

DEPARTMENT OF ENGLISH
MINUTES BOOK
REGISTER

JULY, 2017

A Departmental Meeting was conducted on 23.7.17 in the Dept of English & the following were resolved

1. To improve the language proficiency of students.
2. To ^{adopt} conduct more student based learning strategies.
3. To regularize the attendance of students.
4. To create awareness about Bio-metric Attendance and CBCS Pattern.

A. Rajarini

Ansarak
lect in History

October, 2017

A Departmental Meeting was held on 18.10.17 in the Dept of English and the following were resolved.

1. To prepare the students well for university exams.
2. To conduct remedial classes.

A. Rajarini

Ansarak
lect in History

January, 2018

A Departmental meeting was held in the Dept of English on 8.1.18 and the following resolutions were made.

- 1 To expedite the completion of syllabus.
- 2 To prepare the schedules for the forthcoming exams.
- 3 To consolidate the attendance of students & correct the irregular schedules.

A. Rajasekaran

Approved
Prof. in History

July 2018

A Departmental meeting was held in the Dept of English on 4.7.2018 and the following were resolved.

- (1) It is resolved to use IET to the optimum extent in Teachers learning process.
- (2) It is resolved to give material to students on grammar, vocabulary etc.
- (3) It is resolved to conduct student centred activities like roleplay, jigs, story telling, dramatization etc to make the teaching learning process effective.
- (4) It is resolved to conduct Guest Lectures & Seminar in the month of August.

A. Rajasekaran

Approved
Prof. in History

September 2018

01.09.2018

The Departmental meeting of the Dept of English was held on 01.9.2018 in the Dept of English and the following resolutions were made.

- (1) It is resolved to show video on "Stress in English" to make the concept clear to the students.
- (2) It is resolved to supply worksheets on punctuation & other grammar items.
- (3) It is resolved to conduct "Speaking" for internal assessment.

A. Rajaseeni

Answer:
Lect in History

January 2019

The Department of English met on 01.12.19 in the Department of English and made the following resolutions.

- (1) It is resolved to put the practice of Newspaper Reading in classroom for 5 minutes.
- (2) It is resolved to request the lecturer-in-charge to submit paper in International Seminars & workshops.
- (3) It is resolved to conduct invited lecture in the months of January / February depending on the convenience of the resource person.
- (4) It is resolved to conduct field trips to explore the local educational resources available.
- (5) It is resolved to use tools like pictures & video for internal assessment.

A. Rajaseeni

Answer:
Lect in History

July 2019

2.7.19

The Department of English met on 02.7.19 in the department of English under the leadership of Smt A Rajamani, lecturer in English and made the following resolutions.

(1) It is resolved to show the standard videos on pronunciation to students to make them familiar with phonetics.

(2) It is resolved to use ICT based teaching to the optimum extent.

(3) It is resolved to conduct communicative activities for effective teaching learning transaction.

(4) It is resolved to communicate annual plans to the students.

August 2019

The Department of English met on 01.08.2019 in the department of English under the chairmanship of Smt A Rajamani, lecturer in English and made the following resolutions.

(1) It is resolved to counsel the students regarding attendance.

(2) It is resolved to give feedback on grammar to students.

(3) It is resolved to conduct extra curricular activities for independence day.

(4) It is resolved to conduct Remedial classes for students of II year.

A. Rajamani

Principal

lect in History

A. Rajamani

Principal

lect in History

November 2019

The Departmental meeting was held on 18.11.2019 and the following were discussed and resolved.

- (1) It is resolved to communicate II sem & III sem Plans (Teaching & Learning) to the students
- (2) It is resolved to conduct field trips and guest lectures
- (3) It is resolved to ensure the regularity of students to the classes
- (4) It is resolved to take up Remedial Teaching from the III week of November
- (5) It is resolved to ensure the students to aim for better performance in exam

A. Rajasekar

Principal

Met in History

January 2020

The Departmental Meeting was held on 02.01.2020 in the Department of English and the following resolutions were made.

