

MEETING -01/2021

Date: 9-10-2021

A meeting was organised with the below members of Dept of English on 9th of October around 3.p.m. to discuss the following issues:-

Members Present:

1. Dr.K.V.S.Koteswara Rao, Co-ordinator,IQAC
2. Dr.G.Swarnalatha, In-charge, Dept of Telugu
3. Ms.N.Vasanthi, In-Charge, Dept of English
4. Mr.S.Srinivasa Rao, Faculty in English

Agenda:

1. Introduction of the faculty to the Department
2. Allotment of Classes to the new faculty
3. Discussion on the handling of classes & syllabus

Resolutions:

1. It is unanimously resolved that the classes of B.A. sem II was to be resumed by Ms.N.Vasanthi
2. It is unanimously resolved that the clalssrs of B.Com and B.Sc sem II was to be handled by Mr.S.Srinivasa Rao
3. It is unianimously resolved that the syllabus to be continued after the remaining lessons handled previously by the Guest Faculty,Mr.Devaiah

Signatures:

1. Dr.K.V.S.Koteswara Rao,Co-ordinator,IQAC
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Ms.N.Vasanthi,In-Charge,Dept of English
4. Mr.S.Srinivasa Rao,Faculty in English

MEETING -02/2021

Date: 18-10-2021

A meeting was organised with the below members of Dept of English on 18th of October around 11 a.m to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Mr.Ch.Haribabu,In-Charge,Dept of Hindi
4. Mr.S.Srinivasa Rao, Faculty in English

Agenda:

1. Completion of Syllabus
2. Mid-Exam Syllabus
3. Awarding marks for PPT's,Seminars & Assignments

Resolutions:

1. It is unanimously resolved to complete the syllabus at the earliest.
2. It is unanimously resolved to decide 2 units for Mid term examinations
3. It is unanimously resolved to award due weightage for students on their participation in Seminars,Assignments & PPT's accordingly

Signatures:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Mr.Ch.Haribabu,In-Charge,Dept of Hindi
4. Mr.S.Srinivasa Rao, Faculty in English

MEETING -03/2021

Date: 01-11-2021

A meeting was organised along with the members of Dept of English on 1st of November around 3 p.m to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Mr.Ch.Haribabu,In-Charge,Dept of Hindi
4. Mr.S.Srinivasa Rao,Faculty in English

Agenda:

1. Framing of Annual Departmental Plan
2. Framing of Question Papers for Mid term Examinations
3. Conduction of Assignments
4. Organising Remedial Classes based on their performance

Resolutions:

1. It is unanimously resolved to frame Annual Academic & Departmental Activities Plan and design activities accordingly.
2. It is unanimously resolved to design Question Papers and smooth conduction of Examinations
3. It is unanimously resolved to conduct Assignments for students, About 8-10
4. It is unanimously resolved to organise Remedial Classes.

Signatures Obtained in the Register:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Mr.Ch.Haribabu,In-Charge,Dept of Hindi
4. Mr.S.Srinivasa Rao,Faculty in English

MEETING -04/2021

Date: 02-12-2021

A meeting was organised with the below members of Dept of English on 2nd of December around 3.p.m. to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC
3. Mr.B.Nageswara Rao,Time-Table Coordinator
4. Mr.S.Srinivasa Rao, Faculty in English

Agenda:

1. Commencement of First Sem & Third Sem Classes
2. Distribution of Classes
3. Time-Table issues and workload distribution

Resolutions:

1. It is unanimously resolved that the commencement of first sem classes shall be from December 6th as per the orders of CCE
2. It is unanimously resolved that the classes and section must be distributed between the two existing faculties in English
3. It is unanimously resolved that the classes of IB.A & II B.Sc shall be allotted to Ms.N.Vasanthi
4. It is unanimously resolved that the classes of IB.Com ,IB,Sc & II B.A shall be allotted to Mr.S.Srinivasa Rao
5. It is unanimously resolved that the classes of Personality Development courses shall be allotted to Ms.N.Vasanthi for all sections of Sem III for the AY2021-22

