

DEPARTMENT OF COMMERCE

MEETING HELD ON 02-01-2021

Meeting of the Department was held on 02.01.2021 to discuss the Conduct of I Mid Examinations for III and V semesters as part of the Continuous Internal Assessment (CIA).

The Member of Department of Commerce meet at 10 AM. on 02.01.2021 in the department of Commerce. Sri M. Srinivasa Rao, lecturer incharge of Department of Commerce, has presided over the meeting.

AGENDA:-

To discuss the Conduct of I Mid Examinations by the department as decided in the Staff Council.

RESOLUTIONS:-

It is noted to conduct the I Mid Examinations for III and V sem classes in the Department in the week of Jan 4 to 10 as decided in the Staff Council Meeting and principal's instructions.

The Examination pattern will be the same as approved in the Bos.

MEMBERS PRESENTED:-

Sri D. S. Madhu prasad
Dr. J. Vijay Kumar
CH. Uma devi
M. G. K. Yadav.
K. Rajeswari
Dr. D. Venkateshwara rao
A. V. N. AV. Prasad

CONVENOR

Lecturer incharge
Department of Commerce
Govt. College (A), Kakinada

DEPARTMENT OF COMMERCE

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MEETING HELD ON 07-01-2021

Meeting of the Department was held on 07.01.2021 to discuss the Admission process for 1 year for the program Batch 2020-23/24.

The Member of Department of Commerce met at 11 A.M. on 07.01.2021 in the department of Commerce. Sri M. Srinivasa Rao, lecture incharge of Department of Commerce has presided over the meeting.

AGENDA:-

- The state Government has mandated for Common online Admission process for the degree college in the state and accordingly APSCHE has issued a notification with detailed guidelines on 06.01.2021 for admission to degree program in the state.
- The online admission process will be done through the Online Admission Module for Degree Colleges (OAMDC) developed by the CFSS. Staff members were informed about the online process for admissions.

RESOLUTIONS:-

It is noted to follow the Government instructions issued from time to time.

All the staff members are informed about the process and admission committees. They were further informed about the programs newly introduced in the current academic year.

MEMBERS PRESENTED:

Sri. D.S. Madhu prasad
Dr. J. Vijay kumar
CH. Umadevi

CONVENOR

M. G. K. Lakshmi
K. Rajeshwari
Department of Commerce
Govt. College (A.C. Reg)

Meeting Held on 8-02-21

Meeting of the Department was held on 8.02.2021 to discuss the engagement of a Guest faculty for the newly introduced program i.e BBA (Digital Marketing)

The Member of Department of Commerce meet at 11 AM on 08.02.2021 in the department of Commerce. Sri M. Srinivasa Rao lecture incharge of Department of Commerce has presided over the meeting.

AGENDA:-

Newly introduced BBA (DM) program got enough joinings to run the program. Existing faculty are not even sufficient for current work load of the Department. In this regard a new Guest Faculty for the BBA (DM) program is required and this program is specialized in nature and further requires two more faculty to teach in upcoming years (2nd and 3rd years).

RESOLUTION:-

It is resolved to request the Principal sir to appoint a new Guest Faculty for 1 year BBA (DM) program and to further inform the speciality nature of the program and the need for appointing two more Guest Faculty as the program proceeds to 2nd and 3rd year. The First year work load is 19 hours and as the program proceeds this work load increases. It is further resolved to inform that some of the courses under the BBA (DM) program are related to Computer science / Applications department and their services are to be utilized for the program.

COMMERCE

MEMBERS PRESENTED.

1. D. S. Madhu prasad
- J. vijay kumar
- ch. Umadevi
- M. G. K. yadav
- K. Rajeswari

②

J. vijay kumar

K. Rajeswari

CONVENOR.

Lecturer incharge
Department of Commerce
P.R. Govt. College (A), Kakinada

Meeting Held by on - 25-02-2021

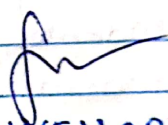
Meeting of the Department was held on 25-02-2021 to discuss the severe understaffing and dire necessity of teaching staff in the department.

