

GOVERNMENT COLLEGE (AUTONOMOUS), RAJAHMUNDRY
Department of Economics

24th March 2025
Rajahmundry

CIRCULAR

C.No-1/2024-25/ Dept. Meeting/dated 24th March 2025

Subject: Staff Meeting Regarding Academic Audit 2023-25 Completion and Remarks

This is to inform all faculty members of the Department of Economics that a meeting is scheduled to discuss the completion of the Academic Audit and the remarks received.

Details of the Meeting:

- **Date:** 25th March 2025 (Tuesday)
- **Time:** 3:00 PM
- **Venue:** Room No. 16

Agenda:

- Review of the completed Academic Audit.
- Discussion of the remarks and feedback received.
- Planning for necessary actions and improvements.
- Any other related matters.

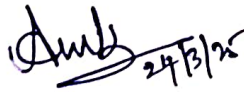
All faculty members are requested to attend the meeting punctually. Your presence and active participation are crucial for the effective implementation of the audit recommendations.

Thank you for your cooperation.

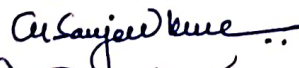
Sincerely,

To: Faculty Members, Department of Economics

1. K.Ananda Rao


24/3/25

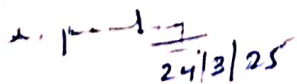
2. Ch.Sanjeev Kumar


24/03/25

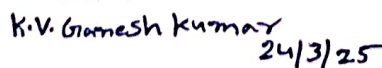
3. S.Sivaji



24/03/25

4. Dr.A Prasadu


24/3/25

5. K.V Ganesh Kumar


24/3/25


24/03/2025
Dr.Rajana Balayya
In-charge Department of Economics
Government College (Autonomous),
Rajahmundry

Government College (Autonomous), Rajahmundry Department of Economics

Date: 25th March 2025

Time: 3.00 P.M

Venue: Room No. 16

The Department of Economics at Government College (Autonomous), Rajahmundry, convened a departmental meeting on the 25th of March, 2025, under the leadership of Dr. Rajana Balayya. The primary objective of the meeting was to deliberate on key academic and administrative matters essential for the smooth functioning and academic excellence of the department. Faculty members actively participated in discussions regarding maintaining effective communication channels, enhancing teaching methodologies, promoting student engagement, and ensuring the proper documentation of activities. The resolutions passed during this meeting aim to streamline processes, uphold best practices, and foster an enriching academic environment.



Agenda, Discussion, and Resolutions:

1. Maintenance of Circular Register

Agenda: Proposal to maintain a Circular Register for official communication among faculty members.

Discussion: Dr. Rajana Balayya explained the significance of maintaining a Circular Register to ensure a systematic record of all communications, notices, and decisions within the department. He emphasized that maintaining a physical and digital record would promote transparency and accountability. Faculty members agreed that such a register would serve as a reliable reference during audits and reviews. Dr. A. Prasadu suggested that a designated person be responsible for regularly updating and monitoring the register to ensure completeness and accuracy.

Resolution: It was unanimously resolved that a Circular Register would be maintained in the prescribed format. Sri.K. Ananda Rao will oversee its maintenance and ensure timely updates

2. Geotagging of Photographs

Agenda: Ensuring all photographs of departmental events are geotagged.

Discussion: Ch. Sanjeev Kumar highlighted the importance of geotagging event photographs for accurate documentation and verification. He explained that geotagging would provide authentic location data, which is often necessary for reporting to authorities like the CCE AP. Dr. Rajana Balayya added that geotagged photos enhance the credibility of reports and support transparency in departmental activities. Faculty members agreed on the necessity of ensuring compliance with this requirement.

Resolution: Event coordinators must ensure geotagging of all photographs during departmental activities. K.V. Ganesh Kumar will be responsible for verifying the geotagging details before submission.

3. Reporting of Guest Lectures

Agenda: Implementation of a standardized format for reporting guest lectures as per CCE AP guidelines.

Discussion: Dr. Rajana Balayya informed faculty members that the CCE AP has established specific guidelines for reporting guest lectures. She stressed that using a standardized format would streamline the reporting process and maintain uniformity across records. K. V. Ganesh Kumar suggested preparing a simplified template to facilitate quick and accurate reporting. Faculty members also discussed the importance of providing comprehensive details, including photographs, attendance records, and lecture summaries.