Signatures:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC
3. Mr.B.Nageswara Rao,Time-Table Coordinator
4. Mr.S.Srinivasa Rao, Faculty in English

MEETING -05/2021

Date: 07-02-2022

A meeting was organised along with the members of Dept of English on 7th of February around 11.a.m. to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi, In-Charge, Dept of English
2. Dr.G.Swarnalatha, In-charge, Dept of Telugu
3. Mr.Ch.Haribabu, In-Charge, Dept of Hindi
4. Mr.S.Srinivasa Rao, Faculty in English & Student Council Convenor
5. Mr.D.Shiva Phaneendra, Faculty in Computer Science

Agenda:

1. Celebration of Deekshrambh/Freshers Day
2. Competitions to be conducted for Deeksharambh
3. Date, Time & Venue for the competitions
4. Prize Distribution Issues

Resolutions:

1. It is unanimously resolved to celebrate Deeksharambh on 17th of February
2. It is unanimously resolved to conduct Elocution, Recitation, Essay-writing in English, Telugu & Hindi accordingly
3. It is unanimously resolved to conduct competitions at Room no.34
4. It is unanimously resolved to declare only 1st & 2nd prizes and a small memento shall be given to prize winners instead of medals.

Signatures:

1. Ms.N.Vasanthi, In-Charge, Dept of English
2. Dr.G.Swarnalatha, In-charge, Dept of Telugu
3. Mr.Ch.Haribabu, In-Charge, Dept of Hindi
4. Mr.S.Srinivasa Rao, Faculty in English
5. Mr.D.Shiva Phaneendra, Faculty in Computer Science

MEETING -06/2021

Date: 10-02-2022

A meeting was organised with the below members of Dept of English on 10th of February around 4.p.m. to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi, In-Charge, Dept of English
2. Dr.K.V.S.Koteswara Rao, Coordinator, IQAC
3. Mr.B.Nageswara Rao, Time-Table Coordinator
4. Mr.S.Srinivasa Rao, Faculty in English
5. Dr.G.Swarnalatha, In-charge, Dept of Telugu
6. Mr.Ch,Haribabu, In-Charge, Dept of Hindi
7. Dr.K.Srinivasa Rao, Principal

Agenda:

1. Date of Mid-I Examinations
2. Designing of Time-Table
3. SOP for paper setting
4. Date of submission of QP by the stipulated time

Resolutions:

1. It is unanimously resolved that the commencement of Mid -I Exams shall be from 21.02.2022 to 23.02.2022(F.N & A.N)
2. It is unanimously resolved that the time table shall be designed accordingly by the internal exam coordinator.
3. It is unanimously resolved that the evaluation shall be done as per the SOP of APSCHE
4. It is unanimously resolved that the QP must be framed in the above discussed pattern and should be typed clearly and submitted to internal Exam cell in sealed covers before 19th of this month for the scrupulous proceedings of the Mid Exams

Signatures:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC

3. Mr.B.Nageswara Rao,Time-Table Coordinator
4. Mr.S.Srinivasa Rao,Faculty in English
5. Dr.G.Swarnalatha,In-charge,Dept of Telugu
6. Mr.Ch,Haribabu,In-Charge,Dept of Hindi
7. Dr.K.Srinivasa Rao,Principal

MEETING -07/2021

Date: 02-03-2022

A meeting was organised along with the members of Dept of English on 2nd of March around 4 p.m to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC
4. Mr.S.Srinivasa Rao,Faculty in English
5. Dr.K.Srinivasa Rao,Principal

Agenda:

1. Women's Day Celebrations
2. Conduction of Competitions
3. Prize Distributions
4. Compensatory Holiday for Lady faculties

Resolutions:

