

Staff Meeting.

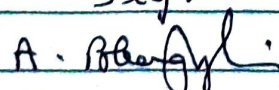
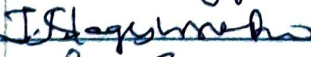
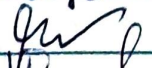


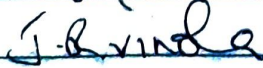
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19-6-2017

Monday

Consequent upon the meeting with the Principal on 14-6-2017 at 10 a.m. in R.NO: 208, the members of staff of the Department of English met at 11:30am in R.NO 107 and discussed and resolved the following:

- 1) TO follow the UG academic calendar of Krishna University and also the I & II Semesters' calendar of the Autonomous pattern scrupulously.
- 2) TO plan the academic schedule for all the semesters of U.G., for Internals, Mid Examinations, Semester - End examinations, adhering to the academic calendar.
- 3) TO take up class work regularly and punctually.

	Sig.	Name in Block Letters.	Date
1		A. BHAGYA LAKSHMI	19/6/17
2			
3		Dr. G. THIRUPATHA V.	
4			
5			
6		(A. Subhashini)	
7			
8			
9			

Staff Meeting.

30-6-17.

Friday.

consequent upon the meeting with the Principal, ^(on 29-6-17) the members teaching P.G. (M.A.-English) met at 12.30 p.m. in the staff room NO: 107 and discussed and resolved the following.

- 1) TO motivate the P.G. students admitted in M.A. (English) Previous and take up class work regularly and to be punctual to the respective classes.
- 2) TO follow the P.G. calendar of Krishna University scrupulously.
- 3) TO allot the individual time tables as per the schedule of classes.
- 4) TO allot the P.G. Papers, as follows:

ENG101	→ History of English Literature	Language	Pr.
ENG102	→ Poetry I	① Dewri	② J.S.
ENG103	→ Drama I	✓	
ENG104	→ Prose and Fiction	① Ash (A. Subhashini)	② J.S.
ENG105	→ Use of English	③	
ENG106	VIVA / Lab.	D. Samal	
	Eggs		

K.L.C. Devi

Staff Meeting.

30-6-17.

Friday.

consequent upon the meeting with the Principal, ^(on 29-6-17) the members teaching P.G. (M.A.-English) met at 12.30 p.m. in the staff room NO: 107 and discussed and resolved the following:

- 1) TO motivate the P.G. students admitted in M.A. (English) previous and take up class work regularly and to be punctual to the respective classes.
- 2) TO follow the P.G. calendar of Krishna University scrupulously.
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- 4) TO allot the P.G. Papers, as follows:

ENG101	→ History of English ^{Language} literature	Pr.
ENG102	→ Poetry I ① Devri ② Pr	
ENG103	→ Drama I	
ENG104	→ Prose and Fiction ① Pr (A. Subhashini) ② Pr	
ENG105	→ Use of English. ①	
ENG106	VIVA/4ab	D. Samal

Eggs

K.L.C. Devi

Staff Meeting.

7

20-7-17.

The meeting of the members of staff was held on 20-7-17 at 11.30 a.m. in R.No: 107 (Staff Room). The members discussed and resolved the following.

1. TO take up work load and implementation regularly and punctually for the academic year 2017-18.
2. TO prepare
 - Annual curricular Plans
 - Teaching Plans (Synopsis)
 - Teaching diaries.
 - Posting of attendance in personal attendance registers — by the end of this month July for both the past months
3. TO implement teaching supported by ICT Based, preparation and presenting in Smart class room NO:207, through video clippings, film clippings (EX: Kanya sulkam etc...) posters, pictures / photos etc....
- 4) The progress of the department is channelised towards the academic audit and Autonomous standards of the Higher Education, approved by CCE, NAAC etc..

