

# Staff Meeting : 1.

3

13-06-19

The members of the department met in the department of English R.NO : 206. at 11.30 a.m to discuss the following.

- Agenda:
1. Tentative Time Table.
  2. Introductory classes during this month.
  3. Admissions

The members discussed and resolved the following.

- 1) Resolved to attend the Admissions' work of the college.
- 2) Resolved to commence the introductory classes of 3rd and 5<sup>th</sup> (Third and Fifth) Semesters of U.G. and 3rd Sem P.G. from 28<sup>th</sup> June).
- 3) Resolved to have tentative Time Table and to follow in the respective classes.

## SIGNATURES.

1. K.L.C. Dew I/c.
2. A. Rosalind
3. ~~\_\_\_\_\_~~
4. A.A. (A. Subhashini)
5. \_\_\_\_\_
6. J. R. Vinola (J. RAJNA VINOLA)
7. V. Aruna (V. ARUNA KUMARI)
8. D. Ganapathy
9. M. Stephen (M. Stephen)
10. K. Rajeswararao

## Staff Meeting: 2

9-7-19.

The members of the department of English convened a meeting at 11.15 a.m. in the department of English R.NO: 206.

Agenda: 1. I Sem U.G. Time Table and classwork.

2. I Sem P.G. classwork.

3. College Admissions.

The members and the lecturers of the department of English met and discussed and resolved the following.

Agenda is resolved:

1. TO take up I Semester classes and prepare the Annual Academic plans for all semesters of U.G. and P.G.
2. TO streamline teaching and taking up classes of P.G. I & II Semesters since the classes of U.G. I Semester commenced from 1<sup>st</sup> July 2019, P.G. I Semester commenced from 8<sup>th</sup> July 2019.
3. TO help and attend the college Admissions' work.
4. TO fill the academic registers and prepare them full-fledged in all respects, so as to present them in the department time to time and to submit to the Audit team in the year end.
5. TO appoint Mr. M. Stephen and Mr. K. Nageswara Rao as the guest faculty, in the department of

English for the academic year 2019-20, upon the consent taken from the Principal, against the two existing vacancies.

4. TO take up classwork scrupulously, following the time table and support the academic work and the administrative work of the department in all respects.

#### SIGNATURES.

1. K.L.C. Devi /c.
2. A. Rosalind
3. D. Raghavakum. P.
4. A. S. (A. Subhashini)
5. D. Samalini
6. S. Vinodha (S. VINODHA)
7. V. Aruna (V. ARUNA KUMARI)
8. M. Stephen
9. K. Nageswara Rao (K. NAGESWARA RAO)

19-8-19.

The members of the department met at 11 a.m. in R.NO<sup>206</sup> and discussed the following.

Agenda : 1. LMS Registrations.

2. K.L.C. Devi's withdrawal from <sup>Incharge ship</sup>

3. Activities of the department

- Individual Lecturers have to take up and involve personally, so as to add to the activities of the department.

The members of the department discussed and resolved the following

1) Resolved to take up the activities of the department individually by all the lecturers so as to add up to the activities of the department.

2) Mrs. K.L.C. Devi has withdrawn from the incharge ship of the department on 17-8-19 and the relieving application to the incharge ship of the department was signed by the Principal on the same date. Henceforth Mrs. K.L.C. Devi, is continuing as the "Temporary Acting Incharge" until further communication / official intimation from the head of the institution.



## Meeting : 4.

27-9-19.

The members of the department of English met at 10.30 a.m. and discussed and resolved the following.

1. P.G. syllabus completion
2. MOOC for IBA-EPT
3. Assignments and Internals for P.G.
4. For U.G., model papers and preparation for coming forth Internals.

• Resolved to complete M.A-English Syllabus by 3rd week of October 2019, as the University's (Krishna University) Theory Examinations will be commenced from 4<sup>th</sup> November 2019. University's Examinations will be on alternative days from 4<sup>th</sup> November onwards.

