

Dept. of English  
Meeting Register  
(Minutes Book)

# MAHA BAR

GOVT. DEGREE COLLEGE, PORUMAMILLA,  
DEPT. OF ENGLISH,  
MEETING REGISTER.



SUN 16 OCT

# Minutes of the Department

17-12-2018

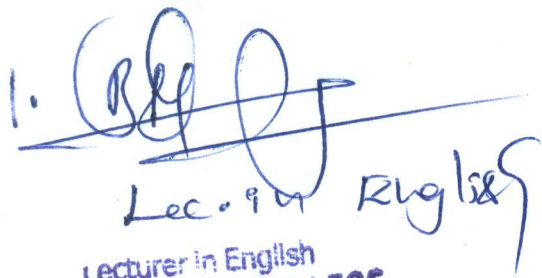
1. It is decided to submit the internal Marks for the 1st & III Semester students in the office.
2. To prepare the Time table for even Semesters II & IV Semesters.
3. To prepare & implement action plan for Even Semesters.
4. To implement the annual curriculum plan strictly as per Y.V.U Schedule.
5. To post internal & End Semesters Marks in the register.

B.P.G.

17/12/2018  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

- 1) It is decided to submit the Annual curricular plan for the academic year 2018-19 with various curricular and co-curricular activities
- 2) It is decided to achieve atleast 50-60% of pass percentage in the University Examinations.
- 3) To conduct 10 assignments to improve the writing skills of the students.
- 4) To conduct Bridge course to the newly admitted students.
- 5) To conduct Remedial classes to the students who failed in the University exams.
- 6) To conduct internal exams as per Y.V.U schedule

Signature of the staff



Lec. in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (D)

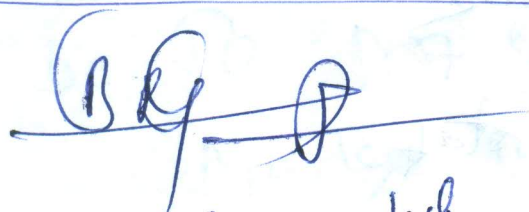
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (D)

Minutes of the meeting

15/9/19

- 1) To prepare AQAAR of 2018-19.
- 2) To arrange counselling classes to the students.
- 3) To complete the syllabus within time.
- 4) To conduct Just a minute, JAM Sessions, Role-plays and Quizzes to the students.
- 5) To conduct a weekly test.

Signature of the staff



Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, V.S.R. (DR)

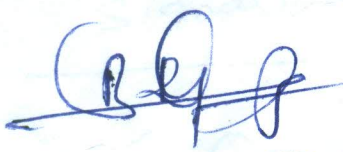
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, V.S.R. (DR)


Minutes of the meeting

23/11/2019

- 1) To prepare thoroughly for university exams by conducting study hours.
- 2) To conduct peer teaching classes.
- 3) To create awareness about spoken English.
- 4) To run a certificate course in spoken English.
- 5) To prepare Departmental profile.
- 6) To conduct Departmental activities.

Signature of the staff

  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (DL)

  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (DL)

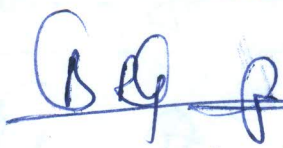
# Minutes of the Meeting

22/6/20

The department of English resolved the following things:

- 1) To conduct remedial classes to the failed candidates in the University exams.
- 2) To plan a Bridge course
- 3) To arrange counselling classes to the students
- 4) To conduct induction programme to the newly joined students.

Signature of the staff



Lec. in English  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)


GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

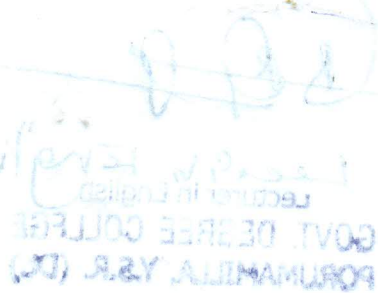
08/11/20 Minutes of the Meeting on 20/2/2020.

The department of English resolved the following :

- 1) To mobilize the students for enhancing their reading and speaking skills in English.
- 2) To conduct regular assignments to improve the writing skills of the students.
- 3) To implement the Annual curricular plan strictly as per the calendar issued by Y.V. University.
- 4) To conduct Sensitization programme E.L.F programme i.e student-centered learning.
- 5) To conduct online classes through mobile/Laptops.