- 5) To follow Apsche's common core syllabus as it is, without new inclusions for General English I year as the retention of the Apsche's common core syllabus was only suggested for implementation by Dr. N. Usha Associate Professor, Krishna University, in Academic Council's Meeting dated 29-6-2017. This is to have uniform syllabus statewide for General English. But the pattern of theory 60 + Internals 40 marks was approved as it is by the Academic Council.
- 6) For Special English the changes in syllabus for I year according to the resolutions of the BOS Meeting held in April, 2017 have been approved in Academic Council's Meeting held on 29-6-17.
- 7) All the members of staff are requested to maintain 2 Assignments and 1 Project work for every class/section they handle in each Semester and to preserve them in R.No: 206 on the long tables.
- 8) To submit back the filled-in

syllabus completion Reports on the last working day of every month.

- 9) TO complete Annual curricular plans by the end of this month and to maintain uniformity in General English and CSS syllabus.
- 10) TO maintain a record of Assignments, Project works to be given / given by the 16th of August 2017.
11. TO give easy to read and understand notes, after the ^{completion of} every topic, based on the Exam pattern.
- 12) TO widely encourage students speak in English and read English news-papers.

K.L.C. Dew

NAME in Block letters 20/7/17.

- | | | | |
|---|-------------------|----|-------------------|
| 1 | A. Bhagya Lakshmi | 1. | A. BHAGYA LAKSHMI |
| 2 | Peyy | 2. | D. RAJYA LAKSHMI. |
| 3 | Ash | 3 | A. SUBHASHINI |
| 4 | Samatha | 4 | D. SAMATHA |
| 5 | Ash | 5 | T. NAGANWARA RAO |
| 6 | Gurug | 6 | DR. G. THIRUPATHI |
| 7 | V. Aruna | 7 | J. RATNA VINOLA |
| 8 | V. Aruna | 8 | V. ARUNA KUMARI |
| 9 | Y. Kumar Raja | 9. | Y. Kumar Raja |

Staff Meeting

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24-8-17.

The meeting of the members of the department of English was held. The following resolutions were made.

1. To post attendance regularly with instructions given, in TAMS APP. of the respective classes.
2. To take up syllabus as per the academic plans and prepare students of U.G and P.G according to the University calendar.
3. To plan the model question paper of the I year U.G. Autonomous pattern.
4. To maintain and update all the academic records.

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Name	Signature
1. A. BHAGYA LAKSHMI	A. Bhagyalakshmi
2. J. Ratna Vinola	J. RATNA VINOLA
3. D. Ratna Lakshmi	D. RATNA LAKSHMI
4. V. Aruna Kumari	V. Aruna Kumari
5.	
6. A. Subhashini	A. SUBHASHINI
7. D. G. Thirupathi	D. G. Thirupathi
8. D. SAMATHA	D. Samatha
9. J. K. (Y. KUMAR RAO)	J. K. (Y. KUMAR RAO)

Staff meeting.

15

13-9-17.

The meeting of the members of the department of English was held and the members discussed and resolved the following:

1. TO prepare ^{the students} for the I Internal Examination to be held on 14-9-17 in all respects
2. TO maintain regular attendance in attendance App-IAMS and also maintain the hard copies.
3. TO provide notes to all the students of U.G and P.G.
4. TO complete syllabus as per the academic plan and calendar scrupulously.
5. TO submit the academic records monthly.

Name	Sig.	Devisi
1 A. BHAGYA LAKSHMI	A. Bhagya	
2 S T. NAGESWARARAO	T. Nageswararao	
3 D. Rajya Lakshmi	D. Rajya Lakshmi	
4 V. Anu	V. Anu Kumari	
5 A A. SUBHASHINI	A. Subhashini	
6 J. Ratna Vinola	J. Ratna Vinola	
7 Shiny Dr. G. Thinganah	Dr. G. Thinganah	
8 D. SAMATHA	D. Samatha	
9 Y. KUMAR RAJA	Y. Kumar Raja	

Staff Meeting.

17/11

5-10-17.

The meeting of the members of the department of English has been held at 12 on this day. The members discussed and resolved the following.

1. TO update syllabus and review the model papers.
2. TO prepare the students for III, V Semester exams.
3. TO finalize the Exam Applications for I Semester students
4. TO arrange Pre final examinations for I MA students.
5. TO monitor the classwork in all respects

R.L.C. Debi

- | | |
|--------------------|------------------------|
| 1 A. Bhagyalakshmi | 5 A.A. (A. Subhashini) |
| 2 [Signature] | 6 V. [Signature] |
| 3 [Signature] | 7 G.R. [Signature] |
| 4 [Signature] | 8 [Signature] |

Staff meeting .

