

Syllabus Distribution.

General English.

<u>II</u> B.A. CA	}	Unit-I Dr. A.K
<u>II</u> B.A. Gen		Unit-II - Dr. BTK
<u>II</u> B.B.A.		Unit-III - Dr. AKL
		Unit-IV - Dr. BTK
		Unit-V - Dr. AKL

<u>II</u> B.Com. CA	}	Unit-I - Dr. BTK
<u>II</u> B. Com - Gen		Unit-II - Dr. AKL
		Unit-III - Dr. BTK
		Unit-IV - Dr. AKL
		Unit-V - Dr. BTK

<u>II</u> B.Sc. M.Z.C.	}	Unit-I Dr. A.K.
<u>II</u> B.Sc. M.S.CS.		Unit II Dr. BTK
		Unit III Dr. AKL
		Unit IV Dr. AKL BTK
		Unit V Dr. BTK AKL

Business Communication

<u>II</u> B. Com - CA	}	Unit-I - BTK
<u>II</u> B. Com - Gen		Unit-II - Dr. AKL
<u>II</u> B.B.A.		Unit-IV - Dr. BTK

(B. Com. CA)

AKL

Department Meeting.

Agenda: Syllabus Completion Review. 04/10/2021

A meeting is conducted in the department on 04/10/2021 in the Department.

* It is resolved to redistribute the classes as Dr. B. Thirukumaran, Lecturer in English, joined the college on transfer on 03/10/2021.

* It is resolved to take the time table of Smt. P. Keerthi Sri, Guest Lecturer in English, and allotted the same to Dr. B. Thirukumaran.

* To Complete the Pending Syllabus of II Semester
By

Members attended

Dr. A. Kiranmayee -

Dr. B. Thirukumaran. (P. Thirukumaran)

Smt. P. Keerthi Sri - P. Keerthi Sri

Department Meeting

47

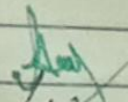
06/12/2021

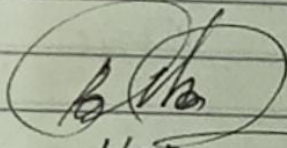
Agenda

- * To review a the Syllabus Completion for III Semester
- * Planning to organize a Guest Lecture

Discussion

- * III Semester Syllabus Completion Status is analysed.
- * It is resolved to invite Smt. N. Sujatha, Lecturer in English to organize a Guest Lecture on Communication Skills - Its Importance.


Dr. A. K. Ramayya.

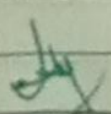

HOD
(Dr. B. Binukumar)

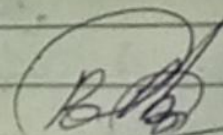
Department Meeting

20/11/2021

Agenda :- Guest lecture by Smt. N. Sujatha
 Review of Syllabus
 Allotment of classes for III Semester

- * It is resolved to felicitate Smt. N. Sujatha, Lecturer in English, SKR & SKR UDC, Kadapa, who gave a Guest lecture on Communication Skills - Its Significance.
- * It is also resolved to distribute the class for III Semester.
- * It is also resolved to go for Admission Drive.


 Dr. A. Kiranraj


 HOD
 Dr. B. Thirukumar

Department English.

06/12/2021.

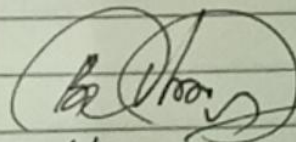
Agenda: Bridge Course for I year
I Semester Students.

Syllabus distribution of I Sem
Classes.

Discussion.

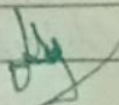
After the discussion in the meeting
the following are resolved -

- * It is resolved to Conduct a Bridge
Course on 08/12/2021 for the I year
I Semester Students.
- * It is also resolved to distribute
I year I Semester classes.



HOD

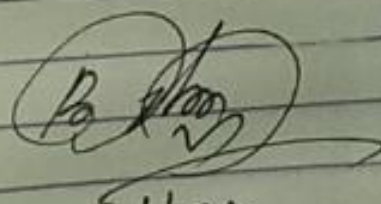
(Dr. B. Thirukumaran)



Dr. A. Kiranmayee

Department Meeting02/01/2022Agenda

- * Class distribution of III Semester
- * Syllabus Completion Status of I Semester.
- * After a thorough discussion, it is resolved to complete the syllabus as per the Schedule
- * It is also resolved to Conduct I Mid examination for I year I Semester and III Semester Students.

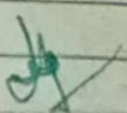
HOD
(Dr. B. Thirukumaran)
Dr. A. Kiranmayee.

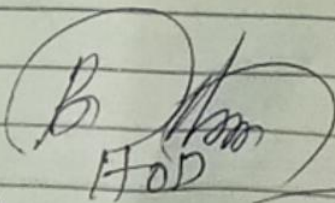
Department Meeting

10/02/2023

Agenda: Invited Lecture to Municipal School Creamspet, By Dr. A. Kiranmayee on 12/02/2022

- * It is resolved to visit Municipal High School on 12/02/2022 for an invited lecture on Importance of English for High School Students.
- * It is also resolved to Complete the syllabus a little bit fast and to complete it.
- * It is resolved to Conduct II Mid examinations for I Semester and III Semester Students.


