

2019-20 [Academic year]

Meeting - 1

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Dt: 10-06-2019

The departmental staff meeting is held on 10-06-2019 at 3 PM in the dept. of chemistry (staff room), Sri D. Adinarayana, Lect. incharge is presided over the meeting. The following agenda is made and resolutions are passed.

Agenda [for The Academic Year 2019-20, Sem-I, III, V]

- (i) Appointment of two guest faculty (purely temporary)
- (ii) Distribution of Work-load among staff
- (iii) To conduct Mid-Term examinations
- (iv) Guest lectures
- (v) Result Analysis [Sem-II, IV, VI]
- (vi) Preparation of Departmental Time-Table.

It is unanimously resolved:

- Resolutions:
- (i) Sri T. chandrasekhar is appointed as Guest faculty for semester-I, III and V only as per the instructions given by the principal, GDC, Tekkali on "Demo" basis.
 - (ii) class work and work-load for Sem-I, III and V among staff as follows.
 - (iii) To prepare Time-Table for Sem-I, III and V only.

Name of The Lecturer & Designation	Work-load & class work		
	Theory (h/wk)	Practicals (h/wk)	Total hours (per week)
(1) Sri D. Adinarayana Lect. incharge (Regular)	Paper-V: III MPC-03	P-I, CBZ-02h	10(T) + 15(P) <u>25h</u>
	III CBZ, BHC-03	P-III MPC-02h	
	Paper-III: II MPC-04	P-III, BHC-03h	
		P-V, MPC-02h	
		P-V, CBZ-02h	
		P-VI: CBZ-03h	
		P-VI, MPC-01h	

<u>Name and designation of The Lecturer</u>	<u>Theory (h/wk)</u>	<u>practical h/wk</u>	<u>Total hours per Week</u>
(2) Sri M. Balakrishna Lecturer. (Regular)	P-VI, MPC - 03h P-I, MPC - 04h	P-I, MPC - 03h P-III, MPC - 02h P-V, MPC - 03h P-VI, CBZ - 03h P-VI, BHC - 03h P-V, BHC - 03h P-VI, MPC - 03h	07(T) + 20(P) <u>27h</u>
(3) Sri P.V. Satyanarayana Lecturer (CF)	P-VI, BHC - 03h	P-I, MPC - 02h CBZ - 03h BHC - 3h P-III, MPC - 02h CBZ - 03h P-V, MPC - 03h P-VI, BHC - 03h MPC - 03h	3(T) + 22(P) <u>25h</u>
(4) Sri T. Chandrasekhar Lecturer - (Guest faculty)	P-VI, CBZ - 03h P-III, CBZ - 04h BHC - 04h P-I, BHC - 04h	P-I, MPC - 02h CBZ - 02h P-III, CBZ - 02h P-V, CBZ - 03h P-VI MPC - 02h P-V, BHC - 03h	15(T) + 14(P) <u>29h</u>

Members present:

1. D. Adinarayana
Lect. in charge (R)
2. M. Balakrishna
Lecturer (R)
3. P.V. Satyanarayana
Lecturer (CF)







Dt: -07-2019

The departmental staff meeting is held on -07-2019 at 4 PM in the staff room, Dept. of Chemistry, Sri D. Adinarayana, incharge of The Dept is in the chair reviewed academic issues and unanimously resolved here under mentioned.

Reviews: (i) Coverage of Syllabus - Both Theory and practicals found satisfactory

(ii) Sem-II, IV, VI - University Examinations -

Results analysed - found Satisfactory

(iii) - utilization of virtual class rooms - Not utilized (due to Renovation of V.C)

Resolutions: (i) plan to conduct Guest lectures

(ii) plan to conduct Mid-Term-I Examinations

(iii) plan to conduct Remedial classes who failed in Sem-II, IV and VI (2019).

(iv) plan to conduct Student Seminars

(v) plan to give Assignments to the students

(vi) utilization of Virtual class rooms.

* (vii) It is unanimously resolved to appoint

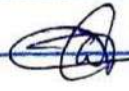
Smt P. Usharani as Guest faculty as per the

instructions given by The principal, GDC, Tekkali and

Through "Demo" class from 01-08-2019.

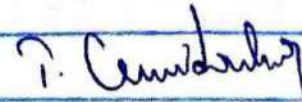
Work load per week allotted to her: Paper-I, CBZ - (04h)

Members present:

① Sri D. Adinarayana - 
Lect. incharge (R)

② Sri M. Balakrishna
Lecturer (R) - 

③ Sri P.V. Satyanarayana
Lecturer (CF) - 

④ Sri T. Chandrasekhar
Lecturer (GF) - 

Dt: 16-09-2019

The Dept. staff meeting conducted on 16-09-2019 at 4pm in the Staff room, Dept. of Chemistry, Sri D. Adinarayana, incharge of the Dept. is in the chair. Reviewed academic matters and unanimously resolved hereunder mentioned.

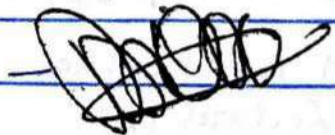
Reviews:

- (i) Coverage of Syllabus - Both theory and practical
- (ii) Review on Remedial classes - found satisfactory
- (iii) Review on Assignment work to the students.
- (iv) student seminars

Resolutions: It is unanimously resolved that

- (i) plan to conduct Mid-term-II Examinations
- (ii) plan to conduct Guest lecture
- (iii) To complete syllabus of Sem-I, II, V on or before 25-09-2019.
- (iv) To utilize virtual class rooms (power point presentations)
- (v) plan to conduct student seminars.