• It's resolved to commence MOOC - Program by IBA - EPT Special English, coordinated by Mrs. K.L.C. DEVI. The MOOC is offered by Duke University, North Carolina, U.S.A. It's a 10 weeks program entitled "English

composition". The resource person is Dr. Denise Comer, Duke University, United States.

- To consolidate the Internal Examinations' Marks and also of Assignments etc.... as and when they are completed and <sup>are</sup> to be submitted in the Examination Department for further procedures both for U.G. and P.G.
- To discuss model papers in all classes both for P.G. and U.G. and make the students thorough in all respects for the End Examinations.

1. Mrs. K. L. C. DEVI     K. L. C. Devi
2. A. Rosalynd
3. D. Rajya Lakshmi Eyya
4. A. Subhashini     A. SUBHASHINI.
5. D. Samatha
6. G. R. S.
7. V. Aruna     (V. Aruna Kumari)
8. M. Stephen     M. Stephen
9. K. Narayana Rao     K. Narayana Rao

## Meeting.

October 2019.

The members of the department of English met and discussed the following agenda.

Agenda : 1. Syllabus completion  
2. Model Papers  
3. Activities of the department  
4. Internal examinations.

- Resolved to conduct internal examinations of UG & PG, complete Seminars, projects etc....
- Resolved to attend conferences, Seminars, etc.... and to update SWAYAM MOOC Assignments by the members and publish papers
- TO complete syllabus and deal with the model papers

1. K.L.C. Devi  
A. Rosalind

D. Rajalakshmi Pappu  
A. A. (A. SUBHASHINI)

D. Sankar  
D. R. V. R. V.

V. A. (V. Asuna Kumari)

M. S. (M. Stephen)

K. Nageswara Rao (K. N. I. W. R. R. R. R.)

November 2019

The members of the department of English met and discussed the following agenda.

- Agenda :
1. P.G. Sem End Examinations
  2. 1<sup>st</sup>, <sup>3<sup>rd</sup> and 5<sup>th</sup></sup> Sem End Examinations
  3. Review and Revise acade
- TO Prepare 3<sup>rd</sup> & 5<sup>th</sup> Sem. End Examinations <sup>mics.</sup>
  - Resolved to complete and revise the syllabus of P.G. 1<sup>st</sup> and 3<sup>rd</sup> Semesters as the examinations will commence in the 1<sup>st</sup> week of December.
  - TO prepare 1<sup>st</sup> Semester's U.G. students for Semester End Examinations.
  - TO deal with model papers.
  - TO revise the syllabus and prepare the academic registers.
  - P.G. LAB EXAMINATION will be on 27<sup>th</sup> November
1. K.L.C. Dew
  2. A. Rosalind
  3. D. Ranya Lakshmi
  4. ~~A.A.~~ (A. SUBHASHINI)
  - 5.
  6. D. Samalhi (D. SAMATHA)
  7. J. R. R.
  8. V. Aruna (V. Aruna Kumari)
  9. M. Stephen (M. Stephen)
  10. K. Nagarajan

December 2019.


The members of the department of English met at 11:30 am in R.No206 to discuss the following

- Agenda :
- 1) Cambridge series LAB
  - 2) LMS
  - 3) SWAYAM / MOOCs
  - 4) ICT Teaching


- Resolved to implement vigorously ICT Based Teaching
- TO guide students for MOOCs / Swayam / other platforms. TO let the students register for MOOCs and guide them for certification.
- TO enable students to sign in for CCE LMS and support the student progress.
- TO take Cambridge Series LAB weekly once of the respective classes for 2nd Internal (10 Marks) in each semester.

K. L. C. Devi

A. Rosalind A. ROSALIND


 (A. SUBHASHINI)

 (D. RAJALAKSHMI)

 (V. ARUNA KUMARI)

 (K. NAGESWARI)

 (M. SRI)

 (D. SAMATHA)

24<sup>th</sup> January 2020

The members of the department of English met at 12 in R.NO: 206 To discuss the following.