- (i) It is resolved to expedite the completion of syllabus of II & III Semesters.
- (ii) It is resolved to start PET (Pre Examination Test) for slow learners from the last week of January.
- (iii) It is resolved to invite Resource Persons to the college for giving extension lectures
- (iv) It is resolved to conduct a field trip to the Coatlami library, Rajahmundry
- (v) It is resolved to P&A conduct various literary activities on the occasion of the Republic Day 2020.

A. Rajasekar

Principal

Met in History

February, 2020

The Departmental Meeting

The Department of English met on 19.02.2020 in the Department of English under the leadership of Smt A. Rajivani, lecturer in English and made the following resolutions:

- (1) It is resolved to conduct Remedial teaching for slow learners.
- (2) It is resolved to celebrate Mother-Tongue Day on 21.2.2020 in association with the Department of Telugu.
- (3) It is resolved to prepare the students for university exams.
- (4) It is resolved to create awareness among students about Corona Virus.
- (5) It is resolved to conduct seminars for students as a part of internal assess-ment.

A. Rajivani

Principal

August, 2020

The Department of English met on 03.08.2020 in the Department of English under the leadership of Smt A. Rajivani, lecturer in English and made the following resolutions:

- (1) It is resolved to prepare & conduct for the purpose of teaching online.
- (2) It is resolved to take online classes for II year students.
- (3) It is resolved to conduct literary competitions through online mode on the occasion of Independence Day.
- (4) It is resolved to counsel the students about Corona Virus & related health.

Principal

Meeting

13.11.2020

The Department of English met on 13.11.2020 in the Department under the chairmanship of Smt A Rajaswari between in charge of the Department for discussing various academic activities to be taken up during the academic year 2020-21.

Agenda

1. Review on 2019-20 Departmental Activities
2. Departmental Plan for 2020-21
3. Annual Academic Plan, 2020-21
4. Pedagogical Plan and Monthly Plan
5. Diary
6. Teaching Synopsis
7. Timetable
8. other anticipate courses after the year
9. other items, if any, with the permission of the chair

Members attended

1. Smt A Rajaswari, between in-charge
2. Smt. S Chinababu, between in Economics
3. Smt P V S D N L Kanumasi, between in English History

Special Invitee

1. Dr B V Tirupangam Principal
2. Dr K. Srinivasa Rao, between in Commerce

Minutes of the Meeting

The department plans its academic activities well in advance and puts it before members the prepared plan of academic including

curriculum, co-curricular and extra-curricular activities in the form of Annual Curriculum Plan and Departmental Plan for the academic year to implement the activities planned in an effective manner and also to ensure a smooth conduct of the teaching learning activity in the academic year, the between in-charge designs the pedagogical Plan, Monthly Plan, Time Table and the teaching Synopsis to carry out the planned activities effectively. The meeting is aimed at discussing the planned academic activity and its implementation in detail.

The meeting began with the invitation of the members by Smt A Rajaswari between in English. Then she reviewed the departmental activities of the previous year.

The Special invitee for the meeting Dr B V Tirupangam, Principal and Dr K Srinivasa Rao, IQAC Coordinator gave their valuable suggestion for effective teaching learning transaction.

Resolutions

After discussions and deliberations on the items mentioned in the agenda, the following resolutions were made.

1. It is resolved to approve the Syllabus of English & CSC for the I, II, III, IV Semesters.
2. It is resolved to inform the students about the course outcome.
3. It is resolved to approve the Departmental

Plan for 2020-21

- 4 It is resolved to approve the annual curriculum plan for 2020-21
- 5 It is resolved to approve the pedagogical plan & monthly plan of 2020-21
- 6 It is resolved to approve the time-table for the odd semester of the academic year 2020-21
- 7 It is resolved to improve the quality of learning by employing latest pedagogical techniques
- 8 It is resolved to conduct ^{certificate} course Add on courses
- 9 It is resolved to conduct certificate course on Spoken English / Functional English
- 10 It is resolved to establish "Departmental Internal Quality Monitoring Committee" in the Department of English with the following members from the academic year 2020-21

Members

- 1 S Ratna Varma - II B.A
- 2 D Chandra Sekhar - II B.Com
- 3 Ch Neenuka - II B.Sc (NPEs)
- 4 N. Raja, II B.A
- 5 A Hema Chandra II B.Com
- 6 B Samitha, II B.Com
- 7 S Srejanaga, II B.Sc (NPEs)
- 8 N Lalitha, II B.Sc (NPE)
- 9 Y Lalitha, II B.Sc (CBZ)
- 10 G Bhargavi II B.Sc (CBZ)
- 11 S Sai Durga II B.Sc (NPE)
- 12 S Chandra Sekhar II B.A

