

Minute of the Meeting

12-7-19

A department meeting ~~is~~ convened to discuss the following:

It is resolved to complete the syllabus in time.

Update of Teaching Diary & Notes
To inform the students to prepare the study projects

Resolved to give extra coaching for slow learners

Resolved to guide and motivate students to attend the classes regularly.

Resolved to counsel students on Ward-Counselling

Resolved to give severe warning to regular absentees and instruct them to bring their parents to the department.

Dr. G. RAMESH

G. Ramesh

12-7-19

Dr. M. PANKAJA

M. Pankaja

12/7/19

Minutes of the Meeting

6-8-19

A department meeting is convened to discuss the following:

It is resolved to complete the syllabus in time.

To conduct meeting with slow-learners

To conduct slip tests from time to time.

To inform students to update assignments

To prepare students for MTD-Exam

Resolved to give extra coaching for slow-learners

Resolved to guide and motivate students to attend the classes regularly

~~Res~~ Resolved to give severe warning to regular absentees and instruct them to bring their parents to the Department.

Dr. G. RAMESH

G. Ramesh
6-8-19

Dr. M. PANKAJA

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6/8/19

Minutes of the Meeting

7-3-19

The Principal has instructed to update Attendance-Registers regularly. According to the instructions of the CCB, Bio-Metric Attendance is compulsory. Discussed and resolved about the registration and the details of the course in MOOCs. It is resolved to register the advanced learners of the students in MOOCs. Results of the CSS and English should be viewed seriously. It is resolved to maintain Teaching Diary and notes properly.

Resolved to guide and motivate the students to attend the classes regularly.

Resolved to encourage students to write-ship tests.

Dr. G. RAMESH — G. Ramesh

Dr. M. PANKAJA — A. P. P. #19/19

Minute of the Meeting

4-10-19

A department meeting is convened to discuss the following.

It is resolved to complete the syllabus in time.

updation of Teaching Diary & notes

To prepare the students for main exams in all aspects.

To spare more time for slow learners.

To distribute study material to students.

To conduct speaking activities in the lessons.

It is resolved to update the attendance percentage of students.

Dr. G. RAMESH — G. Ramesh

Dr. M. PANKAJA — M. Pankaja
4/10/19

See

Minutes of the Meeting

6-11-19

A department meeting is conducted to discuss the following.

It is resolved to complete the syllabus in time.

updation of Teaching Diary & Notes

To inform the students to prepare the study projects

To inform the students to prepare the study-projects

Resolved to give extra coaching for slow learners.

Resolved to guide and motivate students to attend the classes regularly.

Resolved to counsel students on Ward-counselling

Resolved to give severe warning to regular absentees and instruct them to bring their parents to the department.

DR. G. RAMESH

— G. Ramesh

DR. M. PANKAJA

— M. Pankaja

Minutes of the Meeting

5-12-19

II, IV Semester classes were started from 8 —

As per the instructions of the principal this meeting attendance is compulsory for both the staff & students.

It is resolved to conduct seminars for students

To inform the students to prepare study-projects

Resolved to give extra class coaching for slow learners

To give an awareness to and motivation to the II and IV sem students

It is resolved to consolidate the attendance and inform the students

It is proposed to pay more attention on slow learners by giving more writing work for practice.

Dr. G. RAMBHA

Dr. M. PANKAJA

G. Ramana

Dr. P. P.

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Minute of the Meeting

6-1-20.

A department meeting is convened to discuss about:

It is resolved to complete the syllabus in time
It is resolved to update the Dept. records for Academic Audit

Updation of Teaching Diary & Note
To inform the students to prepare study projects

Resolved to give extra coaching for slow learners

Faculty of the department are asked to prepare Income Tax Returns.

It is resolved to get ready for Academic Audit.

DR. G. RAMESH

G. Ramesh

DR. M. PANKAJA

~~G. Ramesh~~
G. P. R.



Minutes of the Meeting

5-21-20

A brief discussion is done on the records to be updated based on the ^{instructions} ~~institutions~~ given by the principal.

