

Department meeting minutes

Academic year 2020-2021

Meeting 1

date: 3-11-2020

The staff members met in the department and discussed the following.

1. Distribution of syllabus paper wise for semester 2 and semester 5 among the staff.
2. Semester allotment
3. About online classes
4. About NAAC work
5. Syllabus distribution

S RAMESH BABU –SEMESTER V PAPER VI & SEMESETR II PAPER II

S DHANUNJAYA – SEMESTER V PAPER V

Meeting 2

date: 17-12-2020

The staff members assembled in the department and discussed the following

1. Department records up to date
 2. To conduct student seminars
 3. About department activities
 4. Planning to improve admissions.
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Meeting 3

date: 5-01-2021

The staffmembers met in the department and resolved the following.

1. Up to date department records
2. Review about syllabus completion
3. Allotment of Semester 1 syllabus for first degree semester students.

S Dhanunjaya – semester 1 paper 1

Meeting 4

date 13-2-2021

The staff members met in the department and discussed the following.

1. Review about Completion of the Semester V syllabus.
 2. To conduct grand test
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Meeting 5

date:03-05-2021

The staff members assembled in the department and resolved the following.

1. Distribution of syllabus paper wise for semester 4 and 6 among the staff.
2. Semester allotment
3. About online classes
4. About NAAC work
5. Syllabus distribution

S RAMESH BABU –SEMESTER 6 PAPER VII& SEMESETR 4 PAPER IV

S DHANUNJAYA – SEMESTER 6 PAPER VII

Meeting 6

date: 12-08-2021

The staff members met in the department and discussed the following.

1. Review about Completion of the Semester V syllabus.
2. To conduct grand test
3. To prepare the laboratory to conduct university practical examinations.

Academic year 2019-2020

Meeting 1

date 18-06-2019

The staff members assembled in the department and resolved the following

1. Result analysis and review about the pass percentage of each paper
2. Distribution of syllabus paper wise for semester 3,5 and 1 among the staff.
3. Workload allotment
4. Participation into admission work
5. Department activities

S RAMESH BABU – semester 5 paper VI and semester 3 paper III

S DHANUNJAYA – semester 5 paper V and semester 1 paper I

Meeting 2

date: 08-08-2019

The staff members held the meeting on 8-8-2019 in the department and discuss the following

1. Planning to take remedial classes for failure and slow Lerner students
2. Review about syllabus completion
3. To conduct student seminars.

Meeting 3

date: 28-10-2019

The staff members met in the department and discuss the followings

1. About the completion of the syllabus.
 2. To prepare the laboratory to conduct university practical examinations.
 3. Up to date the department records.
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Meeting 4

date: 13-12-2019

The staff members assembled in the department and resolved the following

1. Distribution of syllabus paper wise for semester 6,4 and 2 among the staff.
2. Workload allotment
3. Department activities

S RAMESH BABU – semester 6 paper VII and

Semester 4 paper IV

S DHANUNJAYA – semester 6 paper VIII and

Semester 2 paper II

Meeting 5

date: 13-02-2020

The staff members assembled in the department and resolved the following

1. Review about syllabus completion
 2. To conduct student seminars
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