

Minutes of the Meeting 01/2024-25

Date: 14/06/2024

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Academic Coordinator

Agenda:

1. Commencement of II year classes
2. Admission campaign.
3. Community service project (CSP) evaluation
4. Status of Short term internship

Resolutions:

- Discussed the start date and preparation required for II Year classes. Confirmed the schedule and distributed responsibilities for syllabus updates and lab readiness.
- Reviewed strategies for the ongoing admission campaign. Agreed to enhance outreach through social media and community networking. Assigned team members to manage promotional materials and college& Model school visits.
- Presented updates on CSP progress and outcomes. Decided on criteria for evaluating student participation and impact.
- An update was provided on the status of the 2-month internship program for students. Faculty members were encouraged to maintain regular communication with students during their internships to monitor progress and provide support as needed

Signatures:

1. Sri B.Nageswararao, Lecturer in Physics.
2. Dr K.V.S KoteswaraRao, IQAC Coordinator.
3. Sri Rama K Kishore Behara, Academic Coordinator

Minutes of the Meeting 02/2024-25

Date: 02/07/2024

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Academic Coordinator

Agenda:

- Commencement of III Year Classes
- Proposal for a New Certificate Course
- Short term internship Evaluation
- Status of admission campaign.

Meeting Minutes:

- Discussed the readiness for the III Year classes. Reviewed the syllabus, lab setup, and timetables to ensure a smooth start. Noted any pending tasks and assigned responsibilities for resolution.
- A proposal was presented for the introduction of a Certificate Course in **Introduction to solid state Physics** with the duration of 30 days with 30 contacting hours. This course is designed to introduce the structural properties and X-ray Crystallography techniques of solids to the students.
- Presented findings and feedback from the recently concluded internships. Discussed student performance, challenges faced, and areas of improvement. Planned to share reports with stakeholders and organize a session for student reflections.
- Reviewed progress on the admission campaign. Identified effective strategies and areas needing additional focus. Assigned tasks for follow-up actions, including outreach and promotional activities.

Signatures:

1. Sri B.Nageswararao, Lecturer in Physics.
2. Dr K.V.S KoteswaraRao, IQAC Coordinator.
3. Sri Rama K Kishore Behara, Academic Coordinator

Minutes of the Meeting 03/2024-25

Date: 02/08/2024

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Academic Coordinator

Agenda:

- Observation of Heroshima & Nagasaki day
- Preparation of academic records.
- Commencement of I Year Classes
- Result analysis for 2 semester

Meeting Minutes:

- Discussed plans to observe Hiroshima and Nagasaki Day to promote peace and awareness.
- Reviewed the status of academic record compilation for the previous year. Identified areas needing updates, including attendance and assessment results. Set deadlines for completing and submitting current year records.
- Planned for the smooth initiation of I Year classes. Discussed orientation schedules, faculty assignments, and infrastructure readiness. Confirmed key dates and action items for welcoming new students.
- Presented and analyzed the performance trends from the 2nd-semester results. Identified strengths and areas for improvement in teaching and assessment methods. Decided on strategies to support underperforming students in the upcoming semester.

Signatures:

1. Sri B.Nageswararao, Lecturer in Physics.
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3. Sri Rama K Kishore Behara, Academic Coordinator

Minutes of the Meeting 04/2024-25

Date: 04/09/2024

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Lecturer in Zoology

Agenda:

- Preparation of LMS Video
- Status of syllabus completion for II & III year students
- 1st midterm exams

Meeting Minutes:

1. Discussed the development of Learning Management System (LMS) video content for enhanced student learning. Agreed on a timeline for content creation, editing, and upload to the LMS platform.
2. The faculty members reported on the progress of syllabus coverage for the ongoing semester. It was noted that some Papers were on track, while others needed a slight push to ensure the syllabus is completed in a timely manner.
3. The committee discussed the schedule and logistics for conducting the 1st Internal Exams for students in the odd Semesters. The concerned faculty members will finalize the exam papers and communicate the details to the students well in advance.

Signatures:

1. Sri B. Nageswararao, Lecturer in Physics.
2. Dr K.V.S KoteswaraRao, IQAC Coordinator.
3. Sri Rama K Kishore Behara, Academic Coordinator

Minutes of the Meeting 05/2024-25

Date: 05/10/2024

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Academic Coordinator

Agenda:

- Ward counseling for students
- Result analysis for 4 Semester
- 2nd internal exams for 3 & 5 and 1st internal for 1 semesters.
- Remedial coaching for 3 & 5 semester students

Meeting Minutes:

- Discussed the importance of ward counseling sessions to address student academic and personal concerns. Planned the schedule for counseling sessions, ensuring all students are covered.
- Presented an analysis of the 4th-semester results, Identified areas where students need support and discussed potential interventions.
- Finalized the schedule for internal exams. Reviewed readiness for conducting the exams, including question paper preparation and invigilation duties.
- Discussed the implementation of remedial coaching sessions for students needing additional academic support. Agreed to schedule sessions outside regular class hours to avoid overlap.

