

Meeting - ①

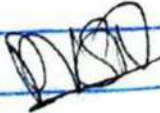
Dt: 14-04-2020

The Departmental staff meeting is held on 14-04-2020 virtually through Zoom App, Sri D. Adinarayana, Incharge of the Dept is presided over the meeting. The following Agenda is made and resolutions are passed.

- Agenda:
- i) proper usage of ICT Tools to teach the students virtually during the COVID-19 pandemic situation.
 - ii) To prepare Time-Table for Sem-II & IV students (day-wise)
 - iii) online PG CET-2020 coaching for Sem-VI interested students
 - iv) Revision of Sem-II & IV chemistry syllabus through online for University exams.

Resolution: Unanimously resolved

- i) To prepare day-wise Time Table (online) for revision of syllabus (Sem-II & IV) for COVID-19 pandemic summer and work assigned to all faculty of dept. of chemistry as follows.

<u>S.NO</u>	<u>Name of the lecturer</u>	<u>Semester taken</u>	<u>Any other Activity</u>	<u>Signature</u>
1.	Sri D. Adinarayana Lect. in chemistry	IV	PG CET coaching	
2.	Sri M. Balakrishna Lect. in chemistry	II	PG CET //	
3.	Sri P.V. Satyanarayana Lect. in chemistry	II	—	
4.	Sri T. Chandrasekhar	IV	—	T. Chandrasekhar

Members present:

- ① Sri D. Adinarayana 
- ② Sri M. Balakrishna
- ③ Sri P.V. Satyanarayana 
- ④ Sri T. Chandrasekhar

(iii) P.V.S.N - P.V. Satyanarayana, Lect. in chemistry

(iv) T.C.S - T. Chandrasekhar, Lect. in chemistry

Members present:

(1) Sri D. Adinarayana
Incharge of the Dept.



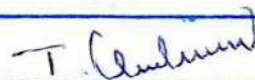
(2) Sri M. Balakrishna
Lect. in chemistry



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



(4) Sri T. Chandrasekhar
Lect. in chemistry.



Meeting-3

Dt : 02-11-2020

The Departmental staff meeting is held on 02-11-2020, AN at 3 PM in the Staff room, Dept. of Chemistry, Sri D. Adinarayana, incharge is presided over the meeting. The following Agenda is made and Resolutions are passed.

- Agenda:
- (i) To start class work on both offline as well as online mode depending upon student interest.
 - (ii) To maintain SOP's outlines various generic precautionary measures to prevent spread of COVID-19 in the college as well as in the department regarding Theory classes & practical classes (in the laboratory) as per the instructions of Govt. of A.P.; CCE, AP, Vijayawada, Dr BRAU, Etcherla and also resolutions taken in staff meeting conducted by the principal, GDC, Tekkali.
 - (iii) To prepare department wise Timetable by following College Time-table and also based on Academic calendar given by the Govt. of A.P due to COVID-19 pandemic situation.
 - (iv) Commencement of classwork as per instructions given by higher Authorities.
 - (v) To conduct Mid-Term Examinations as per Academic calendar given by the Dr BRAU, Etcherla, Srikakulam.
 - (vi) Distribution of class work among faculty (Dept. of chemistry)

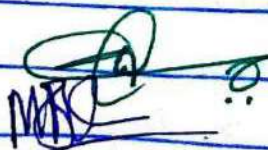
- Resolutions:
- (i) It is unanimously resolved to follow COVID-19 guidelines and SOPs in the class rooms as well as in the laboratories.
 - (ii) Resolved to commence class work & practical work as per the College & Departmental Time-Table.
 - (iii) Resolved to conduct Mid-Term Examinations in the month of December-2020 (From 04-12-2020 to 05-12-2020)

(iv) class work / papers / work-load is distributed among staff as follows.

<u>Name & Designation of the Lecturer</u>	<u>Work-load / paper allotment</u>		
	<u>Theory (h/w)</u>	<u>Practical (h/w)</u>	<u>Total hours per week</u>
① Sri D. Adinarayana Lect. in Chemistry	P-V: III MPC - 03 h IV BHC - 03 h	P-V / III MPC - 2 h P-V / III CBZ - 2 h P-VI / III MPC - 2 h P-VI / III BHC - 2 h P-III / II CBZ - 2 h	6(T) + 10(P) <u>16h</u>
② Sri M. Balakrishna Lect. in Chemistry	P-III: II MPC - 03 II CBZ - 04	P-V / III MPC - 02 P-VI / III MPC - 02 P-III / II BHC - 02 P-III / II CBZ - 02 P-III / II MPC - 02	07(T) + 10(P) <u>17h</u>
③ Sri P.V. Satyanarayana Lect. in Chemistry	P-V: III CBZ - 03 h	P-V / III MPC - 02 P-V / III CBZ - 02 P-VI / III MPC - 02 P-VI / III CBZ - 02 P-III / II MPC - 02 P-III / II CBZ - 02	03(T) + 12(P) <u>15h</u>
④ Sri T. Chandrasekhar:	P-VI: III MPC - 03 III CBZ - 03 III BHC - 03 P-III: II BHC - 04 II MPC - 01	P-V / III BHC - 02 P-VI / III CBZ - 02 P-III / II MPC - 02	14(T) + 6(P) <u>20h</u>

Members present:

- ① Sri D. Adinarayana
- ② Sri M. Balakrishna
- ③ Sri P.V. Satyanarayana
- ④ Sri T. Chandrasekhar




T. Chandrasekhar

Meeting-4

Dt 01-02-2021

The Departmental staff meeting is held on 01-02-2021 at 4:30 PM in the department, Sri D. Adinarayane, incharge is presided over the meeting. The following agenda is made and resolutions passed Unanimously.

