

Meeting - 1

Dt : 20-6-2018

The departmental staff meeting is held on 20-6-2018 at 4:30 PM at the Dept. of Chemistry, Sri D. Adinarayana, Lect. in charge is presided over the meeting. The following agenda is made and resolutions are passed.

Members present:

1. Sri D. Adinarayana, Lect. in charge - ~~Adinarayana~~
2. Sri P.V. Satyanarayana, Lecturer (CF) - ~~Satyanarayana~~

Agenda:

- 1) Appointment of Guest Faculty (two)
- 2) Distribution of workload among staff. (24 class work)

Resolutions: i) The following candidates are appointed as Guest faculty as per instruction and permission given by the principal.

- 1) Sri T. Chandrasekhar - GF
- 2) Smt B. Parvathi - GF

ii) class work and workload is distributed among staff as follows.

	Theory	Practicals	Total hrs
1) Sri D. Adinarayana Lect. in charge Adinarayana	III MPC (P-V) (03) P-VI (03) III CBZ, BHC - P-V (03)	III CBZ (P-V), III CBZ (P-VI) III MPC (P-V, VI), III BHC (P-VI) I MPC, I CBZ, II BHC	09 (T) 24 (P) <u>33 h</u>
2) Sri P.V. Satyanarayana Lecturer - CF Satyanarayana	III CBZ (P-VI) (03)	II CBZ, I MPC, I MPC III MPC (P-V, VI), III CBZ (P-VI)	03 (T) 18 (P) <u>21 h</u>
3) Sri T. Chandrasekhar Lecturer - GF T. Chandrasekhar	I MPC (04) I CBZ, BHC (04) III BHC (P-VI) (03)	II CBZ, II MPC, I BHC, III CBZ (P-V) III MPC (P-V, VI) III BHC (P-V)	11 (T) 21 (P) <u>32 h</u>
4) Smt B. Parvathi Lecturer - GF B. Parvathi Parvathi Lect. in charge	II CBZ (04) II BHC (04) II MPC (04)	I CBZ, I MPC II MPC, II CBZ II BHC	12 (T) 15 (P) <u>27 h</u>

Meeting - 2

DT. 01-08-2018

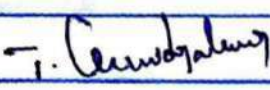
The departmental staff meeting is held on 01-08-2018 at 4 PM in the Dept. of Chemistry, Sri D. Adinarayana, incharge of the Dept. is in the chair and reviewed academic issues and unanimously resolved here under mentioned.

Reviews: i) Coverage of Syllabus (Theory + practicals) - found satisfactory.

Resolutions:

- ii) plan to conduct Mid-Term-I examinations
- iii) plan to conduct Remedial classes for backward (slow learners) students - Lecturer wise.
- iv) plan to conduct Guest lectures.

Members present:

1. Sri D. Adinarayana
Deet. incharge 
2. Sri P.V. Satyanarayana
Lecturer - C.F 
3. Sri T. Chandrasekhar
Lecturer - GF 
4. Smt. B. Parvathi
Lecturer - GF 

Dt. 04-9-2018

The Departmental Staff meeting is held on 4-9-2018 at 4.30 PM in the Dept. of Chemistry, Sri D. Adinarayana, in charge of the Dept. is in the chair and reviewed academic departmental issues and unanimously resolved here under mentioned.

Reviews: (i) Coverage of Syllabus so far - found satisfactory
(ii) Postponement of Guest lectures -

Resolutions: (i) plan to conduct Mid-Term-II Examinations
(ii) To complete practicals before the end of this month

(iii) Assignment work to the students

(iv) Supply of study material to slow learners

(v) Analysis of model Question papers

(vi) To complete Theory syllabus on or before Sept 30, 2018.

Members present:

1) Sri D. Adinarayana
Lect. in charge



2) Sri P.V. Satyanarayana
Lecturer - C.F



3) Sri T. Chandrasekhar
Lecturer - G.F

- T. Chandrasekhar

4) Smt. B. Parvathi.
Lecturer - G.F

B. Parvathi

Dt: 22-11-2018

The departmental staff meeting is held on 22-11-2018 at 3.30 pm in the department of chemistry, Sri D. Adinarayana, incharge of the Dept. is in the chair. The following agenda is made and resolutions are passed. Members are present:

- i) Sri D. Adinarayana, Lect. incharge -
- ii) Sri P.V. Satyanarayana, Lecturer (CF) -

Agenda i) Appointment of Guest faculty (02) for Sem-II, IV, VI
 ii) Distribution of work-load among staff.
 (7 class work)

Resolutions: i) The following candidates are appointed as Guest faculty for Semester-II, IV and VI only as per instructions given by the Principal.
 [ie) pure temporarily, based on honourarium]

i) Sri T. Chandrasekhar - G.F
 (from 15-11-2018)

ii) Smt P. Rajini Kumari - G.F (from 27-11-2018)

ii) class work and work load are distributed among staff members for Sem-II, IV & VI as follows.