Members present:

- (i) Sri D. Adinarayana 
Lect. incharge (R)
- (ii) Sri M. Balakrishna 
Lecturer (R)
- (iii) Sri P.V. Satyanarayana 
Lecturer (GF)
- (iv) Sri T. Chandrasekhar 
Lecturer (GF)
- (v) Smt P. Usha Rani 
Lecturer (GF)

DT : 08-11-2019

The departmental staff meeting is held on 08-11-2019 at 4PM in the staff room, Dept. of chemistry, Sri D. Adinarayana Lect. incharge is presided over the meeting. The following Agenda is made and Resolutions are passed.

Agenda: [For The Academic year 2019-20 - Sem-II, IV and VI]

- (i) Appointment of one Guest faculty
- (ii) Preparation of departmental time-table
- (iii) Distribution of work-load among staff
- (iv) To conduct Mid-Term Examinations
- (v) Guest lectures
- (vi) Result Analysis of Sem-I, III & V and Taking Remedial classes for failed students
- (vii) plan to conduct student seminars
- (viii) Field Trips
- (ix) project works to the students.
- (x) plan to organise and run a 'Certificate Course'

Resolutions: It is unanimously resolved

- i, Sri T. Chandrasekhar is appointed as Guest faculty for Sem-II, IV and VI only as per the instructions given by the principal, GDC, Tekkali on "Demo" basis.
- ii) To prepare Departmental time-table for Sem-II, IV and VI
- iii) To distribute work-load per week and class work for sem-II, IV and VI among staff as follows.

<u>Name of the faculty & Designation:</u>	<u>Theory (hours/week)</u>	<u>Practicals (h/Week)</u>	<u>Total hours per week</u>
① Sri D. Adinarayana Lect. incharge (Regular)	paper-II: ICBZ } - 04h BHC }	VIII-C3 - 2h	7(T) + 14(P) = <u>21 h</u>
		I MPC - 2h	
	paper-VIII C1 (cluster elective)	III C2 - 2h	
		VII B	
		III MPC - 2h	
		VII B	
		I C2 - 2h	
		II MPC - 2h	
		VIII C. - 2h	

Name of the faculty & Designation	Theory h/week	Practicals h/week	Total hours per Week
② Sri M. Balakrishna Lect. in chemistry (Regular)	P-II: IMPC-04 VIII-C ₂ : -03 (cluster)	IMPC - 2h <u>III CBZ</u> - 2h VII B II CBZ - 2h I CBZ - 2h VIII-C ₂ - 2h II MPC - 2h VIII-C ₁ - 2h	7(T) + 14(P) = <u>21h</u>

③ Sri P.V. Satyanarayana Lect. in chemistry (CF)	VII(A) - II MPC-03 III CBZ - 03 BHC	IMPC - 2h IBHC - 2h <u>III CBZ</u> - 2h VII B II CBZ - 2h <u>III BHC</u> - 2h VII B VIII-C ₁ - 2h	6(T) + 12(P) = <u>18h</u>
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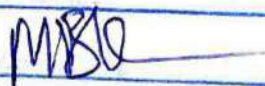
④ Sri T. Chandrasekhar Lect. in chemistry Guest faculty	P-IV: II MPC-04 II CBZ-04 II BHC-04 VIII-C ₃ - 03	VIII-C ₃ - 2h <u>III MPC</u> - 2h VII B <u>III BHC</u> - 2h VII A II BHC - 2h I CBZ - 2h II MPC - 2h	15(T) + 12P = <u>27h</u>
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Members present:

① Sri D. Adinarayana
Lect. in chemistry (Incharge)

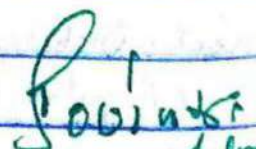
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② Sri M. Balakrishna
Lect. in chemistry

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③ Sri P.V. Satyanarayana
Lect. in chemistry

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4/2/2020

Dt: 27 -12-2019

The Departmental Review meeting is held on 27-12-2019 at 4 PM in the staff room, Dept. of Chemistry, Sri D. Adinarayana, incharge is in the chair. Reviewed academic issues and unanimously resolved hereunder mentioned.

- Reviews:
- (i) Result Analysis of Sem-V (paper-V & VI) of Dr BRAU, Srikakulam Examinations Oct-2019 - Found satisfactory
 - (ii) Coverage of syllabus - Found satisfactory
 - (iii) Conducting practicals - (As per time-table) - found satisfactory

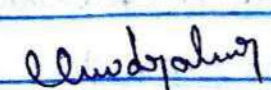
- Resolutions:
- (i) plan to conduct Guest Lectures
 - (ii) plan to conduct Mid-Term Examinations
 - (iii) To utilize virtual class rooms (power point presentations etc.)
 - (iv) plan to give Assignment works to the students
 - (v) plan to conduct Remedial classes
 - (vi) plan to cover syllabus as per Academic calendar given by Dr BRAU, Etcherla, Srikakulam
 - (vii) plan to visit industry (pharmaceutical)

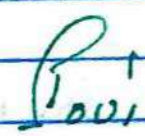
Members present:

① Sri D. Adinarayana - 
Lect. in chemistry (R)

② Sri M. Balakrishna - 
Lect. in chemistry (R)

③ Sri P.V. Satyanarayana - 
Lect. in chemistry (CF)

④ Sri J. Chandrasekhar - 
Lect. in chemistry (GF)


P. V. S. Satyanarayana
5/1/2020