The work load of Commerce department is 205 hours per week. (EM, TM, CA and CS) exclusive of newly Introduced BBA. program. Whereas only seven (7) posts were sanctioned and these seven posts are meant for the work load of initial programs [EM and TM] only i.e 130 hours. The department is severely understaffed and the same has been taken to the kind notice of the Principal sir on several occasions. Due to the severe understaffing, most of the classes have been running on combined basis. even for the subjects in which syllabi is different in large extent. In some instances the class size is more than 100 and the average class size in the department is 75. Commerce subjects involve long calculations and tables to be drawn to show the working notes and it is becoming very difficult to manage such bigger classes both offline and online.

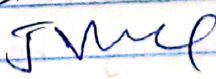
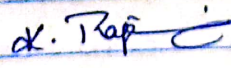
In addition to that the department is having 20 hours of work load for LSc and SDC and 52 hours of work load for the Foundation course of Entrepreneurship. Even for the regular subjects there is a requirement of thirteen (13) faculty members as per the UGC Regulations 2018 and G.O Ms. No. 14 of H.E Dept. Whereas only seven (7) posts are sanctioned and this resulting in serious hampering of program objectives and the student's career and future are at stake.

This matter is discussed with the staff members.

It is resolved to request the principal sir to sanction and appoint six (6) more Guest Faculty as per the UGC Regulations and Govt instructions for the Commerce department (for EM, TM, CA and CS) at the earliest in the best interest of student's career and future and are at stake. This matter is discussed with the staff members.


CONVENOR
 Lecturer incharge
 Department of Commerce
 P.R. Govt. College (A), Kakinada

MEMBERS PRESENTED:

1. D. S. Madhu prasad 
2. J. Vijay Kumar 
3. Ch. Uma devi
4. M. G. K. Yadav
5. K. Rajeswari 

DEPARTMENT OF COMMERCE.

MEETING HELD ON 26.02.2021

Meeting of the Department was held on 26.02.2021 to discuss the requirement of clerical assistant for the department.

The Member of Department of Commerce met at 10 AM on 26.02.2021 in the department of Commerce. Sri M. Srinivasa Rao, Lecturer Incharge of Department of Commerce, has presided over the meeting.

AGENDA:-

The department has been catering to nearly 550 students and unlike the other departments where the student record work shared by 3-4 departments, the Commerce department has to exclusively maintain the record of 550 students. and there is a lot of clerical work involving in that. In addition to that the faculty members have to engage themselves in many types of data collection as well as data consolidation works and this is seriously hampering the main objective of their engagement. i.e. classroom teaching. In view of the same and given the size of administrative work in the department it would be better to engage a clerical assistant in the nature of computer operator, or any other to reduce the burden of data related work on the department so as to enable the teaching staff to better focus on teaching work rather than clerical work. All this is discussed with the staff members.

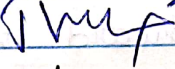
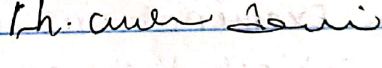
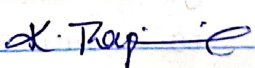
RESOLUTIONS :

It is resolved to request the principal sir to sanction and appoint one (1) computer operator to the department from the treasury or college funds on outsourcing basis whichever is possible to enable the teaching work as per the UGC Regulations and Govt Instructions at the earliest in the best interest of student's career and future and to fulfill the Program objectives.


CONVE NOR

Lecturer in Charge
Department of Commerce
P.R. Govt. College (A), Kakinada

MEMBERS PRESENTED :-

1. D. S. Madhu prasad 
2. J. vijay kumar 
3. Ch. Umadevi 
4. M. G. K yadav
5. K. Rajeswari 

DEPARTMENT OF COMMERCE

Meeting of the Department was held on 15.03.2021 to discuss academic matters

The member of Department of Commerce meet at 11 AM on 15.03.2021 in the department of Commerce. Sri M. Srinivasa Rao lecture Incharge of Department of Commerce has presided over the meeting.

AGENDA:-

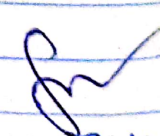
1. To forward the Internal Assessments marks to the Examinations wing for the III and V Semesters.
2. As per the Academic calendar of the college, the classwork for the IV and VI semesters of AY 2020-21 is to commence from 30.3.2021. The same has been discussed with the faculty members.

