

10/06/2024

Departmental meeting was conducted on 10/06/2024 at Jrc lab to discuss the following agenda and unanimously passed the following resolutions

Agenda

1. To attend Examination duties
2. To monitor short term internship
3. To update departmental records
4. To procure documentary evidences for ASAR

Resolutions

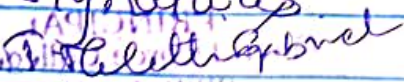
It is resolved to attend invisation duties

It is resolved to monitor short term internship, evaluate and conduct viva

It is resolved to update departmental records for upcoming NAAC accreditation

It is resolved to collect documentary evides for ASAR and AAPPT.

Signatures

1. 
2. M. V. S. Rao



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07/12/24

Departmental meeting was conducted on 07/12/24 at JTC Lab to discuss the following agenda and unanimously passed the following resolutions

Agenda

- 1 To frame time table for I & II semester
- 2 To prepare entry level test question paper
- 3 To design and schedule Bridge Course
- 4 To map classes in OTHP

Resolutions

It is resolved to frame time table for I and II semester

It is resolved to prepare question for entry level test question paper

It is resolved to design syllabus for bridge course and schedule classes.

It is resolved to map classes in OTHP

Signatures

1. T. V. Subramanian
2. M. V. Ravi



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Time: 12.00 PM

6/8/24

Departmental Meeting was conducted on 6/8/24 at the Department of English to discuss the following agenda and unanimously passed the following resolutions.

Agenda

1. Submission of Departmental Input for AQAR Uploading.
2. Orientation to first year Students
3. Conduct Literary Competitions
4. Conduct Bridge Course to I year Students.

Resolutions

It is resolved to Submit Departmental inputs for uploading AQAR. Criteria wise details with links have to be provided.

It is resolved to organise Orientation programme to first year Students on Spoken English

It is resolved to Conduct Literary competitions - Essay writing, Elocution, JAM on the eve of Independence Day Celebrations.

It is resolved to Conduct

Bridge course to 1 year students in the last weeks of August.

Signatures

1. T. Melithyapudi
2. M. V. S. Rani

A. Leary

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18/9/24

Departmental meeting was Conducted on 10/9/2024 at the department of English to discuss the following agenda and unanimously passed the following resolutions

Agenda

1. To organize field trip
2. To frame interactive activities
3. To allot topics for student projects
4. orientation on SOP of CIA
5. field Trip to low Beri, vedam & Sullabot

Resolutions

It is resolved to organize field trip for experiential learning outside the classroom.

To frame interactive activities to increase student participation and engagement and develop interest in learning English.

It is resolved to allot topics for student projects.

It is resolved to Conduct an orientation on Standard operating procedures of CIA to students

It is resolved to go on field Trip to align with few topics of III Semester.

Signatures

1. T. Chellapandi
2. M. V. S. Ravi

A. Leary

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03/10/24

Departmental meeting was conducted at 12.00 pm on 03/10/24 at the Department of English to discuss the following agenda and unanimously passed the following resolutions

Agenda

1. Literary Competition
2. To create google classroom for III Sem
3. preparation of material for slow learners

Resolutions

It is resolved to conduct literary competition - essay writing and elocution for Freshers day celebration.

It is resolved to create google classroom for III Semester students to share content, tests and assessment aspects

It is resolved to prepare easy and simple answers for slow learners

Shilpa
10/13/24

Signatures

1. T. R. S. Srinivas
2. M. V. S. Ravi

A. Leary

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04/11/2020

Departmental meeting was conducted at 12.00 P.M. at the Department of English to discuss the following agenda and unanimously passed the following resolutions

Agenda

1. Syllabus Completion
2. mid-I paper correction
3. on-line quiz
4. Conduct of mid-2 exam
5. Conduct one day workshop on Communication & Soft Skills

Resolutions

It is resolved to complete syllabus in time

It is resolved to correct mid-1 answer scripts and give feedback in order to guide students for future assessments

