

## Meeting with coordinators (BOA & NAA)

DT:

The Chairperson of the BOA & NAA Committee meeting held in Principal's Chamber discussed various issues of BOA.

### Agenda:

- ① DOST-2020 Admissions Process
- ② Conduct of online classes
- ③ Attending webinars on NEP-2020
- ④ Submission of AOP
- ⑤ Review of different committees.

### Minutes:

- ① The NAA Coordinator welcomed the members and informed the agenda.
- ② All the committee members of Admission Process are instructed to go through the Rules and Regulations of DOST-2020 Admission Process.
- ③ All the Heads of the Departments are instructed to start UG and PG online classes should commence from 01-09-2020 and ~~also~~ allotment of subjects and submit the workload to Time-Table Preparation Committee.
- ④ All the staff members are instructed to attend the webinars of NEP-2020.
- ⑤ All the Department Heads are instructed to organize and conduct the webinars for students and staff and update the same on the college website.

*(Signature)*

PRINCIPAL  
Govt. Degree College  
YELLAREDDY,  
Dist. KAMAREDDY

- ① *(Signature)*
- ② *(Signature)*
- ③ *(Signature)*
- ④ *(Signature)*

Meeting with coordinators (JODAE & NAAE)

Venue: Principal Room

Time:

Date:

### Agende :-

- ① Attending Webinars on NEP-2020
- ② Conduct of online classes
- ③ Allocation of new responsibilities to senior staff members.
- ④ Motivating students to attend online classes and taking online attendance.

### Minutes:-

① The JODAE Coordinator welcomed the chairman Principal and Conveners of various Committee.

② JODAE Coordinator informed the agenda of the meeting.

③ All the staff members are informed to conduct the online classes regularly on time of JCR time table

④

### Action Taken Report

Sl No	Plan of Action	Action Taken
01	Attending NEP-2020 webinars	All the staff members attended NEP-2020 webinars and enriched the elementary level.
02	Conduct of online classes	Online classes were conducted by the staff members through ZOOM, Google meet and other online platform.

*[Signature]*

*[Signature]*  
Bank

*[Signature]*

PRINCIPAL  
Govt. Degree College  
YELLAREDDY,  
Dist. KAMAREDDY