


SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-02/2017-18

The departmental meeting was held on 11/8/2017. The academic matters were discussed and resolved:

- ☐ To review the syllabus of June and July
- ☐ Planning to conduct unit tests in the month of September
- ☐ To assign the project works to the students
- ☐ To arrange guest lectures
- ☐ To plan to attend National seminars and submit papers


In-charge of the department

Signature of the Lecturers




SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-03/2017-18

A formal meeting was held at the department on 12.10.2017 and discussed and passed the following resolutions.

- ☐ To complete the pending syllabus before the happening of the semester exams
- ☐ To collect assignments and project works allotted to the students
- ☐ To prepare internal assessments in order to send to the university
- ☐ To keep the records update with regard to NAAC
- ☐ To guide the students to write exams with any difficulty

In-charge of the department

Signature of the Lecturers

R. was
K. H.

SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-04/2017-18

A Review meeting was held at the department after the commencement of second, fourth and 6th semester class work i.e; on 10-12-2017, the following items have come up for discussion.

1. To complete the syllabus thoroughly
2. To prepare the study material for the students
3. To encourage the students to participate in quiz programs conducted by other college
4. To motivate the students to actively in in social programs such as clean -green
5. To conduct student seminars and group discussions


In-charge of the department

Signature of the Lecturers



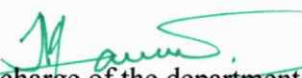

SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-05/2017-18

All the staff members assembled at the department on 13-02-2018 to discuss academic matters and NAAC matters and resolved the following:

- ✓ To complete the pending syllabus
- ✓ To provide objective type material for PG entrance
- ✓ To collect assignments and project works
- ✓ Special classes for slow learners
- ✓ To maintain all records and registers updated
- ✓ To participate in extension activities


In-charge of the department
13/02/2018

Signature of the Lecturers




SKP Govt. Degree College, Guntakal

Department of English

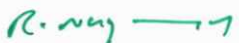

MINUTES OF THE MEETING-01/2018-19

The members of the staff meet in the department after summer vacation i.e; on 02-07-2018 for the first time and discuss the academic matters and resolved the following

- I. To prepare annual curricular plan and register
- II. To incorporate additional inputs for the effective learning and teaching
- III. To conduct monthly tests, review the syllabus every month
- IV. To submit the result analysis of 2017-18 class wise and subject wise
- V. To maintain teaching diary and notes regularly
- VI. Allotment of class work and other activities


In-charge of the department
02/07/2018

Signature of the Lecturers

SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-02/2018-19

The faculty of the department meet on 10/9/2018 and decided to resolve the following

- 1) To give study projects to the students
- 2) To evaluate answer scripts of first mid
- 3) To allot the important topics for the assignments
- 4) To conduct seminars and group discussions on curriculum topics and current events
- 5) To update NAAC records


In-charge of the department
10/09/2018

Signature of the Lecturers




SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-03/2018-19

The department staff meeting was held on 11/10/2018 at 10:30 a.m. to discuss academic activities and passed the following resolutions

- A. To review the completion of syllabus
- B. To take special orientation classes for slow learners
- C. To participate in extension activities
- D. To extend the department activity in classroom
- E. To prepare internal marks in order to send to the university
- F. To update departmental profile

In-charge of the department

Signature of the Lecturers

R. Nagaraj
K. H. S.

SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-04/2018-19

The general staff meeting is held in the department of English on 14/12/2018. The following points are discussed and resolved:

- ❖ To complete the syllabus within stipulated time
- ❖ To involve students in project works
- ❖ To provide study material for every semester
- ❖ To participate and submit papers in national seminars
- ❖ To increase students to participate in quiz programs
- ❖ To allot important topics for assignments

In-charge of the department

Signature of the Lecturers

1. R. V. Rao

2. K. S. Rao

SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-05/2018-19

The members of the staff gathered at the department on 02.02.2019 and resolved the following.

