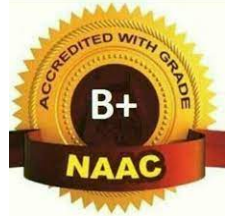




S.A.S. GOVERNMENT DEGREE COLLEGE
(AFFILIATED TO ADIKAVINANNAYA UNIVERSITY, RAJAMAHENDRAVARAM)
Present: Dr K VASUDHA, M.Sc, Ph.D.
Phone: 08818252189,
E-mail: narayanapuram.jkc@gmail.com
NARAYANAPURAM, ELURU DISTRICT-534406



DEPARTMENT OF COMMERCE DEPARTMENTAL MINUTES DEPARTMENTAL ACTION PLAN



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2025-26

SAS GOVERNMENT DEGREE COLLEGE, NRPM

DEPARTMENTAL MEETING MINUTES FOR JULY 2025:

DEPARTMENT OF COMMERCE

MINUTES OF THE DEPARTMENTAL MEETING – JULY 2025

Date: _____

Time: _____

Venue: Department of Commerce

Members Present:

- Vice Principal: Sri D. Reddiah Garu (Chairman)
- Academic Coordinator: Dr. Konda Ravi Garu
- Head of the Department: Sri G. Rama Mohan Rao Garu
- Faculty Member: Smt. I. Lavanya Garu
- Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

1. Admission Campaign
2. III Semester and V Semester Class Work
3. Workload Classification
4. Class Work Time Table Preparation
5. Slip Tests and Group Discussions
6. Attendance of Students – 100%

PROCEEDINGS:

The meeting was held under the chairmanship of the Vice Principal, Sri D. Reddiah Garu. The Academic Coordinator, Dr. Konda Ravi Garu, and all faculty members actively participated in the discussion.

1. **Admission Campaign:**

It was discussed to conduct an effective admission campaign to increase student enrollment. Faculty members were assigned responsibilities to visit nearby junior colleges and create awareness about courses offered.

2. **III & V Semester Class Work:**

The commencement of III and V semester classes was reviewed. It was decided to ensure timely completion of syllabus as per the academic schedule.

3. **Workload Classification:**

Workload distribution among faculty members was discussed and finalized based on subjects and expertise.

4. **Class Work Time Table Preparation:**

The timetable for III and V semesters was prepared and approved to ensure smooth conduct of classes.

5. **Slip Tests & Group Discussions:**

It was resolved to conduct regular slip tests and group discussions to improve students' understanding and communication skills.

6. **Attendance of Students – 100%:**

Emphasis was given on maintaining 100% attendance. Faculty members were instructed to monitor attendance regularly and counsel students with low attendance.

RESOLUTIONS:


- Admission campaign to be conducted actively by all faculty members
- Timely completion of syllabus for III & V semesters
- Workload and timetable approved and implemented
- Regular slip tests and group discussions to be conducted
- Measures to ensure maximum student attendance

Conclusion:

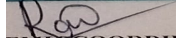
The meeting concluded with a vote of thanks to the Chair by the Head of the Department, appreciating the valuable guidance provided by the Vice Principal and Academic Coordinator.

SIGNATURES:

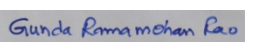
Vice Principal:



Academic Coordinator:



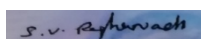
Head of the Department:



Faculty Member: 1



Faculty Member: 2



SAS GOVERNMENT DEGREE COLLEGE, NRPM

DEPARTMENTAL MEETING MINUTES FOR JULY 2025

DEPARTMENT OF COMMERCE

MINUTES OF THE DEPARTMENTAL MEETING – AUGUST 2025

Date: _____

Time: _____

Venue: Department of Commerce

MEMBERS PRESENT:

- Vice Principal: Sri D. Reddiah Garu (Chairman)
- Academic Coordinator: Dr. Konda Ravi Garu
- Head of the Department: Sri G. Rama Mohan Rao Garu
- Faculty Member: Smt. I. Lavanya Garu
- Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

1. **Admission Campaigning**
2. **1 Year Students OAMDC Registration Work**
3. **Workload Classification**
4. **Class Work**
5. **Slip Tests, Group Discussions, Quizzes, Peer-Led Teaching**
6. **Attendance of Students – 100%**
7. **Mid Examinations**

PROCEEDINGS:

The meeting was conducted under the chairmanship of the Vice Principal, Sri D. Reddiah Garu. The Academic Coordinator, Dr. Konda Ravi Garu, along with all faculty members, participated actively in the discussion.

