

Minutes of the meeting for online FDP

on

“Effective Teaching Methodologies”

Date: 05-01-2022

Time: 2:00 – 3:00 PM

Venue: ECAD & VLSI Lab, ECE Dept.,GNITS.

- Principal welcomed all the department Coordinators of FDP committee.
- **Agenda:** Plan of action for Conduction of one-day online FDP on “Effective Teaching Methodologies”
 1. Review of Previous meeting minutes/Resolutions.
 2. Discussion about the purpose of this FDP.
 3. Date and Venue for this FDP.
 4. Details of Resource Persons.
 5. Allotment of duties to all department FDP coordinators.

• **Members Present**

S.No.	Name	Department	Designation
1.	Dr.K.Ramesh Reddy		Principal
1.	Dr.K.Ragini	ECE	Professor
2.	Dr.M.Madhavilatha	H&M	Sr.Asst.Professor
3.	Dr.K.Syamala Devi	BS	Asst.Professor
4.	Dr.T. Ammannamma	IT	Asst.Professor
5.	Mrs.M. Lakshmi	ECE	Asst.Professor
6.	Mrs.D.NagaSwetha	CSE	Asst.Professor
7.	Mrs. Y. Priyanka	EEE	Asst.Professor
8.	Mr.A.ChandraSekhar	ETE	Asst.Professor

• **Resolutions**

Agenda Point	Resolutions	Responsible person	Target Date	Remarks
1. Review of Previous meetingminutes/ Resolutions	Dr. K. Ragini, thanked all the FDP committee members for their cooperation and extended support in successful completion of previous FDP.	-	-	-
2. Discussion about the purposeof this FDP	The purpose of this FDP is to get awareness on Effective Teaching Methodologiesand to get the Essence of Effective Teaching	All Committee Members		
3. Date and Venue for this FDP	22 nd January 2022, 10:00 A.M to 4:00 P.M Online (Microsoft Teams)	All Committee Members		
4. Details of Resource Persons	Prof. M. L. Sai Kumar	Dr. K. Ragini	-	-
5. Allotment of duties to all department FDP coordinators	Budget committee should get approval from principal for budget Proposal and list the expenditure details.	Dr. K. Ragini	11-01-22	-
	Invitation committee should prepare FDP broucher and send the invitation to all the newly joined faculty of GNITS.	Dr.K.Syamala Devi	11-01-22	

Program outcomes to be written for this FDP.	Dr.K.Syamala Devi	21-01-22	
Registration Committee should be ready with the necessary documents required for registrations. Recourse Person feedback format should be prepared.	Dr.M.MadhaviLatha	21-01-22	-
Schedule online FDP meeting in Microsoft Teams and forward the link. Photos and recordings during the FDP should be saved.	Mrs.D.NagaSweetha	21-01-22	
Anchoring committee should be ready with online link of program scheduled in Microsoft Teams, Speaker Introduction and Vote of Thanks.	Dr.M.MadhaviLatha	21-01-22	-
Attendance and feedback committee should be ready with participants list, attendance form and feedback forms.	Mrs. Y. Priyanka	21-01-22	-
Participants feedback analysis , action should be prepared after this FDP.	Dr.T.Ammannamma	24-01-22	
Certificates committee should be ready with softcopies of certificates with required signatures	Mrs.M. Lakshmi &Dr.T.Ammannamma	24-01-22	
Single page report should be prepared after this FDP.	Mr.A.ChandraSekhar	24-01-22	
Minutes of meeting	Mrs.M. Lakshmi	06-01-22	
Final Report Writing	Dr. K. Ragini	22-01-22	-

K. Ragini
6/1/22
Co-ordinator
Dr.K.Ragini



K. Ramesh Reddy
Principal
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