1. It is unanimously resolved that the Women's Day ,falling on March 8th shall be celebrated in a grand manner.
2. It is unanimously resolved to conduct competitions like poster presentation,PPTs and skits involving female themes
3. It is unanimously resolved to distribute the prizes to the winners on the eve of women's day on the hands of Guest
4. It is unanimously resolved to grant a compensation holiday for all the lady faculty members on 11-03-2022 for Women's Day

Signatures Obtained:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC
4. Mr.S.Srinivasa Rao,Faculty in English

5. Dr.K.Srinivasa Rao,Principal

MEETING -08/2022

Date: 25-03-2022

A meeting was organised with the below members of Dept of English on 25th of March around 4.p.m. to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC
3. Mr.B.Nageswara Rao,Time-Table Coordinator
4. Mr.S.Srinivasa Rao, Faculty in English
5. Dr.G.Swarnalatha,In-charge,Dept of Telugu
6. Mr.Ch,Haribabu,In-Charge,Dept of Hindi
7. Dr.K.Srinivasa Rao,Principal

Agenda:

1. Date of Mid-II Examinations
2. Designing of Time-Table
3. SOP for paper setting
4. Date of submission of QP by the stipulated time
5. Syllabus
6. Organising Remedial Classes based on their performance

Resolutions:

1. It is unanimously resolved that the commencement of Mid -I Exams shall be from 28.03.2022 to 31.03.2022(F.N & A.N)
2. It is unanimously resolved that the time table shall be designed accordingly by the internal exam coordinator.
3. It is unanimously resolved that the evaluation shall be done as per the SOP of APSCHE
4. It is unanimously resolved that the QP must be framed in the above discussed pattern and should be typed clearly and submitted to internal Exam cell in sealed covers before 27th of this month for the scrupulous proceedings of the Mid Exams
5. It is unanimously resolved to conduct remedial classes during zero hours and give important questions for preparation

Signatures:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC
3. Mr.B.Nageswara Rao,Time-Table Coordinator
4. Mr.S.Srinivasa Rao,Faculty in English
5. Dr.G.Swarnalatha,In-charge,Dept of Telugu
6. Mr.Ch,Haribabu,In-Charge,Dept of Hindi
7. Dr.K.Srinivasa Rao,Principal

MEETING -09/2022

Date: 28-03-2022

A meeting was organised with the below members of Dept of English on 28th of March around 11 a.m to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Mr.Ch.Haribabu,In-Charge,Dept of Hindi
4. Mr.S.Srinivasa Rao,Faculty in English
5. Dr.K.Srinivasa Rao,Principal

Agenda:

1. Organising Field trip
2. Selection of Place
3. Fixation of Date

Resolutions:

1. It is unanimously resolved to organise field trip to students
2. It is unanimously resolved to visit Municipal Commissioner office and prepare a report
3. It is unanimously resolved to fix 29th of March for Field Visit

Signatures:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Mr.Ch.Haribabu,In-Charge,Dept of Hindi
4. Mr.S.Srinivasa Rao,Faculty in English
5. Dr.K.Srinivasa Rao,Principal

MEETING -10/2022

Date: 21-04-2022

A meeting was organised with the below members of Dept of English on 21st of April around 3.p.m. to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Mr.Ch.Haribabu,In-Charge,Dept of Hindi
4. Mr.S.Srinivasa Rao, Faculty in English

Agenda:

1. Awarding Internal Marks based on the SOP of APSCHE
2. Instructing students to submit their Assignments
3. Discussion on Internal Marks issue for long absentees and for slow-learners.

Resolutions:

1. It is unanimously resolved that the awarding of Internal marks must be based on the SOP as prescribed by APSCHE
2. It is unanimously resolved that there should not be any work left incomplete by students if so, should be attended at the earliest
3. It is unanimously resolved that the long absentee and slow-learners should be considered to some extent and marks must be awarded accordingly.