1. **Admission Campaigning:**
The department reviewed the progress of the admission campaign. It was decided to intensify efforts by visiting feeder institutions and guiding students regarding course options.
2. **1 Year Students OAMDC Registration Work:**
Faculty members discussed the smooth completion of OAMDC registration for first-year students. Responsibilities were assigned to assist students in the online admission process and document verification.
3. **Workload Classification:**
The workload among faculty members was reviewed and reallocated wherever necessary to ensure balanced distribution.
4. **Class Work:**
The status of ongoing class work was discussed. Faculty members were instructed to follow the academic schedule and ensure effective teaching.
5. **Slip Tests, Group Discussions, Quizzes, Peer-Led Teaching Seminars:**
It was resolved to adopt various student-centric teaching methods such as slip tests, group discussions, quizzes, and peer-led teaching to improve learning outcomes and engagement.
6. **Attendance of Students – 100%:**
The importance of maintaining maximum attendance was emphasized. Faculty members were directed to monitor attendance regularly and counsel students with low attendance.
7. **Mid Examinations:**
The schedule and conduct of mid examinations were discussed. It was decided to ensure proper planning, timely evaluation, and feedback to students.


RESOLUTIONS:

- Strengthen admission campaigning activities
- Ensure smooth completion of OAMDC registration for 1 year students
- Implement revised workload distribution if required
- Maintain regular and effective class work
- Conduct continuous assessment through innovative teaching methods
- Take necessary steps to improve student attendance
- Conduct mid examinations as per schedule with proper evaluation

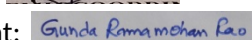
CONCLUSION:

The meeting concluded with a vote of thanks to the Chair by the Head of the Department, expressing gratitude for the guidance and support provided by the Vice Principal and Academic Coordinator.

SIGNATURES:

Vice Principal: 

Academic Coordinator: 

Head of the Department: 

Faculty Member: 

Faculty Member: 

SAS GOVERNMENT DEGREE COLLEGE, NRPM
DEPARTMENTAL MEETING MINUTES FOR JULY 2025
DEPARTMENT OF COMMERCE
MINUTES OF THE DEPARTMENTAL MEETING – SEPTEMBER 2025

Date: _____

Time: _____

Venue: Department of Commerce

MEMBERS PRESENT:

1. Vice Principal: Sri D. Reddiah Garu (Chairman)
2. Academic Coordinator: Dr. Konda Ravi Garu
3. Head of the Department: Sri G. Rama Mohan Rao Garu
4. Faculty Member: Smt. I. Lavanya Garu
5. Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

1. I Year Students – NEP-2020 and Introduction of Major-Minor System
2. I Year Students OAMDC Registration Work
3. Mid Examinations and CIA (Continuous Internal Assessment) Format
4. I Year Class Work
5. III & V Semester Examinations Preparation
6. Practical Work Preparation, Bridge Course
7. Student Seminars (18th, 19th, 20th)

PROCEEDINGS:

The meeting was conducted under the chairmanship of the Vice Principal, Sri D. Reddiah Garu. The Academic Coordinator, Dr. Konda Ravi Garu, and all faculty members actively participated in the discussion.

