

**GOVERNMENT DEGREE COLLEGE
TEKKALI**

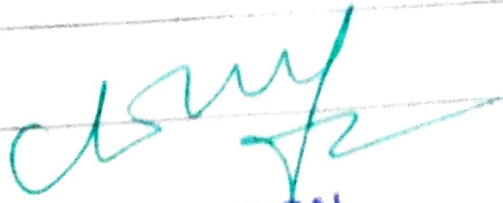
DEPARTMENT OF ENGLISH

**DEPARTMENTAL MINUTES
REGISTER**

25.7.15

Teaching staff-members of the department of English met today and discussed the academic matters, time-table, coverage of syllabus and work allotment and approved the following issues.

- 1) Approved the time-table for the academic year 2015-16
- 2) Revised the syllabus in the academic year
- 3) Approved the work-allotment, class wise for each lecturer.
- 4) Decided to conduct unit-test-exams in the month of September and to follow the academic calendar issued by Dr. B.A.U, Sri Kanyakulam.


PRINCIPAL
GOVT. DEGREE COLLEGE
TEKKALI-532 201

P. Ramakrishna.

K. 

16.8.15

All the teaching staff - members of the department of English met today and discussed the syllabus coverage, internal assessment and approved the work load.

Decided to make awareness to the students for buying dictionaries.

- Decided to encourage the students to read and follow everyday newspaper

P. Dhanu

~~K. S. J.~~

CSM

GOVT. DEGREE COLLEGE
TEKKALI-532 201

25.10.15.

All the staff members of the department of English met today and discussed the following items as follows.

- 1) Decided to conduct quiz competition among the students on the topic literature as general English.
- 2) Decided to conduct Seminar on Asian English literature.
- 3) Decided to provide material to the poor students.



P. Rama

K. 

PRINCIPAL
GOVT. DEGREE COLLEGE
TEKKALI-532 201

2 - 11-15

All the staff - members of the department in English attended the meeting in principal's room and the following resolutions are passed relating to improve the skills among the students.

Decided to provide English news paper and magazines relating to improve communication skills among the students.

Decided to motivate the students to join the O.K. special programmes.

Decided to supply the material for the coverage of syllabus.

Decided to motivate the students to participate in the seminars.

20th / 12 / 15

All the staff - members of the department of English met to day in the principal's chamber and following resolution are taken up for the smooth running of academic year.

Resolves to Conduct - Practice to the first year students.

- Resolves to Submit new English records to the department of English.

- Resolved to give a good guidance for the students to securing good results in their final examinations.

— PRINCIPAL

GOVT. DEGREE COLLEGE

TEKKALI-532 201

P. Ann

K. - [Signature]

sep

A department meeting held in the department of English to discuss the activities to be ~~con~~ carried out.

1. It is resolved to conduct student seminars
2. Discussed about the coverage of syllabus.
3. Issue of books from the students from the departmental library.

dis

Sep - Oct

A department meeting convened in the department of English by K. Mounika incharge of Dept. of Eng to discuss the departmental activities that are to be conducted and following resolutions are taken.

⇒ Discussion about the coverage of Syllabus

⇒ conduction of internal Exams

Nov-22

August

A Department meeting held in the Dept of English to discuss the work distribution among the lecturers and copy of the same is submitted to the principal.

Distribution of papers is as follows

I - BA	}	smt X. Mounika
I - B COM		
II - MPC / MPSC		
II - CB2 / BHC		

I - MPC / MPSC	}	smt R. Deepa kumari
I - CB2 / BHC		
II - B COM		
II - BA		

S. & L

S. C. & R.

June
05-0
13-06-2018

A Department meeting held in the Department of English to discuss the work distribution among the lecturers and copy of the same is submitted to the principal. Distribution of classes is as follows:

II-MPC/MPCS
II-CBZ/BHC
I-BCOM } Smt. K. Manika

I-MPC/MPCS
I-BA
II-BA } Sri. P. Rama Rao

I-CBZ/BHC
II-CBZ/BHC (CSS)
II-BCOM } Sri. K. Naga Raju

Signature of ~~principals~~
Lecturers

1. K. Manika

2. P. Ramarao

3. K. Nagaraju

clwy
signature of principal

July
07-07-18

A meeting was conducted in English department and discussed the following matters:

1. preparation of the Annual Academic plan.
2. To take classes as per the timetable provided.
3. conduction of unit test and mid Sem Exams.