Signatures:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.G.Swarnalatha,In-charge,Dept of Telugu
3. Mr.Ch.Haribabu,In-Charge,Dept of Hindi
4. Mr.S.Srinivasa Rao, Faculty in English

MEETING -11/2022

Date: 02-05-2022

A meeting was organised with the below members of Dept of English on 2nd of May around 3.p.m. to discuss the following issues:-

Members Present:

1. Dr.K.V.S.Koteswara Rao,Co-ordinator,IQAC
2. Ms.N.Vasanthi,In-Charge,Dept of English
3. Mr.S.Srinivasa Rao, Faculty in English

Agenda:

1. Discussion on the status of the students with respect to their preparation for the Sem Examinations.
2. The task of marking important questions to students

Resolutions:

1. It is unanimously resolved that the students of first Semester have been prepared well for the main examinations.
2. It is unanimously resolved that some important questions was marked as marks-gainer to the slow & moderate learners.

Signatures:

1. Dr.K.V.S.Koteswara Rao,Co-ordinator,IQAC
2. Ms.N.Vasanthi,In-Charge,Dept of English
3. Mr.S.Srinivasa Rao, Faculty in English

MEETING -12/2022

Date: 14-06-2022

A meeting was organised with the below members of Dept of English on 14th of June around 3.p.m. to discuss the following issues:-

Members Present:

1. Dr.K.V.S.Koteswara Rao,Co-ordinator,IQAC
2. Mr.Rama Kishore Behara,Co-ordinator,Academic Cell
3. Ms.N.Vasanthi,In-Charge,Dept of English
4. Mr.S.Srinivasa Rao, Faculty in English

Agenda:

1. Discussion on Curriculum & Designing of Annual Plans
2. Allotment of Classes to the faculty
3. Discussion on CSP for both I & III Sem students

Resolutions:

1. It is unanimously resolved that the curriculum must be followed scrupulously and the departmental plan must be designed accordingly.
2. It is unanimously resolved that the classes of B.Com and B.A. was to be handled by Mr.S.Srinivasa Rao and B.Sc to Ms.N.Vasanthi
3. It is unanimously resolved that the mentors shall guide their students for their successful completion of CSPs

Signatures:

1. Dr.K.V.S.Koteswara Rao,Co-ordinator,IQAC
2. Mr.Rama Kishore Behara,Co-ordinator,Academic Cell
3. Ms.N.Vasanthi,In-Charge,Dept of English
4. Mr.S.Srinivasa Rao, Faculty in English

MEETING -13/2022

Date: 12-07-2022

A meeting was organised with the below members of Dept of English on 12th of July around 5.p.m. to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC
3. Mr.Kishore Behara,Coordinator,Academic Cell
4. Mr.S.Srinivasa Rao, Faculty in English
5. Dr.G.Swarnalatha,In-charge,Dept of Telugu
6. Mr.Ch,Haribabu,In-Charge,Dept of Hindi

Agenda:

1. To implement various teaching methods in the classes & use of ICT tools in classes.
2. To Follow Bloom's Taxonomy (LOT & HOT) in their lessons
3. To Conduct activities in PWP(Pre,While & Post) teaching of lessons
4. To map the activities and curriculum in Annual Academic Plan,Lesson Plans and teaching diary

Resolutions:

1. It is unanimously resolved to implement various teachings methodologies like experiential.Q/A,factual, interactive in teaching classes.
2. It is unanimously resolved to follow Blooms Taxonomy's LOT & HOT domains as far as possible in their teaching.
3. It is unanimously resolved to conduct individual ,pair & group activities among the students in PWP of lessons.
4. It is unanimously resolved to check and map whether the above is achieved and incorporated the same in their respective teaching diaries,Annual Academic Curriculum Plan & lesson plans.
5. It is unanimously resolved to use ICT -tools in teaching classes as far as possible.