RESOLUTIONS:-

1. It is resolved to forward the Internal Assessments marks to the Examinations wing as certified by the concerned subject lecturer.
2. It is noted to commence the classwork for the IV and VI semesters of AY 2020-21 from 30.3.2021 as per the instructions of the Principal sir. This classwork goes along side with the classwork already underway for the I Semester.

MEMBERS PRESENTED:-

1. D.S Madhu Prasad
2. J. Vijay Kumar
3. Ch. Umadevi
4. M. G. K. Yadav
5. K. Rajeswari


CONVENOR.

Lecturer incharge
Department of Commerce
P.R. Govt. College (A), Kakinada

DEPARTMENT OF COMMERCE 66

Meeting of the Department was held on 31.03.2021 to discuss the anti ragging awareness Meeting.

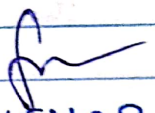
The member of Department of Commerce meet at 11 AM on 31.03.2021 in the department of Commerce Sri M. Srinivasa Rao Lecturer incharge of Department of Commerce has presided over the meeting.

RESOLUTIONS:-

Anti ragging awareness meeting is held on 31.03.2021 by the Antiragging Committee and women Empowerment Cell of the college. All the staff members are informed about the AP prohibition of Ragging Act 1997 provisions and requested to foster awareness among the students.

MEMBERS PRESENTED:-

1. D.S Madhu prasad
2. J. Vijay kumar
- 3 Ch. Uma devi
- 4 M. G. K yadav
- 5 K. Rajeswari


CONVENOR
Lecturer incharge
Department of Commerce
P.R.Govt. College (A), Kakinada

01-04-2021

Meeting of the Department was held on 01-04-2021 to discuss the Joining of a Contract faculty Sri G.S.R.S.G. Nooka Raju on transfer from G.D.C. Yeleswarum.

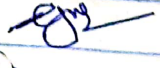
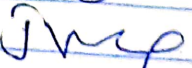
A Contract faculty Sri GSRSG Nooka Raju is transferred to the college from G.D.C. Yeleswarum and joined in the college on the AN. of 31.03.2021. Principal sir has agreed to sanction one Guest faculty from college funds given the server understaffing of the department and agreed to continue the existing four (4) Guest faculty with condition of no junior most member of them drawing remuneration from college funds. The same has been informed to the staff member.


 CONVENOR.

I/c

MEMBERS PRESENTED:

Lecturer in charge
 Department of Commerce
 P.R. Govt. College (A), Kakinada

1. D.S. Madhu prasad
2. G.S.R.S.G. NOOKA Raju. 
3. J. Vijay Kumar. 
4. Ch. umademi Ch. umademi. 
5. M.G. K yadav.
6. K. Rajeswari K. Raj 

DEPARTMENT OF COMMERCE

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19-04-21

Meeting of the Department was held on 19-04-21 to discuss the result analysis for the III and V Semesters of AY 2020-21.

The result analysis for the III and V Semester of AY 2020-21 has been discussed with the staff member and the members are requested to concentrate on the action points suggested to better the performance of the students. Members are informed about the precautions to be taken given the uncertain conditions prevailing regular classwork. They are requested to focus on imbuing enthusiasm among the students to attend classwork regularly and further requested to monitor the irregular students and attend prompt corrective action in case of such students. Members are requested to make the learning content available in many formats to enable the students to continue their learning in the given conditions.

CONVENOR.

I/c

MEMBERS PRESENTED.

1. D.S Madhu Prasad.
2. G.S.R. S.G. Nooka Raju.
3. J. Vijay Kumar.
4. Ch. Umadevi Ch. Uma Devi
5. M. G. K. Yadav.
6. K. Rajeswari K. Raj

Lecturer in charge
Department of Commerce
P.R. Govt. College (A)

69 DEPARTMENT OF COMMERCE

May.

Meeting held on

10-05-2021

Meeting of the Department was held on 10-5-21 to discuss academic matters.

The member of Department of Commerce meet at 11 A.M 10-05-2021 in the department of Commerce. Dr. J. Panduranga Rao lecture Incharge of Department of Commerce has presided over the meeting.