Signature of Lecturers

1. K. Mounika
2. P. Ramarao
3. K. Nagaraju.

CSM
signature of principal

August
07-08-2018

A Department meeting held in the department of English and a new contract Lecturer smt. R. Deepakumari joined in our department on 06-08-2018 then we draw the work distribution among the Lecturers and of the same copy is submitted to the principal.

Distribution of classes is as follows:

I - BA	}	smt. K. Maunika
I - BCOM		
II - MPC/MPCS		
II - BZC/BHC		

I - MPC/MPCS	}	smt. R. Deepakumari
I - BZC/BHC		
II - BA		
II - BCOM		

Signature of Lecturers

1. K. Maunika

2. R. Deepakumari

R.D. La


signature of principal

September

07-09-2018

A department meeting held in the department of English to discuss the activities to be carried out:

1. It is resolved to conduct student Seminars
2. Discussed about the coverage of syllabus.
3. Issue of books to the students from the departmental library.
- 4.

Signature of Lecturer

1. K. Manikumar

2. R. D. La


Signature of principal

October

04-10-2018

A department meeting covered in the department of English by K. Mounika incharge of Dept. of English to discuss the departmental activities that are to be conducted and followed resolutions are taken.

=> Discussion about the coverage of Syllabus

=> conduction of internal Exams.

Signature of Lecturers

1. K. Mounika

2. R.D. 


Signature of principal

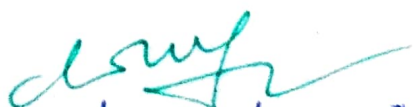
December
03-12-2018

A meeting was conducted in English department by K. Mounika Incharge of the department regarding the syllabus and class adjustment for semester II & IV. Also regarding communication and soft skills syllabus and how to motivate students for reading and develop the students interest.

Signature of Lecturers

1. K. Mounika

2. R.D. ————— La


signature of principal

January
04-01-2019

A meeting was conducted in English department by K. Mounika, Incharge of the department and discussed regarding the following:

- => completion of syllabus
- => regarding teaching diary, plan and notes
- => submission of the performance indicators at the end of each month

Signature of Lecturers

1. K. Mounika

2. R. D. ————— La


Signature of principal

February
2 - 02 - 2019

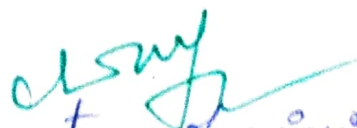
A meeting was conducted in English department by K. Mounika in the department of English and discussed on the ^{below} ~~above~~ topics :

- => regarding auditing
- => preparation records regarding auditing
- => completion and verification of personal records like diary, plan, notes etc.
- => preparation of internal & external marks registers.

Signature of Lecturers

1. K. Mounika

2. R. D. ————— La


Signature of principal

11-06-2019

A Department meeting held in the department of English to discuss the work distribution among the lecturers and copy of the same ~~distribution~~ submitted to the principal

Distribution of classes is as follows

Smt. K. Mounika → I - CBZ / BHC

I - BA

II - MPC / MPES

II - BA

Smt. R. Deepakumari → II - CBZ / BHC

II - BCOM

I - MPC / MPES

I - BCOM

Signature of Lecturers

1. K. Mounika

2. R. D. —————

Signature of principal

15-06-2019

A Departmental meeting held in the department of English to discuss about the time-table and class adjustment.

Signature of Lecturers

1. K. Moumuk

2. R. D. ———— Ha

signature of principal

08-07-19

A meeting was conducted in English department and discussed the following matters:

1. preparation of the Annual Academic plan.
2. To take classes as per the time-table provided.
3. Conduction of unit-test and mid-sem Exams.

Signature of Lecturers

1. K. Mounika

2. R. D. La

signature of principal

19-08-2019

A meeting held in the department of English to discuss the activities to be carried out:-

1. It is resolved to conduct student seminars.
2. Discussed about the coverage of syllabus.
3. Issue of books to the students from the departmental library.

Signature of Lecturers

1. K. Moumika

2. R. D. La

Signature of principal

11-09-19

A departmental meeting held in the department of English by K. Mounika in charge of Dept. of English to discuss the departmental activities that are to be conducted and followed resolution are taken.

=> Discussed about the coverage of syllabus

=> conduction of Internal Exams.

Signature of Lecturer

1. K. Mounika

2. R.D. La

signature of principal

20-11-19

A meeting was conducted in English department by K. Mounika Incharge of the department of English regarding the syllabus and class adjustment for sem-II and sem-IV. Also regarding communication and soft skills syllabus and how to motivate students for reading and develop the students interest.

Signature of Lecturers

1. K. Mounika

2. R.D. La

Signature of principal

21-12-19

A meeting was conducted in English department and discussed regarding the following:

- => regarding teaching diary, plan and notes
- => regarding departmental Registers
- => Submission of the performance indicators at the end of each month.

