

GDC  
RAYACHOTY  
MINUTES BOOK .

Dept of English

G.D.C Rayachoty

Department of English.

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Date:- 03-08-2018

Minutes of Meeting

1) Discussed about Syllabus to conduct Internal Examinations.

2) To inform students to attend class regularly.

3) To prepare list of students based on performance.

4) To encourage students to participate in debates.

R.P. Ganes

G.D.C Rayachoty

Department of English

3

Date :- 05/09/2019

Minutes of Meeting

1) Discussed about the Syllabus Coverage.

2) Syllabus updation and Syllabus Coverage.

3) Students attendance.

T. Binene

G.D.C

Layachoty

Department of English

5

Date: - 02/08/2019

Minutes of meeting

- 1) Discussed about admissions for 1<sup>st</sup> year.
- 2) Discussed about cluster papers for 3<sup>rd</sup> year students.
- 3) Discussed about Syllabus Coverage.
- 4) Preparing students for Internal Examination after 50% Syllabus to be covered.
- 5) Department files to be updated regularly because NAAC is completed, in this academic year. we got 'C' grade. For next cycle we need better improvement.

R. P. S. S. S.

G.D.C Rayachoty

Department of English

7  
Date:- 22/09/2019

Minutes of meeting

1) The Department of English has conducted meeting regarding to conduct classes according to Semester wise time table for ODD (I/III/IV) Semesters.

2) The department has discussed regarding Syllabus, model of question papers, Mid term 1, mid term 2 Explanation according to yogi Vemana University Academic Calendars.

3) The Department has discussed how to prepare Study materials and distributed to students.

4) The Department has discussed to finish Syllabus as per the yogi Vemana University Kadapa Academic Calendars.

T. Panasa

Minutes of meeting

1) Discussed about OOD Semester end examination results.

2) What Analysis to be implemented to improve results.

3) Department must Support to IQAC.

4) Files to be updated.

5) Department Activities to be Conducted.

6) Follow the classes according to Semester wise time table for even Semester (II/IV/VI)

7) The department has discussed how to prepare study materials and distributed to Students.

8) The department has discussed regarding Syllabus, model of Q.p, Mid term 1, mid term 2 Examination according to VU Academic Calender

T.V. Binsina.

Date: - 18/01/2020

Minutes of meeting

1) To be conducted Seminar

2) To be conducted Group discussion

3) To be implement Certificate Course

4) To provide documents related to ARAR and Academic Audit from the department level.

W. B. Suresh

Minutes of meeting

- 1) The Department of English has conducted online meeting regarding to conduct online classes due to COVID-2019.
- 2) The department has planned to teach online mode in zoom meeting application (mobile app).
- 3) Semester wise time table will be shared through what'sapp group. According to time table the classes will be conducted through online.
- 4) Regarding syllabus, Model of question papers, mid term-1, mid term-2 examination should be submitted through e-mails.
- 5) The materials should be prepared in pdf format and forwarded through e-mail, or whatsapp.
- 6) Admissions are obtained through online mode that is OAMDC.
- 7) All the classes must be upload in Blackboard.

S. Ramana

Minutes of meeting

- 1) Admissions are completed in the month of December 2020.
- 2) Class work will be begin in the month of Jan 2021 for 1<sup>st</sup> year students.
- 3) Class will be conducted through Online mode (virtual)
- 4) Syllabus should be finished in a stipulated time.
- 5) Strictly follow the college time table to take regular classes.
- 6) Mid term, Assignments should be sent through e-mail or what's app groups.
- 7) Planned to conduct Seminars through Online

T. Ramesh

Minutes of meeting

- 1) The department of English has conducted meeting to conduct classes, according to time table.
- 2) As per the instruction of the principal writing the teaching diary, teaching plan and Annual Curriculum plan to be maintained in the department.
- 3) The department has discussed regarding syllabus, model question papers, mid term-1, mid term-2 Examination for ODS Semesters (I/II/IV)
- 4) Discussed to finish the syllabus as per university schedule.
- 5) Follow the SOP Given by the APCCE, Vijayawada

V. B. Manoj

GOC

Rayachoty

Department of English

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Date: - 29/11/2021

Minutes of Meeting

All the faculty of the English in the Department and made the following resolutions.

