

Meet

01-06-2023

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

Agenda:

1. Introduction of Syllabus to II year students and continue the syllabus.
2. Conducting one-word substitutes" - Online Quiz for IBA, B.Com & BSc (B2C) students.
3. Registration of students in CBSP Portal to Find Year Batch students assigned to as mentors to the faculty.

Resolutions:

1. It was discussed and resolved to introduce syllabus to II year students and continue the syllabus for conducting Mid I exam.
2. It was discussed and resolved to conduct Online Quiz on 'One-Word Substitution' for IBA, B.Com & BSc (B2C) students.
3. It was discussed with the batches assigned as Mentors and resolved to complete the registration of students in CBSP portal to Find Year apprenticeship / internship students.

S. Debez
Lecturer

N. Debez
Lecturer In-charge

P. Debez
PRINCIPAL

Meet

03-07-2023

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

Agenda:

1. Conduction of debate and class seminars for I year students.
2. Conduction of extra online classes for revision.
3. Compluction of classes for syllabus completion.
4. Updation of Semester I results as per CIA proposed by CCB as soft copy & hardcopy in Departmental Internal Marks Register.

Resolutions:

1. It was discussed and resolved to conduct debate and/or class seminars for I year students.
2. It was discussed and resolved to conduct extra online classes for revision of syllabus.
3. It was discussed and resolved to complete the syllabus by the middle of the month.
4. It was discussed & resolved to update Sem. I results after their release by the University and post them in Departmental Marks Register.

Debasish
Lecturer

M. Lalitha
Lecturer in-charge

P. Parthi
Principal.

Meet

02-08-2023

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

Agenda:

1. Conduction of Sem-end exams in college and to support through department for invigilation and any other duties assigned.
2. Conduction of Revision classes online/offline till the exams begin on 08-08-2023.
3. Take up as Academic Co-ordinator as Mr. Chittibabu is transferred to GPC, Munnidivara.

Resolutions:

1. It was discussed & resolved to help in the conduction of examinations for I & II year i.e., II & IV Sem-end exams respectively and take up invigilation & other duties assigned.
2. It was resolved to take up online/offline revision classes for I year students till exams date.
3. It was resolved to take up the charge of Academic Co-ordinator as per principal's proceedy. in place of the person mentioned above in transfer. (without records).

Shelash
Lecturer.

H. Lalitha
Lecture In-charge.

Prady
Principal.

Meet

01-09-2023

A meeting was held in the Department of English at 4:30 pm and the following issues were discussed and resolved:

Agendas:

1. Conducting bridge course for newly admitted I year students.
2. Assigning Assignment I to I year students.
3. Improvisation of Study Projects
4. Introduction to Syllabus to I year and II Year students.
5. Information to students of I year for the conduction of Mid I in 3rd week of this month.

Resolutions:

1. Discussed and resolved to complete bridge course for I year students started in August.
2. Resolved to conduct Assignment for I Year students.
3. Discussed and resolved to give Study Projects to I year students.
4. Resolved to introduce Communication Skills syllabus to I year students.
5. Resolved to complete Unit I & II and information to be passed over for the conduction of Mid I exams.

K. K. Khatwa
21/9/2023
Lecturer

N. S. S. S.
Lecturer Incharge

P. P. P.
Principal

Meet

03-10-2023.

A meeting was held in the Department of English at 4:40 pm and the following issues of agenda resolved:

Agenda:

1. Conducting Regular Classes and conduct of I Mid exams for II year students of BA/BCom & BSc.
2. Conduct of Class Seminars for CIA.
3. Conduct of Assignment I for IIyr students for Semester III.
4. Conduct of Debate/GD.
5. Planning a webinar - Multidisciplinary.
6. Plan for a Certificate course in the month of November and prepare a module for the same.

Resolutions:

1. Discussed and resolved to conduct classes as per scheduled TT and conduct Mid exam for II year.
2. Resolved to conduct class seminars this month for CIA.
3. Resolved to conduct Assignment for IIyr-students.
4. Resolved to conduct a debate/GD this month.
5. Resolved to plan a multidisciplinary webinar on recent trends for the next month.
6. Resolved to plan a certificate course for the month of November and prepare module.

S. Deleza
Lecturer

N. Lakshmi
Lecturer In charge.

T. Pradeep
Principal -
13/10/23.

Meet

02-11-2023

A meeting was held in the Department of English and the following issues in the agenda were resolved:


Agenda's

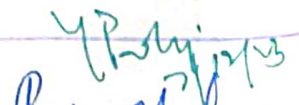
1. Conduct additional online classes for I and II year students to complete the syllabus & revise few topics.
2. Reviewing the performance of students and providing material for slow learners.
3. Conducting Quiz for I & II year students.
4. Plan to conduct a certificate course in Objective English from 20th of this month.
5. Conduct Assignments for II year.

Resolutions:

1. It is resolved to conduct additional online classes for I & II year students to complete & revise syllabus.
2. It is resolved to review the performance of students and provide additional/smart material to slow learners through podcasts etc.
3. It is resolved to conduct a certificate course in Objective English from 20th of this month.
4. It is resolved to conduct Quiz for both I & II year students.
5. It is resolved to conduct Assignments for II year.