AGENDA:-

1. Welcoming Dr. J. Panduranga Rao Sir Completing NCC camp.
2. preparation on I, IV, VI semister examination
3. Conducted VIVA - VOICE for all 3 year students

RESOLUTIONS:-

1. It is resolved to preparation on I, IV and V semister examinations.
2. It is resolved to Conducted VIVA - VOICE for all 3 years students.

MEMBERS PRESENTED:-

1. M. Srinivas Rao
2. D.S Madhu prasad.
3. G.S.R.S. G. Nooka Raju.
4. M.G.K. Yadav
5. Dr. J. Vijay Kumari
6. Dr. D. Venkateswara Rao
7. K. Rajeswari
8. K. Yamuna Kumari


CONVENOR
Department of Commerce
P.R. Govt. College (A), Kasimadda

DEPARTMENT OF COMMERCE

70

Meeting held on 01-06-2021, June

Meeting of the Department was held on 01-06-2021 to discuss academic matters.

The member of Department of Commerce meet at 11:AM 01-06-2021 in the department of Commerce Dr. J. Panduranga Rao Ieture Incharge of Department of Commerce has presided over the meeting.

AGENDA:-

1. college Re-opening.
2. To discuss online and offline class for the Academic year. 2021
3. To discuss preparation of Time table for 3rd & 5th semesters by keeping in mind on going Examinations.
4. To discuss work load particulars and Engagemene- of Guest faculty to take online & offline class.

RESOLUTIONS:-

1. It is resolved to take Class for this academic year online & offline by keeping in mind COVID-19 preacti
2. It is resolved to prepare time table for 3rd & 5th Semesters on the basic of central time table provide by college.
3. It is resolved to continue 5 guest faculty members viz Dr. J. vijay Kumar, Dr. Venkateswar Rao, M. G. K yadav K. Rajeswar, K. Yamuna Kumari for UG & PG Courses.

MEMBERS PRESENTED:-

1. M. Srinivas Rao
2. D.S Madhu prasad
3. G. S. R. S. G. NOOKRAJU
4. Dr. J. vijay Kumar
5. Dr. D. Venkateswar Rao
6. M. G. K yadav
7. K. Rajeswar
8. K. Yamuna Kumari

Department of Commerce
P.R. Govt. College (A), Kakinada

CONVENOR



DEPARTMENT OF COMMERCE :-

Meeting held on 15-06-2021 [15-06-2021]

Meeting of the department was held on 15-06-2021 to discuss academic matters.

The member of Department of Commerce met at 3 PM 15-06-2021 in the department of Commerce. Dr. J. Panduranga Rao, Incharge of Department of Commerce has presided over the meeting.

AGENDA:-

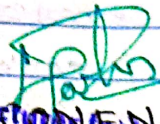
1. To Discuss online and offline class for the Academic year.
2. To Discuss conducted online class for semester II class.
3. To discuss preparation of New Time-table for 2nd & V semesters by keeping in mind on going examination.

RESOLUTIONS:-

1. It is resolved to preparation of new Time-table for 2nd & V Semesters by keeping in mind on going examinations and subject allocations.
2. It is resolved to conducted online class for the 2nd and 5th Semesters.

MEMBERS PRESENTED:-

1. M. Srinivas Rao.
2. D.S. Madhu Prasad
3. G.S.R.S.G. Nooka Raju.
4. M.G.K. Yadav.
5. Dr. J. Vijay Kumar
6. Dr. D. Venkateswara
7. K. Rajeswaru
8. K. Yamuna Komari


 Lecturer in Charge
 Department of Commerce
 Govt. College (A), K.

Meeting held on 26-07-2021

P.R. Government College (Autonomous) Kakinada

THE DEPARTMENT OF COMMERCE

STAFF RESOLUTION dt: 26-07-2021

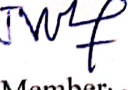
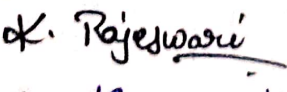
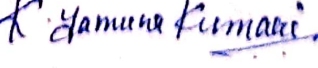
The staff meeting of the Commerce department held in the office of the department under the chairmanship of Dr. J. Pandu Rangarao with its faculty members on Afternoon of 26-7-2021 to discuss various issues.

