

Meet

1-05-2024

A meeting was held in the Department of English and the following issues were discussed & resolved.

Agenda

1. Deputation of Dr. N. Lakshmi
2. Syllabus completion
3. Holidays.

Resolution:

① As per the instructions of cce, Dr. N. Lakshmi, Incharge of English has been deputed to PR Govt College, Kakinada due to insufficient workload for Sem-II (Even Semester)

② It is resolved conduct activities in the class and complete the syllabus.

③ It is informed that the summer vacation falls from 5-5-2024 to 6-6-2024.

Members Present	Designation	Signature
1. Md. Shahzadi	Lecturer in English	Shahzadi
2. P. Barilla	Guest Lect	Barilla
3. G. Srinivasulu	"	Cheluru
4. Dr. N. V. Ramana	Lecturer in Hindi	Ramana
5. Dr. N. Sathya	con. Lecturer in Telugu	Sathya

Meet

7/6/2024

A meeting was held in the Department of English and the following agenda points were discussed and took resolution:

Agenda

- ① 5 day Residential Training Program at EFLU
- ② Conduction of Mid - II
- ③ Updation of register
- ④ Organize workshop on academic writing.

Resolution

- ① As per the instructions Md. Shahzadi Begum, has been identified and attend 5 day Residential Training Program English Language Course for Semesters III & IV. It scheduled from 10.6.2024 to 14.6.2024.
- ② It is resolved to prepare Mid-II English paper.
- ③ It is resolved to update all department registers.
- ④ It was discussed and resolved to organize workshop on academic writing.
 - ① Md. Shahzadi Begum, Lecturer in English. *Signature*
 - ② G. Srinivas Cholan Guest Lect. *Cholan*
 - ③ P. Barilla Guest lect in History *Barilla*

TPM
7/6/24

Meet

1/7/2024

A meeting was held in the Department of English and the following agenda points were discussed and took resolution

Agenda

- ① Sem - II End Examination.
- ② Sem - III work load and Syllabus

Resolution

- ① As per the circular given by University Sem - II End examinations begin from 21/7/24 Remedial classes have to be taken for the slow learners.
- ② It was discussed and resolved that three sections for II year have to be divided. The syllabus has to be studied. As per the instructions of CCE 3 hrs of English classes have to be taken for III semester.

Members Present

- ① Md. Shehazad Begum Lecturer in English
- ② T. Srinivasa Reddy Lect in Maths
- ③ Dr. N. V. Ramana Lecturer in Hindi
- ④ C. Srinivasulu Guest Lect
- ⑤ P. Barilla Guest lect
- ⑥ Dr. N. SATHA - con lect in Telugu

Y. P. Reddy
1/7/24

Meet

21/8/2024

A meeting was held in the Department of English and the following agenda points were discussed and took resolutions

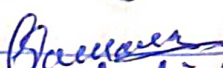
Agenda

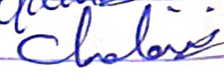
- ① Admissions work
- ② Beginning of Sem III.
- ③ LMS work
- ④ Any other

Resolution

- ① It was resolved to participate in any other academic / administrative work as admission work, to create new mail ids and uniform distribution to I year students.
- ② It was resolved to start the latest syllabus designed by CCE for III Sem students. The classwork for the semester is 3 hrs. It was resolved to conduct activities.
- ③ It was discussed and resolved to preparation of LMS work.
- ④ It was resolved to conduct bridge course for 2024AB from 19/8/2024 for ten days.

① Md. Shehzadi Lecturer in English 

② Dr. N.V. Remane Lecture Incharge 

③ G. Srinivasuluam Guest Lect 

④ P. Barilly Guest Lect

South 

Meet

5/9/2024.

A meeting was held in the Department of English and the following agenda points were discussed & took resolutions.

Agenda

1. Registering students in CCE Job Portal
2. Submission of LMS.
3. Exhibition by I year students.
4. Preparation of Action plan.

Resolution

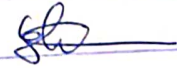
① It was resolved to register ^{final year} students in CCE Job Portal.

② It was resolved to prepare four quadrants and submit to NRC.

③ It was resolved to prepare grammar models by the I year students and exhibit in SIP
vale

① Md. Shahzad

Lecturer in English



② ~~Ganesh~~

Lecturer Incharge

Dr. N. V. Ramana

③ T. Srinivasa Reddy

Lecturer in Malluril



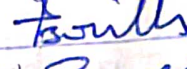
④ G. Sankarabharathi

Guest Lect (Telugu)

Chelam

⑤ P. Barilla

Guest lect



⑥ Dr. N. SUSATHA

Contract Lecturer

Telugu



Y.P. Singh
5/9/24

Meet.