- To complete the pending syllabus
- To collect project work
- To submit the internal assessments to the university
- To provide objective type material for PG entrance
- To visit junior colleges for admissions for the academic year 2019-20
- To take classes for slow learners

In-charge of the department

Lecturers

Signature of the

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SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-01/2019-20

The members of the staff assembled in the department on 20-06-2019 to discuss the academic matters and resolved the following

- To prepare annual curricular plan and register
- To submit the result analysis of 2019-20 class wise and subject wise
- To take classes as per semester schedule
- To incorporate additional inputs for affective learning and teaching
- To maintain teaching diary and notes
- To conduct unit tests and review the results
- Allotment of syllabus and class work to the members of the staff

In-charge of the department





Signature of the Lecturers

20/06/2019

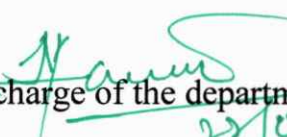
SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-02/2019-20

The departmental meeting was held on 22/09/2019 at 11 a.m. The academic matters were discussed and resolved.

- To complete the pending classes
- To conduct curricular and co-curricular activities
- To invite guest lecturers
- To take remedial classes to improve the percentage of results
- To update department activities registers
- To conduct more number of practices on phonetic symbols


In-charge of the department
22/09/2019

Signature of the Lecturers




SKP Govt. Degree College, Guntakal

Department of English



MINUTES OF THE MEETING-03/2019-20

The members of the staff assembled in the department of English on 11-10-2019 and resolved the following points after duly discussed

- a. To take special orientation classes for the slow learners to write the semesters with any hindrance
- b. To collect sufficient material for the cluster topics for the even semester of advanced English students
- c. To collect assignment already allotted to the students
- d. To submit the internal assessments to the university


In-charge of the department

Signature of the Lecturers

SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-04/2019-20

The general meeting was held in the department of English on 16-12-2019 to discuss academic matters and resolved the following

- a. To involve the students in project works
- b. Decided to complete the even semester syllabus within stipulated time
- c. To introduce vocabulary building exercises in order to facilitate life time learning
- d. To provide study material of CSS
- e. To allot assignments for the students in the even semester


In-charge of the department
16/12/2019

Signature of the Lecturers




Department of English

MINUTES OF THE MEETING-01/2020-21

The members of the staff assembled in the department on 01-11-2020 to discuss the academic matters and resolved the following

- Allotment of syllabus and class work to the members of the staff
- To submit the result analysis of 2020-21 class wise and subject wise
- To take classes as per semester schedule
- To incorporate additional inputs for affective learning and teaching
- To maintain teaching diary and notes
- To conduct unit tests and review the results
- To prepare annual curricular plan and register

In-charge of the department






Signature of the Lecturers

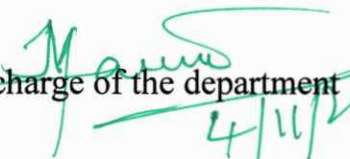
SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-02/2020-21

The departmental meeting was held on 04/11/2020 at 11 a.m. The academic matters were discussed and resolved.

- To take remedial classes to improve the percentage of results
- To conduct curricular and co-curricular activities
- To complete the pending classes
- To conduct more number of practices on phonetic symbols
- To invite guest lecturers
- To update department activities registers

In-charge of the department

4/11/2020

Signature of the Lecturers




SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-03/2020-21

The members of the staff assembled in the department of English on 08-12-2020 and resolved the following points after duly discussed

- a. To collect assignment already allotted to the students
- b. To collect sufficient material for the cluster topics for the even semester of advanced English students
- c. To take special orientation classes for the slow learners to write the semesters with any hindrance
- d. To submit the internal assessments to the university

In-charge of the department

Signature of the Lecturers

R. Nagaraj
K. Basu

SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-05/2019-20

The departmental meeting was held on 8.1.2020. Academic activities and NAAC activities came up for the discussion and the following resolution passed unanimously