- Agenda :
- 1) Cambridge Series' practice
  - 2) Allocation of Internal Marks 10 for Cambridge Series.
  - 3) 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> Semesters' Academics of UG & P.G.

- TO implement 10 Marks Internal Examination from Cambridge Series ELL Software in the classes of B.A, B.Com, B.Sc, B.B.A from 2<sup>nd</sup> Internal Examination onwards This will continue in the forthcoming years also for every 2<sup>nd</sup> Internal Examination of each Semester.
- The Cambridge Series' installation, training the students' / hands on practice and preparation of the question papers (soft copies) are allotted to the following members
  1. Mrs. K.L.C. Devi - 'Advanced Grammar in Use' by Martin Hewings.
  2. Mrs. A. Rosalind - 'Essential Grammar in Use' by Raymond Murphy.

3. Mrs. D. Rajya Lakshmi

Mrs. D. Samatha.

- Vocabulary in Use by  
Michael McCarthy Felicity O'Dell  
(2 parts).

- Business Vocabulary in Use by  
Bill Masull (2 parts).

4. Mrs. A. Subhashini

Mrs. V. Aruna Kumari

Mrs. J. Ratna Vinoda

- English Pronunciation in Use  
Jonathan Marks

Mark Hancock

Martin Hewings.

- The members are informed to implement in their respective classes using, virtual Labs, Digital Labs, IT LABs in the campus.
- The members are informed to monitor the installation of the Cambridge Series (ELL software installation) taking the help of JKC Technical Support and others. The department will pay the charges to the Technical support.
- The members can exchange the topics and the question papers.

- TO evaluate 1st Internals' marks and prepare the marks' Registers for U.G.
- TO conduct 1st Internals from 6<sup>th</sup> Feb to 10<sup>th</sup> Feb to P.G. classes and announce topics and date schedule in the respective classes.
- TO review and revise the topics after teaching and deal with the model question papers.

1. K.L.C. Dew
2. A. Rozalund
3. Egghe (D. Rajalakshmi).
4. ~~A. S.~~
- 5.
6. D. Samalath (D. SAMATHA)
7. J. R. Vinde
8. V. Aeluz (V. Aruna Kumari)
9. M. S. (M. Stephen)
10. K. Nagaswan. Das

## Staff meeting.

23<sup>rd</sup> February 2020.

The members of the department met to discuss the following agenda and to resolve accordingly.

Agenda: 1. To make use of the digital class rooms and to handle virtual classes as per the schedule.

2. Annual Day program's Elocution and Essay writing contests on 27-2-2020

3. To get ready for academic Audit

4. To entrust Cambridge Series ELL activities to the students and give details in log register

The members discussed and resolved

1. To make use of Digital classrooms and take up virtual classes as per the schedule.

2. The Annual Day's Elocution and Essay writing contest was conducted on 27-2-20

3. To get ready for the academic audit and update all academic registers.

4. To guide students in Cambridge Series ELL-LAB and maintain the log register.

K. L. C. Devi

1 K. L. C. Devi KLCDEVI 7 Samalys D Samalys

2 A. Rosalind A. ROSALIND8

3 ~~Logh~~ D Rajeevan 9 K. Vasanthan Duo

4 A. SUBHASHINI 10

5 J. R. VINOLA

6 V. ARUNA KUMARI

7 M. Stephen M. Stephen

# Meeting.

17

March 20

11 - 3 - 20

The members of the department met at 11 a.m and discussed the following.

Agenda : 1. Revision.

2. Guest Faculty

Resolved to

1. Take up revision towards the preparation for examinations.
2. TO get ready for the academic audit in all respects.
3. TO appoint Mrs. L. Sunitha as the guest faculty in the department of English, upon Principal Sir's direction and after taking a model class by the madam.

