

08-10-2021

A staff Meeting was conducted in the Department to resolve the following:

1. After the completion of Autonomous College Transfers, Dr. K. V. Prasad, Lecturer in English joined the Department
2. As N. Ramakrishna, Lecturer in English was transferred from the college, Dr. K. V. Prasad Lecturer in English was appointed as Head of the Department.
3. The workload and Timetable of Dr. K. V. Prasad was discussed to map individual Timetable in OTLM APP.

Staff Member

UP Ashu

[Signature]
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[Signature]
 8.10.2021

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21-10-2021

The staff of the Department were gathered to resolve the following:

1. The workload and Timetable was allotted to N. Rajagopal Reddy and Y. Rajanarayana who were transferred to the college.
2. Their individual workloads were discussed to map individual Timetable in OTLM APP and to conduct the classes regularly.
3. To complete the syllabus for II semester students and also to revise the syllabus for Final Examination.

Staff Members

1. N. Rajagopal Reddy
2. Y. Raja Narayana
3. M. Venkateswara
4. G.P. Ashok


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21.10.2021
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Meeting No. 2


03-11-2021


A staff Meeting was conducted in the Department of English and the following points were discussed:

1. To prepare I Internal question Papers for conducting I Internal Exam for V semester Advanced English students.
2. The Third Semester syllabus for both General and Advanced English were distributed among the staff for OTLM mapping.
3. To report the scheduled classes in TLP App regularly.

Staff Members

1. N. Raja Gopal Reddy
2. Y. Raja Narayana
3. M. Venkateswara
4. A. Asha


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3.11.2021
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Meeting No. 2

22-11-2021


A staff Meeting was conducted in the Department of English to discuss the following:

1. The Percentage of syllabus completed for I semester Advanced English students
2. To conduct II Internal Exam for V semester students and also to prepare the required Question Papers.
3. To motivate the First Year students by conducting Bridge Course for both General and Advanced English students.

staff Members

1. Dr. N. Raja Gopal Reddy
2. Y. Raja Narayana
3. M. Veerabhadra
4. G. Asha


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22-11-2021

Meeting No. 3

02-12-2021

The staff of the English Department met in the Department to discuss the following points:

1. To conduct second Internal Exam for Fifth semester Advanced English students.
2. To prepare question papers for V semester Advanced English
3. To conduct seminars, JAM sessions, Debates and Group Discussions for II year and I year students.

staff members,

1. Dr. N. Raja GOP-1 Reddy
2. Y. Raja Narayana
3. M. Venkateswarlu
4. APASHK


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2.12.2021

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Meeting No. 4

03-01-2022

A Staff Meeting was conducted in the English Department and resolved the following:

1. To conduct Seminars and Group Discussions for Final Year Advanced English students.
2. To take up Revision for Fifth semester students for Semester End Exams.
3. To divide the students in to groups as slow, moderate and Advanced learners and to focus on moderate and slow learners by revision.

Staff Members

1. Dr: Raja Copal Reddy
2. Y. Raja Narayana
3. M. Venkateswara
4. G.P. Ashok


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P. Srinivas Rao
3.1.2022

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Meeting NO. 5

02-02-2022

A staff Meeting was conducted in the English Department and resolved the following:

1. To distribute workload among the staff for cluster paper in Advanced English of VI semester.
2. To prepare Timetable according to the workload and to complete the process of Mapping in TLP APP.
3. Reloupmnt of deviated classes.

Staff Members

1. Dr. N. Raja Gopal Reddy
2. Mr. Y. Raja Narayana
3. M. Venkateswara
4. G. Ashok

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P. Subhina faima
2.2.2022
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Meeting NO. 6

07-02-2022

A Staff Meeting was conducted in the Department to resolve the following:

1. To allot classes and workload to P. Sujatha, Lecturer in English who joined to her duties after her Medical Leave.
2. The workload was adjusted and shared according to the total workload among the staff.
3. To motivate students of I year to participate in classroom Activities.

Staff Members

1. Y. Raja Narayana
2. Dr. N. Raja Gopal Reddy
3. M. Venkatesh
4. G.P. Asha

[Signature]
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[Signature]
 P. Srinivas Prashna
 7.2.2022

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Meeting No. 7


19-02-2022

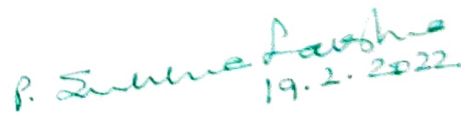
A staff meeting was conducted in the department to discuss the following:

1. Syllabus coverage for I year students
2. syllabus for I Internal Exam of I semester students
3. To prepare question Paper for both General and Advanced English.
4. To go for a Field Trip to C.P. Brown Library along with VI semester Advanced English students

Staff Members

1. Dr. N. Raja Gopal Reddy
2. Y. Raja Narayana
3. M. Venkateswara
4. G. Asha


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19.2.2022
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Meeting No. 8

08-03-2022

A staff Meeting was conducted in the Department to resolve the following:

1. The Principal of the college handed over the Incharge ship of the Department to P. Sujatha.
2. The Files and Keys of the Department were handed over to P. Sujatha by Dr. K.V. Prasad
3. To prepare I semester students for II Internal Exam
4. Percentage of syllabus covered for II year students.