AGENDA:

- (1) As per CCE, Vijayawada orders conversion of B.Com (RCCS - Telugu Medium seats into English Medium.

RESOLUTION:

(2) It is resolved in the staff meeting that, B.Com (RCCS - Telugu Medium) is a highly demanded course in the department with total 60 intake capacity. However, as per the orders of Commissionerate of Collegiate Education, the department hereby resolved to convert those 60 Telugu Medium seats into B.Com (RCCS - English Medium). This will increase the present intake of B.Com (RCCS - English Medium) from 30 seats to 90 seats. The department is ready to accommodate 90 intake students in two different sections.

1. Dr. J. PANDU RANGARAO, I/C 
2. Sri. M. Srinivasa Rao, Member 
3. Sri. D. S. Madhu Prasad, Member 
4. Sri. G.S.R.S.G. Nooka Raju, Member 
5. Dr. J. Vijaya Kumar, Member 
6. Sri. M. Gopala Krishna Yadav, Member 
7. Sri. K. Rajeswari, Member 
8. Smt. K. Yamuna Kumari, Member 

73 DEPARTMENT OF COMMERCE

Meeting held on

10-08-2021

Meeting of the department was held on 10-8-21 to discuss academic matters.

The member of Department of Commerce met at -08-2021 in the department of Commerce Dr. J. pandu ranaga Rao lecturer Incharge of Department of Commerce has presided over the meeting.

AGENDA:-

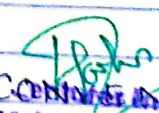
1. To Discuss Conducted offline class for the semester
2. To Discuss to post the attendance for central attendance.
3. To Discuss to Mids & Activities Marks posted Award lists and submitted Examination cell.
4. To Discuss to preparation on I and Semis for Exam.

RESOLUTIONS:-

1. It is Resolved to Conducted offline class for all semester
2. It is Resolved to posted the attendance. Central attendance.
3. It is Resolved to posted to mids & Activities. Marks posted Award lists and submitted the marks Examination cell.
4. It is Resolved to preparation on I and VI Semis for Examination.

MEMBERS PRESENTED:-

Sri M. Srinivas Rao
Sri D.S. Madhu Prasad
G.S.R.S.G. Nooka Raju
Dr. J. vijay Kumar
Dr. D. Venkateswara Rao
M. G. K. Yadav


Member in Charge
Department of Commerce
P.R. Govt. College (A), Hakinada

K. Rajeswaru & Raj
K. Yamuna Kumari

Meeting held on. 11-08-2021

Meeting of the Department was held on 01-08-2021 to discuss the Joining of a Contract faculty Smt. B. Chinnari on transfer from G.D.C Rajanagam.

A Contract faculty Smt. B. Chinnari Contract lecturer in Commerce G.D.C. Seethanagam is transferred to this college and joined the duties on the FN of 10 AM. The Department members have welcomed her and she was introduced to them. Pursuant upon Joining of her, existing UG. guest faculty namely K. Rajeswari needs to be assigned with teaching M.Com program. Since the one of the current faculty for M.Com Sri AVNAV prasad expressed his unwillingness to continue further.

In this regard it is resolved that K. Rajeswari is assigned with teaching M.Com program in the place of Sri AVNAV prasad and the to be drawn from college funds (i.e Non CFMS) as agreed and approved by the principal.

MEMBERS PRESENTED.

Sri M. Srinivas.

Sri D.S. Madhu prasad

Sri. G.S.R.S.G. Nooka Raju.

Dr. J. Vijay Kumar

Dr. D. Venkateswara Rao

M.G.K. Yadav

K. Rajeswari

K. Yamona Kumari

CONVENER.

Lecturer in Charge
Department of Commerce
P.R. Govt. College (A), Kakinada

75 DEPARTMENT OF COMMERCE

Meeting held on

26.09.2021

Meeting of the department was held on 26/09/21 to discuss academic matter

The member of Department of Commerce meet at in the department of Commerce.

Dr. J. panduranaga rao lecturer Incharge of Department of Commerce has presided over the meeting.

