

05/07/2021

The staff members met in the department of English on 05/07/2021 at 2.15 to discuss and resolve the following

1. To continue on-line classes till further orders.
2. To call parents of students who are irregular to on-line classes and also students who absent themselves to the classes and motivate them to buy cell phones thus enabling their children to attend on-line classes
3. To encourage students for group listening if they are unable to purchase phones or if network issues persist in their areas
4. To prepare action-plan of department for the year 2021-2022
5. To arrange guest lecture in spoken English.

H. Revathi
M. V. Ravi

A. Leary

PRINCIPAL
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SRUKALAHASTI

10/11/2

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Agenda

- ### Agenda
1. Review on Completion of Syllabus
 2. Conduct of Mid-Exam for II Semester
 3. Preparation of Mid-Exam Question paper
 4. Updation of Departmental Activities

Resolutions

Resolutions It is resolved to complete the Syllabus before Dasara Vacation and hence completion of Syllabus for II Semester is reviewed

It is resolved to conduct
Mid-Exam for II Semester

It is resolved to prepare Mid-Exam Question Paper for 25 marks covering all units.

It is also resolved to
update Departmental Activities Register
to till date
brief report
20 April 2016

J. Leary

brief report
 T. S. Chelidipinil
 M. R. Ravathi

22/11/2021

Departmental Staff Meeting is convened in the Department of English on @ 2:00 p.m to discuss the following Agenda and Unanimously made the following resolutions.

Agenda

1. Conduct of II Semester Classes
2. preparation of I Semester Study material
3. Conduct Bridge Course to I year students
4. Conduct of Foundation Course: Life Skills & personality Enhancement to Third Year Students
5. preparation of Life Skills Course Notes
6. To conduct Remedial classes for slow learners
7. To conduct Group Discussion

Resolutions:-

It is unanimously resolved to conduct III Semester classes from 1st November and also to conduct Group Discussion. It is resolved to prepare Study Material for I Semester.

It is also resolved to conduct Bridge Course for a week to first year students from 22/11/21 to 26/11/2021

It is also resolved to start foundation course Life skills & personality enhancement classes to Third year Students.

It is also resolved to

prepare Life Skills study material to
Students.

It is resolved to conduct Remedial
classes for first year B.A, B.Com & B.Sc Students.
(Slow learners)

Signatures

T. Heleth Gabriel

M. Perumth

A. Leary

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11/12/2021

The Department of English
convened a meeting on
@ 4.00pm to discuss the following agenda
and made the following resolutions.

Agenda

1. Documentation of AQAR
2. Powerpoint presentation preparation for I Semester
3. Documentation of Departmental Activities
4. Mentor-Mentee Interaction

Resolutions:

It is resolved to document Annual Quality Assurance Report (AQAR) and make necessary corrections in drafting of Criteria-wise reports.

It is resolved to prepare power point slides for I Semester Syllabus which will enable to take ICT classes for the benefit of the Students.

It is also resolved to document Departmental Activities and to upload in the website.

It is resolved to conduct Mentor-Mentee Interaction to conduct counselling to Students on various aspects.

Signatures

M. P. ...

T. ...

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31/1/22

Departmental Meeting is
Convened on 31/1/22 @ 2.00pm
to discuss ^{the agenda} and made the following
Resolutions

Agenda

1. Newsletter Documentation
2. Conduct of Literary Competitions
3. Create Awareness to watch ManaTV Videos

Resolutions:

It is resolved to
assist IQAC Coordinator in drafting &
documentation of College Newsletter

It is resolved to conduct
Literary Competitions - Essay writing &
Elocution on the eve of Independence
Day Celebrations

It is resolved to create
awareness among students to watch
ManaTV Videos as an effective online
learning Resource.

Signatures

M. Renuka
T. Veluthi Gabriel



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5/2/2022

The Department of English convened a meeting on 5/2/2022 @ 4.00 p.m in the department to discuss the following agenda and made the resolutions.

Agenda

1. Guest Lecture on Conversational Skills
2. Poetry Recitation
3. Mid Examination
4. Quiz using plickers & Debate

Resolutions:-

It is resolved to Organise Guest Lecture on 'Strategies to improve Conversational Skills' by inviting Prof. J. Karthikeyan, VIT Vellore as Resource person to deliver the talk through Online.

It is resolved to Conduct English Poetry Recitation Competition to Commemorate the birthday of Sarojini Naidu on 14th February.

It is resolved to Conduct English Mid Examination for I and II Semesters as per the Timetable.

It is resolved to conduct Online Quiz using Plicker.

Signatures

T. Velutha

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2/3/2022

The Department of English convened a meeting on 2/3/2022 @ 4:00 pm in the department to discuss the agenda and made the following resolutions.

Agenda

1. Guest Lecture on Soft Skills
2. National Grammar Day
3. Parents Meeting
4. Review on Syllabus Coverage

Resolutions:

It is resolved to conduct interactive session on 'Soft Skills' by organising Guest Lecture by Dr. Taralakshmi, Lecturer in English GDC, Naidupet.

It is resolved to organise National Grammar Day as One Day Workshop on 'Building with Grammar - Speak Smart'. Dr. M. Parthaja & Dr. M. Usharani faculty of GDC's Puttur and Nagari will act as Resource persons. Various Activities like Ball Task Check, Story Telling, English Songs Singing, Cracking Jokes, One Minute Quotation Challenge have to be conducted.

It is resolved to conduct Parents Meeting to discuss their wards performance.

Review on Syllabus Coverage is Conducted and resolved to complete the syllabus on time by the end of march.

Signatures

T. Leith Gabriel

H. Ren. H.

R. Leary

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21/4/2022

The Department of English Convened a meeting on 21/4/2022 @ 4.00pm in the department to discuss the following agenda and made the resolutions

Agenda

1. Revision
2. Grand Test
3. Documentation of Records
4. Celebration of English Language Day
5. Remedial Coaching

Resolutions: It is resolved to conduct revision on I Semester, II Semester General English and foundation Courses to enable the students to feel at ease for the Semester End Examinations

It is resolved to conduct Class Test and Grand Test to I Semester & II Semester General English and Foundation Course

It is resolved to update records and documentation as per NAAC Criteria

It is resolved to celebrate Shakespeare Birthday on 23rd April as World English Day.

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It is resolved to
Conduct Remedial Coaching to
Slow Learners.

Signatures

P. Veleth Gabriel
H. R. S.

A. Leary

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11/5/2022

The Department of English convened a meeting on 11/5/2022 at 4.00pm in the department to discuss the following agenda and unanimously made the resolutions.

Agenda

1. Admission Campaign
2. C Sp Guidance to Students
3. E-Content Preparation

Resolutions:-

It is resolved to conduct or give wide publicity about the institution to increase admissions and also to visit neighbouring Junior Colleges in and around Srikalahasti as per the instructions of the principal.

It is resolved to extend Continuous and Constant Support to Alloted Students to Complete Community Service Project.

It is also resolved to prepare some Videos on Spoken English and on curriculum in 4 Quadrant approach for the benefit of the Students.

Signatures

T. Eldhigabriel

H. Per...

A. Leary

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