

15.08.2022

A meeting was convened in the department of English on 15.8.2022 at 2PM to discuss the issue of Conducting Certificate Course as per the instructions of the principal -

Agenda

- 1) To make preparation for Conducting Certificate Course
- 2) To discuss the issue of course attainment

Minutes of the meeting.

- 1) It is resolved to entrust the work of designing a Certificate course to K. Pankey Kumar.
- 2) It is resolved to assign the work of attainments to En. A. Suresh Kumar.

Members of the Department

- 1) A Suresh Kumar.
- 2) K. Pankey Kumar.

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PRINCIPAL
Y.V.N.R. Govt. Degree College
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12.07.2022

A Meeting was Convened on 12.7.2022 at 4 PM to discuss the issues in respect of Skill Development Courses and Life Skill Courses. The meeting was held in the department of English.

Agenda

- 1) To discuss with regard to the reallocation of Staff to teach SDC and LSC for Semester-II

Minutes of the Meeting

- 1) It is resolved to allocate Business Communication to K. Ponkaj Kumar
- 2) It is resolved to allocate Social work (Course) to Sn A. Surish Kumar.

Members of the Department

- 1) A. Surish Kumar
- 2) K. Ponkaj Kumar.

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14. 06. 2022

A Meeting was Convened by the department of English on 14. 6. 2022 at 4PM. to finalize the time table and to discuss with regard to syllabus

