

1  
21-6-2017

2017 - 2018

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

In the department of English, the first meeting for the academic year 2017-18 is held and it is hereby resolved to undertake the following activities:-

1. To prepare Result Analysis and to prepare the list of failed candidates.
2. To identify the slow learners and backlog and to give them remedial coaching and to record in the Remedial Register.
3. To prepare time-table, to allocate Syllabus and workload.
4. To prepare Annual curriculum Plans, teaching Diary and Plan and the Department Activities Plan.

1) P. Shanmukha Lingam      J. Shanm  
in-charge of the Dept.

2) P. Sreenivasulu  
Lecturer in English

Seenu

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2  
1.7.17

classmate

Date

Page

A resolution is taken  
to conduct the following :-

① To conduct Group Discussions (G.D.)  
on various topics of current importance  
relating to local and international.

② To conduct assignments.

1. P. Shanmukha Lingam,  
in-charge of Dept.

P. Shanmukha Lingam

2. P. Sreenivasulu,  
Lecturer in English.

P. Sreenivasulu

8  
1.8.17

classmate  
Date \_\_\_\_\_  
Page \_\_\_\_\_

It is hereby resolved to conduct the following activities. :-

1. To conduct I Mid Test for I and III Semester students, to value these internal answerscripts and post the marks in Register.
2. To guide the students to do Student Study Projects.
3. To conduct Debates on the topics and encourage the students to talk for and against any issue.

1. P. Shanmukha Lingam,  
Dept. in-charge

P. Shanmukha Lingam

2. P. Sreenivasulu,  
Lecturer in English

P. Sreenivasulu

4  
1.9.17

It is resolved to conduct the following activities. :-

1. To conduct remedial classes to the failed students of March, 2017 examinations and also to the slow learners.

2. To conduct mock interviews.

3. To conduct II Mid Test (Internals) for Semesters I and III students, to prepare Question Papers, to value answer scripts and post marks in the register.

4. To tell the students about mistakes in the answer scripts (feed back).

1. P. Shanmukha Lingam,  
Dept. in-charge.

*P. Shanmukha Lingam*

2. P. Sreenivasulu,  
Lecturer in English.

*P. Sreenivasulu*

5  
4.10.17

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

It is resolved to conduct the following activities after a discussion in the department meeting held on 4.10.17. :-

1. To conduct student seminars for I and III Semester students and enter marks in Register.

2. To prepare students for Semester examinations.

3. To conduct flash card technique.

4. To conduct Poster Presentation.

1. P. Shanmukha Lingam,  
Dept. in-charge

P. Shanmukha Lingam

2. P. Sreenivasulu,  
Lecturer in English

P. Sreenivasulu

20.11.17

It is hereby resolved to conduct the following activities after a discussion in the department meeting held on 20.11.17 :-

1. To prepare result analysis and to prepare the list of failed candidates in order to give remedial coaching.
2. To maintain Remedial Register.
3. To prepare time-table, to allocate syllabus and work load.

1. P. Shanmukha Lingam,  
in-charge of the Dept.

P. Shanmukha Lingam

2. P. Sreenivasulu,  
Lecturer in English

P. Sreenivasulu

7  
1.12.17

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

It is hereby resolved to conduct the following activities which are discussed in the meeting held in the department, on 1.12.17. :-

1. It is resolved to conduct Quiz programme

2. To conduct a Field Trip.

3. To conduct JAM sessions; Role Play.

4. To conduct I Mid Test (Internals)  
for II and IV Semesters.

1. P. Shammukha Lingam  
in-charge of the Dept.

*P. Shammukha Lingam*

2. P. Sreenivasulu,  
Lecturer in English

*P. Sreenivasulu*

8  
2.1.18

It is hereby resolved to conduct the following activities after a discussion in the departmental Meeting held on 2.1.18 :-

1. To conduct student Seminars for II and IV Semesters
2. To conduct elocution, essay writing competitions (literary) on the eve of the ensuing Republic Day.

