately.

Signatures :-

- ① R. Sathish
- ② C. Geetha
- ③ P. Neeraj

R. Sathish
Department of Commerce
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NOVEMBER, 2022

09/11/2022.

The Department of Commerce Convened a meeting with staff on 09/11/2022 at Commerce Department at 4. pm to discuss the following agenda and unanimously passed the resolutions.

Agenda :-

1. Induction Programmes
2. Bridge Course to First year Students
3. Commencement of classes to First Year Students and Subject allocation of 1st year (Students) class.

Resolutions :-

It is resolved to Conduct Induction Programme and Sensitise the Students on the Curriculum Framework in detail.

It is resolved to Conduct a Bridge Course for the newly admitted Batch [2022-2025], Semester 1, IBCOM (CA) in the topics related to fundamentals in the concerned subjects i.e. from 14/11/2022 - 19/11/2022 respectively.

It is also resolved to allocate the concerned subjects to the Guest-lecturer for the commencement of classes to the newly admitted batch.

Signatures :

- ① R. Sathya
- ② C. Geetha
- ③ D. Neerashi

R. Sathya
 Department of Commerce
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DECEMBER, 2022

06/12/2022

The Department of Commerce convened a meeting on 06/12/2022 at Department of Commerce at 4 pm to discuss the following agenda and unanimously passed the resolutions.

Agenda :-

1) Conduct of classroom seminar as per schedule discussed today.

Resolutions :-

It has resolved to conduct classroom seminar for the following subjects as per scheduled date.

<u>Subject</u>	<u>Date</u>
(i) Business Environment	— 12/12/2022
(ii) Advanced Accounting	— 15/12/2022
(iii) Marketing	— 16/12/2022
(iv) Business Statistics	— 22/12/2022

Signatures :-

- ① R. Geetha
- ② G. Geetha
- ③ D. Neelambari

R. Geetha
Department of Commerce
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JANUARY, 2023

02/04/2023

The Department of Commerce convened a meeting on 02/04/2023 at 4pm to discuss the following agenda and unanimously passed the resolutions.

Agenda :-

- ① Conduct of classroom seminar as per scheduled dates discussed today.
- ② Conduct of Group Discussion
- ③ Organise a Certificate Course.

Resolutions :-

It has resolved to conduct class room seminar in the following manner.

<u>Subject</u>	<u>Date</u>
(i). Financial Accounting	31/04/2023

It has resolved to conduct Group Discussion in the following manner.

<u>Circular Date</u>	<u>Date of Event</u>	<u>Topic</u>
02/04/23	03/01/23	Online Banking vs Offline Banking
03/04/23	04/01/23	Business Environment

SCG, KARUNAL
FEBRUARY, 2023

It is also resolved to conduct a
Certificate Course on "Investment Practices
in Mutual Funds" from 18/04/23
to 24/02/2023.

Signatures :-

- ① R. Sathya
- ② C. Geetha
- ③ D. Neerasha


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February 2023

13/02/2023

A meeting was convened by the Department at the Incharge room of Dept of Commerce at 4:pm on 13/02/2023 and the following resolutions were passed unanimously.

Agenda :-

- ① Conduct of Group Discussion Activity for the III Semester Students.
- ② Conduct of classroom Seminar

Resolutions :-

It has resolved to conduct Group Discussion Activity for the III Semester Students and also resolved to conduct classroom Seminar in following manner.

<u>Activity</u>	<u>Date</u>	<u>Lecture Involved</u>
G.D	13/02/2023	C. Geetha
G.D	20/02/2023	R. Sahithi
Classroom Seminar	17/02/2023 [BOM]	R. Sahithi.

Signatures :-

(1) R. Sahithi

MARCH, 2023

15/03/2023

The Dept of Commerce conducted a staff meeting on 15/03/2023 and passed the resolutions unanimously.

Agenda :-

- ① Identify Slow-learners
- ② Update Remedial Coaching Register.
- ③ Organise Quiz Competition to all the BCOM students on 29/03/2023.

Resolutions :-

It is resolved to identify slow learners and give remedial coaching for preparation of semester-end exams.

It is also resolved to organise a Quiz Competition on 29/03/2023 and to update Remedial Coaching Register.

Signatures :-

- ① R. Srinivas
- ② C. Geetha
- ③ B. Neelambari

APRIL, 2023

01/04/2023

The Department of Commerce Convened a staff meeting on 01/04/2023 to discuss the following agenda and unanimously passed the following resolutions.

Agenda :-

- ① Update the Departmental Registers.

Resolutions :-

It has resolved to update the all related departmental Registers as per the NAAC guidelines.

Signatures :-

- ① R. Sathya
- ② C. Geetha
- ③ D. Neerajini

R. Sathya
Department of Commerce
Govt. Degree & P.G. College of Women
Srikalahasthi - 517 644