Agenda:-

1. Engaging Guest - faculty to Accommodate the work load pursuant to Joining of Regular Lecturers as transfer.

RESOLUTIONS:-

1. The members discussed about the requirement of engaging Guest faculty pursuant to joining of Regular lecturers an transfer. Dr. K. Lakshmana Rao Lec. in Commerce. GDC Rampachedavaram and Dr. ch. Ramakrishna Lec. in Incharge GDC Mandapeta her Joined the department on 24/09/21 and 26/09/21 respectively. pursuant upon their joining work load requirements and details of working faculty are assessed as follows. (as per UGC regulations) These requirements present to UG Programs.

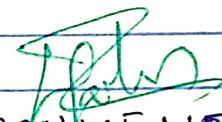
particulars		Teaching Hours	Required Faculty.
Actual	II and V sem	205	13
working			7

Requirements $\rightarrow 6$



From the above it is evident that there is a clear requirement of 13 Nos faculty to conduct classwork without any interruptions and in smooth manner to avoid frequent movement of students. where as only 7 Nos working of faculty as of now and there is a strong requirement of 6 nos of faculty to be engaged for the same.

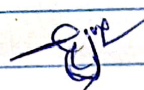
In view of the above, it is resolved unanimously to engage Dr. J. Vijay Kumar as a guest faculty to accommodate the class work.


CONVENER.

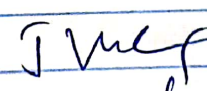
MEMBERS PRESENTED.

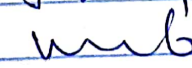
M. Srinivas 

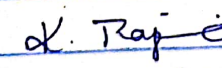
D.S Madhu prasad 

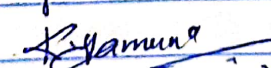
G. S. R. S. G. Nooka Raju. 

B. Chinnari 

Dr. J. Vijay Kumar 

Dr. D. Venkateswara Rao 

K. Rajeswari  K. Raji

K. Yamuna Kumari 

Lecturer Incharge
Department of Commerce
P.R. Govt. College (A), Kakinada

Meeting held on

08-10-2021

To
The PRINCIPAL
P.R. Govt College (A) Kakinada
KAKINADA - 533001.

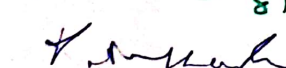
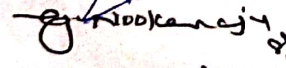
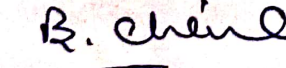
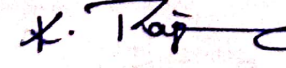
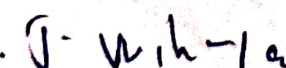
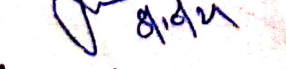
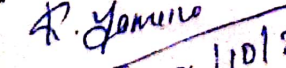
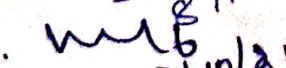
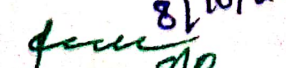
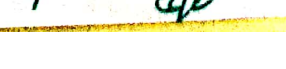
FROM:
JETTI PANDU RANGARAO,
Lecturer In charge
Department of Commerce

Sub: Request to release funds for the following works identified in Commerce Dept
....Reg.

I, Dr. J. Pandu Rangarao, Lecturer incharge of the Commerce Department held staff meeting in the department of commerce and identified the following needs and requirements to be solved on urgent basis in the department of Commerce.

1. Need more number of dual Desks of students - 50 no.
2. Renovation of tiles sheds at Commerce Block - 2 Sheds
[Room no. 83,84,85,86,87 and 88]
3. Black / Green Boards for the above rooms - 6 no.
4. Renovation of Commerce staff room's roof at Heritage Block.
5. Computer PC along with printer with good WiFi and Net Connection for both old and new commerce blocks.
6. Arrangement of sink and water facility and repairs in TOILETS at New Commerce Block.
7. Providing power supply to Boys Toilets at Commerce old Block.
8. Flooring requirement at RO Plant of BA block, as students are facing problem.
9. Arrangement of railing and wheel chair along with ramp at BA block by keeping in mind the needs of differently abled students.
10. Tables and revolving chairs 6 no.s and one computer table and revolving chair.
11. Installation of public address system for New Commerce Block for all class Rooms (7)

Thanking you Sir,

1.  8/10/21
2.  8/10/21
3.  8/10/21
4.  8/10/21
5.  8/10/21
6.  8/10/21
7.  8.10.21
8.  8/10/21
9.  8/10/21
10.  8/10/21
11.  8/10/21
12.  8/10/21
13.  8/10/21
14.  8/10/21

Meeting of the department was held on -11-2021 to discuss academic matters.