Dr. A. Kiranmayee


HOD
Dr. B. Thiruparam

Department Meeting

02/03/2022

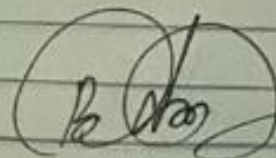
Agenda

1. Internal Exams for I & III Semester Students.
2. Field Visit to Skill Development Centre, Chittoor.
3. MOU with SDC, Chittoor.

Discussion: After a thorough discussion the following issues are finalized.

* It is resolved to bring our Students to Skill Development Centre, Chittoor and to show the Students about the functioning of the Centre.

* It is also resolved to have an MOU with SDC, Chittoor for the N/AAC Purpose.



HOD

(Dr. B. Thiru Kumar)


Dr. A. Kiranmayya

Department Meeting

05/08/2022

Agenda: As part of 75 years of Freedom
Azadi Ka Amruth Mahotsav,

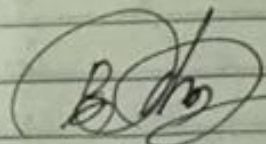
Competitions to be Conducted by
English Department.

Discussion

After the discussion the following are
resolved.

* It is resolved to Conduct A Quiz
Competition on Patriotism on 06/08/2022

* It is also resolved to Conduct a
Painting Competition on 11/08/2022.



HOD

(Dr. B. Thirukumar)


Dr. A. Kiranmayee.

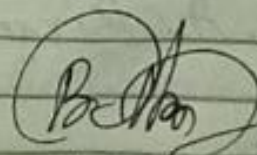
Department Meeting

06/11/2022

Agenda:Hand Magazine Preparation
by Students.Discussion: After a thorough discussion in the
Department

- * It is resolved to Prepare a hand magazine proposals sent to the Principal requesting him the Permission.
- * It is resolved to send a Circular to the Students after getting the nod from the Principal.
- * It is also resolved to get Contribution in the form of paintings, Drawings, writing Poems, Short Stories and other things from the ~~Students~~ Students.

Dr. A. Kiranmayee



HOD

Dr. B. Thirukumar

Department Meeting

20/04/2023

Agenda : English Language Day Celebration
on 23/04/2023

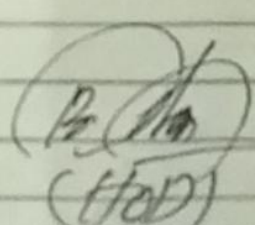
Inviting Dr. Vithan Priya as Guest.

* After discussion in the Department

* It is resolved to Celebrate English Language Day on April, 23, 2023.

* It is resolved to invite Dr. T. Vithan Priya, professor of English from VIT University, Vellore, TN as the Chief Guest and would be felicitated.

Dr. A. Kiranrajee.


(HOD)
Dr. B. Thirukumar.

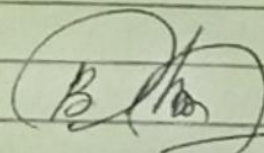
Department Meeting

02/12/2022

Agenda : Conducting the bridge Course for I year Students.

* After discussion with the Principal and academic Coordinator

* It is resolved to Conduct the Bridge Course in the first week of December for the I year I Semester Students to fill the gap between Gr¹⁰ Education and Higher Education.



HOD

Dr. B. Thimmeswar


Dr. A. Kiranmayee

Department Meeting

30/01/2023

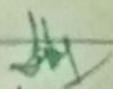
Agenda : I Semester I Internal Examinations.

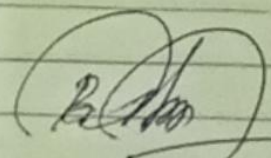
Discussion : In the department after a thorough discussion

Resolution

It is resolved to Conduct I mid examination for the I Semester Students in the last week of February, 23.

It is also resolved to Complete the two units of Syllabus before the I Semester examinations.


Dr. A. Kiranmayee.


HOD
Dr. B. Thirukumar

Department Meeting

10/02/2023

Agenda : Guest lecture by Sri. N. Chandramohan

II Internal Examinations

Project work to Students

Language activity - Role Play.

Discussion A meeting was conducted on 10/2/23 in the Department and resolved the following.

* It is resolved to invite The Personality Development Trainer Sri. N. Chandramohan to College and to organize a guest lecture on the significance of positive personality to the Students on 12/02/2023.

* It is resolved to conduct II Mid examinations for I Semester and III Semester Students in the last week of February.

* It is resolved to give Project title to the Students and instructed

to Complete and Submit the Projects on
or before 15 April, 2023.

* It is also resolved to Conduct the Language
activity - Role Play to the Students in
the class room.

Dr. A. Kiranmayee.

B
Principal
HOD
(Dr. B. Thirukumar)

Department Meeting

05/04/2023

Agenda - Remedial classes for failed students.

Discussion - After a department meeting,

- * It is resolved to Conduct Remedial Coaching classes for the I & II Semesters failed students immediately in the evening from 04:00 - 05:00 PM

B. B.

Dr. A.

HOD
(Dr. B. Thirukumar)

Dr. A. Kiranmayee.