1. P. Sharmukha Lingam  
in-charge of the Dept.

P. Sharmukha Lingam

A. P. Sreenivasulu  
Lecturer in English

A. P. Sreenivasulu

1-2-18

It is hereby resolved to conduct the following activities after a discussion in the department meeting held on 1.2.18 :-

1. To conduct II Mid Test (Internals) for both II and IV Semesters.

2. To conduct extra classes for slow-learners and backlog students.

1. P. Shanmukha Lingam,  
in-charge of the Dept.

*P. Shanmukha Lingam*

2. P. Sreenivassulu,  
Lecturer in English

*P. Sreenivassulu*

*P. Sreenivassulu*

2018 - 2019

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

In the department of English, the first meeting for the academic year 2017-18 is held and it is hereby resolved to undertake the following activities:-

1. To prepare Result Analysis and to prepare the list of failed candidates.

2. To identify the slow learners and backlog and to give them remedial coaching and to record in the Remedial Register.

3. To prepare time-table and to allocate Syllabus and workload.

4. To prepare Annual Curriculum Plans, teaching diaries and teaching Plan and the Departmental Activities Plan.

1. P. Shamsukthalingam  
incharge of the Dept.

P. Regan

2. P. Sreenivasulu

Lecturer in English  
(Contract).

Sreef

In the department of English, a meeting is held, discussed following issues and the resolutions are undertaken. :-

1. To conduct Group Discussions (G.Ds) on various topics of current importance relating to local and international.

2. To conduct assignments.

1. P. Shanmukha Lingam  
in-charge of the Dept.

P. Shanm

2. P. Sreenivasulu  
Lecturer in English.

See af

3  
6.8.18

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

There is a meeting in the department of English which is held to discuss and decide the following academic matters as resolutions :-

1. To conduct the first internal examination for I and III Semester students, and to value these internal answer scripts and to post the marks in the Registers,
2. To guide the students for Student Study Projects.
3. To conduct debates on the topics and encourage students to talk for and against any.

1. P. Shanmukha Lingam  
Dept. - in-charge.

P. Shanmukha Lingam

2. R. Ramakrishna Reddy  
Lecturer in English

R. Ramakrishna Reddy

4  
1.9.18

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

The following resolutions are taken up in the department meeting of English Department, P.S.C. & K.V.S.C. Govt. Degree College, Nandyal, regarding the academic activities after a discussion. :-

1. To conduct remedial classes to the failed students of March, 2018, R.U. examinations and also the Slow learners.
2. To conduct Mock interviews.
3. To conduct II Mid Test (Internals) for Semesters I and III students, to value these internal answerscripts and post the marks in the Register, and to feedback regarding mistakes and common errors in the scripts.

1. P. Shanmukha Lingam,  
Dept. in-charge

P. Shanmukha Lingam

2. R. Ramakrishna Reddy,  
Lecturer in English.

R. Ramakrishna Reddy

1  
6.10.2021

classmate  
Date \_\_\_\_\_  
Page \_\_\_\_\_

Proceedings of the Departmental  
meeting held on 6.10.2021.

Present :

Smt. S. Parvathi

S. R. E

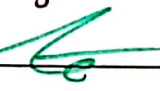
Sri C. Madanna

C. Madanna

Allotment of work for the Academic year  
2020-2021 is discussed. The Departmental  
Time table, Activities are discussed and  
Circulated to staff members.

8-11-2021

The Departmental meeting is held on 8-11-2021 and it has been decided to conduct "National Education day" on 11-11-2021, resolved to conduct Essay writing Competition.

1. Smt. S. Parvathi S.P. 

2. Sri C. Madanna.

C.M. Madanna  
8.11.21

3

12-2021

classmate

Date

Page

The Departmental meeting is held on 3-12-2021 and resolved to discuss the following.

1. Digital Assignment
2. NAAC Activities
3. Academic Activities regarding I, II Semesters.

1. S. Parvathi

S.P/6

2. C. Madanna.

C. Madanna  
3.12.21

1/2021

classmate

Date \_\_\_\_\_

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The Departmental meeting is held and resolved the following on 3-1-2022.

