

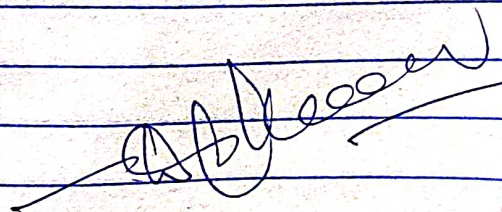
Staff Meeting No. I

13-6-2018

The Members of the Faculty of the Department of English met, discussed and resolved the following.

- 1) According to the guidelines of Krishna University, the Semester System for 1 year U.G. from 2018-2019 is adopted.
- 2) Accordingly - A.P. Common Core Syllabus which has been revised for General English is resolved to be followed for all 1 year U.G. ~~class~~ courses.
- 3) The Division of Theory and practicals is 75 + 25 Marks.
- 4) As per the guidelines of CCE Annual circular plans, Teach Diary and Teaching Notes are to be maintain without any gap.
- 5) To prepare department action plan for the Academic year 2018-2019.

J. Kalpana



24.11.2018.

The Staff Members of the English Department met in the Staff Room at 11 PM today and discussed the various matters regarding syllabus and Time Table for the ~~IV~~ ^{III} Semester.

Also discussed on the Dept activities for the coming Month for the Strengthening of Eng Dept ~~for~~ ^{for}.

Members

Smt. J. Kalpana Kalpana

Abheer
Incharge
Dept A
Eng.

Smt. Y. Suneetha Suneetha

Staff Meeting

The members of the English Department met at 12.15 pm and discussed the following:

Agenda:-

- Workload particulars for semester I & III
- Timetable setting
- Syllabus discussion
- Discussed on the work load and assigned classes in the following manner
 Sri P. D. D. Kumar - BA & Bcom(CA) ^{BSc}
 Smt Y. Suneetha - Bcom(CA), MPE, MEEs, Biotech
 Dr. J. Kalpana - BSc(CA),
- Discussed on the timetables of BA, Bcom & BSc to see that there are no clashes
- Discussed on the syllabus and on the preparation of Annual Plan.

1. Kalpana.

2. Suneetha

Staff Meeting

The English faculty of the college met today at 3pm and discussed the following:-

Agenda:-

- Classwork
- Mid Term Examinations
- Extracurricular activities.
- Discussed on the classwork and completion of syllabus as per Annual/Semester Plan
- Resolved to conduct mid-term exams as per UG Academic calendar
- Resolved to conduct seminars, workshops, Quiz programmes as per Action Plan of the department and document the activities regularly in respective records.

1. Kalpana.

2. Luneelkay

Staff Meeting

The staff members of English Department met at 9 pm today and resolved the following:-

Agenda:-

- Workload for semester II & IV
- Timetables.
- Syllabus & Action Plan
- Discussed on the total workload of the department and assigned classes to individual lecturers as follows:-

	Eng	C&S
Sri P.D.D. Kumar -	BA	BA, Bcom(CA)
Smt Y. Suneetha -	Bcom(CA) BSc(Co)	BSc(MPCs)
Smt J. Kalpana -	Bcom(C), BSc (MPCs)	Bcom(CA) Bcom(C)
- Discussed on the timetables issued by BA, Bcom and Bsc departments and checked if there are any clashes.
- Discussed on the syllabus for English & c&s for the semesters II & IV and also prepared a tentative action plan for the department.

1. Pralp

2. Suneetha y

Staff Meeting

The English department faculty met at 3:30 pm today in the Languages department and discussed the following:-

Agenda :-

- classwork - syllabus completion
- Student Activities
- Mid-term Exams.
- Discussed on classwork adjustment when lecturers of the department avail leave due to different reasons. Also discussed on syllabus completion as per Annual / Semester plan.
- Resolved to conduct student seminars, workshops, quiz programmes and other language enrichment activities.
- Resolved to conduct mid-term exams as per schedule and duly post the marks in the department Internal marks register.

1. Pralp

2. Sunil Kary

Staff Meeting

The members of the department of English met at 3pm and discussed the following:-

Agenda:-

- Time table
- Syllabus
- work load
- Resolved to prepare ~~time~~ table and assign classes to the faculty
- Discussed on the syllabus and procurement of relevant materials.
- Resolved to distribute workload for the coming semester.