The members will monitor the quality in English Teaching & learning & verify the student quality and their progress periodically

- 1) A Rajini
- 2) S. L. S. S. S.
- 3) Anand
- 4) 18/11/20

January, 2021

The departmental meeting of the Department of English was held on 04.01.2021 under the chairmanship of Smt A Rajeswari lecturer in English and in charge of the Department to discuss various curricular, co-curricular & extra curricular activities to be conducted in near future. The following resolutions were taken:

1. It is resolved to expedite the completion of syllabus for III Semester
2. It is resolved to conduct daily assignments for III semester students after completion of syllabus
3. It is resolved to conduct various competitions on the occasion of Republic Day.
4. It is resolved to use ICT and to enliven the classroom environment
5. It is resolved to allot 5 marks for poem recitation and 5 marks for assignments out of the total 10 marks allotted given by the university for internal evaluation.
6. It is resolved to improve the attendance of students by counselling them and tracking their attendance regularly.

1. It is resolved to identify the students who are not attending classes for their lessons

1
2 A Rajeswari
3
4

March 2021

The Department of English met on 20.3.21 under the chairmanship of Smt A Rajeswari lecturer in English to discuss various department related activities. The following were resolved

1. It is resolved to celebrate the world Poetry Day in a befitting manner by conducting Poem Recitation Competitions for III year students.
2. It is resolved to conduct ice-breaking sessions for I year students.
3. It is resolved to prepare the II year students for III semester exams.
4. It is resolved to celebrate the birthdays of students of Shakespeare in April.

1. Smt A Rajeswari
2. Smt A Rajeswari
3. Smt A Rajeswari
4. Smt A Rajeswari

June 2021

The Department of English met on 02.06.21 at 10 AM in the Department of English under the chairmanship of Smt A Rajeswari lecturer in English. The following resolutions were made.

1. It is resolved to conduct online classes for I year students using ICT tools.
2. It is resolved to prepare PPTs for every topic for better understanding of the topic and to ensure better learning experience.
3. It is resolved to counsel the students to attend the online classes regularly.
4. It is resolved to jump take necessary steps to improve online attendance of students.
5. It is resolved to upload the lessons taught to CCE portal.
6. It is resolved to give online assignments to students using google forms.
7. It is resolved to expedite the course of III Semester syllabus through online mode.

8 It is resolved to ~~also~~ counsel the students about Covid-19 and the importance to be cautious and vigilant.

- 1 A. Rajaseeni
- 2 K. S. S. S.
- 3 S. S. S.

August, 2021

3.8.21

The Department of English met at 10 AM on 3.8.21 in the department of English under the chairmanship of ~~Smt A. Rajaseeni~~ in-charge of the department. The following resolutions were made.

1. It is resolved to use OTC App regularly.
2. It is resolved to prepare ^{Students for} in semester exams.
3. It is resolved to expedite completion of syllabus for II year students.

- 1
- 2 A. Rajaseeni
- 3 K. S. S. S.
- 4 S. S. S.

January - 2022

04-01-2022

Department of English met at 4:00pm
in the department under the
Chairmanship of Smt. P. Y. Krupavaram, Head
of the department. The following resolutions were
passed:

1. It is resolved to update Teaching Diary
and notes regularly without fail
2. It is resolved to prepare reasoning Material
for all classes of I & II year
in Grammar for all the I year classes.
3. It is resolved to prepare PPTs on the
selected topics of III semester General English
Grammar - Conversions
4. It is resolved to arrange Guest lecture
for I year students in the second week
of Feb-2022.
5. It is resolved to prepare Newsletter of
January-2022 before the 10th of January-2022
1. P. Y. Krupavaram
2. G. S. Soni

04/01/22

MSM

February - 2022

08-2-2022

The Department of English met at 4:00pm on
08-02-22 in the department under the Chairmanship
of Ms. G. S. Soni, Head of the department. The following
resolutions were made accordingly:

