

Meeting No:**Date: 21-03-2025**

The Department of Computer Science met under the chairmanship of Dr. D.Suneel Kumar on 21-03-2025 at 11:00 AM in the Staff Room to discuss the following.

Agenda:

1. Actions Taken on Previous Meeting Resolutions
2. Submission of Marks for CIE components to Controller of Examinations.
3. Short Term Internships for IV and CSP for II Semester Students.
4. Organizing Industry Connect Lecture Series.
5. PG II Semester classwork and paper allocation and preparation of curriculum plans
6. Practical examination for UG- IV and VI semesters.
7. Online Internal exam for II Semester UG Students.
8. Remedial Classes for Slow Learners
9. Syllabus Completion Status

Discussions**Agenda 1:-Actions taken by the department for previous resolutions**

1. Renovation of Minor repairs to the staff room and Incharge room
Action:Submitted the request letter to the principal. He granted permission to paint the floor of the staff room as well as the server room. Subsequently the department obtained estimations from Nippon distributed. Work has to be initiated.
Action endorsed to H.Deva raju, Lecturer in Computer Science.
2. Upgradation of Computers in abacus lab.
Action:Obtained estimations. Need to put a Note file for upgrading. Action endorsed to U. Sandhyarani, Lecturer in Computer Science.
3. Preparation of Annual Academic Audit
Annual academic Audit completed. The Chairman commended the Department and S. Jayalakshmi for the recognition received from the audit team. The Audit team suggested a few remarks and recommendations. It is resolved to follow the recommendations of the Audit team to strengthen the Department. Chairman suggested Inward Register in the department to keep the circulars received from various wings to the department. He endorsed this job to P.Narasingarao

Agenda 2:-Submission of marks for CIE components to Controller Of Examinations.

Discussion

The chairman instructed the faculty to upload Internal marks in COE portal for pedagogical strategies within the stipulated timelines given by the CoE.

Resolution 1: It is Resolved to upload marks for all the CIE Components in the COE portal.

Agenda 3:-Short Term Internships for IV and II Sem students.

Discussion

The Chairman started the discussion on Short Term internships and Community Service Project. Mentors are assigned to B.Sc (Honours) Artificial Intelligence and B.Sc (Honours) Computer Science students. He instructed the mentors to explore and identify nearby industries for short term internships. He instructed that the Industries list be finalized on or before 7th April. The identification of Industries to be endorsed to the faculty members of the department Mr. Seetharamulu and Mr. Narsingarao

Resolution 2: It is resolved to identify suitable Industries or MNCs for Short term internships for UG IV Semester Students.

Agenda 4:- Organizing Industry Connect Lecture Series.

Discussion

The chairman started the discussion about organizing Industry Lecture Series-3. He suggested that it would be a good idea to hold the lecture series before the internships begin, as it is a best practice for the department. Faculty members Mr. Devaraj and Ms. Sandhya Rani agreed that this is the right time to do it. The faculty discussed the feasibility of conducting the lecture series in April, as students have their semester-end examinations during that month.

Resolution 3: It is resolved to conduct Industry Lecture Series in the Month of April-2025

Agenda 5:-PG II Semester classwork and paper allocation and preparation of curriculum plans

Discussion

Next, the chairman asked the faculty about the papers they were interested in handling for the PG-II Semester, and the faculty shared their opinions. He also mentioned the choice of Skill

Papers and noted that all the students selected Python Programming and IoT Development as their preferred choices from the options offered by the department. After considering their willingness and expertise in the subjects, the paper allocation was done.

S.No	Course	Faculty name
1	Python programming (Skill Course)	Dr. D. Suneel Kumar
2	Data Communication and Computer Networks	U.Sandhyarani
3	IoT development (Skill Course)	H.Devaraju
4	Theory of Computation	P. Narasingarao
5	Computer Graphics	S. Jaya Lakshmi

As per the academic audit recommendations, the Chairman instructed the faculty to prepare teaching plans in digital form. He instructed the PG faculty to submit teaching plans as per academic calendar on or before 26-03-2025.

Resolution 4: It is resolved to allocate the papers based on the expertise and willingness of the faculty.

Resolution 5: It is also resolved to prepare the teaching plans in digital form for the PG-II Semester courses.

Agenda 6:-Practical examination for IV and VI Semester UG Students.

The Chairman discussed the preparedness for the practical examinations for UG IV and VI Semesters. He reviewed the Practical Examiners Panel, and as per the Board of Studies (BOS), the following faculty members were listed to act as examiners: Ms. G. Satya Suneetha, Mr. M. Arun Kumar, Mr. R.V. Satyanarayana, Ms. U. Subhashini, Mr. R. Ashok Kumar, Ms. E. Jyothi Kiranmayi, Mr. Rashmi Ranjan Kansma, and Mr. G. Varaprasad. Based on their willingness, 3 to 4 examiners will be selected. The Chairman also endorsed the preparation of the examination schedule to D. Seetharamulu.

Resolutions 6: It is resolved to prepare for the practical examinations for UG IV and VI Semesters.

Resolution 7: It is resolved to approve the suggested Practical Examiners Panel.

Resolution 8: It is further resolved that the preparation of the examination schedule from

27-03-2025 to 06-04-2025

Agenda 7:- Online Internal exam for UG II Semester Students.

The Chairman started the discussion on Online Internal examinations. Mr. Devaraju proposed conducting the exams in the Technosphere lab. The faculty members agreed that, since the lab is suitable, it would be better to organize Internal Exam-II in the Technosphere lab using Open Source Software. The Chairman instructed Mr. Devaraj to configure and install the systems for the Online Exam.

Resolution 9: It is resolved to conduct online internal exams for UG students at the Technosphere lab.

Agenda 8:- Remedial Classes for Slow Learners

The Chairman inquired about the progress of IV semester students in CIE. He suggested organizing one week of remedial classes for slow learners and endorsed S. Jayalakshmi to prepare the schedule for the remedial classes in consultation with the respective faculty members. The Chairman also instructed that the status and progress of the students be shared after the remedial classes.

Resolution 10: It is resolved to organize one week of remedial classes for slow learners of IV semester students in CIE.

Agenda 9:- Syllabus Completion Report

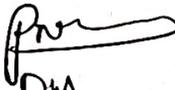
The Chairman sought the status of syllabus completion, and the faculty members submitted their reports. He advised the faculty to conduct 0-hour classes to complete the remaining portions of the syllabus.

Resolution 11: It is resolved to conduct classes in 0-hour classes for students for syllabus completion.

The meeting concluded with the Chairman thanking all the members of the department. The

faculty members also expressed their happiness and assured their commitment to following the instructions in a timely manner.

The following Members Attended the Meeting on 21-03-2025

1. Sandhya
2. H. Owarbon
3. 
4. DM
5. S.J. Lakshmi.
6. 
7. V. Balapara


Dr. Suneel Kumar Duvvuri

In-charge, Department of Computer Science