It is resolved to plan for the charted flexis relevant to departmental activities as a part of Academic Audit.

It is resolved that the faculty of English should enlighten the students regarding Moocs.

Ward Counsellors should take the initiative of student participation.

It is resolved that the dept of English should motivate the students in Junior colleges as a part of admissions canvassing.

Dr. G. RAMESH

—

G. Ramesh

Dr. M. PANKAJA

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M. Pankaja



15-9-20

A department meeting is convened to discuss:

It is resolved to distribute material to all the students through off line for the commencement of University exams from 15-9-20 onwards.

It is resolved to up-load videos through online to students' WhatsApp for upcoming University Exams.

As per the instructions of the principal in the staff meeting - held on 14-9-20, it is resolved to update all the records for ISO certification.

It is resolved to update soft-ware in BLL-IKC-Lab.

Dr. G. Ramesh

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G. Ramesh

Dr. M. PANKATA

—

Dr. Pankata

15/9/2020

4-11-20

A department meeting is convened to discuss:

Re-opening of college from 2-11-20.
It is resolved to distribute material and necessary guidance to the students for II & IV th Sem Exams.

The C.C.B. has been imparting ^{training} to all the computer-faculty regarding Cisco-Webex, providing guidance to students regarding Sem Exams through Cisco-Webex.

Updation of Teaching diary & Notes.

Updation of E.S.R.

Attending to the Admission-duty as per the Time-Table provided by the principal.

Dr. G. RAMESH

G. Ramesh

Dr. M. PANKAJA

Dr. P. S. P.
4/11/2020

Minutes of the Meeting

8-1-2020

A department meeting is convened to discuss about:

It is resolved to complete the syllabus in time.

It is resolved to update the Dept. record for Academic Audit & NAAC purpose
Update of Teaching Diary & Notes

To inform the students to prepare study projects

Resolved to give extra-coaching for slow learners

Resolved to provide study material for students of all classes

Dr. G. RAMESH

— G. Ramesh

Minutes of the Meeting

10-7-21

A brief discussion is done on the records to be updated based on the instructions given by the principal

It is resolved to plan for the Charter Flexis relevant to departmental activities as a part of Academic Audit

It is resolved that the faculty of English should enlighten the students regarding on-line courses

Ward counsellors should take the initiative of student participation

It is resolved that the dept of English should motivate the students in Junior Colleges as part of ~~admission~~ admissions-counselling

① Dr. G. RAMESH

- G. Ramesh

21

Minutes of the Meeting at 7-7-21

A department meeting is convened to discuss about:

The Principal has instructed to update Attendance - Registers regularly. According to the instruction of the CCB, Bio-metric attendance is compulsory.

To inform the students to prepare study projects.

Resolved to conduct extra-classes for communication skills.

Resolved to give extra-coaching for slow learners.

Resolved to provide study material for students of all classes.

① Dr. G. RAMBISH

G. Rambish

Minutes of the Meeting 19-10-21

A department meeting is convened to discuss about:

It is resolved to complete the syllabus in time

updation of Teaching Diary & Notes

It is resolved to provide counselling for 1st Sem students

It is resolved to provide study-material for students of all classes

It is resolved to follow attendance regularly.

It is resolved to create awareness on the importance of attendance among students

① Dr. G. RAMBHA

G. Ram

② G. RATNAPADA

G. Ratna Rya

Minutes of the meeting 20-1-22

A department meeting is convened to discuss about:

The principal has instructed to update Attendance — Registers regularly. According to the instruction of the CCB/Bio-metric attendance is compulsory.

To inform the students to prepare study projects.

Resolved to give counselling for slow learners and absentees.

Resolved to motivate students to work assignments.

Resolved to provide study-material for students of all classes.