1. It is resolved to use ICT to enhance the
classroom environment
2. It is resolved to improve the attendance of
students by counselling and tracking their
attendance regularly.
3. It is resolved to celebrate 'International
Mother Language Day-2022' in association with
the department of Telugu on 21st Feb-2022
4. It is resolved to arrange a Guest lecture
on the 'Proper Usage of Language' in view of
International Mother Language Day-2022 on
the 21st Feb-2022. The Resource Person shall
be Dr. T. K. Srinivasa Rao, Principal of GDC,
Mandapeta.
5. It is resolved to prepare result analysis
of all the classes in the last week of Feb-2022.
6. It is resolved to prepare Newsletter of Feb-2022
before 10th of Feb-2022
1. G. S. Soni
2. S. Vijaya Lakshmi

08/02/22

MSM

March-2022

5-3-2022

The department of English met at 4:00pm on 5-3-22 in the department under the Chairmanship of Mrs. S. Sani Head of the department. The following Resolutions were made:

1. It is resolved to conduct study hours for all the students from 4:00pm to 5:00pm.
2. It is resolved to conduct Certificate / Aldon come in the even semester.
3. It is resolved to prepare Under Librarian books to be purchased for the department of English.
4. It is resolved to counsel the late comers of all classes on the importance of punctuality and regularity.
5. It is resolved to conduct Student seminars on the selected topics at random as a part of Internal Assessment.
6. It is resolved to prepare students for University exams.
7. It is resolved to inform the 1 year students about MID-II exam dates and 2 year students about final exam dates.
8. It is resolved to jot down the important points made (to be) by the Resource Persons of Rajahmundry Govt College (Autonomous) on account of NAFR workshop for the faculty, scheduled to be on the 17th March 2022.

9. It is resolved to update Teaching Diaries Notes, Wkt done statements of every month within the stipulated time.
10. It is resolved to prepare Result Analysis of English Subject from 2016-17 to 2020-21 by the end of second week of March 2022.
11. It is resolved to enter the attendance of students and the details of classwork in OLR App regularly without fail.

1. Ms. S. Sani

S/3/22

2. Smt. S. Vijayalakshmi

S/3/22

M/3/22

S/3/22

GOVERNMENT DEPARTMENT COLLEGE
RAVULAPALEM

June-2022

2-6-22

The department of English met at 4:00pm on 2-6-22 in the department under the chairmanship of Mr. G. Soni. The following Resolutions were made by discussion.

1. It is resolved to take up Community Service Projects for all the second year students in the first week of June-2022.
2. It is resolved to engage all the first year classes of II semester to teach life skill course Indian Culture and Science by the department members.
3. It is resolved to prepare learning material for the II semester General English syllabus.
4. It is resolved to update Teaching Diary and teaching notes within the stipulated time of every month within the stipulated time.
5. It is resolved to update the CIA Register of I semester students in the new format.
6. It is resolved to enter the attendance of the students and update attendance registers.

Members Present:

Mr. G. Soni
Smt. S. Vijaya Lakshmi

(Principal)

GOVERNMENT

July-2022

21-07-22

The department of English met at 4:00 pm on 21-07-22 in the department under the chairmanship of Mr. G. Soni, Head. The following resolutions were made by discussion.

1. It is resolved to take up Community Service Projects for all the first years in the last week of July-2022.
2. It is resolved to take up NAAC Criterion with allotted by the NAAC team and to engage in the work.
3. It is resolved to prepare learning material for life skill course - Indian Culture and Science for the first year students of II semester.
4. It is resolved to update Teaching Diary and Notes within the statements of July-2022 and decided to prepare short notes for 1st semester.
5. It is resolved to prepare PPTs of II semester General English syllabus.
6. It is resolved to improve the attendance of students by counselling them and tracking their attendance regularly.
7. It is resolved to conduct student seminars on the chosen topics and monitor assignments regularly.