Lekha


N. Lalitha
Lecturer in Charge


P. Praveen
Principal

Meet

02-12-2022

A meeting was held in the Dept. of Engl. and the following issues in the Agenda were resolved:-

Agenda:

1. Conduct of Study hours and tests for all the I year & II year students respectively.
2. Conduct Assignments for I year students.
3. Conduct Class Seminars for I year students.

Resolutions:

1. It is resolved to conduct Study Hours & Revision for all I year & II year students along with Class Tests.
2. It is resolved to conduct Assignment work for I year students.
3. It is resolved to conduct class seminars for I year students.

Members Present:

1. Whitely Lec. in Pl. Science.
2. Smith Lec in History
- 3.

[Signature]
Lecturer

[Signature]
Lecturer in Charge.

[Signature]
Principal.

Meet2:30 pm
01-01-2024

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

Agenda's

1. Conduct Revision classes both in offline & online.
2. Participate in examination duties.
3. CIA evaluation & posting in sessionals.
4. Participate in any other work (Administrative/academic) as per Principal's orders.
5. Resolved to conduct Tests for First years.

Resolutions

1. It was resolved to conduct revision classes both offline & online.
2. It was resolved to participate in examination duties as required in the examination section.
3. It was resolved to prepare CIA as per CCE regulations and maintain them along with posting marks in AKNU: Sessionals.
4. It was resolved to participate in any other academic/administrative work as per workload etc as per Principal's order.
5. It was resolved to conduct Tests for first years in class unit wise / section wise to prepare them for Sem-end exams.

Members Present

1. Kawant
2. Bork

3. Murthy

[Signature]
Lecturer

[Signature]
Lecturer Incharge

[Signature]
Principal.

Meet4:40 pm.
05-02-2024

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

Agenda:

1. Introduction of II Semester syllabus to I yr students
2. Conducting extra-curricular activities.
3. Register students assigned as mentors in CBTP Portal.
4. Proposal to start online/zero hour certificate course and plan to prepare the syllabus.

Resolutions:

1. It was resolved to introduce syllabus to I year students of II Semester and continue syllabus.
2. It was resolved to conduct extra-curricular academic activities like assigning Project work, quiz, etc.
3. It was resolved to complete the registrations of students assigned as Mentors in CBTP Portal to Binal Yees Long term internship students.
4. It was resolved to start a 'Certificate course with the Departments of Telugu & Hindi and plan to prepare the syllabus.

Members Present:

1. ~~Mr. ...~~
2. ~~Mr. ...~~
3. ~~Mr. ...~~ Lecturer

3. ~~Mr. ...~~N. K. ...
LecturerY. P. ...
5/2/24
Principal

Meet12:30 pm
01-03-2024

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

Agenda:

1. Conducting online Quiz for I year student in One-word substitutions.
2. Conducting a Certificate course in Translation in association with the Departments of Hindi and Telugu.
3. Conducting Assignment I for II Sem students.

Resolutions:

1. It was resolved to conduct online Quiz for I year students on the topic 'One-word substitutions'.
2. It was discussed that a Certificate course in Translation will be conducted in association with the Departments of Hindi & Telugu. The course will highlight key aspects of Spoken and Written aspects in Language and Translation. The certificate-course will be conducted in zero hours, mostly online with recorded classes as evidence. Further, the Certificate course would enrol not more than 40 students and classes of 1 hour duration would be taken for a period of 30 days with the involvement of all the faculty of

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three departments comprising of five faculty.

It was thus resolved that a fee of Rs 50/- would be collected from each candidate at the end of the course to conduct examination in Theory and Practical (Objective) and a certificate of completion to be awarded to only those candidates who observe attendance and successfully complete the Certificate course in Translation & such course to be run from 05-03-2024 onwards with strict adherence to the above mentioned regulations established.

3. It was resolved to conduct Assignment I for II Sem students by the end of the month.

Members Present's

<u>S.No</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Dr. N. Lakshmi	Lec., Incharge	N. Lakshmi
2.	Smt. Md. Shehzadi Begum	Lecturer.	
3.	Dr. N. V. Ramana	Lec., Incharge.	Ramana
4.	Dr. N. Sujatha	Con. Lecturer.	N. Sujatha
5.	Mr. Simhaachalam	Guest "	G.S. Chelam
6.	Mr. _____	contract Lec. in Pol. Science	
7.	Mr. _____	Guest faculty in History	

N. Lakshmi
Lecturer Incharge

Principal

Meet

2-04-2024

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

Agenda:-

1. Conducting mid - I examination
2. Assigning topics for study project.

Resolution:-

- ① It is resolved to conduct mid - I examination for sem - I. It is resolved to conduct extra online classes.
- ② It is resolved to assign topics for study projects.

Rajeshwari

Members Present	Designation	Signature
1. Md. Shahzadi	Lect in English	Shahzadi
2. Dr. N. V. Ramana	Lect Incharge, Hindi	Ramana
3. Dr. N. Sujatha	Cont. Lect	N. Sujatha
4. Mr. Simha Chalam	Guest Lect	Chalam
5. Mr. Barillo	Guest Lect	Barillo

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23/4/24