1. **NEP-2020 & Major-Minor System:**
The implementation of NEP-2020 for first-year students was discussed in detail. Faculty members were oriented towards the Major-Minor system, and it was decided to guide students effectively regarding subject choices and academic flexibility.
2. **OAMDC Registration Work:**
The status of OAMDC registration for first-year students was reviewed. It was resolved to complete any pending registrations and ensure proper documentation.
3. **Mid Exams & CIA Format:**
The conduct of mid examinations and the Continuous Internal Assessment (CIA) format was discussed. Faculty members were instructed to follow uniform evaluation procedures and maintain transparency in assessment.
4. **I Year Class Work:**
The progress of first-year class work was reviewed. Faculty members were advised to ensure timely syllabus coverage and effective teaching-learning practices.
5. **III & V Semester Exam Preparation:**
Preparation strategies for III and V semester examinations were discussed. Special revision sessions and doubt-clearing classes were planned.
6. **Practical Work Preparation:**
It was decided to complete all practical work well in advance and ensure students are adequately trained for practical examinations.
7. **Bridge Course & Student Seminars:**
The department resolved to conduct Bridge Courses and Student Seminars on **18th, 19th, and 20th September** to strengthen students' foundational knowledge and presentation skills.

RESOLUTIONS:

- Effective implementation of NEP-2020 and Major-Minor system
- Completion of pending OAMDC registrations
- Conduct mid exams as per CIA guidelines
- Ensure smooth progress of I year class work
- Organize revision for III & V semester exams
- Complete practical work preparation on time
- Conduct Bridge Course and Student Seminars on scheduled dates

CONCLUSION:


The meeting concluded with a vote of thanks by the Head of the Department, appreciating the valuable suggestions and guidance provided by the Vice Principal and Academic Coordinator.

SIGNATURES:

Vice Principal: 

Academic Coordinator: 

Head of the Department: 

Faculty Member: 

Faculty Member: 

SAS GOVERNMENT DEGREE COLLEGE, NRPM
DEPARTMENTAL MEETING MINUTES FOR JULY 2025
DEPARTMENT OF COMMERCE
MINUTES OF THE DEPARTMENTAL MEETING – OCTOBER 2025

Date: _____

Time: _____

Venue: Department of Commerce

MEMBERS PRESENT:

- Vice Principal: Sri D. Reddiah Garu (Chairman)
- Academic Coordinator: Dr. Konda Ravi Garu
- Head of the Department: Sri G. Rama Mohan Rao Garu
- Faculty Member: Smt. I. Lavanya Garu
- Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

1. Class Work
2. II Year & III Year Semester Examination Preparation
3. Mid Examinations and CIA (Continuous Internal Assessment) Format
4. Remedial Classes, Quizzes, and Seminars

PROCEEDINGS:

The meeting was held under the chairmanship of the Vice Principal, Sri D. Reddiah Garu. The Academic Coordinator, Dr. Konda Ravi Garu, and all faculty members participated actively.

1. **Class Work:**

The progress of ongoing class work was reviewed. Faculty members were instructed to ensure timely completion of syllabus and maintain quality teaching standards.

2. **II & III Year Semester Examination Preparation:**

Strategies for effective preparation of II and III year students for semester examinations were discussed. It was decided to conduct revision classes, model tests, and provide important questions for practice.

3. **Mid Examinations & CIA Format:**

The conduct of mid examinations and adherence to CIA format was reviewed. Faculty members were advised to maintain proper records of internal assessments and ensure transparency in evaluation.

4. **Remedial Classes, Quizzes, and Seminars:**

It was resolved to organize remedial classes for slow learners to improve their academic performance. Additionally, quizzes and student seminars will be conducted to enhance knowledge and presentation skills.

RESOLUTIONS:

- Ensure completion of syllabus as per academic schedule
- Conduct revision and model tests for II & III year students
- Follow proper CIA format and maintain assessment records
- Organize remedial classes for academically weaker students
- Conduct quizzes and seminars to improve learning outcomes

Conclusion:

The meeting concluded with a vote of thanks by the Head of the Department, expressing gratitude for the guidance provided by the Vice Principal and Academic Coordinator.