Signature of the staff

  
Lec. B. G. in English  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (DL)

  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (DL)

Minutes of the meeting held on 23/11/20

the English department made the following resolutions.

- 1) To conduct student-centric activities like TAM, Seminars, Role-plays
- 2) To conduct Half yearly examination and pre-final examination
- 3) To Submit A OAR 2020
- 4) To conduct study hours in the afternoon so that students feel easy to face public examinations i.e. university examinations.

Signature of the staff



Lee, G. V. English  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (DL)

GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (DL)



Minutes of the meeting held on 20/10/2021

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The English department met in the J 62 room and resolved the following:

- 1) To conduct assignments regularly.
- 2) To conduct weekly tests to improve the pass percentage in University examinations.
- 3) To prepare the students thoroughly for the University exams.
- 4) To conduct some activities like Quiz, Seminars and Role-plays to the students.

Signature of the member

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① *M. V. Subudra*  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (DC)

GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (DC)

The teaching staff of the English Dept met today in the J-K-C room and resolved the following

- 1) To conduct a Quiz for all groups of II BA / B.Com / B.Sc students on 26/10/21.
- 2) To run a Certificate Course in Communication Skills to the final year students

M.V. Subudra  
23/10/21

Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

Minutes of the meeting

26/10/21

The teaching staff of the English Department met today in the J.K.C room and resolved the following:

- 1) To conduct assignments to the students
- 2) To prepare them for final Sem examinations
- 3) To conduct weekly tests
- 4) To complete syllabus before Pongal Holidays and make a thorough revision.
- 5) To prepare the students thoroughly to face the University Exam.

*Dr. Subudra*  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

# Minutes of the Meeting

2/11/22

The teaching staff of the English department met today in J.K.C room and resolved the following

- 1) To conduct induction programme for the new joining students
- 2) To plan a Bridge course
- 3) To arrange counselling classes
- 4) To handle some personality development classes

MV Subbarao

2/11/22  
Lecturer in English

GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

# Minutes of the Meeting

4/01/22

The English department met today in the J-K-C room and resolved the following:

- 1) To complete the syllabus for ~~III~~ year (III year BA/B.Com/B.Sc) students and prepare them for the Y.V.O external examinations held at February.
- 2) To conduct study hours at zero hours
- 3) Drilling of previous question papers.

JWS Subbar

4/1/22


GUY  
PORUMAMILLA, Y.S.R. (Dt.)  
Lecturer in English


# Minutes of the meeting

1 | 3 | 23

The English Department met in the J-K-C room and resolved the following

- 1) To conduct classes to II Sem student
- 2) To conduct some student centre activities like T.A.M., Seminars, Role play etc
- 3) To conduct one Job mela etc

  
Head of English

  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

# Minutes of the Meeting

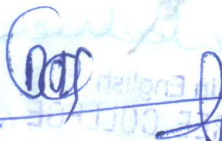
26/4/23

The English Department met in the J.K.C chamber and resolved the following.

- 1) To Conduct Assignments
- 2) To Conduct weekly tests
- 3) To Conduct Internal exams
- 4) To develop Speaking Skills

M V Subash


Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

  
Lec. in English

Minutes of the Meeting 1/8/23

The English Department met in the J<sup>10</sup> room and made the following resolutions.

- 1) To prepare S.S.P for the second cycle NAAC.
- 2) To conduct departmental activities
- 3) To prepare Departmental profile
- 4) To conduct Bridge Course for the newly joined students.

  
Sec. in English

M. V. Subodha  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)





Minutes of the Meeting

3/10/23

The English Department met in the J.K.R. room and resolved the following:

- 1) To prepare proper documentation for NAAC purpose
- 2) To submit AQR 2022-23
- 3) To complete syllabus
- 4) To conduct remedial classes for the slow learners

  
Lec. in English

  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt.)

Minutes of the Meeting

3/11/23

The English Department met in the J-K-C room and resolved the following

- 1) To Submit A.O.A.R 2022-23 after proper corrections
- 2) To Conduct project work
- 3) To Conduct field trip
- 4) To Complete the syllabus as per University schedule and prepare the students for final Y.V.U exam

~~(BA) S~~

*Mr Subbaraj*  
Lecturer in English  
GOVT. DEGREE COLLEGE  
PORUMAMILLA, Y.S.R. (Dt)