19

3-11-17

The members of the department of English met at 1 P.m and discussed and resolved the following.

1. To take up revision for I Semester Autonomous students.
2. Autonomous Examinations are from 17th NOVEMBER. SO, to get ready in all respects.
3. From 15th NOVEMBER, examinations commence for I MA Students upto 24th NOVEMBER.
9. TO CO-ordinate for the Paper valuation work.
10. MA I Lab will be 29th NOV. 2017

K.L.C. Devi

1 A. Bhagyalakshmi 5 V. Arjun

2 Shruti

6 Ashu
(A. Subhaskar)

3 Deepa

7

4 Shruti

8 S.R. Vinod

9. Y.K. (Y. Kumar Raja)

Staff meeting

16-12-17

The members of the department of English met at 2.30 p.m. in the department and discussed the following and resolved.

1. II, IV, VI Semesters' classwork will commence from 4th Dec. 17. So to make all the necessary academic arrangements for teaching.

2. Cluster Electives' discussion and it is finalized for III B A Special English. Papers.

1. A Study of Literary Criticism - VII A 2
2. American Literature - VIII A 1
3. American Literature - VIII A 2
4. American Literature - VIII A 3

3. I semester Paper valuation of Krishna University, to co-ordinate in all respects.

4. To prepare for virtual class teaching in the Virtual Labs' network.

5. Virtual Training and Virtual Labs' Usage - A program will be on 30-12-17

1. A. Bhogyalakshmi

K.L.C. Reddy

2

5 V. Acharya

3

6 A. Subhashini

4 Chandra

7 J. K. Reddy

8 G. R. V. Reddy

Y. Kumar Raja


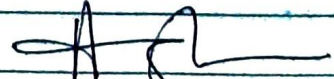
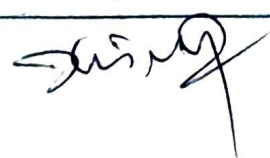
Staff meeting.

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9-1-18

The members of the department of English met at 12.30 p.m in the department and discussed and resolved the following.

1. TO discuss model papers for General English, communication skills and Special English for U.G.
All model papers - to discuss with the P.G. students for M.A.I.
2. TO monitor and motivate students for TISS and JKC classes.
3. TO review the syllabus for completion
4. TO prepare the students for national voters' Day.
5. TO complete the syllabus backlogs if any

1	A. Bhagyalaxmi	5	V. Adhwa <small>K.L.C. Delhi</small>
2		6	A.  <small>(A. Subhoshini)</small>
3	Payal	7	
4		8	G.R. Vinde
		9.	ykh (Y. Kumar Raju)

Staff Meeting.

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6-2-18

The members of the department of staff met at 1-30 p.m and discussed and resolved the following:

1. TO get ready for commissioner's visit.
2. TO attend the Paper setting work.
3. TO get ready for Academic Audit.
4. TO attend the C.M's video conference on Technology Summit.
5. TO review and revise the syllabus, to complete the back logs in all respects.

K.L.C. Reddy

1. A. Bhagyalaxmi 5. V. Jella

2. ~~A~~ 6. A. Subhashini
(A. Subhashini)

3. ~~P~~ 7.

4. ~~S~~ 8. G. R. Vinde

9. Y. K. Raja (Y. Kumar Raja)

Staff Meeting

27

1-3-18

The members of the department of English met at 2.30 p.m and discussed and resolved the following.

1. TO conduct competitions for College Day which will be on 3-3-18.
2. TO review and revise the syllabus.
3. TO prepare in all respects for the Internal women's Day celebrations from 6th to 8th March 2018.
4. TO make the P.G. students ready for online enrolment of the Examination Registration.
5. TO discuss the model papers with all the students of all classes both U.G. and P.G.

K.L.C. Devi

1 A. Bhagyalakshmi 5 V. Aditya

2 ~~Ar~~ 6 ~~Ar~~ (A. Subhashini)

3 ~~Ar~~ 7 ~~Ar~~

4 8 G. B. Vinod

9 ~~Ar~~ (Y. Kumar Raja)