<u>Name of the Staff</u>	<u>Theory</u>	<u>Practicals</u>	<u>Total hours per week</u>
1. Sri D. Adinarayana Lect. incharge	(cluster electives)	III BHC (VII B) - 03h	6 (T)
	{ Paper-VIII C ₁ (03h)	III CS2 (VII B) - 03h	
	- VIII C ₂ (03h)	VIII C ₃ - 03h	18 (P)
		II MPC - 03h	24h
		II CS2 - 03h	
		I BHC - 03h	

<u>Name</u>	<u>Theory</u>	<u>practicals</u>	<u>Total hours per week</u>
2. Sri P.V. Satyanarayana Lecturer - C.F.	III CBZ, BHC (VII B) - 03h II MPC VII (B) - 01h	II MPC - 03h II CBZ - 03h III ^{MPC} (VII B) - 3h I CBZ - 03h I MPC - 03h II BHC - 03h	04 (T) 18 (P) <u>22 h</u> 22 h
3. Sri T. Chandrasekhar Guest faculty	I MPC - 04h II CBZ - 04h II BHC - 02h VIII G ₃ - 03h	II MPC - 01h III MPC (VII B) - 03h VIII G ₁ - 03h I MPC - 03h III CBZ (VII B) - 03h VIII G ₂ - 03h	13 (T) 16 (P) <u>29 h</u> T. Chandrasekhar
4. Smt. P. Rajini Rani Guest faculty	I CBZ, BHC - 04h II BHC - 02h II MPC - 04h VII (B) - III MPC - 02h	II MPC - 02h III MPC (VII B) - 03h I CBZ - 03h I MPC - 03h III CBZ VII B - 03h II BHC - 03h	12 (T) 17 (P) <u>29 h</u> P. Rajini Rani


Lect. in charge
Dept. of Chemistry

Dt: 7-12-18

The Dept. staff meeting is held on 7-12-18 at 4 PM in the Dept. of Chemistry, Sri D. Adinarayana, Incharge of the Dept. is in the chair and reviewed academic departmental issues and unanimously resolved here under mentioned.

Reviews: i, Coverage of syllabus so far - found satisfactory
(Theory & practicals)
ii) Assignment works to the students

Resolutions: i) plan to conduct student seminars
ii) plan to conduct Guest Lecturers
iii) plan to conduct Mid-Term-I Exams
iv) plan to conduct/visit Industrial visit.

Members Present:

1. Sri D. Adinarayana
Lect. Incharge



2. Sri P.V. Satyanarayana
Lecturer - C.F



3. Sri T. Chandrasekhar
Lecturer - G.F

T. Chandrasekhar

4. Smt. P. Rajini Kumari
Lecturer - G.F.

P. Rajini Kumari

Dt: 21-1-19

The Departmental staff meeting is held on 21-01-2019 at 3.30 PM in The Dept. of chemistry, Sri D. Adinarayana, Incharge of The Dept. is in the chair Reviewed academic issues and unanimously resolved hereunder mentioned.

Reviews: (i) Coverage of syllabus (Theory & practicals) - found satisfactory

(ii) Review of Assignment works to The students (Sem-II, IV, VI)

(iii) Reviewed on The university (Dr BRAU) results of Sem-I, II & V and found satisfactory as follows

	Sem - V	
% of Pass	Paper - V	85.59%
	Paper - VI	82.14%

Resolutions: (i). postponement of Guest lecture to the month of February - 2019

(ii) Unanimously resolved to purchase required chemicals & glassware for cluster elective papers.

(iii) Issue of project works to Final year students who opted VIII-C3 paper.

(iv) plan to conduct Remedial classes who failed in Sem-II & IV in 2017.

Members present:

1) Sri D. Adinarayana

2) Sri P. V. Satyanarayana

3. Sri T. Chandrasekhar

4. Smt. P. Rajinikumari




T. Chandrasekhar

P. Rajinikumari

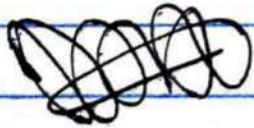
Dt: 01-02-19

The departmental staff meeting is held on 01-02-19 in the dept. of chemistry, Sri D. Adinarayana, incharge of the dept. is in the chair reviewed the following academic issues and unanimously resolved the following.

Reviews: i) Coverage of Syllabus (Both theory, practicals)
ii) Review of Assignments to the students
iii) Student Seminars

Resolutions: i) plan to Conduct Guest Lecture
ii) To Complete the entire syllabus of Sem-II, IV, VI (Both Theory & practicals) on or before 25th of February-2019
iii) plan to Conduct Industrial Visit
iv) Issue of project works to Final year (cluster) Students
v) plan to Conduct Student Seminars
vi) plan to conduct Mid-Term-II Examinations

Members present:

- 1) Sri D. Adinarayana 
2. Sri M. Balakrishna 
3. Sri P. V. Satyanarayana 
4. Sri T. Chandrasekhar 
5. Smt P. Rajini Kumari 