SIGNATURES:

Vice Principal: 

Academic Coordinator: 

Head of the Department: 

Faculty Member: 

Faculty Member: 

SAS GOVERNMENT DEGREE COLLEGE, NRPM

DEPARTMENTAL MEETING MINUTES FOR JULY 2025

DEPARTMENT OF COMMERCE

MINUTES OF THE DEPARTMENTAL MEETING – NOVEMBER 2025

Date: _____

Time: _____

Venue: Department of Commerce

MEMBERS PRESENT:

- Vice Principal: Sri D. Reddiah Garu (Chairman)
- Academic Coordinator: Dr. Konda Ravi Garu
- Head of the Department: Sri G. Rama Mohan Rao Garu
- Faculty Member: Smt. I. Lavanya Garu
- Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

1. Practical Examinations for III Year V Semester & II Year III Semester
2. Semester End Examinations
3. Organizing International Accounting Day (November 10th) Programme
4. Website Uploading of Activities

PROCEEDINGS:

The meeting was conducted under the chairmanship of the Vice Principal, Sri D. Reddiah Garu. The Academic Coordinator, Dr. Konda Ravi Garu, and all faculty members actively participated in the discussion.

1. Practical Examinations:

The conduct of practical examinations for III Year V Semester and II Year III Semester was reviewed. It was noted that necessary arrangements were made and the examinations were conducted smoothly with proper documentation.

2. Semester End Examinations:

The status of semester-end examinations was discussed. Faculty members ensured completion of syllabus, revision sessions, and proper guidance to students for better performance.

3. International Accounting Day (November 10th):

The department successfully organized **International Accounting Day** on November 10th. Activities such as seminars, quizzes, and student presentations were conducted. The program witnessed active participation from students and contributed to enhancing their knowledge and awareness in accounting.

4. Website Uploading of Activities:

It was reviewed that departmental activities, including reports and photographs of International Accounting Day and examinations, were uploaded on the college website. Faculty members were instructed to continue updating activities regularly.

RESOLUTIONS:

- Acknowledge the smooth conduct of practical and semester-end examinations
- Appreciate the successful organization of International Accounting Day
- Continue effective academic practices and student engagement activities
- Ensure timely updating of departmental activities on the website

CONCLUSION:

The meeting concluded with a vote of thanks by the Head of the Department, expressing gratitude to the Vice Principal and Academic Coordinator for their continuous guidance and support.

SIGNATURES:

Vice Principal: 

Academic Coordinator: 

Head of the Department: 

Faculty Member: 

Faculty Member: 

SAS GOVERNMENT DEGREE COLLEGE, NRPM
DEPARTMENTAL MEETING MINUTES FOR JULY 2025
DEPARTMENT OF COMMERCE
MINUTES OF THE DEPARTMENTAL MEETING – DECEMBER 2025

Date: _____

Time: _____

Venue: Department of Commerce

MEMBERS PRESENT:

- Hon'ble Principal: Dr. K. Vasudha Garu (Chairperson)
- Vice Principal & IQAC Coordinator: Sri D. Reddiah Garu
- Head of the Department: Sri G. Rama Mohan Rao Garu
- Faculty Member: Smt. I. Lavanya Garu
- Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

1. Workload Division
2. National Consumers Rights Day (24th December 2025)
3. Class Work
4. Slip Tests and Seminars
5. Uploading of Department Activities on Website

PROCEEDINGS:

The meeting was conducted under the chairpersonship of the Hon'ble Principal, Dr. K. Vasudha Garu. The Vice Principal & IQAC Coordinator, Sri D. Reddiah Garu, and all faculty members actively participated in the discussion.

1. **Workload Division:**

The workload distribution among faculty members was discussed and finalized for the upcoming academic period, ensuring equal and effective allocation of subjects and responsibilities.

2. **National Consumers Rights Day (24th December 2025):**

It was resolved to organize **National Consumers Rights Day** on 24th December 2025. Activities such as awareness programs, seminars, and quizzes will be conducted to educate students about consumer rights and responsibilities.

3. **Class Work:**

The progress of class work was reviewed. Faculty members were instructed to ensure completion of syllabus as per the academic schedule and maintain effective teaching practices.

4. **Slip Tests and Seminars:**

It was decided to conduct regular slip tests and student seminars to enhance subject understanding and improve communication skills among students.

5. **Website Uploading of Activities:**

The importance of documenting and uploading departmental activities on the college website was emphasized. Faculty members were assigned responsibilities to ensure timely updates.