- 1) Inform the students attend the classes regularly.
- 2) Find Out slow learners in the class.
- 3) Remedial classes should be conducted who are failed in English Subject.

R. Ramana

GDC Rapachoty

Department of English 21

Date :- 13/12/2021

Minutes of meeting

- 1) Discuss about the Syllabus Coverage.
- 2) Department files to be updated.
- 3) Department Support to IQAC
- 4) Department Activities to be Conducted.

T. S. S. S.

Minutes of meeting

All the faculty of English in the department and made the following restrictions.

1) To discuss about student study projects to be allotted to students.

2) Motivate the students to complete CISCO Certificate course income.

3) Alert all the students to attend classes regularly and concentrate on results.

4) To conduct extra classes for late admission students.

R. Ramana

GDC Rayachoty

Department of English

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Date:- 10/02/2022

Minutes of Meeting

1) Coverage of the Syllabus.

2) To Complete the evaluation of 1<sup>st</sup> mid term exam and Submit to the principal

T. Banerjee

Minutes of meeting

1) To provide necessary instructions to students regarding examinations preparation.

2) Department files to update

3) To conduct Quiz, Assignments, Students projects to students.

4) To provide documents related to AQAR and Academic Audit from the department level

DV Ramani

Minutes of Meeting

- 1) To Conduct Community Service project for students in Summer vacation.
- 2) To Complete valuation of Internal exams and Submit marks to Office.
- 3) To Conduct Bridge Course for newly admitted students from 31.10.2022 to 05-11-2022

V. Panaris

Minutes of meeting

- 1) To Complete required syllabus for conducting mid term examination.
- 2) Prepare Study materials and forward to students for internal exam preparation.
- 3) To update marks registers as per the last results.
- 4) Community Service projects evaluation to be completed and submit report.

Minutes of meeting

1) Faculty should participate in all activities of Azadi ka Amrit Mahotsav Activity.

2) Faculty should take theory and practical classes in extra hours, if required to complete syllabus for external examinations.

3) To conduct remedial coaching for slow learners and supplementary students.

4) To complete MID-I (CIA) evaluation and posting of marks

Pr. Sengupta

Minutes of meeting

- 1) Registering and guiding students in DAMDC online admissions.
- 2) Faculty should effectively work to discharge DAMDC HLC services.
- 3) Faculty should register and use FRs App.
- 4) Faculty should encourage students to prepare well for external examination to score good marks.
- 5) To evaluate MDD-II exam papers and posting of marks.
- 6) To attend examination duties as per the schedule

TV Ranana

Minutes of meeting

1) To finalize I year admissions including spot admission and deletion of admission in ADMDC if any.

2) To conduct extra classes for I year students who were joined in phase III.

Prabonara

GDC Rayachoty

Department of English

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Date :- 06/01/2023

Minutes of meeting

1) Prepare Department level files to submit of IQAC

2) To Conduct MID-1 examination as per schedule

3) Complete Syllabus for Semester end exams

4) Inform all students to attend classes regularly  
to gain attendance percentage

S. Ramana

Minutes of Meeting

- 1) To Complete MID - II exams and evaluation and posting of marks.
- 2) To Conduct remedial Coaching for slow learners and Supplementary Students.
- 3) Prepare Study materials and forwarded to Students for examinations.
- 4) Alert Students to attend classes regularly and Concentrate on results.
- 5) Department files update for NAAC.
- 6) To Conduct Quizzes, Assignments, Study projects to Students.
- 7) To Conduct Community Service project as well as Short term internship for I, II year students in Summer Vacation.
- 8) Update I-Map App and mapping the allotted Students to industry.
- 9) To prepare department level files to submit for IQAC.

V. Ramana