Members Present:

Mr. G. Soni
Smt. S. Vijaya Lakshmi

(Principal)

GOVERNMENT

AUGUST - 2022

2.8.22

The department of English met at 5:00pm on 02.08.2022 in the department under the chairmanship of Ms. G. Soni, Head. The following Resolutions were made by discussion

1. It is resolved to value the II MID exam Papers of General English of II semester and distribution of the valued Scripts to students shall be the 8th May 2022. The Also learners are to be identified and counselled accordingly.
2. It is resolved to avail OD by the Head of the department on account of the training (TGT) on Business Communication at SRR of CVR Govt Degree College (A), Vijayawada from 3.8.22 to 7.8.22 and the classwork has been adjusted to Smt. S. Vijaya Lakshmi on her absence.

3. It is resolved to encourage students on account of cultural activities for 36th Independence Day Celebrations - Azadi Ka Amrit Mahotsav.
4. It is resolved to prepare result analysis of II semester of General English and PDR (Personality Development and Leadership - LSC). The failed candidates are to be given extra coaching by providing them learning material.

5. The results were analysed. All the BA and BCom and B.Sc (Maths, Biology) results were good and the overall percentage of English was 92%. It is resolved to take up remedial coaching for II B.Sc CBZ students as their result was 33%.

6. It is resolved to order for department Name band and teacher name base bands in view of NAAC Preparation.
6. It is resolved to update Teaching diary and Teaching notes within the stipulated time.

7. It is resolved to counsel the late comers of all classes on the importance of punctuality and regularly

8. Syllabus Completion Analysis was made

9. It is resolved to prepare a name of the II year students for the selection of best CGP Project

Members Present:

Ms. G. Soni

Smt. S. Vijayalakshmi

S. Sripa

Signature

GOVERNMENT DEPARTMENT
RAVULAPALEM

September - 2022

The department of English met at 4:00 PM on 15-09-2022 in the department under the chairmanship of Mr. G. Somi, Head of the department. The following resolutions were made by discussion.

Members Present:

Mr. G. Somi
Smt. S. Vijaya Lakshmi

Ms. S. Vijaya
S. Vijaya

1. It is resolved to identify the slow learners of each class and care should be taken by conducting extra classes, keeping in view of the final exams.
2. It is resolved to prepare plan of action of the department for the academic year 2022-23 abiding by the guidelines of CCE.
3. It is resolved to implement Bridge Course in Communicative English for all the first year students for the Academic year 2022-23 from the 3rd week of October - 2022.
4. It is resolved to reschedule the classes of any member of the department goes on OD/CA study exams are approaching.
5. It is resolved to engage students in clean and green activity on every Saturday and the class teacher has to monitor the work allotted for students.
6. It is resolved to conduct Orientation to all the first year students on communication and soft skills.

8. It is resolved to conduct certificate course from Feb-23 as the department is offering 1st/2nd/3rd courses and the workload is sufficient. Moreover competitive English certificate course has many components and it might not be possible to cover the syllabus.

9. It is resolved to monitor a year internship (Next term) work and care should be taken for students in guidance and rules/regulation.

10. It is resolved to discuss CGs, PGs and BODs of the English paper in the second week of Nov-22 through a circular/discussion in the classroom/ a notice board.

11. It is resolved to update CIA Register.

12. It is resolved to guide the students to visit department library for inculcating reading skills.

13. It is resolved to arrange a guest lecture by a resource person in the month of Dec-2022.

14. It is resolved to obtain an MoU with the other colleges to exchange knowledge / academic cooperation and research activities.

15. It is resolved to attend the BOS meeting to be held on 22-10-2022 at AIGSSS College, Virayana as Secretary. Expect by Mr. G. Somi.