RESOLUTIONS:

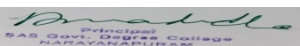
1. Approve workload distribution among faculty members
2. Organize National Consumers Rights Day on 24th December 2025
3. Ensure smooth conduct of class work and syllabus completion
4. Conduct slip tests and seminars regularly
5. Maintain timely uploading of departmental activities on the website

CONCLUSION:

The meeting concluded with a vote of thanks by the Head of the Department, expressing sincere gratitude to the Hon'ble Principal and Vice Principal for their valuable guidance and support.

Signatures:

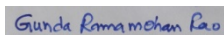
Principal:


PRINCIPAL
SAS GOVT. DEGREE COLLEGE
NARAYANAPURAM

Vice Principal & IQAC Coordinator:



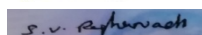
Head of the Department:



Faculty Member:



Faculty Member:



SAS GOVERNMENT DEGREE COLLEGE, NRPM
DEPARTMENTAL MEETING MINUTES FOR JULY 2025
DEPARTMENT OF COMMERCE
MINUTES OF THE DEPARTMENTAL MEETING – JAN 2026

Date: _____

Time: _____

Venue: Department of Commerce

MEMBERS PRESENT:

- Hon'ble Principal: Dr. K. Vasudha Garu (Chairperson)
- Vice Principal & IQAC Coordinator: Sri D. Reddiah Garu
- Head of the Department: Sri G. Rama Mohan Rao Garu
- Faculty Member: Smt. I. Lavanya Garu
- Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

1. Field Trip to Maredumilli and Rampachodavaram
2. Remedial Classes and Slip Tests
3. Python and SQL Training Programme
4. National Seminar by Department of Economics and Commerce
5. Uploading of Department Activities on Website

PROCEEDINGS:

The meeting was conducted under the chairpersonship of the Hon'ble Principal, Dr. K. Vasudha Garu. The Vice Principal & IQAC Coordinator, Sri D. Reddiah Garu, and all faculty members actively participated in the discussion.

1. **Field Trip to Maredumilli and Rampachodavaram:**
The department reviewed the arrangements for the proposed field trip. It was decided to finalize travel plans, student participation, permissions, and safety measures to ensure a successful and educational visit.
2. **Remedial Classes and Slip Tests:**
The progress of remedial classes was reviewed. Faculty members were instructed to continue conducting regular slip tests to assess learning outcomes and support academically weaker students.
3. **Python and SQL Training Programme:**
The implementation of the Python and SQL training programme was discussed. It was resolved to schedule sessions, identify resource persons, and ensure active student participation.
4. **National Seminar by Department of Economics and Commerce:**
Preparations for organizing the National Seminar were reviewed. Topics, speakers, and coordination with the Department of Economics were finalized to ensure successful execution.
5. **Website Uploading of Activities:**
The importance of updating departmental activities on the college website was reiterated. Faculty members were assigned responsibilities to ensure timely uploading of reports, photographs, and achievements.

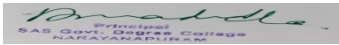
RESOLUTIONS:

- Finalize and conduct the field trip successfully
- Continue remedial classes and regular slip tests
- Implement Python and SQL training programme effectively
- Organize National Seminar in coordination with the Department of Economics
- Ensure timely updating of departmental activities on the website

CONCLUSION:


The meeting concluded with a vote of thanks by the Head of the Department, expressing sincere gratitude to the Hon'ble Principal and Vice Principal for their continuous guidance and support.

SIGNATURES:

Principal: 

Vice Principal & IQAC Coordinator: 

Head of the Department: 

Faculty Member: 

Faculty Member: 

SAS GOVERNMENT DEGREE COLLEGE, NRPM
DEPARTMENTAL MEETING MINUTES FOR JULY 2025
DEPARTMENT OF COMMERCE
MINUTES OF THE DEPARTMENTAL MEETING – FEB 2026

Date: _____

Time: _____

Venue: Department of Commerce

MEMBERS PRESENT:

- Hon'ble Principal: Dr. K. Vasudha Garu (Chairperson)
- Vice Principal & IQAC Coordinator: Sri D. Reddiah Garu
- Head of the Department: Sri G. Rama Mohan Rao Garu
- Faculty Member: Smt. I. Lavanya Garu
- Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

- Field Trip Report – Maredumilli and Rampachodavaram Visit
- Remedial Classes and Slip Tests
- National Seminar on 27th & 28th February (Dept. of Economics & Commerce in collaboration with Blackbucks)
- Uploading of Department Activities on Website

PROCEEDINGS:

The meeting was conducted under the chairpersonship of the Hon'ble Principal, Dr. K. Vasudha Garu. The Vice Principal & IQAC Coordinator, Sri D. Reddiah Garu, and all faculty members actively participated in the discussion.