Signatures:

1. Sri B. Nageswararao, Lecturer in Physics.
2. Dr K.V.S KoteswaraRao, IQAC Coordinator.
3. Sri Rama K Kishore Behara, Academic Coordinator

Minutes of the Meeting 06/2024-25

Date: 14/11/2024

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Lecturer in Zoology

Agenda:

- Commencement of 4 semester classes
- Examination duties Assigned by ANU
- 2nd internal exams for I semester

Meeting Minutes:

- The start of the new semester and the commencement of classes for the 4 -semester students were discussed. Ensured all faculty members are ready with updated lesson plans and required materials.
- Reviewed the examination-related duties assigned by the university to the department faculty.
- Finalized the schedule for the 2nd internal exams for 1st-semester students. Discussed the preparation of question papers and evaluation timelines. Assigned invigilation duties and ensured logistical arrangements are in place.

Signatures:

1. Sri B. Nageswararao, Lecturer in Physics.
2. Dr K.V.S KoteswaraRao, IQAC Coordinator.
3. Sri Rama K Kishore Behara, Academic Coordinator

Minutes of the Meeting 07/2024-25

Date: 02/12/2024

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Lecturer in Zoology

Agenda:

- Commencement of semester internship
- Completion academic records for odd semester
- Status of syllabus completion for I semester
- Remedial Coaching for I semester students

Meeting Minutes:

- Discussed the initiation of the semester internship program for eligible students. Finalized the list of participating students and collaborating institutions.
- Reviewed the progress of compiling academic records for the odd semester. Set deadlines for submission and verification of all records.
- Evaluated the current progress in syllabus coverage of I semester. Identified any delays and formulated plans to ensure timely completion.
- Planned remedial coaching sessions to support underperforming 1st-semester students. Assigned faculty to handle specific topics or subjects based on student needs. Decided to monitor student participation and progress closely.

Signatures:

1. Sri B. Nageswararao, Lecturer in Physics.
2. Dr K.V.S KoteswaraRao, IQAC Coordinator.
3. Sri Rama K Kishore Behara, Academic Coordinator

Minutes of the Meeting 08/2024-25

Date: 01/01/2025

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Lecturer in Zoology

Agenda:

- Commencement of II semester classes
- Active participation in Extension activity(Rangoli competition) conducted by college
- Status of submission of internal marks to university.
- **Updates on Academic Programs**

Meeting Minutes:

- The II semester classes commenced smoothly as per schedule. Faculty members discussed course planning and teaching methodologies for the semester.
- It is unanimously resolved that Students and faculty actively participate in the college's **Rangoli Competition for regional intermediate college level** as part of the extension activity.
- Faculty members reported on the status of internal mark submissions. Ensuring timely submission was emphasized, with a deadline reminder issued.
- Faculty members provided updates on ongoing undergraduate courses. Discussion on curriculum improvements and student feedback.

Signatures:

1. Sri B. Nageswararao, Lecturer in Physics.
2. Dr K.V.S KoteswaraRao, IQAC Coordinator.
3. Sri Rama K Kishore Behara, Academic Coordinator

Minutes of the Meeting 09/2024-25

Date: 07/02/2025

The Department of Physics, SGK Government Degree College, Vinukonda met in the department room to discuss the following academic matters.

Members present:

1. Sri B. Nageswararao, Lecturer in Physics
2. Dr K.V.S KoteswaraRao, IQAC Coordinator
3. Sri Rama K Kishore Behara, Lecturer in Zoology

Agenda:

- Result analysis for III semester.
- Conduct of I internal examinations.
- Preparation of Academic records for upcoming Academic Audit.
- Status of semester internship.

Meeting Minutes:

- The performance of students in the III semester was reviewed. Strategies for improving weaker areas were discussed, including remedial classes and mentoring sessions.
- The schedule and syllabus coverage for the first internal examinations were confirmed. Measures for smooth and fair conduct of the examinations were discussed.
- The status of academic records was reviewed. It was decided to update all records and ensure proper documentation before the academic audit.
- Discussions were held on pending internship approvals and coordination with organizations. Suggestions for improving internship opportunities and collaborations were discussed.

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1. Sri B. Nageswararao, Lecturer in Physics.
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