The members of Department of Commerce met at in the department of Commerce. Dr. J. Panduranga Rao, Lecturer in Charge of Department of Commerce has presided over the meeting.

Agenda:-

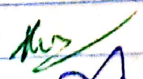
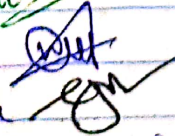
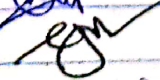
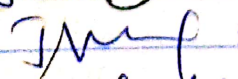
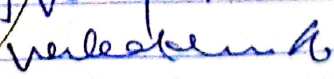
1. Engaging Guest-faculty to Accommodate the work load pursuant to joining of Aided lecturer as transfer.

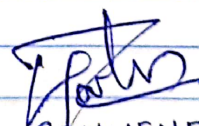
Resolutions:-

1. The members discussed about the requirement of engaging guest faculty pursuant to joining of lectures. an transfer Dr. K. Nageswara Rao, lec. in Commerce. he joined the department on. 1/12/21 and respectively.

pursuant- upon their joining work load requirements and details of working faculty are assessed as follow. as per UGC regulations. These requirements present to UG program Actual working II and v sem 205 hours Required faculty 13 Nos.

MEMBERS PRESENTED.

Dr. K. Lakshmana Rao 
 Sri. M. Srinivas Rao
 Dr. K. Nageswara Rao 
 Sri D.S. Madhu Prasad 
 Sri G.S.R.S.G. Nooka Raju 
 Dr. J. Vijay Kumar 
 Dr. D. Venkateswara Rao 
 B. Chennare 


 CONVENER.
 Lecturer in Charge
 Department of Commerce
 P.R. Govt. College (A), Kakina

K. Rajeswari of Raj
 K. Yamuna Kumari

Meeting of the Commerce Department is held on 22-11-2021 to discuss the following agenda items.

The member of Department of Commerce meet at 3 P.M. on 22-11-2021 in the department of Commerce. Dr. K. Lakshman Rao, Lecture incharge of Department of Commerce has presided over the meeting.

AGENDA :-

1. Workload and Guest Faculty requirement.
2. Time table and Classroom adjustment.
3. Admissions for the academic year 2021-22.
4. NAAC, NIRF and Autonomous Extension Review Readiness.
5. Conduct of ICT Teaching.

Resolutions :-

1. The workload of the Department for the on the basis of Classroom is discussed and given below.

Regular Academic year :-

particulars	workload [UG I, III and V sems and M.Com I and III]	workload [II, IV and VI Sems and M.Com II and IV]
workload for regular Semesters.	315	386
Required Faculty (as per UGC Regulations)	20	24
Ongoing semesters.		

particulars	Hours	Required Faculty as per UGC regulations
Ongoing II and V sem	205	13
Ongoing II and V sems [based on 60 members class]	176	11

Ongoing Semesters + 1 Year.

particulars	Hours	Required Faculty as per UGC Regulation
I, III, V Semesters	275	17

1. Due to distorted academic year, currently only II and V semesters are being run and workload for the same is 205 Hours and for this workload 13 Faculty members required on the basis of UGC Regulations and currently only 10 members (4 Regular, 3 Contract and 3 Guest) working in the department. This workload will increase with commencement of class work for upcoming 1 year students (increases to 275). This further results into Faculty requirement of 17 members in the Department. These are discussed in details and the Department is currently severely understaffed and it is essential to arrange for additional Guest Faculty to sustain the efforts of academic work and it is resolved to request the principal to sanction additional Guest Faculty 5 Nos for the same.

2. One Guest Faculty namely Smt. K. Yamuna Kumari left the job due to rationalization of faculty on

On the basis of 60 members classes and 18 hours per faculty workload. The Department thanked her for the services rendered.