1. Kalp

2. Suneetay

Staff meeting

The faculty members of English Department met at 12:30pm today and resolved the following.

Agenda :

- CCE guidelines
- departmental activities
- As per the guidelines of the CCE, Annual curricular plans, Teaching diary and Teaching notes are to be maintained.
- Resolved to prepare the departmental activities list for the current academic year.

1. Pralp
2. Suneel Say

Staff Meeting

The English Department faculty members met at 3:30pm today discussed and resolved the following.

Agenda

Action plan

- Student Activities
- Resolved to prepare department action plan and maintain all records that are needed for the Naac.
- Resolved to conduct student activities at frequent intervals.

1. Pralp

2. Sunelba y

Staff Meeting

The members of the department of English met at 12:15pm today in the department discussed and resolved the following.

Agenda

- Syllabus
- certificate course
- Resolved to review the syllabus and complete the syllabus as per schedule.
- Resolved to start a certificate course for III year students.

1. Kalp

2. Sumelka y

Staff Meeting

25-10-21

The members of the department met at 11.30 am in the Languages Department and discussed the following :-

Agenda :-

- Allotment of classes for I & II semesters
- Syllabus - under CBCS framework w.e.f 2020-21
- Action Plan
- Certificate Course.
- Discussed and assigned classes to the faculty in the following way:

I year

BA - Y.S.

Bcom(G) - A.V.M

BSc(MPC) - Y.S

BSc(MPCs) - Y.S

BSc(MECs) - AVM

BSc(WET) - AVM

BSc(BZC) - J.K

BSc(Biotech) - J.K.

Bcom(CA) - J.K.

II year

BA - J.K

BSc(MECs) } - J.K

BSc(MPWet) }

Bcom(G) - AVM

Bcom(CA) - AVM.

BSc(MPCs) - Y.S

BSc(BZC) }

BSc(Biotech) } - Y.S

- Discussed on the new syllabus ^{for semester-III} under CBCS framework w.e.f 2020-21 and also resolved to use collected material for teaching classes till the arrival of text books for semester III

- Resolved to prepare tentative action plan of the

department as per the instructions of the Principal for this odd semester.

- Discussed on the present work load of the department which is 48hrs/week i.e. 16hrs/week for each lecturer. which can be increased by 2 to 4 hrs if Life skills course is assigned to English Department.
- Discussed on the designing of a certificate ^{or add-on course} course by the department and resolved to take necessary steps for its immediate implementation.

1. Kalpana 25/10/21.
2. Sneha 25/10/21
3. Anall 25/10/21

18.12.21

The members of the department met at 4pm and discussed the following:-

Agenda:

1. Review of syllabus completion.
2. Student seminars.
3. ICT based teaching.

- Discussed on the percentage of syllabus completed for I year and II year and resolved to complete the syllabus as per year plan
- Resolved to conduct student seminars for II year students in this month.
- Resolved to make use of digital classrooms for ICT based teaching and also allot certain classes/ in regular timetable for digital teaching hours and learning.

Ekalpna.

1. Kelp
2. Lunka Day
3. ~~Ab~~

17.1.22.

The faculty of English department met at 3.30 pm today and resolved the following:-

Agenda:-

1. Internal marks for II year students
2. Guest Lecture
3. JKC classes.

- Resolved to enter internal marks for II year students in group-wise Internal marks register.

- Resolved to conduct ^{on}online/offline guest lecture for I year students in the next month.

- Resolved to take JKC classes for final year students as per timetable without fail. Encourage the students to participate in ^{online/off-}offline campus drives being conducted in & around Vijayanagara.

Kalpana

1. Kelp
2. Kuneel Bay
3. An all

09.02.22

English department faculty members met today at 12.45 pm and discussed on the following:-

Agenda:

- 1) Internal Exams for I year students
- 2) JAM Session.
- 3) Updating department records.

- It has been unanimously resolved to conduct revision classes for I year students as their first Internal exam is scheduled in the next week.
- Resolved to conduct JAM session atleast once in every month for the students to develop their communication skills and to make the students confident enough to face the audience.
- Resolved to update all the department records in view of NAAC.

