

MEETING- 16/2022

Venue: Staff Room.

Date: ✓

MEMBERS PRESENT

- (1) Ms. N. Vasanthi - Dept In-charge, English.
- (2) Mr. S. Srinivasa Rao - Faculty in English.
- (3) Dr. K. V. S. Koteswara Rao - Co-ordinator, IOAC.
- (4) Mr. Kishore Behara - Co-ordinator, Academic Cell.

A meeting was organised at Staffroom around 5 p.m on _____ to discuss the following issues.

AGENDA :

- * Selection of topics for Seminars.
- * Organising Remedial classes.
- * Maintenance of Record for Seminar classes.
- * Allotment of Marks for Assignments, Seminars

RESOLUTIONS.

- * It is unanimously resolved to decide topics for Students for Seminars.
- * It is unanimously resolved to organise Remedial classes
- * It is unanimously Resolved to maintain Record for Seminar classes.
- * It is unanimously Resolved to allot Relevant marks for Assignments, Seminars as per the Standard operational Procedure sent by CCE
- * It is unanimously Resolved to design Questions for Students during Remedial classes

SIGNATURE

(1) D.V. —

2 S. Srinivas

3. K. V. S. K. R. S. ✓

4. ~~Prasanna~~

5. D. M. S. —

MEETING 17/2022

Venue: Staff room

Date: 1.10.2022

MEMBERS PRESENT:

- (1) Ms. N. Vasanthi - Dept Incharge, English
- (2) Mr. S. Srinivasa Rao - Faculty in English
- (3) Dr. K.V.S. Koteswara Rao - IQAC Co-ordinator
- (4) Mr. Kishore Behara - Academic Co-ordinator
- (5) Mr. B. Nageswara Rao - Time-table Convenor.
- (6) Dr. K. Srinivasa Rao - Principal.

On account of Commencement of classes for the newly admitted I Sem Students, a meeting was organised among the above-mentioned members at 5.p.m. at Staff room on to discuss the following issues.

AGENDA:

- * Allotment of classes for the Sem-I Students
- * Proposal of Bridge Course.
- * Designing of Time Tables accordingly.
- * Allocation of classes for Sem-III Students in advance.
- * Framing of Departmental Annual Plan.
- * Organising Certificate Course.
- * Framing of Syllabus, Curriculum, & Materials for Bridge Course.

RESOLUTIONS:

- * It is unanimously resolved the allotment of classes (B.A & B.Com) for Ms. N. Vasanthi & BSc for Mr. S. Srinivasa Rao.

- * It is unanimously resolved that A Bridge Course encompassing Basic Grammar shall be conducted for the newly admitted I-sem Students.
- * It is unanimously Resolved that the Time table shall be designed accordingly.
- * It is unanimously Resolved that the allocation of Sem-III classes is divided between the English Faculty well in advance.
- * It is unanimously Resolved to design an effective departmental plan (Annual).
- * It is unanimously Resolved to organise a Certificate Course in English.
- * It is unanimously Resolved to frame the Syllabus, Curriculum & Materials for Bridge Course accordingly.

SIGNATURE

- (1) Dr. H. K.
- (2) P. S. Simi
- (3) K. V. S. Koteswara
- (4) P. S. K.
- (5) B. K.
- (6) D. S. Phadke

Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

MEETING #8/2022.

Venue: Staff Room

Date: 10.10.2022.

MEMBERS PRESENT.

- (1) Mrs. N. Vasanthi - Dept. Incharge.
- (2) Mr. S. Srinivasa Rao - Faculty, in English.
- (3) Dr. K.V.S. Koteswara Rao - Co-ordinator, IBAC.
- (4) Dr. K. Srinivasa Rao - Principal.

A Staff meeting was organised by the above members at 4.p.m at the Department to discuss the following issues.

AGENDA

- * Preparation of Academic Curriculum plans and Lesson plans.
- * Preparation of Departmental plan for the AY - 2022-23.
- * Organising Guest Lecture.

RESOLUTIONS:

- * It is unanimously Resolved that the Academic Curriculum Plans and Lesson Plans must be prepared for the Sem-I X Sem-III.
- * It is unanimously Resolved that the Departmental Activity Plan must be prepared and should be submitted duly signed to the IBAC Co-ordinator.

