

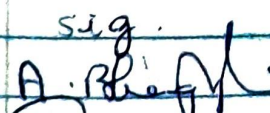
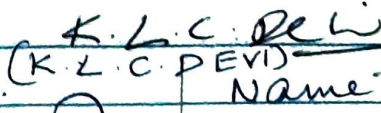

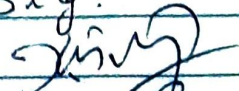

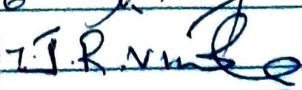

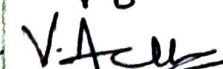

Staff Meeting.

31

23-06-2018

The members of the department of English met at 12.30 p.m, in R. NO: 206, of the English department and discussed and resolved the following.

1. To facilitate P.G. M.A English admissions through counselling and non-counselling.
2. To allot I & III semesters' papers to teach, to the members of staff of
3. To handle U.G. classes with temporary timetable until permanent time-table is made.
4. Since Sri T. Nageswara Rao garu will be retiring on 30-06-2018, from the department of English, one guest faculty, Sri Y. Kumar Raja will be appointed from 01-07-2018 after Sri T. Nageswara Rao Sir's retirement. For this guest faculty appointment Principal Sir's consent has been obtained. His remuneration will be as per the standing instructions by the institution and C & E.

Sig.	Name.	Sig.	Name.
	A. BHARGALAKSHMI		K.L.C. DEVI
	T. NAGESWARARAO		DR. G. THIRUPATHI
	D. RAJYALAKSHMI		J. PATRA VIDYA
	A. SUBHASHINI		
	V. ARUNA KUMARI		Y. KUMAR RAJA

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Staff Meeting

37

19-9-2018.

The members of the staff of the Department of English met in R. NO. 206 at 11.30 a.m to discuss the following and resolved the same Agenda :

1. Internals/valuation.

2. Incharge ship of

Madam A. Rosalind from 22-09-2018 due to H.P.L of Mrs. K.L.C. Devi until return from leave.

3. Smooth run of the Dept.

4. Guest faculty's appointment.

1. TO evaluate the scripts and consolidate the marks in the Registers and preserve the answer scripts.
2. TO re-conduct the Internals for any students who missed the Exam on a genuine cause.
3. Madam A. Rosalind will be incharge of the department until Mrs. K.L.C. Devi's return who will be on leave from 22-09-2018.

4. All are requested to co-operate for the smooth run of the department.

5. Mr. M. Stephen has been appointed as guest faculty

1. A. Bhargava of U.G. ~~...~~ K.L.C. Devi

2. G. ... 8. V.A. ...

3. A. Rosalind 9. Y. ... (Y. Kumar Raja)

4. A. ... (A. Subhasini) 10. M. ...

5. J. ...

6. P. ...

Staff Meeting.

39

27

27-10-2018.

A meeting was held with the members of the department of English to discuss the following at 12.30 p.m.

Agenda: 1) ISO Team's visit
2) condemnation of the E-equipment, items, purchased beyond 10 years, in the past which are un-servicable, irreparable, non-functional and broken.

3) To condemn similar E-equipment items and broken items of furniture which are of more than 10 years back and which are un-servicable, irreparable, non-functional and broken.

4) Activities of the department - Action Plan.

5) Review with the P.G. Students

1) To round up the topics' review and model paper review with the I Sem and III Sem M.A English students
- Date of commencement of P.G. M.A Eng. I Semester Exam Krishna University: 17-11-2018.

- Date of commencement of P.G. III Sem. M.A English Examination of Krishna University: 16-11-2018

- Date of commencement of III EPT 5th Sem Exam of Krishna University is 23-10-18. Already started.

- 2) On 10-10-2018, old, broken, and non-functional e-equipment in English department was condemned and approved. The list has been enclosed in the Stock Register.
- 3) Similarly other old, broken, un-serviceable, non-functional, irreparable e-equipment and unserviceable, irreparable, non functional items of furniture - all these are being submitted for condemnation.
- 4) In view of the ISO visit all the members are requested to get their academic registers teaching diaries, notes, annual academic curricular plans, marks registers etc. ready in all respects.
- 5) All the members are requested to propose activities such as guest lectures, work shops, seminars etc. for the forthcoming months such as
 - Work shop - October/November
 - Student Seminar - November
 - Guest Lecture - December
 - Imp. Day celebration - January.

To adhere to all the above resolutions and to work as a team for the growth and development of the Department of English and the Institution on the whole.

6. The Department extends a sense of appreciation to Madam Smt. A. Subhashini Lecturer in English, who facilitated the raising of ^{Donation} around more than 1,00,000/- (One Lakh) for two steel almirahs and a computer and a printer and the payment of fee for economically backward students.

K. L. C. Dew

1 A. Blegh

2

3 P. S. S.

4 A. Lalal

5

6 ~~A. S.~~ (A. Subhashini)

7 V. A. S.

8 S. S. S.

9 Y. S. S. (Y. Kumar Raja)

10 M. S. S.


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Staff Meeting.

7-11-2018 -

NOVEMBER

The members of Staff met in R. NO: 206, in the department of English and discussed and resolved the following.

Agenda: 1) Examinations - Semester End of U.G. and P.G.

