

GOVERNMENT DEGREE COLLEGE-KANIGIRI

DEPARTMENT OF COMMERCE

MINUTES OF DEPARTMENTAL MEETINGS 2025-26

Date: 16-06-2025

Time: 12.30

Venue: Principal's Chamber

Chairperson: Dr. J. Usha Rani, Principal

Members Present:

1. Dr. N. Subramanyam, HOD of Commerce
2. Sri A.V. Sai Brahmam, Lecturer in Commerce

MEETING 1: ACADEMIC PLANNING (JUNE 16, 2025)

Agenda:

Preparation of Annual Academic Plan and Workload distribution.

Minutes:

It is resolved to distribute the subjects for B.Com (CA) between Dr. N.Subramanyam and Sri A.V. Sai Brahmam based on expertise. The HOD is directed to prepare the departmental timetable in alignment with the master timetable.

Attended Members with Signatures

Name Of the Members	Signature
1. Dr.J.Usha Rani Principal	 PRINCIPAL Government Degree College KANIGIRI - 523 230 Prakasam Dist.
2.Dr. N. Subramanyam, HOD of Commerce	
3. Sri A.V. Sai Brahmam, Lecturer in Commerce	

GOVERNMENT DEGREE COLLEGE-KANIGIRI
DEPARTMENT OF COMMERCE
MINUTES OF DEPARTMENTAL MEETINGS 2025-26

Date: 21-07-2025

Time: 12.30

Venue: Principal's Chamber

Chairperson: Dr. J. Usha Rani, Principal

Members Present:

4. Dr. N. Subramanyam, HOD of Commerce
5. Sri A.V. Sai Brahman, Lecturer in Commerce

MEETING 2: RESULT ANALYSIS (JULY 21, 2025)

Agenda: Review of previous semester University examination results.

Minutes: The Principal reviewed the pass percentage of Commerce subjects. It was resolved to identify "slow learners" and conduct remedial classes from 4:00 PM to 5:00 PM to improve outcomes for the upcoming exams.

Attended Members with Signatures

Name of the Members	Signature
2. Dr.J.Usha Rani Principal	 PRINCIPAL Government Degree College KANIGIRI - 523 230 Prakasam Dist.
2.Dr. N. Subramanyam, HOD of Commerce	
6. Sri A.V. Sai Brahman, Lecturer in Commerce	

GOVERNMENT DEGREE COLLEGE-KANIGIRI

DEPARTMENT OF COMMERCE

MINUTES OF DEPARTMENTAL MEETINGS 2025-26

Date: 12-08-2025

Time: 12.30

Venue: Principal's Chamber

Chairperson: Dr. J. Usha Rani, Principal

Members Present:

7. Dr. N. Subramanyam, HOD of Commerce
8. Sri A.V. Sai Brahmam, Lecturer in Commerce

MEETING 3: ICT & DIGITAL CLASSROOMS (AUGUST 12, 2025)

Agenda: Integration of ICT in teaching-learning.

Minutes: Dr. J. Usha Rani emphasized the use of Digital Boards. The department resolved that at least 30% of the syllabus must be covered using PPTs and educational videos to enhance student engagement.

Attended Members with Signatures

Name Of the Members	Signature
3. Dr.J.Usha Rani Principal	 PRINCIPAL Government Degree College KANIGIRI - 523 230 Prakasam Dist.
2.Dr. N. Subramanyam, HOD of Commerce	
9. Sri A.V. Sai Brahmam, Lecturer in Commerce	

GOVERNMENT DEGREE COLLEGE-KANIGIRI

DEPARTMENT OF COMMERCE

MINUTES OF DEPARTMENTAL MEETINGS 2025-26

Date: 20-09-2025

Time: 12.30

Venue: Principal's Chamber

Chairperson: Dr. J. Usha Rani, Principal

Members Present:

10.Dr. N. Subramanyam, HOD of Commerce

11.Sri A.V. Sai Brahman, Lecturer in Commerce

MEETING 4: BRIDGE COURSE (SEPTEMBER 20, 2025)

Agenda:

Conducting Bridge Courses for non-commerce background students.

Minutes:

As several students joined from Science/Arts streams, the department resolved to conduct a 1-week "Fundamentals of Accounting" bridge course. Sri A.V. Sai Brahman is assigned to coordinate the sessions.