Staff Members

1. Dr. K.V. Prasad
2. Y. Raja Narayana
3. Dr. N. Raja Gopal Reddy
4. M. Venkateswulu.
5. G.P. Ashok

P. Sujatha

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P. Sujatha
8.3.2022

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Meeting No. 9


19-03-2022


A staff meeting was conducted in the English Department to resolve the following:

1. To maintain Mentor System Registers
2. To conduct Certificate course in "General English for Competitive Examinations"
3. To prepare Question Papers for II Internal Exams for both General and Advanced English for I Semester students.
4. To conduct classes regularly as per the timetable.

Staff Members

1. 
2. Dr. N. Raja Gopal Reddy
3. Y. Raja Narayana.
4. M. Venkateswara.
5. G.P. Ashu


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19.3.2022
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Meeting No. 10

04-04-2023


A staff Meeting was conducted in the Department and resolved the following:

1. To conduct offline or online classes for certificate Course in English
2. To conduct ICT enabled classes or blended Teaching to the students regularly as per the timetable
3. To conduct Second Internal Examinations to sixth semester students
4. To Campaign for Admissions for the Academic Year 2022-2023
5. To maintain CIA-SOP records for I semester General and Advanced English students.

Staff Members

1. 
2. Dr. N. Raja Gopal Reddy
3. Y. Raja Narayana
4. M. Chaitanya
5. G.P. Asha


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4.4.2023
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Meeting No. 11

03-05-2022

A staff meeting was conducted through Google Meet to resolve the following points:

1. To conduct online classes for both II and VI semester students for both General and Advanced English.
2. To conduct online classes for certificate course in English.
3. To motivate the students of I semester and to give them orientation on Community Service Project.
4. To take up Remedial coaching for VI semester Advanced English students

Staff Members

1. Chras
2. Dr. N. Raja Gopal Reddy
3. Y. Raja Narayana
4. M. Venkateswara
5. UP Ashu

P. S. S. S.

Dept. Incharge
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P. Sunil Laxmi
3.5.2022

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Meeting No. 12,

13-06-2022

The staff of the English Department were met in the Department to resolve the following:

1. To continue offline classes for Certificate course in English
2. To guide the students on CSP for preparing PPTs and also to prepare their Project Report in time.
3. To conduct classroom activities and to motivate the students to participate in it.

Staff Members

1. Dr. Raja Gopal Reddy
2. Dr. Raja Gopal Reddy
3. Y. Raja Narayana
4. M. Chandrasekhar
5. A. P. Ashok

P. Srinivas
Dept. Incharge
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P. Srinivas
13.6.2022
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Meeting NO. 13

08-07-2022

A staff Meeting was conducted in the English department to resolve the following:

1. N. Rajagopal Reddy, Y. Rajanarayana and M. Venkatesulu were transferred to other colleges. So, their workload was distributed among the remaining staff.
2. To conduct I Internal exams to both II and IV semester students both in General and Advanced English
3. To prepare all the necessary files to be submitted for Annual Academic Audit.

Staff Members

1. Officer
2. UPA
3. Dr. N. Raja Gopal Reddy
4. Y. Raja Narayana



P. Sunita
Dept. Incharge
DEPARTMENT IN-CHARGE
Dept. of English
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P. Sunita Pasame
8.7.2022
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A staff meeting was conducted in the Department and resolved the following:

1. Dr. Y. Rajanarayana, Lecturer in English was retained to the college. so, the workload and timetable was discussed and shared among all the staff.
2. Percentage of syllabus coverage was discussed.
3. To conduct Valedictory Programme for English Certificate course.

Staff Members

1. 
2. Dr. N. Raja Gopal Reddy
3. 
4. Y. Raja Narayana


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Meeting No. 15

20-07-2022

A staff Meeting was conducted in the Department and resolved the following:

1. G. Azmadullah, Lecturer in English was transferred to the college and once again the workload and timetable was discussed.
2. To allot workload to G. Azmadullah, Lecturer in English
3. To engage the students of IV semester Advanced English through classroom Activities.
4. To motivate the passed out Advanced English students to join Post Graduation in English.

Staff Members

1. 
2. G. Azmadullah
3. Y. Raja Narayana
4. 


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20.7.2022

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