PRINCIPAL

GOVERNMENT DEGREE COLLEGE, RAVULPALEM

ENGLISH DEPARTMENT ANNUAL PLAN FOR THE ACADEMIC YEAR : 2022-2023

Sl.No	Month	Week	Activity
1	October 22	I	II Year Internship - IJC Monitoring Work
		II	I Year Sem-End Exam Investigation Duty
		III	I Year I Sem Admission Duty Work
		IV	Orientation on Semester System to all I Year Students Induction Programme About the institution- Gen. Rules of Discipline - Syllabus- Semester system and Internal examination system - NAAC etc.
2	November 22		Writing Lesson Plans
			Attending BOS Meeting as Subject Expert
		V	Bridge Course Inauguration
			Dept. Library Visit by students
			Clean and Green Activity
3	December 22	I	Bridge Course Valedictory
		II	Discussion of COs, POs and PSOs
		III	Academic and professional collaborations by establishing an MOU
		IV	Certificate Course Inauguration
		V	Department meeting to discuss and highlight key points
4	January 23		Remedial Classes For slow learners
			Clean and Green Activity
		I	Update of CIA Register
		II	Preparedness to NAAC
		III	Dept. Library Visit by students
5	February 23		Preparation to circular of CIA Syllabus
			Old Paper Discussion
		IV	Invited Guest Lecture
		V	Remedial Classes for slow learners
			Clean and Green Activity
6	March 23	I	Guest Lecture as a Resource Person
		II	English Week Celebrations
		III	Implementation of Activities for Advanced Learners
		IV	National Seminar/ Webinar
		V	Feedback from Students
7	April 23		Remedial Classes For slow learners
			Clean and Green Activity
		I	Parents Meeting by Class Proctor/ Incharge
		II	Certificate Course Valedictory
		III	Field Trip in collaboration with other departments
8	May 23		Celebration of "International Mother Language Day"
			Clean and Green Activity
			Students Attendance Calculation
			Mentoring on C/SP Projects

6	March 23	I	Group Discussions
		II	Ethnic Melas- Extra-curricular activity
		III	JAM sessions
		IV	Virtual class
7	April 23	V	Slip tests and oral assignments
		I	Clean and Green Activity
		II	Feedback from Students
		III	Paper presentation in seminars workshops
8	May 23	IV	Preparation of Learning Material for all the students
		V	Remedial Classes For slow learners
			Celebration of Shakespeare's Day (April 23)
			Clean and Green Activity
9	June 23	I	Preparation to News Reading on FAS
		II	National Science Day
		III	Career counselling on Job opportunities
		IV	Engaging study hours
10	July 23	V	Clean and Green Activity
		I	Invited talk / Guest Lecture
		II	Assisting
		III	Students Seminars
11	August 23	IV	Remedial Classes For slow learners
		V	Clean and Green Activity
		I	Virtual class
		II	Update and maintain database of exam papers
12	September 23	III	Optimum usage of library by staff and students
		IV	Counselling for latecomers
		V	Clean and Green Activity
		I	PG Entrance Coaching
13	October 23	II	Preparation of e-content
		III	Engagement of study hours
		IV	Remedial Classes For slow learners
		V	Clean and Green Activity
14	November 23	I	III Year Internship - IJC Monitoring Work
		II	Sem-End Exam Investigation Duty
		III	I Year I Sem Admission Duty Work
		IV	Remedial Classes For slow learners
15	December 23	V	College Day Celebration and academic completions
			Clean and Green Activity

Signature of the Head

Signature of the Coordinator, IQAC

Signature of the Principal

December-2022

The department of English met at 5:02 pm on 2.12.2022 in the department under the chairmanship of Ms. G. Soni, Head of the department. The following resolutions were made by discussion.

Members Present:

Ms. G. Soni
Smt. S. Vijaya Lakshmi

~~G. S. Soni~~
~~S. Vijaya Lakshmi~~

1. It is resolved to collect data for NAAC-Accreditation and AQR 2021-22 by the second week of December-2022 of the allotted criterion.

2. It is resolved to arrange a guest lecture on 'Competitive English' in the 3rd week of January as the resource person is willing to engage on the mentioned duration (3rd & last week of January-2023).

3. It is resolved to distribute the certificates of short term training for students of UBlock and the presentations in the 1st week of December-22.

4. It is resolved to discuss old question papers with students to note the important questions and to analyse the language and grammar components are being tested in the term-end exams.

5. It is resolved to hold a one-day webinar on 'Gender Discrimination' in collaboration with the women empowerment cell of the college in the second week of December-2022. The Resource person should be a woman advocate.

6. It is resolved to attend a five day TOT on HOTS on content delivery & Assessment on skill courses by one of the members of the department in the first week of December-2022.

7. It is resolved to announce the syllabus of IInd year the first & second year students to be commenced from 14.12.2022.