① DR. G. RAMBESH — G. Rambesh

② G. RATNAPAPA — G. Ratnapapa

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Minutes of the meeting 18-2-22

A department meeting is convened to discuss about:

It is resolved to update Teaching Diary Notes

It is resolved to complete the syllabus in time

It is resolved to provide counselling for 1st-Sem students

It is resolved to provide study-material for students of all classes

It is resolved to provide study-material for students of all classes

It is resolved to follow attendance regularly

It is resolved to create awareness on the importance of attendance among students

(1) Dr. G. RAMESH

— G. Ramesh

(2) G. RATNAPAPA

— G. Ratna Pp

Minute of the meeting

16-3-22

A department meeting is convened to discuss about:

The Principal has instructed to update Attendance - Registers regularly. According to the instructions of the CCE/ Bio-metric attendance is compulsory

To inform the students to prepare study projects

Resolved to conduct extra-classes for communication skills

Resolved to give extra-coaching for slow learners

Resolved to provide study-material for students of all classes

Dr. G. RAMBHA

G. Ramcha

G. RATNAPAPA

G. Ratna Pp

Minutes of the meeting 14-6-22

1. Department meeting is convened to discuss about:

Resolved to distribute time-table to all classes.

Resolved to give counselling to students regarding regular attendance to the classes.

Resolved to provide study-material for students of all classes.

Resolved to provide study-material for students of all classes.

Resolved to motivate students to prepare and submit community service projects.

Dr. G. RAMESH — G. Ramesh

Smt. G. RATNAPAPA — G. Ratna Papa

Minutes of the Meeting : 18-7-22

A department meeting is convened to discuss about:

It is resolved to complete the syllabus in time

It is ~~resolved~~ resolved to plan for the charts & flexis relevant to departmental activities as part of Academic Audit
Updation of Teaching Diary & Notes
To inform the students to prepare study projects

Resolved to guide & motivate students to attend the classes regularly

Resolved to counsel students as well as counselling

consolidation of Attendance should be done

Results of I, II semesters should be updated

Resolved to visit library - periodically

Dr. G. RAMESH
Smt. G. RATNA PAPA

— G. Ramesh
— G. Ratna PAPA

Minutes of the Meeting

3-8-22

The meeting is convened in the department to discuss the following

It is resolved to update the records for the academic-audit

It is resolved to complete the syllabus in time.

It is resolved to conduct- seminars & group discussions

It is resolved to update Rolling Diary & Notes.

It is resolved to provide study-material to the students.

It is resolved to conduct extra classes for Communication skills

It is resolved to ^{update} soft ware in ELL & JKC Lab

Dr. G. RAMESH

Sm/- G. RATNA PAPA

G. Ramesh

G. Ratna Papa

Minutes of the Meeting 16-10-22

The department meeting is convened to discuss about
According to the instructions of the CCB
Bio-metric attendance is compulsory
It is resolved to complete the syllabus in time

Resolved to guide & motivate students to attend the classes regularly

Resolved to counsel students on Ward-counselling

Resolved to conduct extra-classes for communication skills

Resolved to conduct extra-classes for communication skills

Resolved to provide study material for all classes

Dr. G. RAMESH

— G. Ramesh

Smt. G. RATNAPAPPA

— A. Ratnapappa

Minutes of the Meetings 20-7-21

The department meeting is convened to discuss about

According to the instructions of the CCB Bio-metric attendance is compulsory

It is resolved to complete the syllabus in time

It is resolved to update the Dept. records for Academic Audit & NAAC purpose

It is resolved to plan for the Charted flexis relevant to departmental activities as a part of Academic audit

It is resolved that the dept. of English should motivate the students in Junior colleges as part of canvassing for admissions

Dr. G. RAMBESH

— G. Ramesh

Smt. G. RATNAPAPA

— G. Ratnapapa

Minutes of the Meetings 14-8-22

The department meeting is convened to discuss about

The principal has instructed to update Attendance - Registers regularly.

According to the instructions of the CCB FRS and Bio-metric attendance is compulsory

To inform the students to pay Sem-Exam fee as per scheduled date

Resolved to provide study material to the students

Resolved to conduct work-counselling sessions to students

Resolved to motivate students to read English - News papers regularly

Dr. G. RAMBISH - G. Rambish

Smt. G. RATNAPAPA - G. Ratna Pappa

Minutes of the Meetings

10-9-22

The department meeting is convened to discuss about.