01-10-2024

A meeting was held in the Department of English at 4.45 pm and the following issues were discussed in the meeting as agenda & resolutions taken:

Agenda's

1. Completion of the syllabus for Mid I.
2. Conducting Job Mela.
3. Conducting Mid I exams.
4. Assignments to be allotted.

Resolutions

1. It was resolved to complete the syllabus for Mid I. i.e., atleast two units.
2. It was resolved to organize and conduct Job mela on campus.
3. It was resolved to conduct Mid I for I year students in this month.
4. It was resolved to allot Assignments to students on certain topics to all I year students.

Members Present

1. ~~Adarsh~~
2. ~~Shelazal~~
3. ~~L. S. Chelera~~
4. ~~Ramana~~

N. Selva
Lecturer in-charge

Shelazal
Lecturer.

Principal.

Meet-

02-11-2024

A meeting was held in the Department at 5:30 pm and the following issues were discussed in the meeting as agenda & resolutions taken:

Agenda:

1. Completion of Syllabus for Mid II.
2. Reception of books at NRC Kakimeda (TH Sem).
3. Conduct of Seminars/Study Projects etc. as part of Internal Assessment for I years.
4. Conduct of extra online classes for weak students.

Resolutions:

1. It was resolved to complete the remaining units in the syllabus & ensure coverage of syllabus for Mid II exam.
2. It was resolved that Smt. Md. Shehazadi Begum, Lecturer in English would receive the books provided for TH Sem (Workbook + ^{Teacher} Manual) at NRC, Kakimeda as on work schedule.
3. It was resolved to conduct seminars/study projects (PBL) etc as part of CIA for all I year students.
4. It was resolved to conduct extra online classes for weak students and provide study material for the aforesaid.

Members Present:

1. Rohit Kumar
NRC Kakimeda
Lecturer in Charge.

2. Ram
Physical
Lecturer

3. G. S. Chelam
Principal

Meet

06-12-2021

A meeting was held in the Dept. of English at 4:30 pm and the following issues were discussed as agenda and resolved.

Agenda

1. Completion of syllabus for I year students.
2. Conduction of Group Discussion, Peer Group Learning activities and any other activities as per CIA.
3. Conducting Mid II exams for all I year students.
4. Assign Tasks to Internships to Find Year student.

Resolution:

1. It was resolved after due discussion to complete syllabus for I year students.
2. It was resolved to conduct any extra-curricular activities and co-curricular activities like GD, PGH etc. and any other activities as per CIA.
3. It was resolved to conduct Mid II exams for all I year students.
4. It was resolved to co-operate for Internship to Find Year students and complete and support any such work.

Member Present:1. Member2. With3. RSudhanshu4. Chairman

SD Phadke

N. L. Lohar
Lecturer in charge

Lecturer

Pravin Patil

Meet

03-12-2024

A meeting was held in the Dept. of English at 5:10 pm and the following issues were discussed as agenda and resolved:

Agenda:

1. Planning for the Next Semester and preparing the Annual Curricular Plan.
2. Preparation of students for Internship by checking their log-ins & uploading of resumes; selection of companies along with discussion with the Head of Commerce for BCom students of Bindu by the Faculty of English.
3. Help in the conduct of Sem end exams in the Exam cell if any.

Resolutions:

1. It was resolved that due planning be done for the next Semester i.e., T Sem and prepare Annual Curricular Plan as such.
2. It was resolved that students need be prepared for Long Term Internship & thereby check the log-ins, upload of resume and select companies as such after due discussion for BCom students.
3. It was resolved to conduct and help in the conduct of T Sem end exams as such.

Members Present:

1. ~~Kavay~~
 2. ~~Devi~~
- Latika Indige

3. ~~Whit~~
4. ~~Prakash~~

Seen
Principal

03-02-2025

A meeting was held in the Department with the faculty members discussing on the following agenda and the resolutions taken:

Resolutions:

1. It was resolved that the Long Term Internships for Final Year students be carried out for B.Com Gen. students and the company selected as such after due registration and application of students. "Council for Skill & Competencies" was assigned for the course "Jolly with GST." A total of 20 students are under the mentorship of the Department.
2. It was resolved to conduct the activities of PBL, Quiz, Best practice etc for the month of February.
3. It was resolved to take up classes in accordance with Integrated ICT.
4. It was resolved to conduct Field visit / Study tour / Study visit this month.

Member Present

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

N. Lakshmi
Lecturer - In Charge


Lecturer

Principal.