1. Academic Activities

2. To guide the students for Soft skills, Competitive Examination

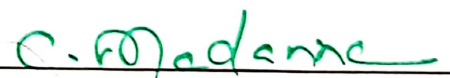
3. To Conduct Certificate Course the Basics of English Grammar from 4-1-2022 (15 days with

1. S. Parvathi



30 hrs)

2. C. Madanna



3.1.22 ✓

2/2022

classmate

Date

Page

The Departmental Meeting is held on Feb 2022 and resolved to conduct III semester classes and remedial classes to 2 semester students for the slow learners.

1. S. Parvathi S.P/Ge
2. C. Madanna C. Madanna

3/2022

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

The Departmental meeting is held on <sup>15</sup> March 2022 and resolved the following

1. NAAC Activities
2. Student Seminars

1. S. Parvathy S. P. K.
2. C. Madanna C. Madanna

The Departmental meeting held  
on 1.6.2022 And resolved the following

1. Discussion on Time table
2. Commencement of First-internal  
Examination in the month.
3. Community Service project-class.

First-B Com Co

1. S. Parvathi

S.P. Co

2. C. Madanna.

C. Madanna

The Departmental meeting held on 13.8.2022 discussed the followings

1. To conduct Add on Course ,  
Certificate Course in Spoken English  
From 16.8.2022. —
2. Resolved to conduct 2<sup>nd</sup> internals
3. Discussed on valuation and Result  
Analysis of 3<sup>rd</sup> Semester.
4. To conduct National Literacy day
  1. S. Parvathi S-p / 6
  2. C. Madanna C. Madann

## Minutes of the meeting

The Departmental meeting held on 20<sup>th</sup> Oct 2022 and resolved the following.

1. Remedial classes for slow learners
2. Community Service project for B.A/ Bcom/ BSc Students
3. Model paper discussion, peer teaching for I year students by III year students.
4. Semester end examinations
  1. S. Parvathi
  2. C. Madanna.

*[Signature]*  
C. Madanna

N. Praveen

*[Signature]*

DD 18

22/11/2023

## Minutes of the meeting

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

02-11-2022

The Department of English,  
The first meeting for the Academic  
year 2022-2023 is held and it is  
here by resolved to undertake the following  
activities on 2<sup>nd</sup> November 2022.

1. To prepare Result Analysis and  
to identify the slow learners and backlog.
2. Remedial Coaching for slow learners.
3. To prepare time table, to allocate  
Syllabus and work load
4. To prepare Annual Curriculum plan,  
Teaching Diary and Departmental Acti-  
-vity plan.
5. To conduct Certificate Course on  
Interview skills.
6. To conduct poster presentation on 9-10.2023

1. S. Parvathi

2. C. Madanna C. Madanna

8<sup>th</sup> November 2022

In the department of English, the first meeting for the academic year 2022-2023 is held and it is resolved to undertake the following Activities

1. To Prepare Result Analysis and to prepare the list of failed Students; to Identify the slow learners

2. Remedial Coaching for slow learners.

3. To Prepare time-table, to allocate syllabus and work load.

4. To prepare Annual Curriculum plans, Teaching Diary and plan, the Department Activities plan and all other Activities.

5. To conduct I, III Internals in the month of Dec-2022

1. S. Parvathi

Lecturer in English

S. P. C.  
8/11/2022

2) C. Madanna

Lecturer in English.

C. Madanna

*Prasanna*

Principal 8/11/22

PSC & KVSC Govt. College  
Nandyal-518 502, Kumool(Dt) A.P.

8<sup>th</sup> January 2023

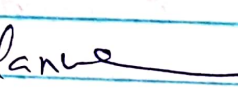
A resolution is taken to conduct the following Activities :-

1. To Conduct 'JAM' session and Group discussion on Current important topics to III Semester Students.
2. To conduct Guest Lecture
3. To conduct Assignment.
- 4 To guide the Students to do Student Study Project.

1. S. Parvathi  
Lecturer in English

S.P.   
8/1/2023

2. S. Madanna  
Lecturer in English

C-Madanna 

  
Principal 8/1/23  
PSC & KVSC Govt. College  
Nandyal-518 502, Kurnool(Dt) A.P.

March 2023.