1. Field Trip Report:

The department reviewed the report of the field trip conducted to Maredumilli and Rampachodavaram. It was noted that the visit provided valuable practical exposure and experiential learning to students. The report, along with photographs, was approved for record and documentation.

2. Remedial Classes and Slip Tests:

The progress of remedial classes was discussed. Faculty members were instructed to continue supporting slow learners through special classes and conduct regular slip tests to monitor academic improvement.

3. National Seminar (February 27th & 28th):

The department discussed the arrangements for organizing the National Seminar in collaboration with Blackbucks. Final preparations regarding resource persons, schedule, student participation, and logistics were reviewed and responsibilities were assigned to faculty members.

4. Website Uploading of Activities:

It was emphasized that all departmental activities, including the field trip and upcoming seminar, should be properly documented and uploaded on the college website. Faculty members were assigned duties for timely updates.

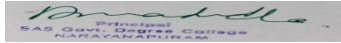
RESOLUTIONS:

- Approve and document the field trip report
- Continue remedial classes and conduct slip tests regularly
- Successfully organize the National Seminar on 27th & 28th February
- Ensure proper documentation and uploading of activities on the website

CONCLUSION:


The meeting concluded with a vote of thanks by the Head of the Department, expressing sincere gratitude to the Hon'ble Principal and Vice Principal for their valuable guidance and continuous support.

Signatures:

Principal: 

Vice Principal & IQAC Coordinator: 

Head of the Department: 

Faculty Member: 

Faculty Member: 

SAS GOVERNMENT DEGREE COLLEGE, NRPM

DEPARTMENTAL MEETING MINUTES FOR JULY 2025

DEPARTMENT OF COMMERCE

MINUTES OF THE DEPARTMENTAL MEETING – MARCH 2026

Date: _____

Time: _____

Venue: Department of Commerce

MEMBERS PRESENT:

- Hon'ble Principal: Dr. K. Vasudha Garu (Chairperson)
- Vice Principal & IQAC Coordinator: Sri D. Reddiah Garu
- Head of the Department: Sri G. Rama Mohan Rao Garu
- Faculty Member: Smt. I. Lavanya Garu
- Faculty Member: Sri S. V. Raghunadh Garu

AGENDA:

- National Seminar Report (Department of Economics & Commerce)
- Group Discussions, Seminars, Quizzes, and Slip Tests
- Telugu Department International Seminar (March 6 & 7) in collaboration with Blackbucks
- Uploading of Department Activities on Website
- VI Semester Long-Term Internship Viva & Record Submission and IV Semester Practical Exams, Record Submission & Viva
- Academic Audit Work Preparation

PROCEEDINGS:

The meeting was conducted under the chairpersonship of the Hon'ble Principal, Dr. K. Vasudha Garu. The Vice Principal & IQAC Coordinator, Sri D. Reddiah Garu, and all faculty members actively participated in the discussion.

1. National Seminar Report:

The department reviewed the report of the National Seminar organized by the Departments of Economics and Commerce. It was noted that the seminar was conducted successfully with active participation from students and academicians. The report was approved for documentation and record purposes.

2. Group Discussions, Seminars, Quizzes, and Slip Tests:

The faculty reviewed the ongoing academic activities such as group discussions, seminars, quizzes, and slip tests. It was resolved to continue these practices to strengthen students' analytical, communication, and presentation skills.

3. Telugu Department International Seminar (March 6 & 7):

The successful conduct of the International Seminar organized by the Telugu Department in collaboration with Blackbucks was discussed. Faculty members appreciated the active participation of students and the academic exposure gained through the event.