8. It is resolved to conduct assignments for students by the end of the first week of Dec-2022.

9. It is resolved to initiate action towards preparation of College magazine - 2023.

10. It is resolved to adopt student-based learning strategies - Group study, Pair work and role play and JAM sessions.

11. It is resolved to take up SSC subject HOTS for all the first year students and the department is going to engage classes for I sem students & all classes.

12. It is resolved to conduct communicative activities for effective teaching-learning transaction.

DR

PRINCIPAL

GOVERNMENT DISTRICT COLLEGE
RAVULAPALEM

January-2023

04-1-2023

The department of English met at 4:30 PM on 04-01-2023 in the department under the Chairmanship of Mr. G. Soni, Head of the department. The following resolutions were made by discussion.

Members Present,

Mr. G. Soni

Smt. S. Vijayalakshmi

S. Jayaraman

1. It is resolved to participate in three days training programme on Internships and LMS to be held at NRE, Rajahmundry from 23.01.2023 to 25.01.2023 by Mr. G. Soni and the department for three days shall be scheduled to the last week and study hours may be allotted.

2. It is resolved to request Smt. S. Vijayalakshmi to render her services to Literary and Cultural Committee in view of Sankranti-Sambharalu to be held from 7-01-2023 for all the students.

3. It is resolved to conduct Sketch Board in the college Campus in collaboration with NSS unit on 7/1/2023.

4. It is resolved to conduct Short-term Internship Evaluation for II Bcom(S) students in the 8th Sem Digital Form.

5. It is resolved to submit AND upload AISHE-2021-22 data in AISHE Portal by 5th Jan 2023 by obtaining information from office and department as well as coordinated for AISHE.

6. It is resolved to identify the slow learners of all classes based on the ISI MID marks and extra classes may be allotted by the department.

7. It is resolved to upload classes on CTIS regularly without fail.

8. It is resolved to expedite completion of syllabus for all the classes within the stipulated time.

9. It is resolved to prepare an action plan for advanced learners of all classes. A reading club must be initiated by visiting library everyday.

10. It is resolved to collaborate with other science departments for student field trips.

11. It is resolved to obtain feedback from students by the 3rd week of Jan-2023.

12. It is resolved to postpone English week celebrations to the 1st week of February along with the celebration of International Mother Language Day.

J.R. S.

PRINCIPAL

GOVERNMENT DEPARTMENT
RAJAHMUNDRY

February-2023

13.02.2023

The department of English met at 4:00 pm on 13-02-2023 in the department under the Chairmanship of Mr. G. Soni, Head of the department and the following resolutions were made by discussion.

Members Present:

Mr. G. Soni

Smt. S. Vijaya Lakshmi - Vice-Chair

~~G. Soni~~ 13/2/23

1. It is resolved to review the minutes of the previous meeting held on 04.1.2023

2. It is resolved to conduct competition on Poster Making / Presentation for all the students in view of the International Mother Language Day-2023 on the 28th Feb 2023 in Capacity Building room 300 pm onwards.

3. It is resolved to send a circular to all the students / classes for information of Poster Making / Presentation competition and Smt. S. Vijaya Lakshmi is being asked to conduct the event.

4. It is resolved to celebrate International Mother Language Day-2023 on 21-02-23 besides arranging a guest lecture cum an interactive workshop for all the students.

5. It is resolved to prepare an invitation letter to the Resource person of the occasion of IMKD-2023 and Dr. B. Ajeesh Babu, Head of the department of English, GDC, Mandapeta has given his consent to attend to the event to be held on 21-02-2023.

6. It is resolved to request the Principled of GDC, Mandapeta to request Dr. B. Ajeesh Babu, Head of the dept of English as a Resource person for the workshop to be held on 21-02-2023 on the occasion of International Mother Language Day-2023.

7. It is resolved to finalise the title of the lecture - "Cultural and linguistic diversity, fostering multilingualism and the preservation of Mother Languages in India" as suggested by the Resource person.

8. It is resolved to distribute the prizes to the students who will win in the Poster Making / Presentation Competition to be held on 28th Feb 2023 on the occasion of International Mother Language Day-2023.

9. It is resolved to update the registers/files of the department for the next team Gap Analysis of UGC to be held soon.

10. It is resolved to update CIA Register & I of U semester of the Academic year 2022-23.


Principal