3. Preparedness for NAAC, NIRF and Autonomous Extension is reviewed and suitable directions were issued to the members for ensuring timely submission of data and proper maintenance of data.
4. It is decided to keep Dr. K Nageswara Rao as Coordinator for M.Com program and Sri M. Srinivasa Rao as Coordinator for BBA (Digital Marketing) program. All the department members.
5. It is decided to conduct admissions process for the academic year 2021-22 for various programs as per APSHE guidelines as well as college procedures.
6. Time table for the ongoing II and V semesters is prepared on the basis of 60 members, classrooms and 18 hours per week workload and accordingly rooms are adjusted as available. The department is facing shortage of classrooms also in addition to shortage of faculty. Accordingly it is resolved to request the principal for arrangement of additional classrooms for better conduct of classwork without interruptions due to frequent movement of students since the arrival of 1 year students. Further alleviate the problem and the issue to be resolved at the earliest. It is decided to bring all these issues to the notice of the principal.

7. It is resolved to conduct classwork using ICT tools at minimum 30% of the classwork. This ICT teaching is to be incorporated in regular timetable by
8. It is proposed to arrange a tourism visit to any place of prominence in East Godavari to make the students aware of the tourism potential of the East Godavari as part of the academic activity for the year 2021-2022.
9. Result analysis for the Aug 2021 Exams for I and IV Semesters done and suitable directions given to the members for remedial coaching.

[Signature]
 Lecturer in Charge
 Department of Commerce
 P.R. Govt. College (A), Kakinada

MEMBERS PRESENTED :-

1. Dr. J. Panduranga Rao *[Signature]*
2. Sri M. Srinivas Rao.
3. Dr. K. Nageswara Rao.
4. Sri D. S. Madhu prasad *[Signature]*
5. Sri G. S. RSG Nooka Raju. *[Signature]*
6. Dr. J. Vijay Kumar *[Signature]*
7. Dr. D. Venkateswara Rao. *[Signature]*
8. K. Rajeswari *[Signature]*
9. Smt. B. Chinnari *[Signature]*

DEPARTMENT OF COMMERCE

Meeting of the Commerce Department is held on 29/12/2021 to discuss the following agenda items

The member of Department of Commerce meet at 3 P.M on 29/12/2021 in the department of Commerce. Dr. K. Lakshman Rao Lecture Incharge of Department of Commerce has presided over the meeting

AGENDA:-

1. To discuss the change of name of the department as ~~Department~~ of Commerce & Management Studies.
2. To discuss about the logo of the department.
3. To discuss about arranging Management & Business thinkers portraits & Bios in the classroom.
4. To discuss about syllabus completion.
5. To discuss about subject allocation & Time table.
6. To discuss about engaging Guest faculty to accommodate the existing work load.
7. To discuss about online teaching learning.
8. To discuss about readiness about Autonomous Extension.
9. To discuss about Commerce Festival 2022.

Resolutions:-

1. It is resolved to change the name of the department to ~~Department~~ of Commerce & Management Studies.
2. It is resolved to finalize a logo for the department as permitted by the principal.
3. It is resolved to arrange various management & Business thinkers portraits and Bios in the classroom to make the students aware of their contributions. It is further resolved to name the classrooms after famous business thinkers.

4. The Completion of syllabus for V sem received and found satisfactory. Necessary Instructions are issued to complete syllabus if any pending.
5. Subject allocations are made on the basis of faculty specialization & Experience. Accordingly Time-table w.e.f. _____ is approved.
6. The principal has agreed in principle for Section of four more Guest Faculty in addition to the existing 11 Nos. ~~of~~ faculty. Accordingly it is resolved to engage four more guest faculty as per the procedure laid out.
7. Faculty members are apprised of the Teaching learning Formats issued by the principal. They are advised to simplify the formats wherever necessary and submit in soft copy format only as per the instructions of the principal.
8. Autonomous Extension review is scheduled to be held in February 2021. All the staff members are requested to update the registers required and prepare the formats as necessary.
9. It is proposed to conduct Commerce Festival 2022 to encourage the students to engage business activities. It is proposed to conduct the event on a suitable date.
10. There are certain requirements in terms of Infrastructure Amenities. Day to day consumables and certain non-teaching staff given the acute shortage of these much necessary things the department taking severe hardships and