* It is unanimously Resolved to organise
Guest Lecture by Prof. A. Nagesh on
28.10.2022.

1) D. H. e.

2. S. Srinul

3. K. V. S. Kotay

Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

MEETING 19/2022

Venue: Staff Room

Date:

MEMBERS PRESENT

- (1) Mrs. N. Vasanthi - Dept. Incharge, English.
- (2) Mr. S. Srinivasa Rao - Faculty in English

Agenda.

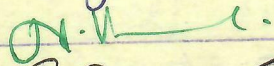
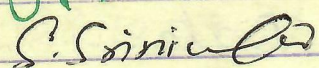
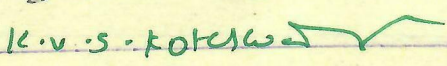
- * Completion of Syllabus
- * Providing materials for Students.
- * Taking classes for competitive exams for JKC.

A meeting was organised among the following members to discuss the above issues on at 4.p.m within the Department Staff room.

RESOLUTIONS:

- * It is unanimously Resolved to complete the Syllabus little early and start Revision
- * It is unanimously Resolved to provide materials and notes for Students
- * It is unanimously Resolved to take special Classes in JKC for Students aspiring to appear for Competitive exams.

Signatures.

- (1) 
 (2) 
 (3) 

MEETING: 20/2022

Venue : Staff Room.

Date: 12.12.2022

MEMBERS PRESENT.

- (1) Ms. N. Vasanthi - Dept Incharge, English.
- (2) Mr. S. Srinivasa Rao - Faculty in English.
- (3) Dr. K. V. S. Koteswara Rao - Co-ordinator, IBAC.
- (4) Mr. Rama kishore Behara - Co-ordinator, Academic cell.
- (5) Mr. B. Nagaswara Rao - Co-ordinator, Examination cell.

A Staff meeting was organised among the above members on 12.12.2022 at 4.p.m to discuss the following issues.

AGENDA:

- * Discussion on Sem-II Results Released on 10.12.2022.
- * Result Analysis and organising Remedial classes to Students
- * Organising Mid-Term-I and framing of Question papers as per the SOP of CCE
- * Announcing the Syllabus and Question Paper Pattern (20M) to Students

RESOLUTIONS:

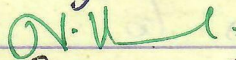
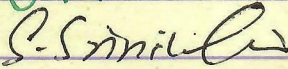
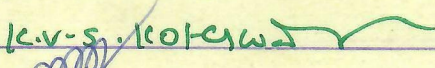
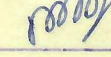
- * It is unanimously resolved to have a deep discussion on the Sem-II Results which is declared on 10.12.2022.

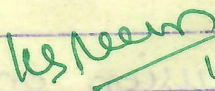
* It is unanimously resolved to prepare Result Analysis and discuss on the framing of Remedial classes.

* It is unanimously resolved to prepare OP for Mid-I exams.

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Signatures.

- (1) 
- (2) 
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- (4) 
- (5) 


Principal
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Palnadu Dist., A.P.

June

MEETING - 21 / 2023

Venue: Staff Room

Date: 15.06.2023

MEMBERS PRESENT

- (1) Mrs. N. Vasanthi - Dept I/c, English.
- (2) Mr. S. Srinivasa Rao - Lecturer in English
- (3) Dr. K.V.S. Koteswara Rao - Co-ordinator, IOAC
- (4) Dr. K. Srinivasa Rao - Principal.

A Staff meeting was organised among the above members on 14.06.2023 around 4.p.m. to discuss the following issues:

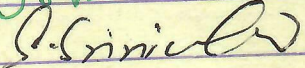
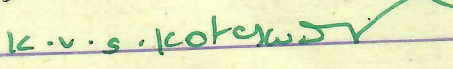
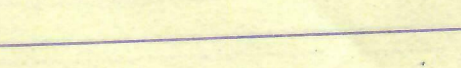
AGENDA:

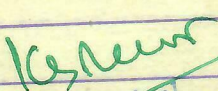
- * Organising 'National Reading Day'
- * Competitions to be conducted.
- * Discussion on 'Reading Topics'

RESOLUTIONS:

- * It is unanimously resolved to organise 'Reading Day' on 19th June.
- * It is resolved that Reading Competitions must be conducted.
- * It is resolved to give a paragraph on 'A Historic day' from the book, 'Jawahar Nehru's Speeches: Volume two 1949-1953 edition'.

