

**Department of Geology**  
**GOVERNMENT COLLEGE RAJAHMUNDRY**  
**Minutes of the Staff Meeting**

**Date:** 1 August 2024

**Time:** 4:00 PM

**Venue:** Department of Geology, Government College Rajahmundry

The members of the Geology department met in the staffroom at 4:00PM on 1 August 2024 to discuss the following agenda points.

1. Review of monthly activities of the department
2. NAAC preparedness
3. LMS Record Schedules
4. RFID ID cards guidelines
5. Uniform Notice Boards to all Departments
6. No flexi printing for events in the college

**Faculty Members Present:**

1. Dr. M.R. Goutham, HoD and Chairman
2. Dr. N. Srinivasa Rao
3. Sri S. Venkatesh
4. Dr. R. Anil Kumar
5. Mr. Ch. Abhishek
6. Mr. B. Saikrishna

**Agenda & Resolutions:**

**1. Review of Monthly Activities**

**Discussion:**

- The faculty reviewed the activities conducted in the past month, including academic progress, student participation in events, and ongoing research activities.
- The importance of documenting departmental achievements was emphasized.

**Resolution:** It was resolved that a monthly report on departmental activities would be prepared and submitted by the first week of each month. Dr. R. Anil Kumar will coordinate this process.

## 2. Renewal of Research Guideships

### Discussion:

- Dr. Goutham informed the faculty that the college will be planning to request the affiliating university to renew the guideships granted to the faculty by paying necessary fee.
- He requested the faculty to keep all the required documents ready which would enable the department to submit the same to the college whenever asked for.

**Resolution:** It is resolved to update all the required documents for the renewal of guideship in the department.

## 3. RFID Card to the Staff and Students

### Discussion:

- Dr. Goutham informed the faculty that the college will issue RFID cards for staff and students upon paying Rs.100/-.
- If the card is lost and amount of Rs.150/- will be collected to issue the duplicate card.

**Resolution:** It is resolved to collect an amount of Rs.100/- per faculty to get the RFID cards

## Updation of Website

### Discussion:

- The need to update the department's page on the college website was discussed, including faculty profiles, research activities, and ongoing projects.
- The faculty members agreed to provide the necessary information for the update.

**Resolution:** It was resolved that Dr. N. Srinivasa Rao and Mr. B. Saikrishna will coordinate with the college IT team to update the website with relevant departmental information.

S No	Nem of the Faculty	Signature with date
1	Dr. N. Srinivasa Rao	
2	Mr. S. Venkatesh	
3	Dr. R. Anil Kumar	
4	Mr. Ch. Abhishek	
5	Mr. B. Saikrishna	

M.R. GOUTHAM  
Lecturer-in-Charge