Signature of Lecturers

1. K. Mounika
2. R.D. ——— ha

signature of principal

A meeting was conducted in English department by K. Mounika in the department of English and discussed on the below topic.

1. Regarding coverage of syllabus
2. How to complete the remaining syllabus in time.
3. conduction of mid-sem and assignments.

Signature of Lecturer

1. K. Mounika

2. R. D. ————— La

Signature of principal

21/10/2021.

1

Departmental Meeting

The members of the department met in the department of English at 11 am. on 21.10.21 to discuss the following matters. Meeting was conducted by the Incharge of the department R. Deepa to discuss the work distribution and time table. Distribution of classes as follows.

* Distribution of workload for II sem

1. CBZ - R. Deepa
2. BHC - R. Deepa
3. MPCs - B. Jhansi Rani
4. B.A. (G) - B. Jhansi Rani
5. MPC - Karuna. K
6. B. Com - Karuna. K
7. MCAC - K. Golla
8. B.A HOP/HPT - K. Golla

* SDC - Syllabus - Journalistic Reporting for B.A class.

* Coverage of syllabus

* Individual Time table

* Follow the English Praxis Course II

* Conducting Student activities and department activities

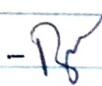
* Inspirational words

* Conducting Assignments from language skills

* Conducting mid exam for 25 marks

* Faculty participation in seminars and paper publications.

Members Present:-

1. B. Jhansi Rani -  Principal
2. Karuna. K -  
3. K. Golla. - 

Signature of Incharge
R. Deepa.

21/10/21

9/11/2021

The members of the department of English met in the department to discuss the following matter-

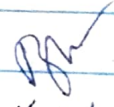
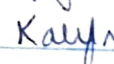
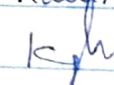
The department of English proposed to conduct guest lecture.

It is resolved to invite Sri SS. Bhaskar for a guest lecture on the topic "Letters and E-correspondence" from the V unit of II SEMESTER UG English, on 17-11-2021 at 10 a.m. in the Seminar hall, at G.D.C. Tekkali;

Incharge

R. Deepe

Member Present:

1. B. Jhanvi Rani - 
2. K. Karuna - 
3. K. Golla - 

(For use)
Principal. 09/11/2021

23/11/2021

3

The meeting of the department of English held in the department to discuss the following matter-

- ① Distribution of work load for I Semester
- ② resolved to conduct repeat Mid exam for absentees
- ③ posting of mid-exam marks into marks register
- ④ resolved to complete II Semester syllabus before 1st of December 2021.
- ⑤ collection of assignments from II Sem Students
- ⑥ distribution of human values & professional ethics among the dept members, to teach I Sem Students

Principals
Principal

Incharge

R. Deepa

Members Present

1. B. Jhansi Rani - B
2. K. Karuna - K
3. K. Golla. - K

3rd January 2022

4
The members of the department of English met in the department to discuss the following matters:-

- ① Class work for the I semester - Students
- ② Distribution of work load for both I & III semester students.
- ③ Result analysis of previous years -
- ④ Tim-table for I & III sem students
- ⑤ Identification of slow learners and conducting remedial classes -
- ⑥ Distribution of feedback & curriculum forms to students for NAAC purpose -
- ⑦ Propose to make use of library books & get the signatures from the students.
- ⑧ To celebrate national women's teachers day.

Incharge

R. Deepa.

members present:-

- ① Smt. B. Thansi Rani
- ② Sri. K. Golla
- ③ K. Mari. K. Karuna

Principal

23rd February 2022 ⁵

The members of the department of English met in the department to discuss the following matter.

- ① syllabus completion for I & III semester for mid-term Examinations -
- ② maintaining teaching diary, Teaching plan & Curriculum plan for the academic year 2021-22 -
- ③ proposed to start spoken English certificate course for all the students of degree -
- ④ updating department activities in the college website -
- ⑤ propose to conduct International women's day on 8th March 2022 -

Incharge

R. Deepa

Members present

- ① Smt. B. Thansi Rani
- ② Sri. K. Golla
- ③ K. Karuna

Principal

22-3-2022

The members of the department of English met in the department to prepare for the NAAC visit by the principal Dr. T. Govindamma and IQAC co-ordinator Sri. V. Luke Paul.