It is resolved to conduct on-line quiz for first year students

It is resolved to conduct mid-2 exam

It is resolved to conduct one day workshop on Communication & soft skills

Signatures

1. P. Chellaprabha
2. M. V. R. Ravi

P. Chellaprabha

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4/12/24

Departmental meeting was conducted at 3.00 pm at the Department of English to discuss the following agenda and unanimously passed the following resolutions

Agenda

1. Remedial Coaching
2. Orientation on Examination - OMR Sheet
3. Updation of Departmental Records
4. Posting of marks in CIA

Resolutions

It is resolved to conduct Remedial Coaching to Students from 5/12/2024

It is resolved to organise Orientation Programme on Examination, OMR Sheets of Degree Semester System.

It is resolved to update Departmental Records keeping in view ensuing NAAC.

It is also resolved to post marks in CIA Register as per new proceedings of the CCE.

Signatures

1. G. Velthigam

2. M. V. Ravi



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2/1/25

Departmental Meeting was conducted at 12.00pm at the Department of English to discuss the following agenda & unanimously passed the following resolutions.

Agenda

1. Preparation of Departmental Time Table
2. Allotment of classes for II & IV Semester
3. Preparation of Curricular plan & Action plan for II & IV Semester
4. Organise Guest Lecture

Resolutions

It is resolved to prepare Departmental Time Table for II & IV Semester

It is resolved to allot classes for II & IV Semester for both English & Skill Courses

It is resolved to prepare Curricular plan & Action plan for II & IV Semester

It is resolved to organise Guest Lecture

Signatures

1. P. Melithy Gabriel
2. M. V. Shree Rani


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03/2/25

Departmental meeting was conducted at 12.00 P.M. at the Department of English to discuss the following agenda and unanimously passed the following resolutions.

Agenda

1. Conduct of mid-exam - I
2. Organize webinar
3. Conduct innovative activities
4. ICT- videos of R.K. Narayan Malgudi Day

Resolutions:

It is resolved to Conduct mid-exam for Sem-II students.

It is resolved to Conduct webinar on Reading skills for Sem-II students

It is resolved to Conduct innovative activities like Backs to the Board and A to Z line to students.

It is resolved to play videos of R.K. Narayan's Malgudi videos to inculcate values of respect and love for elder people

Signatures

1. T. Delitha Prasad
2. M. Visha Ravi



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4/3/25

Departmental Meeting was conducted at 12.30 pm at the Department of English to discuss the following agenda & unanimously passed the following resolutions.

Agenda

1. Review on updation of Records for Academic Audit
2. Discuss on Cross Cutting issues in English Language Learning
3. Prepare mid Exam-II Question Paper & Smooth conduct of Exam
4. Review on Performance of the learners after two mid exams.
5. Celebration of World Poetry Day.

Key Resolutions.

It is resolved to review the updation of Records for Academic Audit & initiate completion of documentation of Records.

It is resolved to discuss the Cross Cutting issues^{in ELL} i.e. Indian English Varieties & cultural differences in Communication to the Semester-II Students & present possible solutions.

It is resolved to prepare mid Exam-II Question paper & Conduct the Exam in on-time as per the Schedule.

It is resolved to conduct Personal Review on performance of the learner's performance after two mid exams & provide possible guidance to score better marks in the Semester End Exam.

It is resolved to Celebrate World Poetry Day.

Signatures

1. T. Delith Gabriel
2. M. Usto Rani



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4/4/25

Departmental meeting was at 12.30 p.m. at the Department of English to discuss the following agenda and unanimously passed the following resolutions.

Agenda

1. Conduct of remedial classes in 1st week of April.
2. To celebrate world poetry Day
3. To participate in international workshops, seminars & conferences.

Resolutions:

It is resolved to Conduct remedial classes for students in the first week of April for slow learners.

It is resolved to celebrate world poetry day on 21-04-2025 and Conduct poetry recitation and summarize unknown poetry in continuation.

It is resolved to participate in international workshop scheduled from 23-04-2025 to 25-04-2025.

Signatures

1. *[Signature]*
2. M. Usha Rao

[Signature]

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