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|----|---------------------------|------------------|
| 1. | <del>K.L.C. Devi</del>    | K.L.C. DEVI      |
| 2. | <del>A. ROSALIND</del>    | A. ROSALIND      |
| 3. | <del>D. RAGYAKASHMI</del> | EGG              |
| 4. | <del>A. S.</del>          | A. SUBHASHINI    |
| 5. | <del>J. R. V. S.</del>    | J. R. VIOLA      |
| 6. | <del>V. A. S.</del>       | V. ARUNA KUMARI. |
| 7. | <del>S. M. S.</del>       | D. SAMATHA       |
| 8. | <del>M. S.</del>          | M. STEPHEN       |

# Staff Meeting

19

13<sup>th</sup> April 20

The members of the staff met on 13<sup>th</sup> April in R NO 206 after exchanging chat in Elite whatsapp group and discussed the following agenda to resolve there upon.

- Agenda :
1. Handing over of Internal's awards sheets to the Exam department
  2. web form of CCE's website to upload PDF format presentations
  3. SWAYAM course ARPIIT

The members met, exchanged, discussed to resolve the following.

1. to hand over the Internal marks awards sheets of UG in Examination department in time.
  2. to upload the PDF formats of the class presentations in CCE's website
  3. to complete the SWAYAM Assignments regularly.
  4. to guide students in all respects, also through the students' groups; in view of COVID19 circumstances
- K.L.C. Devi

- |    |                    |             |
|----|--------------------|-------------|
| 1  | <u>K.L.C. Devi</u> | KLCDEVI     |
| 2  | A. Rosalind        | A. ROSALIND |
| 3  | <u>D. Rajyesh</u>  | D Rajyesh   |
| 4  | A. SUBHASHINI      |             |
| 5  | J.R. VINOLA        |             |
| 6  | V. ARUNA KUMARI    |             |
| 7  | <u>D. Samatha</u>  | D. SAMATHA  |
| 8  | <u>M. Stephen</u>  | M. Stephen  |
| 9  |                    |             |
| 10 |                    |             |

# Staff Meeting.

21

9th May 2020

The members of Staff exchanged through Elite Whatsapp group and also met to discuss the following agenda, to resolve accordingly.

Agenda: 1. College Magazine  
2. Mrs. K L C DEVI'S YOUTUBE VIDEO Lessons to share among student groups.

Resolutions: The members resolved to

1. To submit articles, poems, reports etc. to college magazine ID: [srarva magazine@gmail.com](mailto:srarva magazine@gmail.com).
2. To widely share the YOUTUBE VIDEO lessons, personally made by Mrs. K. L. C. DEVI, Incharge of the department, among all student groups. To train students in Cambridge Series English LAB, and Spoken English and English grammar. These video lessons are with their links are in college website too.

K. L. C. Devi

- 1 K. L. C. Devi KLCDEVIT ~~Jamall D. Samir~~
- 2 A. Rosalind A. ROSALIND M. Stephen
- 3 ~~Eggs~~ D. Rajalakshmi
- 4 A. SUBHASHINI 10 k. Nagawano
- 5 J. R. VIOLA
- 6 V. ARUNA KUMARI

# Staff Meeting

23

6<sup>th</sup> June 2020

The members of the department exchanged through Elite Whatsapp the following agenda, in day to day chats.

- Agenda:
1. Staff Meeting of 6<sup>th</sup> June through Webex online at 4 PM.
  2. TO participate in online webinars, conferences and also to encourage the students in extracurricular activities.
  3. TO update Marks' registers and individual results.

Resolutions: The members discussed and resolved

1. To follow the academic guidelines of the principal Dr. Ila Ravi Sir during the Staff meeting of 6<sup>th</sup> June at 4 PM.
2. To participate in online webinars conferences etc..... and also to encourage the students in all respects.
3. TO handle online classes scrupulously and upload the details in CCE's site.
4. TO update the marks registers and individual results.

K.L.C. Devi

1 K.L.C. Devi / KLC DEVI

2 A. Rosalind / A. ROSALIND

3 [Signature] / D. Rajalakshmi

4 A. SUBHASHINI

5 J. RATNAVINOOLA

6 V. ARUNAKUMARI

7 [Signature]

D. SAMATHA

8 M. [Signature] / M. Stephen

10 K. [Signature]

9