The principal of GDC, Tekkali visited the department of English on 22nd March 2022, for the verification of NAAC files maintained by the dept. She has seen all the files of NAAC and impressed with work done by the dept members. She appreciated all the faculty of English dept for the meticulous maintenance of files in the dept. She suggested the dept members to be updated with Assignments & Remedial records of the students in every semester. Further she suggested the members to take ICT classes every week, for all the sections.

Incharge
R. Deepa

Principal
22/3/2022

members present:-

- 1) B. Jhanirani
- 2) K. Golla
- 3) K. Karuna.

22-4-2022⁷

The members of the department of English met in the department to prepare for the Celebrations of English Language day on 23rd April, 2022.

The following matter is discussed-

- 1) Completion of syllabus both for I & II Semester End Exams - 2022 -
- 2) MAC file should be updated -
- 3) It is proposed to conduct Student Seminars -
- 4) Results of both Semester & mid sem exams must be entered in the record -
- 5) resolved to collect assignments from the student

Incharge
R. Deepi -

(Ravi) 22/4/22
Principal -

Members Present

1. B. Jha, In-charge
2. K. M.

3-6-2022

8

The members of the department of English met in the department to discuss the following matters-

- ① class work for II sem students will be commenced from 13th of June 2022-
- ② It is resolved to complete the community service project of allotted class-
- ③ The faculty was suggested to be active in NAAC work criteria wise-
- ④ It is resolved to distribute the workload of the dept for both I & II semester end classes-
- ⑤ The faculty of the dept were suggested to update the files & documents in the dept-
- ⑥ It is resolved to follow the instructions given by the principal regarding updating of teaching diaries, lesson plans & teaching notes
- ⑦ The faculty further advised to participate in both national & International Seminars & conferences-
- ⑧ It is resolved to take digital classes for I & II year students

In charge
R. Deepa

Principal

Members present

- ① Smt. B. Thansi Rani
- ② Sri. K. Golla.

[Signature]
K. Golla

[Signature]
03/06/2022

Members of the English department met in the department to discuss the following Agenda.

Agenda:

1. To Discuss NAAC Related works
2. Completion of Syllabus
3. Completion of C.SP.
4. Pre-final Schedule

Resolutions:

1. Resolved to maintain NAAC related Records like ICT Register, Individual marks register Remedial register etc.
2. It is resolved to complete II sem Syllabus before Oct 15th.
3. Resolved to guide students for C.SP Reports
4. Resolved to take up study hours for Pre final and Final exams.

Members Present

1. Smt. B. Jha nani
2. Sri K. Golla

Incharge.
R. Deepa

Members of the English Department met in the department to discuss the following Agenda.

Agenda:

1. Class work for 1 sem students, Timetable allotment
2. To conduct certificate course for the year 2022 - 23.
3. Proposed to post Mid I and Mid II marks in New CCE format.
4. Awarding marks to class Room Seminars, Assignments.

Resolutions:

1. Resolved to allot Timetable as class is commenced for 1 sem students
2. Decided to take names of Interested Students for certificate course.
3. Resolved to post Mid I & II marks in CCE format in Individual Marks Register
4. Decided to give marks for Student Seminars, Assignments.

Members Present-

1. Sr. K. Golla
icgmk

Incharge
B. Jharanani

12/12/2022

Members of the English Department met in the Department to discuss the following Agenda.

Agenda:

- It is proposed to enter I & III semester marks in individual as well as college central register for the year 2021-22
- Proposed to prepare Result Analysis and to Submit Result Analysis to Examination Committee.
- updating Department activities and other committees activities in college Website.
- Proposed to start a certificate course.

Resolutions:

- It is resolved to enter marks of I & III semester in all registers.
- Resolved to prepare 21-22 Result Analysis
- Resolved to update college Website
- Resolved to Organise a certificate course.

Members Present

1. K. Golla *rcg*
2. G. Karavaiah *G. Karavaiah*

B. Thangaraj
Signature of Incharge

Members of the English Department met in the Department to discuss the following Agenda.

Agenda:

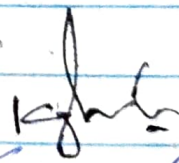
- To collect CSPs from II & III year students.
- To collect short term Internship Log books from III year students
- Installation of I-MAP to monitor Long term Internship
- Syllabus completion for I semester

Resolutions:

- Resolved to collect CSPs from II & III year students
- Resolved to collect short term Internship log books
- Decided to Install I-MAP to Monitor Long term Internship
- Resolved complete the syllabus before the schedule

Members Present-

1. K. Golla -
2. G. Kasavaiah - G. Kasavaiah



B. Thampuri
Signature of Inchar

Members of the English Department met in the department to discuss the following Agenda.