It is hereby resolved to conduct the following Activities :-

1. To conduct Remedial classes for slow learners
2. To conduct Awareness programme on Cancer on 8.3.2023 or 9.3.2023
3. To prepare for final (Semester end) Examinations which will be conducted 14.03.2023. for I, III Semesters.
4. Internals will be conducted for 2nd Semester in the month of April.

1. S. Parvathi

Lecturer in English

S. Parvathi

2. C. Madanna

Lecturer in English.

C. Madanna

N. Prasadula  
Principal 3/3/23

PSC & KVSC Govt. College  
Nandyal-518 502, Kumool(DT)A.P.

P. R. H. V.  
A.P.  
22/11/2023

2022-2023.

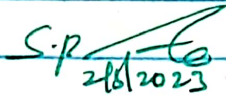
2<sup>nd</sup> May 2023.

A resolution is taken to conduct the following activities

1. Admission Campaign 2023-2024
2. To Conduct Community project work (CSP) from June to August 2023.
3. To conduct Semester end Examinations for 2<sup>nd</sup> Semester in the month of July-2023
4. To conduct Student Seminars in the month of July-2023.

1. S. Parvathi

Dec in English

S.P.   
26/5/2023

2. C. Madanna

Dec in English

C. Madanna 

  
2/5/23

Principal  
PSSC & KVSC Govt College  
Narayana-1800, Kurnool, A.P.

2<sup>nd</sup> August 2023.

The Department of English met in the principal chamber and resolved the following for the Academic year 2023-2024. on 2<sup>nd</sup> August-2023.

1. online Admissions
2. Commencement of Class work for III semester, 1<sup>st</sup> Semester from 7<sup>th</sup> August. 2023
3. Time Tables, Annual plan, Curriculum plans for the Academic year 2023-2024
4. Independence day celebrations on August-15<sup>th</sup>.
5. Guest-lecture on Interview skills. by Janardhan, Infosys. on 22<sup>nd</sup> August 2023.
- 6.

1. S. Parvathi  
Lec<sup>in</sup> English

S.P.   
2/8/2023

2. C. Madanna  
Lec<sup>in</sup> English

C. Madanna 

  
2/8/23  
Principal

PSC & KVSC Govt. College  
Nandyal-518 502, Kumool(DT)A.P.

September 2023

A resolution is taken to conduct the following Activities:-

1. To conduct Student Seminars
2. To conduct Quiz programme, Assignments
3. BOS meeting at RU University.
4. To conduct Student Activities

1

1. S. Parvathi

Lec in English

S.P. A

2

2. C. Madanna

Lec in English.

C. Madanna

Principal

PSC & KVSC Govt. College  
Nandyal-518 502, Kurnool(DT) A.P.

2023 - 2024

7  
October 2023.

The Department of English met in the Department on 5<sup>th</sup> October 2023, resolved the following.

1. To conduct Poster presentation for I year students on the eve of APJ Abdul Kalam birth anniversary.
2. To conduct Assignments, Students Extension programme
3. To conduct Field visit on 18.10.2023
4. To conduct Student Seminars 18.10.2023

1. S. Parvathi

*C.P. to*  
5/10/2023

2. C. Madanna.

*C. Madanna*

*B. Praveen*  
Principal  
PSC & KVSC Govt. College  
Nandyal-518 502, Kumool(Dt)A.P.

The Department of English met in the department on 29.01.2024 resolved the following

AGENDA:

1. Distribution of classwork.
2. Syllabus
3. Time table

\* It is hereby resolved to allot the 2 Semester BSc Botany, B.A. History, <sup>BSc</sup> Zoology, BSc Computer Science to Smt. S. Parvathi, Lec in English, and 2nd Semester Bcom (a) and Bcom Computers to C. Madanna, Lec in English.

\* 5 units of Syllabus - A Course in Reading and Writing Skills.

\* Discussed time-table, and resolve to conduct Quiz in the month of Feb-2024.

\* To prepare Annual Semester plans, teaching notes diary for 2nd Semester.

1. S. Parvathi

Lec in English

S. Parvathi  
29/1/2024

2. C. Madanna

Lec in English

C. Madanna  
29.1.24