- Agenda:
- (i) To revise departmental timetable, work-load for Sem-I, Sem-III and Sem-V students.
 - (ii) Commencement of class work for newly admitting 1st year (Sem-I) students as per instructions
 - (iii) Distribution of class work among faculty
 - (iv) To complete Sem-III & V syllabus (both Theory & practicals) as per the Academic calendar given by DR BRAU, Srikakulam
 - (v) To conduct Quiz programme collaborating with Dept. of physics & Computer Science
 - (vi) To celebrate National Science Day, Feb-28th Collaboration with Dept. of Physics.
 - (vii) To use ICT based Teaching learning process for the students
 - (ix) To conduct student seminars
 - (x) To encourage the students for study projects.

Resolutions:

- Unanimously resolved to conduct Quiz programme collaborating Dept. of physics and also to celebrate National Science day, 28th February 2021.
- Unanimously resolved to distribute class work for Sem-I, III & V from 4th Feb-2021 as per workload and new timetable approved by the principal.
- Resolved to avail ICT based Teaching i.e., Digital class rooms, V.C etc.

→ class work / work load / paper work is distributed among staff as follows.

S. NO	Name and designation of the lecturer	Work-load / Week		Total hours / week
		Theory	practicals	
1)	Sri D. Adinarayana lect. in charge of the Dept.	III MPC (P-V) - 3h III BHC (P-V) - 3h ICBZ (P-I) - 3h	ICBZ, IBHC, IMCAC, II MPC, II BHC, II CBZ, III MPC (P-V), III MPC (P-VI), III CBZ (P-VI)	$9(T) + 18(P)$ <u>27h</u>
2)	Sri M. Balakrishna lect. in chemistry	IMPC - 4h II MPC - 4h II CBZ, BHC - 3h	IMPC, II MPC, II CBZ, III MPC (P-VI), IBHC, III CBZ (P-VI)	$11(T) + 12(P)$ <u>23h</u>
3)	Sri P.V. Satyanarayana lect. in chemistry (CF)	III CBZ (P-V) - 3h IMCAC - 4h	ICBZ, IMPC, Analytical-I, II CBZ, III MPC (P-V), III MPC (P-VI), III CBZ (P-V)	$7(T) + 14(P)$ <u>21h</u>
4)	Sri T. Chandrasekhar lect. in chemistry (GF)	Analytical-I - 4h III MPC (P-VI) - 3h III CBZ, BHC (P-VI) - 3h ICBZ - 1h IBHC - 4h II CBZ, BHC - 1h	II MPC, III MPC (P-V), III BHC (P-VI), III CBZ (P-VI), III BHC (P-V)	$16(T) + 10(P)$ <u>26h</u>

Members present.

- ① Sri D. Adinarayana
- ② Sri M. Balakrishna
- ③ Sri P.V. Satyanarayana
- ④ Sri T. Chandrasekhar




 T. Chandrasekhar

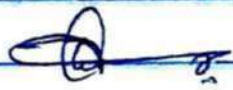
Dt: 30-05-2021

The Departmental staff meeting is held on 30-05-2021 at 11AM Through Google Meet (online mode), Sri D. Adinarayana, incharge of the Dept is presided over the meeting. The following agenda is made and resolutions passed unanimously.

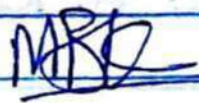
- Agenda: (i) Revision of syllabus Through online up to Dr BRAU examinations schedule.
- (ii) To conduct World Environment day (June 5th) ^(organize) through online mode (Google Meet)
- (iii) plan to conduct online practicals.
- Unanimously resolved to revise syllabus in time and to conduct (organize) world Environment days.

Members present:

1) Sri D. Adinarayana



2) Sri M. Balakrishna



3) Sri P.V. Satyanarayana



4) Sri T. Chandrashekar

T. Chandrahar

Dt: 01.07.2021

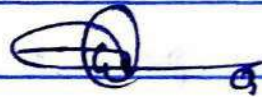
The Departmental Staff meeting is held on 01/07/2021 at 4 PM in the Department, Sri D. Adinarayana, incharge is presided over the meeting. The following agenda is made and resolutions passed unanimously.

- Agenda: (i) To conduct online pre-final Examinations for Sem-I, IV and VI.
(ii) Plan to conduct online student seminars.
(iii) Plan to conduct online practicals as per syllabus by using Virtual labs, Simulations.

Unanimously resolved to conduct all the above mentioned activities.

Members present:

1) Sri D. Adinarayana



2) Sri M. Balakrishna



3) Sri P.V. Satyanarayana



4) Sri T. Chandrasekhar

T. Chandrasekhar