Agenda:

- To complete marks posting in Central Register
- To discuss NAAC related works
- completion of III semester syllabus
- II semester Time table preparation & class allotment.
- Proposed to post mid exam I & II marks in individual marks registers.

Resolutions:

- Decided to complete marks posting in central marks Register.
- Resolved to update NAAC related & Department records.
- Resolved to complete III semester syllabus before 25th Feb.
- Decided to allot timetable as II semester classes will be started from Feb 20th.
- Resolved to post mid exam I & II marks Seminar & Assignment marks in individual marks register.

Members Present

1. K. Golla — K. Golla
2. G. Kasavaiah — G. Kasavaiah

Members of the English department met in the department to discuss the following Agenda.

Agenda :

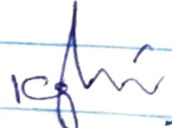
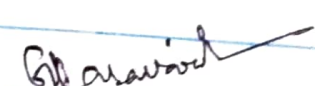
- Proposed to Organize a National Seminar by all language departments.
- Proposed to invite Resource Persons for English.
- To discuss the Seminar Date, Chief Guest, Paper Publication last date, Seminar arrangements.
- To discuss the date to start certificate course.
- Any other matter.

Resolutions :

- Decided to Organize a one day National Seminar on 'Women in Literature'.
- Resolved to invite Dr. K. Surya Chandra Rao Principal, Govt. Degree College, Pathapatnam & Dr. K. Raja Manikyan Assit. Prof. of English, Andhra University, Visakapatnam as Seminar Resource persons for English.

- Resolved to arrange Seminar on 17/3/23 and to invite ~~N.~~ N. Lakshmi Parvathi chairperson Telugu Akademi A.P as the chief guest for the seminar.
- Decided the last date for paper Publication as 15-03-23 and discussed to form several committees for Seminar arrangements.
- Decided to start a certificate course for final year students on 'Communication and Soft Skills from 20-03-23.

Members Present:

1. K. Golla 
2. G. Kasavaiah 

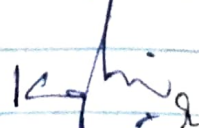

B. Jhanu Rani
Incharge, Dept of English

Members of The English Department met in the department to discuss the following Agenda.

- Agenda :
1. completion and submission of Longterm Internship log books
 2. Proposed to identify the slow learners from each group to offer remedial coaching.
 3. Proposed to identify moderate and Advanced learners from each group.
 4. Proposed to fix a date for the submission of Student Seminars and Assignments.
 5. Syllabus completion of 2 semester

- Resolutions :
1. Decided to collect log books from Students
 2. Decided to offer remedial coaching for slow learners
 3. Decided to identify moderate and Advanced learners
 4. Decided to collect Student Seminars assignments before 15th June
 5. Resolved to complete 2 Sem Syllabus before 20th June.

Members Present:

1. K. Golla — 
2. G. Kalavaiah — 

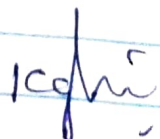
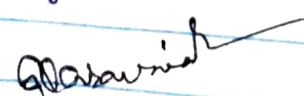
B. Jhansani
Signature of H. P. J.

Members of the English Department met in the department to discuss the following Agenda.

- Agenda:
1. Proposed to prepare the II semester students for Mid-I exam which is going to be held on 4-5-2023.
 2. To collect Assignments & Seminars
 3. CSP topics allotment & Guidance for 2 semester students
 4. NAAC related works.

- Resolutions:
1. Resolved to conduct study hours to prepare the students for mid exam
 2. Resolved to collect Seminars & Assignments
 3. Decided to allot topics and offer guidance for CSP
 4. Decided to complete NAAC works

Members Present:

1. K. Golla 
2. G. Kalavaiah 

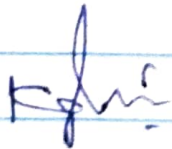
B. Jagan Reddy
Incharge

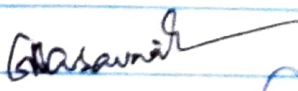
Members of the English Department met in the department to discuss the following Agenda.

Agenda; 1. Monitoring CSP Work
2. Focus on Student centric methods
3. Syllabus completion for 2 Mid exams
4. Evaluation of Seminars Assigned

Resolutions; 1. Resolved to monitor CSP work
2. Decided to conduct Seminars, Quiz sessions group discussions etc
3. Resolved to complete 2 Sem syllabi
4. Decided to Evaluate Seminars and Assignments.

Members Present;

1. K. Golla 

2. G. Kalavaich 


B. Tharabai
Incharge.