Resolution: The department resolved to adopt the stipulated format for guest lecture reporting. Faculty members organizing guest lectures must submit reports within three working days, and K. V. Ganesh Kumar and Dr.A. Prasadu will ensure compliance

4. ICT Register Maintenance

Agenda: Maintenance of a separate ICT Register to document the use of ICT tools in classes.

Discussion: S. Sivaji emphasized the growing importance of integrating ICT tools in teaching. He noted that maintaining an ICT Register would provide tangible evidence of the department's commitment to technological advancements. Dr. Rajana Balayya further pointed out that this register would be valuable during academic audits. Faculty members suggested including details such as the date of use, ICT tools employed, topics covered, and student feedback.

Resolution: An ICT Register will be maintained Scrupulously. Faculty members are required to update the register with accurate information on ICT usage

5. Student Quiz Documentation

Agenda: Documentation of student quizzes and evidence maintenance.

Discussion: K. Ananda Rao proposed the systematic documentation of student quizzes to track participation and performance. He emphasized that maintaining question papers, answer sheets, evaluation reports, and photographic evidence would provide a comprehensive overview. Dr. A. Prasadu agreed and suggested maintaining a detailed report after each quiz session to assess student progress.

Resolution: It was resolved that a detailed report, including question papers, answer sheets, student feedback, and photographs, will be maintained for all quizzes. S. Sivaji will oversee the documentation.

6. Communication of Course Outcomes and Program Outcomes

Agenda: Communicating Course Outcomes (COs) and Program Outcomes (POs) to students at course inception.

Discussion: Dr. Rajana Balayya highlighted that students should be well-informed about the learning objectives and expected outcomes of their courses. She suggested that providing printed or digital copies of COs and POs to students during the first session would ensure clarity. Faculty members agreed that students' acknowledgment of understanding these outcomes would be valuable for academic tracking.

Resolution: Faculty members will present COs and POs to students during the first session of each course. A signed acknowledgment from students will be maintained as proof of communication.

7. Group Discussions on Buzzing Topics

Agenda: Encouraging group discussions on current economic issues.

Discussion: Ch. Sanjeev Kumar suggested organizing bi-monthly group discussions to encourage students to engage with current economic events. He noted that active participation in discussions would enhance students' analytical thinking and communication skills. Dr. Rajana Balayya supported this idea and recommended maintaining a record of discussion topics, student participation, and feedback.

Resolution: The department resolved to conduct bi-monthly group discussions on trending economic topics. Reports on these discussions will be documented by K. Ananda Rao.

8. Field Trips

Agenda: Incorporating field trips with proper documentation.

Discussion: Dr. Rajana Balayya encouraged organizing field trips to provide students with practical exposure to economic activities. Faculty members agreed that field trips should align with course objectives and include industry visits, surveys, and rural field studies. Dr. A. Prasadu stressed the importance of obtaining parental consent and collecting student feedback post-trip.

Resolution: Field trip proposals will be submitted in advance for approval. Parental consent forms and feedback reports will be maintained by Dr. A. Prasadu.

9. Revision of Best Practices

Agenda: Reviewing and revising departmental best practices.

Discussion: S. Sivaji suggested revisiting and revising best practices to reflect the evolving academic landscape. Faculty members emphasized the importance of aligning best practices with departmental goals and ensuring they are unique to the Department of Economics. A committee was proposed to undertake this task.

Resolution: A committee comprising Dr. A. Prasadu, S. Sivaji, and K. Ananda Rao will propose revised best practices within one month.

10. Formulation of Certificate Courses

Agenda: Ensuring a systematic process for introducing certificate courses.

Discussion: Dr. Rajana Balayya explained the need for a well-defined procedure for

certificate courses, covering curriculum design, faculty allocation, and assessment mechanisms. K. V. Ganesh Kumar suggested creating a step-by-step workflow for planning and executing these courses.

Resolution: The department resolved to follow a detailed end-to-end process for certificate courses under the supervision of Dr. Rajana Balayya.

The meeting concluded with a vote of thanks by Dr. Rajana Balayya.


Dr. Rajana Balayya 25/3/2025

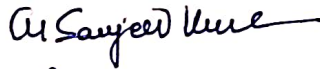
Signatures:

In-charge, Department of Economics

K. Ananda Rao



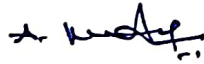
Ch. Sanjeev Kumar



S. Sivaji



Dr. A. Prasadu



K. V. Ganesh Kumar

K.V. Ganesh Kumar