Agenda

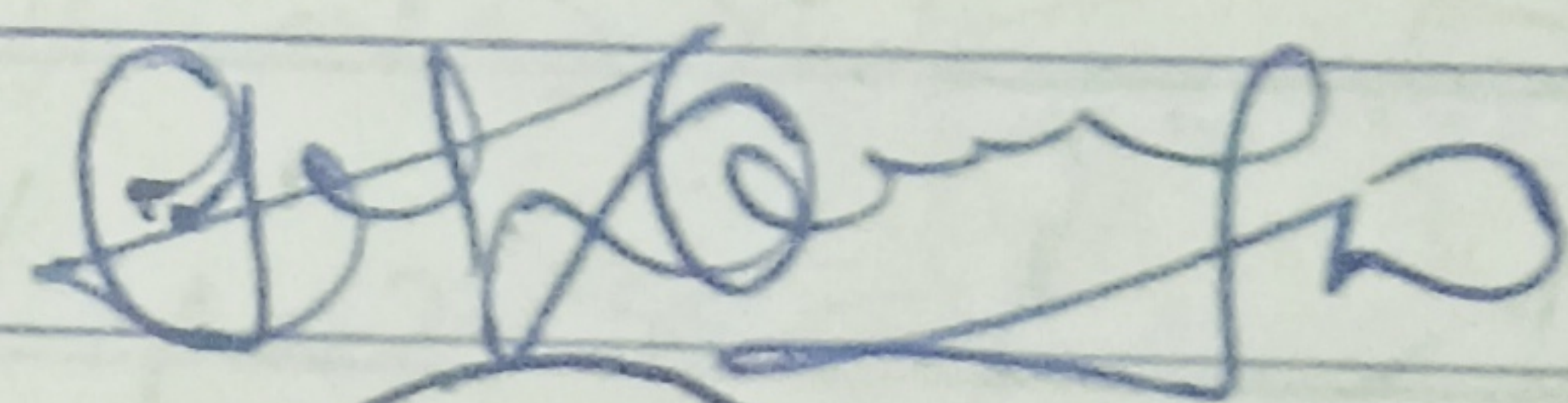
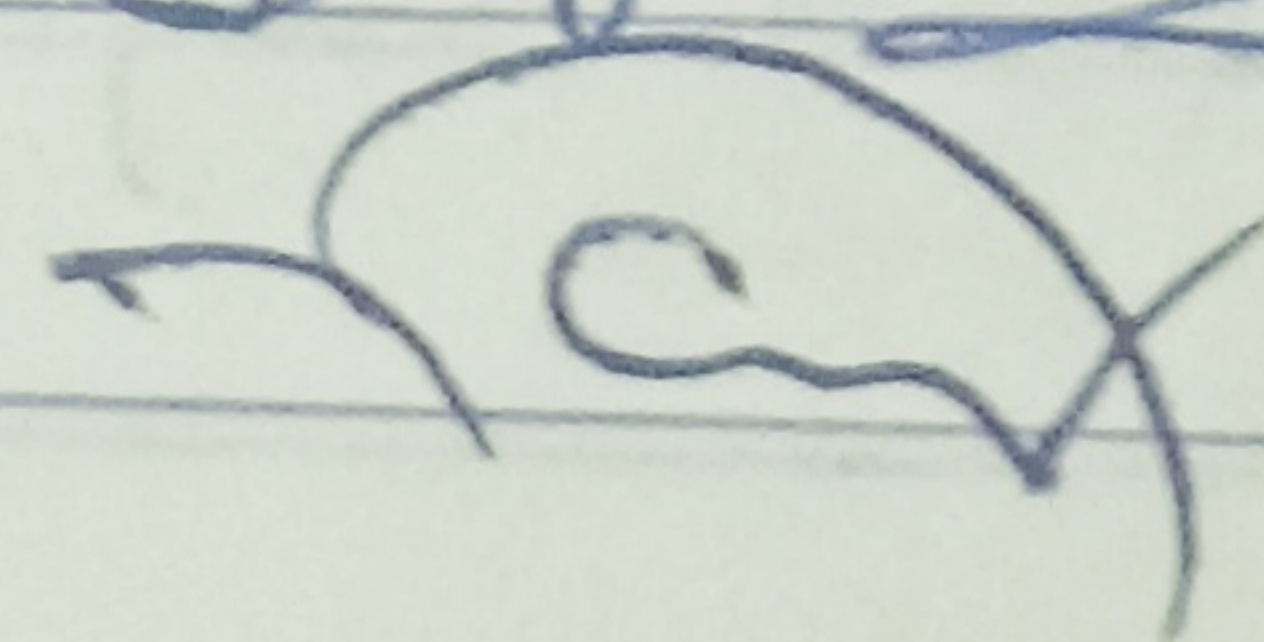
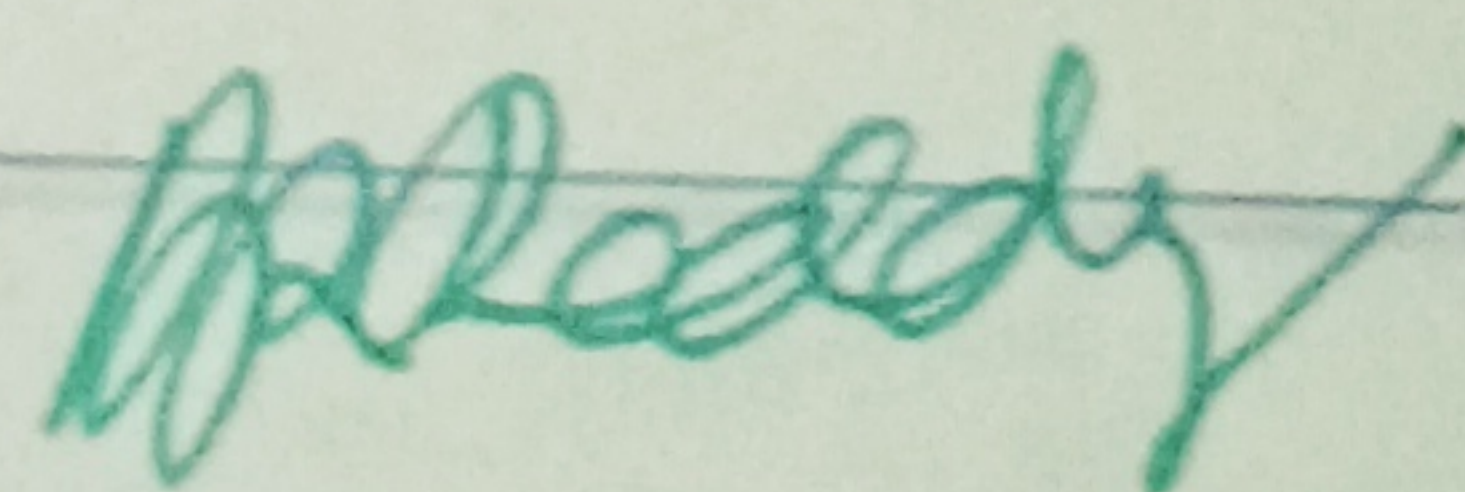
- 1) To discuss issues related Time Table and Syllabus

Minutes of the Meeting

- 1) It is resolved to entrust the following class work to K. Pamkey Kumar
IB2C/A2C IBSc MPC/MPCh IBcom (C.A) & IB.com (Gen)
- 2) It is resolved to entrust the following class work to A. Suresh Kumar
IBSc Data Science and IB.A.

