

Department meeting

01/06/2022

Department meeting held at 11:00 AM in the chemistry department to discuss about the following issues.

→ It is resolved to conduct online classes to SEM IV & SEM V students.

→ Work load is distributed among the staff as follows.

1. SEM II PAPER - Organic & General Chemistry
Dr. A. Hymavathi.

2. SEM IV COURSE - IV
Smt. B. Santoshi Anusha.

Paper - Inorganic, organic & General Chemistry

3. SEM IV COURSE V
Paper - Inorganic & Physical Chemistry

Dr. B. Kalyan Ramu.

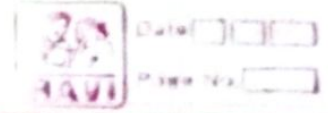
→ It is also discussed to be updated with the departmental records.

B. S. Anusha
01/06/2022

A. Hymavathi
01/06/22

[Signature]

17/6/2022



Following issues are discussed in the meeting held in the department.

Resolutions.

1. To appoint Guest faculty against the fourth Sanctioned Post with the approval of the principal.

2. To improve Student centered Pedagogical tools in the class room.

3. To maintain all the departmental records as per the Naac format.

B.S. Anand

Am

Department meeting



2/08/2022

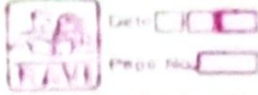
All the staff members of the department assembled at 11:00 AM on 2nd August and the following issues are discussed.

1. To organize HIROSHIMA NAGASAKI DAY by conducting Poster Presentation and elocution competitions among the students.
2. Syllabus completion status and to monitor the student attendance for Practicals.
3. Consumables requirements discussed and noted. It is resolved to represent the chemical requirement to Principal madam and request to make a quotation from the suppliers.

P.S. Anusha
2/8/2022.

Pam 02/08/2022
Dr B. Kalyanrao

Department meeting.



6/09/2022.

Department meeting held at 2.00pm and all the staff members discussed on the following issues and resolutions were taken.

1. Time table of the Practical Exams.

2. Following are nominated as the internal Examiners with their respective papers

Paper IV - Dr. B. Kalyan Ramu.

Paper V - Smt. B. Santoshi Anusha.

Paper II - Dr. A. Hymavathi.

3. To conduct "Ozone day" on 16/09/2022.

B.S. Anusha
6/09/2022.

B. Kalyan Ramu
06/09/2022

Department meeting.

21/09/2022.

All the staff members of the department met at 11:00 Am in the department and resolved to update the departmental records in view of NAAC.

The records to be updated are distributed among the staff as follows.

① Smt. B. Santoshi Anusha.

- Student Progression record.
- Best Practices.
- Department Activity register.
- Mentor mentee register.
- Student Seminars and assignments.
- Course outcomes and Program outcomes.

② Dr. A. Hymavathi.

- Certificate courses file
(Syllabus for certificate courses)
- Feed back forms.
- mentor mentee register.

- Bridge course.
- Department Library.

③ Dr. B. Kalyan Ramu.

- Remedial Reaching Register
- Material for Advanced and slow learners (competitive exam material and question bank for slow learners)
- Student profile updation in college website.
- ICT register.

④ Prasanthi — Department marks register

B. S. Anusha
21/09/2022.

B. S. Anusha
21/9/2022
Dr. B. Kalyan Ramu

A. Anuradha
21/9/2022

B. Prasanthi
21/9/22

Department meeting

19/10/2022.

Staff meeting held in the department of Chemistry on 19th October 2022 to discuss about the allotment of papers among the faculty for SEM I, SEM III and SEM V. (Theory & Practical).

The details of the distribution of papers are as follows.

SEMESTER I

Title of the paper: Inorganic & Physical Chemistry

Assigned to — ① Dr. B. Kalyan Ramu
② Smt. B. Santoshi Anusha

SEMESTER III

Title of the paper: Organic Chemistry & Spectroscopy

① Dr. B. Kalyan Ramu
② Dr. A. Hymavathi.

SEMESTER V

Course G-D Environmental Chemistry

① Dr. B. Kalyan Ramu
② B. Prasanthi

Course F-D Green Chemistry & Nanotechnology

① Smt. B. Santoshi Anusha
② Dr. A. Hymavathi.

Anu 19/10/22

Am 19/10/22

* 19/10/22

Department meeting.

18/01/2023.

Staff meeting held in the department to discuss about the Practical Examination time table and allocation of internal examiner duties among the staff.

Following staff members are entrusted to conduct Practical Examination to their respective papers.

Practical Exam Schedule 21/01/2023 -

① Paper - 6D Environmental Chemistry
Internal Examiners
Dr. B. Kavya Renu.
Smt. B. Prasanthi Kumari

② Paper - 7D Green Chemistry & Nanotechnology

Dr. A. Hymavathi
Smt. B. Santoshi Anusha.

③ Paper III - organic chemistry & Spectroscopy.

Dr. A. Hymavathi

Smt. B. Prasanthi Kumari

Signatures.

B. S. Anusha

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Pam.

Department meeting 1/02/2023

Department Staff meeting held on 01/02/2023 to discuss about the NAAC preparations and updation of records. It is informed to verify the completion status of the following records by the below mentioned staff members.

①. Dr. B. Kalyan Ramu.

ICY register & log book.	Mr
Remedial register.	h
Bridge course	h
Certificate Course.	h
Student Profiles.	h

② Smt. B. Santoshi Anusha.

Department action plans Am
Teaching diaries of the staff Am
Program outcomes, pso, co. Am
Student Progression. Am
Departmental activity register Am
Best practices Am

③ Dr. A. Hymavathi.

Student feed back.	h
Department library log book.	h
Student Seminars	h
Guest lectures.	h
Online assessment evidences.	h

④ Smt. B. Prabhathi Kumari.

Student Projects.	h
Syllabus & Previous papers file	h

B.S. Anusha 01/02/23
h
B. Prabhathi Kumari h

Department meeting



Date:

Page No:

10/02/2023

The staff members of the department met in the department and discussed about the following issues.

① Naac visit to be held on 17/03/2023 and 18/03/2023.

② Internships - mapping of the Sem VI students to the industries and installation of i map app.

③ Practical examination preparations for Sem III and Sem IV.

- 1 P.C. Anand
- 2 Pam (Dr. B. Kalyan)
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