4. Website Uploading of Activities:

The department reviewed the status of uploading activities on the college website. It was emphasized to maintain regular updates with reports, photographs, and achievements of the department.

5. VI Semester Internship & IV Semester Practical Exams:

The arrangements for VI Semester long-term internship viva and record submission were discussed and finalized. Similarly, IV Semester practical examinations, record submission, and viva voce were planned to be conducted systematically.

6. Academic Audit Work Preparation:

The preparation for academic audit was reviewed. Faculty members were instructed to complete all documentation, maintain records, and organize files as per NAAC requirements.

RESOLUTIONS:

- Approve the National Seminar report for official documentation
- Continue regular academic enrichment activities (GDs, seminars, quizzes, slip tests)
- Appreciate and support inter-departmental academic activities
- Ensure regular uploading of departmental activities on the website
- Conduct internship viva and practical exams efficiently
- Complete academic audit preparation with proper documentation

CONCLUSION:

The meeting concluded with a vote of thanks by the Head of the Department, expressing sincere gratitude to the Hon'ble Principal and Vice Principal for their continuous guidance and support.

SIGNATURES:

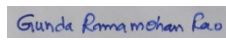
Principal:


Principal
SAS GOVERNMENT DEGREE COLLEGE
NARAYANPET

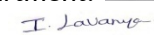
Vice Principal & IQAC Coordinator:



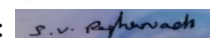
Head of the Department:


Gunda Ramamohan Rao

Faculty Member:


I. Lavanya

Faculty Member:


S. V. Raghunadh

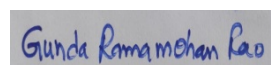
**SAS GOVERNMENT DEGREE COLLEGE
NARAYANAPURAM, ELURU DIST
DEPARTMENT OF COMMERCE**

DEPARTMENTAL ACTION PLAN FOR THE ACADEMIC YEAR 2025-26

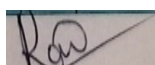
MONTH	CURRICULAR ACTIVITIES	CO-CURRICULAR ACTIVITIES	EXTRA CURRICULAR ACTIVITIES	REMARKS
JUNE-2025	i)Admission work ii)Admission Campaign iii] Preparation of Departmental Action Plan	i)Preparation of Time table ii) Starting the Teaching Diary writing iii)) Conduct of Student centric activities	i)Participating in the activities organized by various Departments/ Committees/Clubs ii) Clean &Green Program/swatch Bharath	
JULY-2025	i)Admission work ii)Distribution of Syllabus and Papers iii) Commencement of class work for Sem III & V	i) Departmental meeting with Principal ii) Preparation of Sem wise Curricular Plans iii) Preparation of Synopsis iv)) Conduct of Student centric activities v) Guest Lecture	i)Participating in the activities organized by various Departments/ Committees/Clubs ii) Clean &Green Program/swatch Bharath	
AUG -2025	i)Admission Campaign and OAMDC Registration work for I YR Students ii)Coverage of Syllabus as per Curricular Plan iii)Student Induction Programmed(SIP) for I sem students iv)Mid Exams AS PER CIA	i)Departmental meeting with Principal ii) Preparation of Synopsis	i)Participating in the activities organized by various Departments/ Committees/Clubs ii)Clean &Green Program	
SEP-2025	i)Coverage of Syllabus as per Curricular Plan(Theory &Practical) ii)Review of Student Attendance iii) Mid Term Exams for III&V sem students iv)Bridge course for I Sem students v)Evaluation test for I sem students on Entry level qualification VI)Review of Student Attendance vii) III,V EXAMS PREPARATION AND PRACTICAL EXAMS PREPARATION VII)STUDENT SEMINARS & SSP AS PER CIA	i)Assignments for I Semester students ii)Student seminars for III,V Semester students iii)Departmental meeting with Principal iv) Preparation of Synopsis	i)Participating in the activities organized by various Departments/Committees /Clubs ii)Clean &Green Program iii) Participation in students competitions in Quizzes /seminars	

