

**DEPARTMENT OF ECONOMICS
GOVERNMENT COLLEGE (A), RAJAHMUNDRY
MINUTES OF THE DEPARTMENTAL MEETING**

Date: 4th December 2024

Venue: Department of Economics

Chairperson: Head of the Department

Attendees: All faculty members of the Department of Economics

Agenda

1. Preparation of timetable for 2nd, 4th, and 6th semesters; preparation of curricular plans and individual timetables.
2. Posting of attendance in the central attendance register by the concerned proctors.
3. Identification of suitable companies for 6th-semester students to pursue internships.
4. Updating the department's website as a crucial requirement for NAAC accreditation.
5. Encouraging students to prepare for participation in UDBHAV 2025 youth festival in our college.


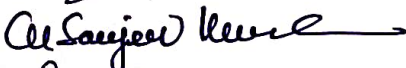

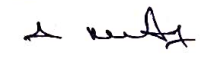
Discussion Points

1. **Timetable and Curricular Plans:**
 - The faculty members discussed the allocation of subjects and finalized the timetable for the 2nd, 4th, and 6th semesters.
 - Individual faculty members were assigned to prepare their respective curricular plans and personal timetables.
 - The deadline for submission of curricular plans was set for 10th December 2024.
2. **Attendance Posting:**
 - It was emphasized that attendance should be recorded promptly and accurately in the central attendance register (ERP Portal in website)
 - The responsibility of posting attendance was reiterated to the concerned proctors to ensure smooth monitoring of student presence.
3. **Internship Opportunities for 6th Semester Students:**
 - A discussion was held to identify companies where students can undertake internships.
 - Faculty members suggested reaching out to local businesses, financial institutions, and research organizations.
 - A sub-committee was formed to compile a list of potential companies by 15th December 2024.
4. **Website Update for NAAC Accreditation:**
 - It was highlighted that the department's website must be updated with the latest information, including faculty profiles, research publications, student achievements, and academic activities.
 - A faculty member was assigned to coordinate with the IT department for website updates.
5. **Participation in UDBHAV 2025 Youth Festival:**
 - Faculty members agreed to motivate and guide students in preparing for the UDBHAV 2025 youth festival.
 - Faculty members were assigned to mentor students based on their areas of expertise.
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Resolutions Passed

1. The final timetable for the 2nd, 4th, and 6th semesters will be prepared and implemented by 10th December 2024.
2. Proctors must ensure attendance is posted daily in the central attendance register without fail.
3. A sub-committee will compile a list of companies for internships and submit it by 15th December 2024.
4. The department website will be updated with essential academic and administrative information at the earliest.
5. Faculty members will actively support students in their preparations for UDBHAV 2025 by organizing guidance sessions and preliminary competitions.

The meeting concluded with a vote of thanks by the Head of the Department

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4/12/2024