J. Kalpana.

1. ~~Shruti~~ all
2. Suneel Kalyan

26.02.22

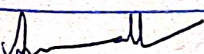
The staff members of English department met today at 3 pm and discussed the following:-

Agenda

- Syllabus coverage for first year students
- Magazine committee
- I mid examination - Semester I - evaluation
- Guest Lecture.
- Resolved to complete the first year Semester - I syllabus by 2nd week of March so that students would find enough time for revision & doubt clarification.
- Resolved to constitute Magazine committee for college magazine publication:
 - Smt D. Bhagyaveni - Convener
 - Sri T. Srikanth - Co-convener
 - Smt Ch. Jagadambika
 - Dr. J. Kalpana
 - Dr. A. V. V. V. Malleswaramma
 - Smt Y. Suneetha
- Resolved to organise a Guest Lecture in the month of March.
- Resolved to evaluate the I mid examination (Sem-I) answer script by Monday (28.02.22) and enter the marks in Dept. Internal Marks Register.

Members

J. Kalpana

1. 

2. Suneel Ray

02.08.22.

The English faculty members met today at 3 pm and discussed the following :-

Agenda

- 1) II Semester syllabus completion
- 2) Internal Examination
- 3) Azadi Ka Amrit Mahotsav - activities.

- Discussed on the completion of II semester syllabus by the first week of August as Final examinations are scheduled from 22.8.22.

- Discussed on the syllabus & question paper setting for II semester Internal examination.

syllabus : How to avoid foolish opinions ? - prose

Upagupta - poem

Letter to the Editor of a newspaper.

- On the occasion of Azadi Ka Amrit Mahotsav, the department resolved to conduct Essay writing, Elocution competition to the students and also an online quiz on literature and events related to Indian freedom movement. in association with college NSE Unit.

Kalpana
2/8/22

1. Suneel B a y

2. ~~Ar~~ all

25.10.22

The members of Department of English met today at 3pm to discuss and resolve the following:

Agenda:

- 1) National Integration Day - Activities.
- 2) Induction / Bridge Course for I year students.

- Discussed on the activities to be conducted commemorating the Birth Anniversaries of Sri Sardar Vallabhai Patel - "The Iron Man of India" on the occasion of National Integration Day (31.10.22)

Ref: Circular from UGC

Circular from Krishna University.

- Resolved to conduct "A Talk on the Iron Man of India" for the II year students.

- Discussed on the plan of action for conducting Induction cum Bridge Course for the I year students

i) Circular to students

ii) Syllabus

iii) Timetable

iv) Pretest

v) Conduct of classes & Attendance / Photos.

vi) Post test

vii) Feedback from students

viii) Report of the Programme.

- Discussed to conduct Induction cum Bridge course for 10 days i.e 2 days - Induction & 8 days - syllabus introduction & teaching of grammar topics.
- Resolved to conduct Induction cum Bridge course as per action plan and provide documentary evidences for the classes taken.

1. Seetha y

2. Amal

03.11.22.

The members of Department of English met today at 4pm and discussed the following.

Agenda:-

i) student Induction Programme.

ii) National Education Day (11.11.22).

- It has been resolved to conduct Student Induction cum Bridge course for the first year students as per CCE guidelines and SOP issued on 02.11.22 from 04.11.22 onwards for 21 days.
- As per the schedule given by college Academic Coordinator Smt K.B. Marjula, the department of English would exclusively interact with ^{I year} students on 05.11.22 from 3pm to 5pm and conduct student centric activities.
- It is also resolved to celebrate the birth anniversary of Sri Maulana Abdul Kalam, the first education minister of India on 11.11.22 and conduct a quiz programme on his life & events.

1. J. Kalpana

2. Suneetha Y

3. ~~all~~

07.12.22.

The members of Department of English met today at 4pm and discussed the following:

Agenda

- I yr & II yr classwork distribution
- Internal Examination schedule.

- Resolved to distribute classwork and take classes as per timetable circulated for the academic year 2022-23.

- Resolved to conduct 1 Internal examination for I yr & II yr students as per schedule circulated by Internal Examination committee on 19th December (tentative).

Syllabus for I yr students

- 1) Listening skills (2 questions) 10m
- 2) Articles 5m
- 3) Prepositions. 5m.

