

2020 - 2021.

48 MINUTES OF THE DEPARTMENT OF ENGLISH

The Departmental meeting of English of SVKPC Dr. K. S. Raju Arts College (A), Penugonda was conducted on 01-12-2020 at 4:30 PM in the Department under the chairmanship of K. SASI KUMAR HOD of English.

Members Present:

1. K. SASI KUMAR,
HOD of English.
2. P. Y. KRUPAVARAM,
Lecturer in English.
3. P. MALLESWARI,
Lecturer in English.

AGENDA:

1. Timetable
2. Distribution of workload.
3. Implementation of Autonomous syllabus.
4. Remedial classes.
5. Student Seminars.

Meeting - I

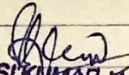
MEETING NO: 01

49

01-12-2020.

RESOLUTIONS:

- ① The Timetable of the Department was prepared in consultation with the Timetable Committee as per the convenience of the staff members.
- ② Total workload of the Department 760 hours were shared and distributed among the staff members.
K. Sasi Kumar - 25 hours.
P. Y. Krupa Varan - 25 hours.
P. Malleswari - 25 hours.
- ③ The Department of English unanimously resolved to fill and implement the syllabus of ~~Autonomous~~ ^{the university} Autonomous for I, II & III Semesters students of I & II BA, BSc & Bcom students for the academic year 2020-21.
- ④ It is resolved to conduct Remedial Teaching classes for Academically backward students after the completion of College class work or before College time.
- ⑤ It is unanimously resolved to conduct students Seminars for I & II Semesters students.


K. SASI KUMAR, M.A., M.Phil.,
Head of the Dept. of English
S.V.K.P & Dr. K. S. Raju Arts & Science College
PENUGONDA - 534 320, W.G.

53rd MINUTES OF THE DEPARTMENT OF ENGLISH.

The Departmental Meeting of English of SVKR & Dr. K. Raju Arts & Science College (A), Penugonda, was held on 03-03-2021 at 4:30 pm in the Department Under the Chairmanship of K. Sasi Kumar HOD of English.

Members Present:

1. K. SASI KUMAR.
HOD of English.
2. P. Y. K. RUPAVARAM.
Lecturer in English.
3. P. MALLESWARI.
Lecturer in English.

AGENDA:

1. Completion of syllabus in time.
2. Distribution of study material
3. Assignments
4. Internal Examinations

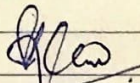
MEETING NO: 02.

51

03-03-2021.

RESOLUTIONS:

- ① The Department of English has Unanimously resolved to Complete the syllabus for III & I Semester students of BA/BSc/Bcom.
- ② It has Unanimously resolved to distribute the Study material for III & I Semester BA/BSc/Bcom Students to prepare well for public examinations.
- ③ It is resolved to assign Assignments for III & I Semester Students of BA/BSc/Bcom to enhance and enable them the Reading and Writing skills.
- ④ It is Unanimously resolved to Conduct the Internal Examinations for III & I Semester Students of BA/BSc/Bcom.


K. SASIKUMAR, M.A., M.Phil.
Head of the Dept. of English
S.V.K.P. & Dr. K.S. Raju Arts & Science College
PENUGONDA - 534 320, W.G.

The Departmental Meeting of English of SVK.P & K.S. Raju Arts & Science College (W), Penugonda was held on 01-07-2021 at 4:30 pm in the Department under the Chairmanship of K. Sasi Kumar HOD of English.

Members Present.

1. K. SASI KUMAR.
HOD of English.
2. P.Y. KRISHNAPURAM.
Lecturer in English.
3. P. Malleswari.
Lecturer in English.

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AGENDA:

1. Timetable
2. Distribution of workload
3. Implementation of Autonomous syllabus
4. Student Seminars
5. Quiz Programmes.
6. To conduct online classes

RESOLUTIONS:

01-07-2021.

- ① It is Unanimously resolved to prepare the Departmental Timetable in consultation with the Promoteable Committee as per the Convenience of the staff members.
- ② It is Unanimously resolved to distribute the workload of the Department among the three staff members.
- ③ The Department of English Unanimously resolved to follow the Autonomous syllabus for B Semesters students of B.A/B.Sc/B.Com for the academic year 2020-2021.
- ④ It is Unanimously resolved to conduct Student Seminars for B Semesters students of B.A/B.Sc/B.Com.
- ⑤ It is Unanimously resolved to conduct Quiz Programmes for B Semesters students.
- ⑥ It is Unanimously resolved to conduct Online Classes through Zoom App, Zoom meet etc due to pandemic situation of Covid.

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K. SASI KUMAR, M.A., M.Phil.,
Head of the Dept. of English
SVK.P & Dr. K.S. Raju Arts & Science College
PENUGONDA - 534 320, W.G

The Departmental Meeting of English of SVKP & Dr. K.S. Raju Arts College (W), Penugonda, was held on 06-09-2021 at 4:30 PM in the Department under the chairmanship of K. Sasi Kumar HOD of English.

Members Present:

1. K. SASI KUMAR
HOD of English
2. P. Y. KRUPNARAM
Lecturer in English
3. P. MALLESWARI
Lecturer in English.

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AGENDA:

1. To complete the syllabus routine
2. To distribute the Study material
3. To Assign Assignments
4. To Conduct Student Seminars.
5. To arrange Guest Lectures.
6. To Conduct Internal exams.

06-09-2021.

RESOLUTIONS:

- ① The Department of English has Unanimously resolved to complete the syllabus of II Semester students of BA/BBA in proper time.
- ② It is resolved to distribute the Study material for II Semester students to prepare well for public examinations.
- ③ It is resolved to Assign Assignments for II Semester students to enhance the ability of Reading & Writing skills.
- ④ It has Unanimously resolved to Conduct Student Seminars to II Semester students to improve the ability of Speaking skills & Presentation skills.
- ⑤ It is Unanimously resolved to Invite Guest Lectures to enhance the ability of Listening skills.
- ⑥ It is unanimously resolved to Conduct Internal examinations as a part of internal assessment.

[Signature]
K. SASI KUMAR, M.A., M.Phil.
Head of the Dept. of English
SVKP & Dr. K.S. Raju Arts & Science College
PENUGONDA - 534 320, W.G