It is resolved to plan for the different activities like writing and reading activities for the enhancement of communication skills of the students on a regular basis.

It is also resolved to inculcate Vocabulary in students through activities like reading English - News papers.

A brief discussion is done on the records to be updated based on the instructions given by the principal in the staff meeting.

It is resolved to conduct step-tests after the completion of each lesson for the betterment of students in the final examinations.

Dr. G. RAMESH — G. Ramesh

Smt. G. RATNAPAPA — G. Ratna Rpa

Minutes of the Meeting

18-10-22

The department meeting is convened to discuss about:-

It is resolved to complete the syllabus in time

To prepare students for main-exams in all aspects.

Resolved to guide and motivate students to attend the classes regularly

Resolved to encourage students to write slip-tests

To conduct extra-classes for slow-learners

To distribute study-material to students

Resolved to encourage students to write slip-tests

DR-G. RAMESH — G. Ramesh

Smt. G. RATNAPADA — G. Ratna Ppr

Minutes of the Meeting

5-11-22

The department meeting is convened to discuss about:

The principal has instructed to update Attendance - Registers regularly

According to the instructions of the CCE PRs and Bio-metric attendance is compulsory

Resolved to guide and motivate ^{regularly} students to attend the classes

Resolved to conduct extra-classes for communication skills

Resolved to provide study material for all classes

Resolved to visit library - periodically

Resolved to encourage students to ^{write} assignments

Dr. G. RAMBHA — G. Ramesh

Smt. G. RATNAPADA — G. Ratna Ravi

Minutes of the Meeting 8-12-20

The department meeting is convened to discuss about:

It is resolved to complete the syllabus in time.

To prepare students for main exams in all aspects.

To inform the students to pay exam-fee as per scheduled date.

Resolved to provide study material to the students.

Resolved to visit library periodically.

Resolved to create awareness among students on the importance of PRS attendance.

Resolved to conduct English-speaking activities for the students.

Dr. G. RAMBESH — G. Rambesh

Smt. G. RATNAPADMA — G. Ratna Padma

Minutes of the Meeting

4-1-23

The department meeting is convened to discuss about:

It is resolved to complete the syllabus in time

To prepare students for III-Sem exams in all aspects

Resolved to provide study material to the students

To inform the students to pay semi-exam fee as per scheduled date

Resolved to create awareness among students on the importance of FR attendance and how it is related to scholarship

To motivate students to visit library regularly

Resolved to conduct English-speaking activities for the students

Dr. G. RAMESH -

G. Ramesh

Smt. G. RATNAPADA -

G. Ratna Rpa

Minutes of the Meeting 14-²-23

The department meeting is convened to discuss about:

To prepare the students for main exams in all aspects

It is resolved to complete the syllabus in time

Resolved to guide and motivate students to attend the classes regularly

Resolved to encourage students to write slip tests

To conduct extra classes for slow learners

To distribute study material to students

Resolved to create awareness among students on the importance of FRS attendance

To motivate students to visit library regularly

DR. G. RAMESH

Smt. G. RATNAPAPA

— G. Ramesh

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Minutes of the meeting

01.09.2023

A meeting is convened to the department with all the staff members to take the following resolution regarding the department activities for the academic year 2023-2024.

→ It is resolved to start up a Bridge course in "effective Communication skills" to the newly joined students for this academic year.

→ Rajendrudu ^{act. in Telugu.} is acting as a department in charge for English.

→ It is resolved to maintain all academic records as on NAAC format.

→ planned to improve spoken skills among the students through motivation and following innovative practices.

→ prepare charts and models for newly introduced syllabus.

S. Rajendrudu

M. Murali

A. S. Srinivas

Minutes of the meeting

30.9.2023

→ A meeting is convened in the department with an agenda to encourage students for the following

1. To encourage them to speak only in English in the Campus

2. To conduct mid exam by first week of October.

3. To take active participation in the Seminars not only in the College but also in other colleges too.

S. Parandekar

M. Sonawale

1. A. V. Subhakar

2. P. Rohini