Syllabus for II yr students

- 1) A Tryst with Destiny (Essay question) 10m
- 2) A leader should know how to manage failure (Short answer question) 5m
- 3) Dialogue Building - 5m.

1. S. Kalpana.

2. Suneel Say

3. 

25.01.23.

The members of Department of English met today at 3.30 pm in the languages department and discussed the followings:-

Agenda:

- 1) Syllabus coverage
- 2) syllabus & ^{question} paper preparation for II internal examination.
- 3) Certificate course.

- The members discussed on the extent of syllabus covered in semester I & II keeping in view the final examination schedule announced by Krishna University. Almost 70% syllabus is covered for semester I & 80% syllabus is completed for semester II.

- The following units / syllabus is decided for II Internal examination.

I year : SWOC

Attitude

Sounds of English

Accent.

II year : Yes, We Can - Barack Obama.

Nelson Mandela's Interview with Larry King.

Giving Instructions / Directions.

Dialogue Building.

- Resolved to design a Certificate course in English and work it out effectively in semester IV for II year students as there is no work load

for english in Semester IV and the leisure hours/
spoken english hours of students can be utilised for running the
certificate course of ^{minimum} 30 hrs duration.

— It has also been resolved to conduct a workshop on Communication Skills / Soft skills in the upcoming semester with eminent resource persons.

1. J. Kalpana
2. Suneel Say
3. Anil

The department of English met at 4pm today and discussed the following :-

Agenda :

1. Results of Second Internal Examination
 2. Field visit
 3. Career Guidance Activity.
 4. Workshop & Extension Activity
- Resolved to complete the valuation of second internal examination script by 25th February and declare results to the students
 - Resolved to conduct field trip to the Book Festival at Vijayawada before its end i.e before 19.2.23
 - Resolved to organise a career guidance activity related to internships & employability skills to the final year UG & PG students in the next week, tentatively on 14.2.23 by Sri B. Naveen, Founder & Chairman of Anjanas Foundation.
 - Resolved to conduct a student workshop with Dept. of English, SRR & CVR Govt Degree College (A) as a part of MOU with the department on 20.2.23 (tentative). And also we are planning an extension activity with Sri T. Naga Mallewarao Rao, Retd Professor, V.R. Siddhartha college on the same day.
 - Resolved to complete III semester & I semester syllabus

at the earliest and conduct revision classes to the students.

Signatures

1. E. Kalpana.

2. Suresh Day

3. M. all

15.03.23

The members of Department of English met today at 12.30pm and discussed the following:-

Agenda:-

- i) Internal Marks posting (II & I semester)
- ii) Certificate course on "English Language Essentials".

- It has been resolved to post II & I semester Internal marks of students in Intranaboomi portal at the earliest and submit one copy to the office and the other for department filing.

- Resolved to start a certificate course of 30hrs duration to the UG II year students on "English Language Essentials" with the following topics:

- i) Articles
- ii) Prepositions
- iii) Tenses
- iv) Conditional Sentences
- v) Phrasal Verbs
- vi) Voice
- vii) Direct & Indirect Speech
- viii) Reading comprehension
- ix) Error Location
- x) Common errors in Parts of speech.

- Resolved to conduct a pre-test to the students to assess their knowledge on the above said topics.

- Resolved to prepare timetable, related study material and worksheets for effective execution of the course.
- Resolved to issue course completion certificate to the qualifying candidates (who score above 50%) of the final test with a minimum of 75% attendance.

Signatures

1. E. Kalpana.
2. Susee Bay
3. Amal

The members of the department of English met today at 3.30pm and discussed on the points mentioned in the agenda:-

Agenda:

- i) Commencement of I year classwork - classes allotment for sem II
- ii) Jkc & Certificate course classes.
- iii) Celebration of Shakespeare Birthday (23.04.23).

- After careful discussion classwork allotment for UG I year ^{sem II} is done as follows:

I Bcom(C), IBSc(MECs) - Dr. J. Kalpana.

I Bcom(CA), IBSc(BZC & BTBC) - Smt Y. Suneetha

IBA, IBSc(MPCs) - Dr. A.V.V.V. Malleswaramma

- It has been resolved to take Jkc-soft skills classes and also "English Language Essentials" Certificate Course classes as scheduled in sem IV & sem V timetable.

