

15/06/2020

1. prepared time table for the academic year 2020-21 and resolved to follow the same.
2. prepared the annual academic plan for the year 2020-21 within 3 days so as to submit to the principal.
3. Resolved to analyse the results groups wise and subject wise and identify the students who need remedial coaching.
4. As CBCS CBCS system has been implemented in all the degree colleges of all the universities of A.P. CBCI - I Semester syllabus should be followed for I year student

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1/13/2020

Department of CSME planned on  
19/07/2020 to resolve the following:

- To prepare the students for the prefinal exams commencing from the 2<sup>nd</sup> week of September at the end of
- To conduct model practical exams at the end of November before common comment at university Practicals.
- To format the system which are not working in the computer lab.
- To update all the records of the department for entering academic Audit.
- To plan the visit Radio station as plan of field tour.

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29/12/20

- The Department Staff meeting held on 29/12/20 and resolved the following.
- Department of CS planned to resolve.
- i) To complete the syllabus for II<sup>nd</sup> year students on before Dec 2nd week.
  - ii) To prepare 1<sup>st</sup> year students for University 1<sup>st</sup> Semester exam coming from November to December is before pangal holidays.
  - iii) To start certificate course in "MS office & Internet Concept" at the department of Computer Science from 1<sup>st</sup> week on Jun. to last week of March. for non- computer Science students in MPCSEM-MPCE JM and students.
  - iv) To go for field visit to AIR (Radio station) in the month of Feb - 21
  - v) To update all the records and get ready for academic audit for any time.

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4/10/21  
The Department staff meeting is held on 04-10-2021  
and resolved the following planned on 4/10/21  
i) I term exam is to be conducted for II year and  
year students and initial exam for I year student  
In the month of.  
(ii) consolidation of attendance for each class is to be  
displayed on the dept. notice board.  
(iii) To post the unit test I and unit test II for  
II<sup>nd</sup> and III<sup>rd</sup> year students and 1<sup>st</sup> mid for  
I<sup>st</sup> year students in the marks register.  
iv) All the records are to be updated and keep  
ready for any academic award expected.  
v) 1<sup>st</sup> Semester classes should be adjusted and  
taken in the convenient time in view of S.V  
University mid exams for II<sup>nd</sup> year.

S. N. S. 4/10/21

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22-06-22

The computer Science department staff meeting is held on 22-06-2022 and made the following resolutions.

- i.) To follow the 2021-2022 time-table fill the new time table for the academic year 2021-2022 is prepared.
- ii.) Engage the best faculty members to teach the students so that academic gets better.
- iii.) Prepare the annual academic plan for the year 2021-2022 with in 3 days, so as to submit to the Principal.
- iv.) To analyse the results group wise and subject wise and identify the students who need remedial coaching.
- v.) As CBCS system has been implemented all degree college at all the universities of A.P., CBCS Semester Syllabus should be followed for 2 years.

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S.V.N  
22/6/22

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01/11/22 on 1st November 2022, Department of  
computer science planned to resolve the following

1. To follow the 2022-23 time-table, all the new time table for the academic year 2022-23 odd semester.
2. Prepare the overall semester plan for the academic year 2022-23 with in 3 days so as to submit to the principal.
3. To analyse the results groupwise and subject wise and identify the students who need remedial classes.
4. To form time table for the 1<sup>st</sup> B.Sc (MPC) student for the academic year 2022-23 according to the CBC syllabus.

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20/2/23  
The department of computer science staff meeting  
is held on 20/2/23 and made the following resolutions

1. We planned to conduct a guest lecture and a quiz program during the following days.
2. Planning to complete the prescribed syllabus within the time.
3. To prepare the students for the S.V.Drive, NITY end examinations.
4. To conduct revision tests, and to update departmental records.

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15/06/23

A meeting was held in the Department of computer science on 15/06/23 to resolve the following.

1. To motivate the students for the semester end examinations.
2. To complete the syllabus.
3. To conduct semester mid-examinations for II & IV semester students.
4. To plan a student seminar.
5. To plan a quiz program.
6. To update the NAAc records.

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