2) Internal Assessment

The members discussed and resolved the following -

- Krishna University's 3rd and 5th semesters' examinations are going on.
- U.G. 4th Semester's commencement of examinations will be from 12-11-18.
- KRISHNA University's 6th semester's commencement of Examination will be from 12-11-18.
- J.M.A. English, P.G. 3rd Semester's Examinations will be from 16th to 27th Nov. 2018. TO deal with model papers to give good practice of the students.
- J.M.A. English, P.G. 1st Semester's Examinations will be from 17th NOV. to 13th December 2018.
- M.A. 1st and 3rd Semesters LAB / VIVA will be on 13th / 14th December.

- TO guide students for M.A 1st and 3rd Semesters' Viva / LAB, External Examination.
- TO give good practice to students for Internal Examinations.
- TO organize department's activities.
- TO prepare MOOCs / U-Tube lessons / LMS / E-content etc... for strengthening students' academic standards.

Sig.	N.	K.L.C. Dew
1	A. ROSALIND	
2	D. Rajalakshmi	
3	D. Samatha	
4	A. Subhashini	
5	V. Aruna Kumari	
6		
7		
8		
9	T. Kumar Raja	
10	M. Stephen	

Staff Meeting

49

28-12-2018

The members of the department of English met in R.NO:206 at 12.30p.m and discussed and resolved the following.

- Agenda:
- 1) Guest Faculty Appointment after the retirement of Mrs. A. Bhagya Lakshmi on 31-12-18.
 - 2) Review of the classes and syllabus.
 - 3) College Magazine

- Upon the consent of the Principal Sir, the guest faculty Mrs. S. Jyothi, M.A(Eng) will be appointed from 1st January 2019, as the normal guest faculty after retirement of Mrs. A. Bhagya Lakshmi, Lecturer in English, on 31-12-2018, in the department of English. Her remuneration will be as per the standing instructions of the institution and the CCE.

- TO handle classes of the 2nd, 4th, 6th Semesters and follow the time-table scrupulously.
- TO follow the autonomous approved syllabus, question papers also the Krishna University's question papers and syllabus for the 6th Semester III B.A (EPT) Special English.

- TO participate in the compilation, proof reading and publish of the college magazine work, 2 issues 2017-18, 2018-19, until the publishing, as the college day is earmarked for 22nd February 2019.
- TO continue M. Stephen as the guest faculty against the vacancy arisen by Smt. A. Bhagya Lakshmi's retirement on 31-12-2018.

K.L.C. Devi
(K.L.C. DEVI)

Name	Sig.
1. K.L.C. DEVI	K.L.C. Devi
2. A. Rosalind	
3. Dr. G. Thirupataiah	
4. D. Rajya Lakshmi	
5. A. Subhashini	
6. J. Ratna Vinola	
7. V. Aruna Kumari	
8. D. Samatha	
9. Y. Kumar Raja	
10. M. Stephen	

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Staff Meeting.

53

24-1-2019

A meeting has been arranged at 11.30 a.m with the members of the English department on 24th of January, 2019, in R.NO: 206.

The following is the Agenda.

1. Preparation for Internals.
2. Guest faculty's appointing.
3. TO conduct Quiz Programme.

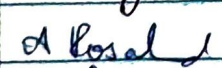
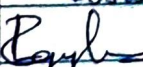
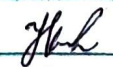
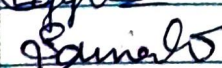
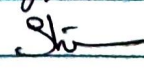
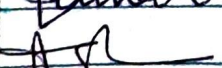

The members discussed and resolved the following.

- To prepare for Internals to be conducted in the second week of February and complete the syllabus accordingly.
- to appoint Sri K. Nageswara Rao, MA(Eng. - lit), B.Ed as the guest faculty from 15th February 2019 by the transfer of Dr. G. Thirupataiah, as per the State Division Policy upon the approval of the Principal.

- To conduct Quiz programme.

co-ordinator : Madam A. Rosalind.

K.L.C. Devi

	Sig	Name	Sig	Name
1.		A. ROSALIND	8	
2.		D. Rajyalakshmi	9	
3.		D. Samatha	10	
4.		A. Subhashini	11	
5.		V. Anurama		
6.				
7.				


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Staff Meeting -

55

28-2-2019

The members of Staff met at 2 P.M. in R. NO: 206, in the Department of English and discussed the following.

- Agenda:
- 1) BOS of 14-2-19.
 - 2) Academic Audit of 27-2-19
 - 3) Payment of Remuneration to Sri K. Nageswara Rao, Guest faculty.

The members resolved to

- To follow the BOS pattern question papers, modules, scheme of evaluation of the V Semester EPT BA - Special English held on 14-2-19.
- TO follow the consensus of the Academic audit 'scrupulously in all respects'.
- The guest faculty member Sri K. Nageswara Rao was considered to be paid Rs. 10,000/- as the remuneration from the English and Foreign Languages Funds. The remaining money, ^{towards} his remuneration will be shared by the members of the Department of English.

1. K.L.C. DEVI K.L.C. DEVI
2. A. ROSALIND A. ROSALIND
3. A. SUBHASHINI A. SUBHASHINI
4. D. RAJYA LAKSHMI
5. D. SAMATHA
6. M. Stephen