MONTH	CURRICULAR	CO-CURRICULAR	EXTRA-CURRICULAR	REMARKS
OCT-2025	i) Coverage of Syllabus as per Curricular Plan(Theory & Practical) ii) 2 nd Mid Term Exams for I, III & V sem students iii) Review of Student Attendance iv) Guidance for preparation of sem end exams. v) Revision of syllabus of V sem VI) UPLOADING DEPARTMENTAL ACTIVITIES IN WEB SITE	i) Assignments for I, III & V Semester students ii) Student seminars for III & V Sem students iii) Departmental meeting with Principal iv) Extension Lecture v) Conduct of Student centric activities	i) Participating in the activities organized by various Departments/ Committees/ Clubs ii) Clean & Green Program	
NOV-2025	i) Coverage of Syllabus as per Curricular Plan(Theory & Practical) for I SEM ii) Review of Student Attendance iii) Student Study Projects iv) Commencement of LONG TERM INTERNSHIP work for Semester VI SEM Students	i) Group Discussions & Quizzes ii) Departmental meeting with Principal iii) National Level Online Quiz iv) Preparation of Synopsis v)) Conduct of Student centric activities	i) Participating in the activities organized by various Departments/ Committees/ Clubs ii) Clean & Green Program iii) International Accounting Day CELEBRATIONS IV) Conducted MF Certificate Course	
DEC -2025	i) Coverage of Syllabus as per Curricular Plan(Theory & Practical) ii) Revision of Syllabus for I semesters iii) Review of Student Attendance and performance iv) Commencement of class work for Semester II	i) Departmental meeting with Principal ii) Presentations by Students iii) Academic Competitions iv) Conducted Certificate Course v) Field Visits/Field Trip/Field Project vi) Preparation of Synopsis VII) National Level Online Quiz	i) Parents Meeting ii) Participating in the activities organized by various Departments/ Committees/ Clubs iii) Clean & Green Program iv) Celebration of National Consumer's Rights Day	
JAN -2026	i) Review of Students attendance for II, IV, VI semesters ii) 1st Mid Term Exams for II, IV sem students iii) Coverage of Syllabus as per Curricular Plan(Theory & Practical)	i) PYTHON AND SQL TRAINING ii) Departmental meeting with Principal iii) National Level Online Quiz iv) Preparation of Synopsis V) FIELD TRIP PROGRAMME	i) Republic Day ii) Participating in the activities organized by various Departments/ Committees/ Clubs iii) Clean & Green Program IV) COMPLETION MF CERTIFICATE COURSE	
FEB-2026	i) Review of Students attendance for II, IV, VI semesters ii)) 2 nd Mid Term Exams for II, IV sem students iii) Coverage of Syllabus as per Curricular Plan(Theory & Practical)	i) Departmental meeting with Principal ii) Presentations by Students iii) Academic Competitions iv) NATIONAL SEMINAR BY DEPARTMENT OF ECONOMICS AND COMMERCE. v) Preparation of Synopsis	i) Departmental meeting with Principal ii) Presentations by Students iii) Academic Competitions IV STUDENT STUDY PROJECTS	

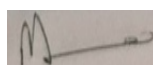
MONTH	CURRICULAR ACTIVITIES	CO-CURRICULAR ACTIVITIES	EXTRA CURRICULAR ACTIVITIES	REMARKS
MAR-2026	i)Revision of Syllabus for II, IV semesters ii)Commencement of Semester End Exams FOR IV,II SEMISTERS III)ACADEMIC AUDIT WORK	i)Departmental meeting with Principal II)) National Level Online Quiz iii) Preparation of Synopsis iv)) Conduct of Student centric activities	i)Celebration of Inter National Consumer 's Day II)Participating in the activities organized by various Departments/ Committees/Clubs iii)Clean &Green Program	
APR-2026	I) Commencement of SHORT TERM Internship for IV sem students II]Commencement of CSP for II Sem students III]Review of Student Attendance and performance	I)Departmental meeting with Principal ii) Conduct of Student centric activities	I)Participating in the activities organized by various Departments/ Committees/Clubs ii)Clean &Green Program	



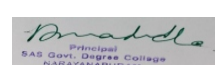
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