- i. To complete the left-over syllabus
- ii. To conduct second mid exams
- iii. To encourage the students of final year to pursue their higher education in reputed institution
- iv. To supply objective type material for PG entrance
- v. To update all NAAC records
- vi. To submit internal assessment marks to the university
- vii. Decided to publish articles in the international and UGC recommended journals as part of research activity


In-charge of the department

Signature of the Lecturers




SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-04/2020-21

The general meeting was held in the department of English on 05-01-2021 to discuss academic matters and resolved the following

- a. Decided to complete the even semester syllabus within stipulated time
- b. To involve the students in project works
- c. To provide study material of CSS
- d. To allot assignments for the students in the even semester
- e. To introduce vocabulary building exercises in order to facilitate life time learning


In-charge of the department

Signature of the Lecturers






SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-05/2020-21

The departmental meeting was held on 10.02.2021. Academic activities and NAAC activities came up for the discussion and the following resolution passed unanimously

- i. To update all NAAC records
- ii. To encourage the students of final year to pursue their higher education in reputed institution
- iii. To conduct second mid exams
- iv. To supply objective type material for PG entrance
- v. To complete the left-over syllabus
- vi. Decided to publish articles in the international and UGC recommended journals as part of research activity
- vii. To submit internal assessment marks to the university


In-charge of the department

Signature of the Lecturers




SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-02/2021-22

The departmental meeting was held on 08/09/2021 at 11 a.m. The academic matters were discussed and resolved.

- To update department activities registers
- To conduct curricular and co-curricular activities
- To invite guest lecturers
- To complete the pending classes
- To take remedial classes to improve the percentage of results
- To conduct more number of practices on phonetic symbols


In-charge of the department 2021

Signature of the Lecturers





SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-03/2021-22

The members of the staff assembled in the department of English on 15-11-2020 and resolved the following points after duly discussed

- a. To submit the internal assessments to the university
- b. To collect sufficient material for the cluster topics for the even semester of advanced English students
- c. To take special orientation classes for the slow learners to write the semesters with any hindrance
- d. To collect assignment already allotted to the students

In-charge of the department

Signature of the Lecturers

R. ...
P. Kurban ...

SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-04/2021-22

The general meeting was held in the department of English on 08-12-2021 to discuss academic matters and resolved the following

- a. To involve the students in project works
- b. To introduce vocabulary building exercises in order to facilitate life time learning
- c. To provide study material of CSS
- d. To allot assignments for the students in the even semester
- e. To introduce vocabulary building exercises in order to facilitate life time learning
- f. Decided to complete the even semester syllabus within stipulated time


In-charge of the department

Signature of the Lecturers




SKP Govt. Degree College, Guntakal

Department of English

MINUTES OF THE MEETING-05/2021-22

The departmental meeting was held on 05.01.2022. Academic activities and NAAC activities came up for the discussion and the following resolution passed unanimously

- i. To supply objective type material for PG entrance
- ii. To update all NAAC records
- iii. To complete the left-over syllabus
- iv. To conduct second mid exams
- v. Decided to publish articles in the international and UGC recommended journals as part of research activity
- vi. To encourage the students of final year to pursue their higher education in reputed institution
- vii. To submit internal assessment marks to the university

In-charge of the department

Signature of the Lecturers

R. Narasimha
P. K. Narasimha

Department of English

MINUTES OF THE MEETING-01/2021-22

The members of the staff assembled in the department on 20-07-2021 to discuss the academic matters and resolved the following

- Allotment of syllabus and class work to the members of the staff
- To submit the result analysis of 2021-22 class wise and subject wise
- To take classes as per semester schedule
- To incorporate additional inputs for affective learning and teaching
- To maintain teaching diary and notes
- To conduct unit tests and review the results
- To prepare annual curricular plan and register

In-charge of the department

R. Nagarajan
P. Kulkarni

Signature of the Lecturers

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20/7/2021