Jkc classwork allotment

III BSc(MPCs) - Smt Y. Suneetha

III BSc(MECs & MPWET) - Dr. A.V.V.V. Malleswaramma

III BSc(BZC & BTBC) - Dr. J. Kalpana

Certificate course classwork allotment

II Bcom(CA) & II BSc(BZC & BTBC) - Dr. J. Kalpana

II BA & II BSc(MPCs) - Smt Y. Suneetha

II Bcom(C) & II BSc(others) - Dr. A.V.V.V. Malleswaramma
(MECs & MEIoT)

- It has been resolved to maintain class-wise record of activities, assignments, attendance & geotagged photos.

- It has been resolved to celebrate Shakespeare birthday in the college by conducting literary activities in memory of the the Bard of Avon.

Signatures

1. Kalpana
2. Suneelbhai
3. Anil

19.06.23.

The members of department of English met today at 2.30pm and discussed the following:

Agenda

1. Sem II Internal Examination.
2. ICT classwork
3. Certificate Course.

- In view of Internal Examinations for Semester II commencing from 22.06.23 (tentative) the following syllabus has been finalised:

- 1) How to avoid foolish opinions? (essay)
- 2) The Doll's House (short story)
- 3) The Coromandel Fishers (poem)
- 4) Ode to the West Wind (poem)
- 5) One-word substitutes (Grammar)

- Classes allotment for ICT (Life skill course):

IBCom(C) }
IBSc(MECs) } Dr. J. Kalpana.

IBCom(CA) }
IBSc(BZC & BTBC) } Smt Y. Sunetha

IBA }
IBSc(MPCs) } Dr. A.V.V.V. Malleswaramma

ICT classes (4 for each lecturer) have been included in the department timetable.

- Discussed on the progress of Certificate course,

planned to conduct an online Post test as & when the syllabus is completed. Attendance registers, material & worksheets are to be submitted in the department after completion of the course (July 10th (tentative))

- Commemorating the Birth Anniversary of Rabindranath Tagore on 7th May 2023 - Youtube video depicting the life of Tagore, Online Quiz and other related material have been shared to students through whatsapp groups.

1. J. Kalpana
2. Sunil Say
3. Anil

28.06.23

The Department of English met today in the Principal's chamber ^{at 3:30pm} and discussed the following:-

- i) conduct of one day workshop on Basic concepts of ICT
- ii) Certificate Course.

- It has been resolved to conduct a one day workshop on Basic concepts of ICT to all the first year students in association with IKC & IOAC. Planned to involve Dr. M. B. Suvarchala, Associate Professor, ANR college, Gudivada as Resource Person.

- It has been resolved to complete the Certificate course by the 10th of July and subsequently conduct a Post-test to all the second year students in online mode. The students who have $\geq 5\%$ of attendance and $\geq 40\%$ of marks will be awarded an e-certificate authenticated by the college Principal.

1. J. Kalpana
2. Suresh Ray
3. 

15.7.23

The staff members, Dept. of English, met today in the Principal chamber and discussed the following:-

Agenda:

- 1) NAAC Work - updating pending records.
- 2) Post Test - Certificate Course.
- 3) Semester II Internal marks.

- It has been unanimously resolved to complete the NAAC pending records such as POs, COs attainment/mapping, Dept. Profile, Personal Profile, Remedial Coaching Record, Slow/Moderate/Advance learners and other records.
POs - COs - complete by Wednesday (as instructed by Principal)
- It has been resolved to prepare online Post test for the certificate course "English Language Essentials" and issue e-certificate to the qualifying students.
- Resolved to upload Semester II Internal marks in Inanabhuemi portal and submit a copy duly signed by the Principal in the department.

1. J. Kalpana
2. Suneet Ray
3. Arsal

21.7.23.

As per the proceedings of the CCE Re.No-210/
Ser.I-A/Autonomous/2023-8, Dr. J. Kalpana, Lecturer
in English, has been transferred to SRR & CVR
Govt. Degree college (A), Vijayawada.

Hence, as per the instructions of the Principa
the charge of English Dept with all the records
& registers has been handed over to Dr. A.V.V.V.
Mallawaramma, Lecturer in English on 21.7.23.

J. Kalpana 21/7/23

Handed over By

21/7/23

Taken over By