Attended Members with Signatures

Name Of the Members	Signature
4. Dr.J.Usha Rani Principal	 PRINCIPAL Government Degree College KANIGIRI - 523 230 Prakasam Dist.
2.Dr. N. Subramanyam, HOD of Commerce	
12.Sri A.V. Sai Brahman, Lecturer in Commerce	

GOVERNMENT DEGREE COLLEGE-KANIGIRI
DEPARTMENT OF COMMERCE
MINUTES OF DEPARTMENTAL MEETINGS 2025-26

Date: 06-10-2025

Time: 12.30

Venue: Principal's Chamber

Chairperson: Dr. J. Usha Rani, Principal

Members Present:

13.Dr. N. Subramanyam, HOD of Commerce

14.Sri A.V. Sai Brahmam, Lecturer in Commerce

MEETING 5: INTERNAL ASSESSMENTS & MID-EXAMS (OCTOBER 06, 2025)

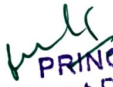
Agenda:

Conduct of Mid-I Examinations and Assignments.

Minutes:

Dates for Mid-exams were finalized. It was decided to introduce "Student Seminars" and "Group Discussions" as part of the internal assessment criteria to boost communication skills.

Attended Members with Signatures

Name Of the Members	Signature
5. Dr.J.Usha Rani Principal	 PRINCIPAL Government Degree College KANIGIRI - 523 Prakasam Dist.
2.Dr. N. Subramanyam, HOD of Commerce	
15.Sri A.V. Sai Brahmam, Lecturer in Commerce	

GOVERNMENT DEGREE COLLEGE-KANIGIRI
DEPARTMENT OF COMMERCE
MINUTES OF DEPARTMENTAL MEETINGS 2025-26

Date: 25-10-2025

Time: 12.30

Venue: Principal's Chamber

Chairperson: Dr. J. Usha Rani, Principal

Members Present:

16.Dr. N. Subramanyam, HOD of Commerce

17.Sri A.V. Sai Brahmam, Lecturer in Commerce

MEETING 6: WORKSHOP ON GST & TAXATION (OCTOBER 25TH -2025)
Agenda:

Discussion on organizing a workshop, Seminars, poster making, Rally

Minutes:

It was resolved to conduct a workshop, seminars, poster making, and rally. The department decided to invite a local Leading Business man as the resource person.

Attended Members with Signatures

Name Of the Members	Signature
6. Dr.J.Usha Rani Principal	 PRINCIPAL Government Degree Coll. KANIGIRI - 523 230 Prakasam Dist.
2.Dr. N. Subramanyam, HOD of Commerce	
18.Sri A.V. Sai Brahmam, Lecturer in Commerce	

GOVERNMENT DEGREE COLLEGE-KANIGIRI
DEPARTMENT OF COMMERCE
MINUTES OF DEPARTMENTAL MEETINGS 2025-26

Date: 01-12-2025

Time: 12.30

Venue: Principal's Chamber

Chairperson: Dr. J. Usha Rani, Principal

Members Present:

19.Dr. N. Subramanyam, HOD of Commerce

20.Sri A.V. Sai Brahmam, Lecturer in Commerce

MEETING 7: FIELD VISIT TO LOCAL INDUSTRIES

Agenda: To provide practical exposure, the HOD proposed a field trip for final-year students.

Minutes:

The Principal approved a visit to a local **Small Scale Industry (SSI)** Heritage Milk factory in Kanigiri to study auditing and banking operations.

Attended Members with Signatures

Name Of the Members	Signature
7. Dr.J.Usha Rani Principal	 PRINCIPAL Government Degree Co!! KANIGIRI - 523 230 Prakasam Dist.
2.Dr. N. Subramanyam, HOD of Commerce	
21.Sri A.V. Sai Brahmam, Lecturer in Commerce	

GOVERNMENT DEGREE COLLEGE-KANIGIRI
DEPARTMENT OF COMMERCE
MINUTES OF DEPARTMENTAL MEETINGS 2025-26

Date: 04-12-2025

Time: 12.30

Venue: Principal's Chamber

Chairperson: Dr. J. Usha Rani, Principal

Members Present:

22.Dr. N. Subramanyam, HOD of Commerce

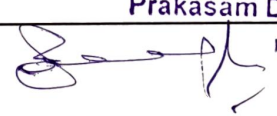
23.Sri A.V. Sai Brahmam, Lecturer in Commerce

MEETING 8: Long- Term Internship (Review)

Agenda: Review of the mandatory Long term student internships

Minutes: Dr.N.Subramanyam presented the progress report of students.
The Principal instructed that students must focus on "Tally"

Attended Members with Signatures

Name Of the Members	Signature
8. Dr.J.Usha Rani Principal	 PRINCIPAL Government Degree College KANIGIRI - 523 230 Prakasam Dist.
2.Dr. N. Subramanyam, HOD of Commerce	
24.Sri A.V. Sai Brahmam, Lecturer in Commerce	