SIGNATURES

- (1) 
- (2) 
- (3) 
- (4) 


Principal
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Vinukonda - 522647
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MEETING - 22/2023.

July.

Venue: Staff Room

Date:

MEMBERS PRESENT

- (1) Mrs. N. Vasanthi - Dept I/c, English
- (2) Mr. S. Srinivasa Rao - Lecturer in English
- (3) Dr. K. V. S. Koteswara Rao - Co-ordinator, IQAC
- (4) Mr. Kishore Behara - Co-ordinator, Academic Cell.

A staff meeting was organised among the above members on around 4 pm. to discuss the following issues:

AGENDA

- * Organising Bridge Courses to the newly admitted Students.
- * Remedial classes for the students of Sem-II
All groups
- * Giving important Questions to Students and preparing them for Semester End Examinations.
- * Completion of Assignments, Seminars of all the Students.
- * Preparing Internal Marks Record.
- * Organising webinar on Amitav Ghosh on 11th of July.

RESOLUTIONS:

- * It is unanimously resolved to organise Bridge Courses to the newly admitted Students
- * It is unanimously resolved to organise Remedial classes for the students of Semester-II, B.A, B. Com & B.Sc.
- * It is unanimously resolved to give and mark

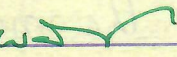
important Questions to Students for easy Preparation for Sem-End examinations.

- * It is unanimously resolved to make the Students complete the Records of Seminars, Assignment before the stipulated time for easy posting of Internal Marks.
- * It is Resolved to prepare Internal Marks of the student in advance.
- * It is Resolved to organize webinar on 11th of July on Amitav Kohli (His birthday is on 11th of July)

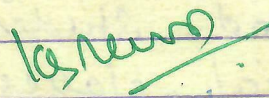
Signatures.

(1) 

S. Srinivas

K. V. S. K. V. S. 

(2) 



Principal
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Vinukonda - 522647
Palnadu Dist., A.P.

MEETING-23 /2023.

Venue: Staff Room

Date: 12-07-2023.

MEMBERS PRESENT.

- (1) Mrs. N. Vasanthi - Dept I/C, English.
- (2) Mr. S. Srinivasa Rao - Lecturer in English.
- (3) Mr. Kishore Behara - Co-ordinator, Academic cell.
- (4) Mr. B. Nageswara Rao - Co-ordinator, Examcell / TT's

A Staff meeting was organised among the above members on _____ around 4 p.m. to discuss the following Issues:

AGENDA.

- * Organising Bridge Course for the newly admitted students of AY- 2023-24.
- * Designing of Syllabus.
- * Framing of Time-Tables & Dates.
- * Distribution of Work load among the faculty members.
- * Assessment Criteria

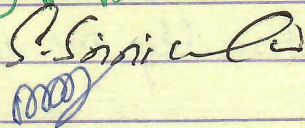
RESOLUTIONS:

- * It is unanimously Resolved to organising Bridge Courses for the newly admitted students of AY- 2023-24
- * It is unanimously Resolved to design syllabus accordingly, encompassing Basic grammar topic
- * It is unanimously Resolved to frame Time-Tables accordingly

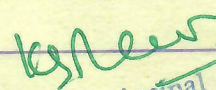
- * It is decided to have 6hrs for conducting Bridge Course in a week.
- * It is decided to organize Bridge Course from 17th of July to 31st of July (17.07.23 to 31.07.23).
- * It is unanimously resolved to divide 1st three days / on alternative days between Mrs. N. Vasanthi & Mr. S. Srinivasa Rao.
- * It is unanimously Resolved to conduct Assessment tests at the end of the course to all the Students.

Signatures.

(1) 





 14/7/23
Principal
SGK Govt. Degree College
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