Signatures:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC

3. Mr.Kishore Behara,Coordinator,Academic Cell
4. Mr.S.Srinivasa Rao, Faculty in English
5. Dr.G.Swarnalatha,In-charge,Dept of Telugu
6. Mr.Ch,Haribabu,In-Charge,Dept of Hindi

MEETING -14/2022

Date: 01-08-2022

A meeting was organised with the below members of Dept of English on 1st of August around 5.p.m. to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi, In-Charge, Dept of English
2. Dr.K.V.S.Koteswara Rao, Coordinator,IQAC
3. Mr.Kishore Behara, Coordinator,Academic Cell
4. Mr.S.Srinivasa Rao, Faculty in English
5. Dr.G.Swarnalatha, In-charge, Dept of Telugu
6. Mr.Ch,Haribabu, In-Charge ,Dept of Hindi

Agenda:

1. To organise Remedial Classes & design Time-table accordingly
2. Sort out slow, moderate & advanced learners
3. Maintenance of relevant records and registers
4. Planning of important Questions.

Resolutions:

1. It is unanimously resolved to organise Remedial Classes and design an ideal time-table
2. It is unanimously resolved to divide students into slow, moderate & advance learners
3. It is unanimously resolved to maintain relevant records and registers.
4. It is unanimously resolved to plan important Questions to be given and practiced by students during remedial classes.
5. It is unanimously resolved to use ICT -tools in teaching classes as far as possible.

Signatures:

1. Ms.N.Vasanthi, In-Charge, Dept of English
2. Dr.K.V.S.Koteswara Rao, Coordinator, IQAC
3. Mr.Kishore Behara, Coordinator, Academic Cell
4. Mr.S.Srinivasa Rao, Faculty in English
5. Dr.G.Swarnalatha, In-charge, Dept of Telugu

6. Mr.Ch,Haribabu, In-Charge, Dept of Hindi

MEETING -015/2022

Date: 03-08-2022

A meeting was organised with the below members of Dept of English on 3rd of August around 5.p.m. to discuss the following issues:-

Members Present:

1. Ms.N.Vasanthi,In-Charge,Dept of English
2. Dr.K.V.S.Koteswara Rao,Coordinator,IQAC
3. Mr.D.Shivaphaneendra,Coordinator,NSS
4. Mr.S.Srinivasa Rao, Faculty in English
5. Dr.G.Swarnalatha,In-charge,Dept of Telugu
6. Mr.Ch,Haribabu,In-Charge,Dept of Hindi
7. Dr.K.Srinivasa Rao,Principal

Agenda:

1. Conduction of literary competitions on the celebration of 75th Independence Day ,Azadi ka Amruth Mahotsav
2. Selection of Topics for Oratorical, Essay-Writing competitions
3. Preparations for the organisation of one-day national webinar on 'Ecofeminism in Contemporary Literature'
4. Organising programs for Azadi Ka Amruth Mahotsav from Dept of English
5. Preparations of PPT and presentation of the program on the topic "Contributions of Indian English Writers to the freedom struggle"

Resolutions:

1. It is unanimously resolved to conduct literary competitions to students on the eve of 75th Independence Day Celebrations
2. It is unanimously resolved to organise essay-writing and Oratorical competitions on the following topic:
 - Role of Indian Leaders in Freedom Movement
 - Your favourite National Leader
3. It is unanimously resolved to organise the one-day National Webinar without any hazzle and to be organised smoothly.

4. It is unanimously resolved to organise program on the topic 'Contributions of Indian English Writers to Indian Freedom movement' to sensitize the students on Indian Freedom Movement
5. It is unanimously resolved to conduct remedial classes during zero hours and give important questions for preparation

Signatures:

1. Ms.N.Vasanthi, In-Charge, Dept of English
2. Dr.K.V.S.Koteswara Rao, Coordinator, IQAC
3. Mr.B.Nageswara Rao, Time-Table Coordinator
4. Mr.S.Srinivasa Rao, Faculty in English
5. Dr.G.Swarnalatha, In-charge, Dept of Telugu
6. Mr.Ch, Haribabu, In-Charge, Dept of Hindi
7. Dr.K.Srinivasa Rao, Principal