Members of the Department

- 1) A. Suresh Kumar
- 2) K. Pamkey Kumar

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30.04.2022

A Meeting was held in the Department of English on 30.4.2022 at 11:30 AM to settle the issue related to distribution of work load for Semester-II

Agende

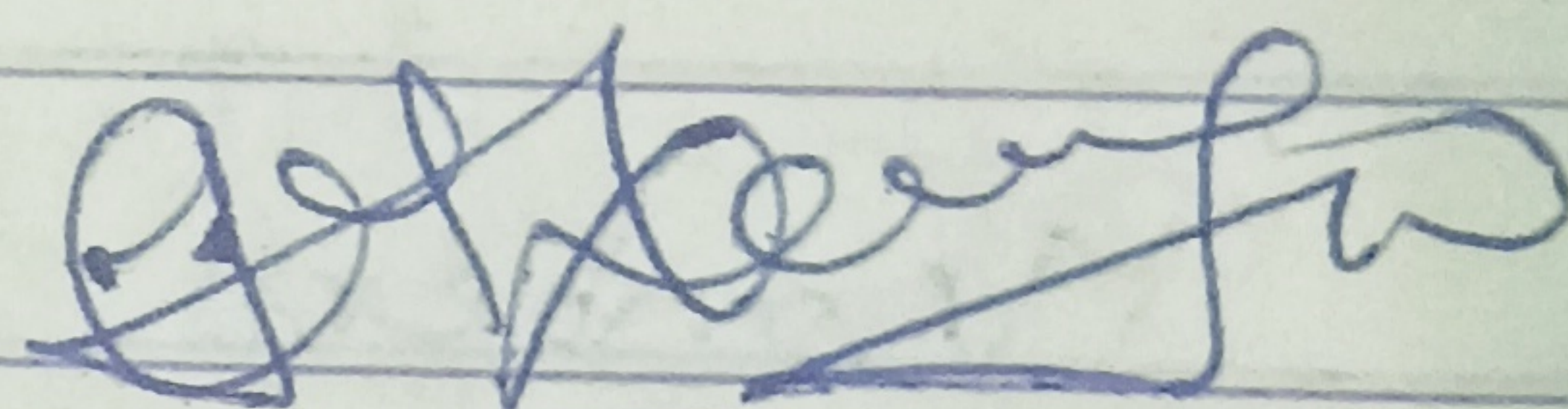
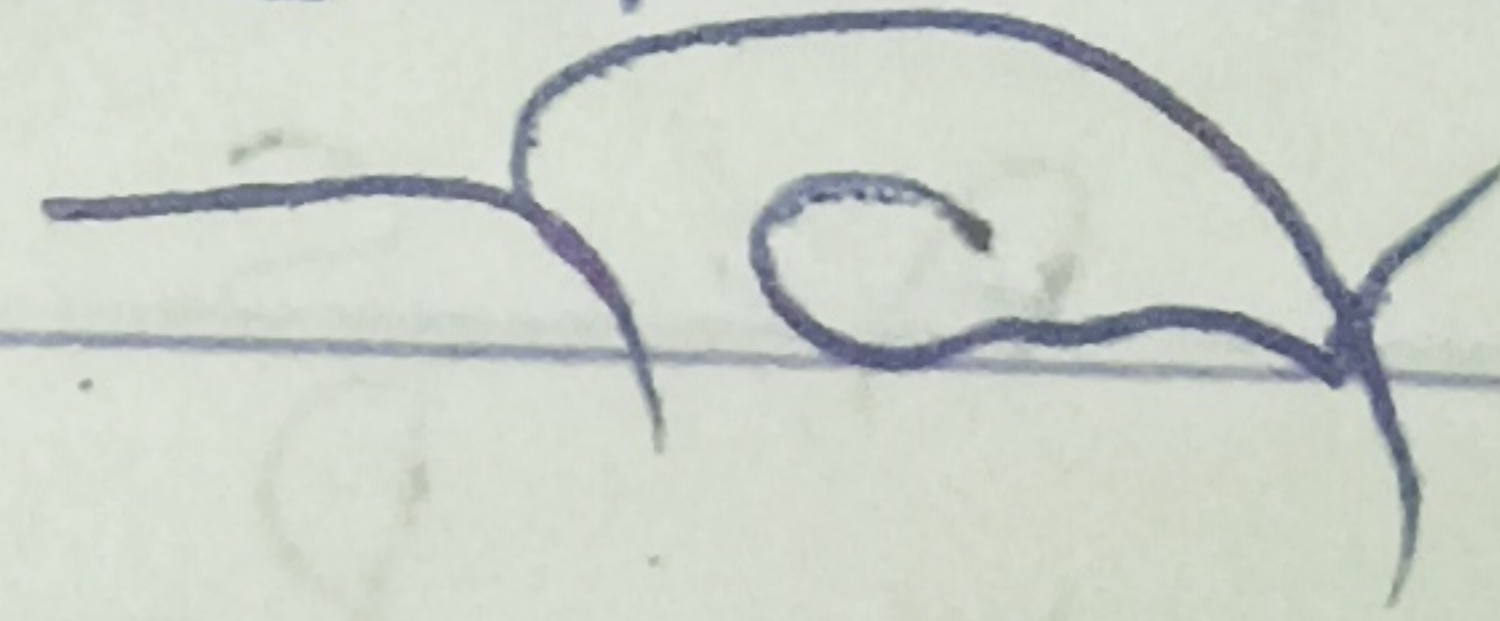
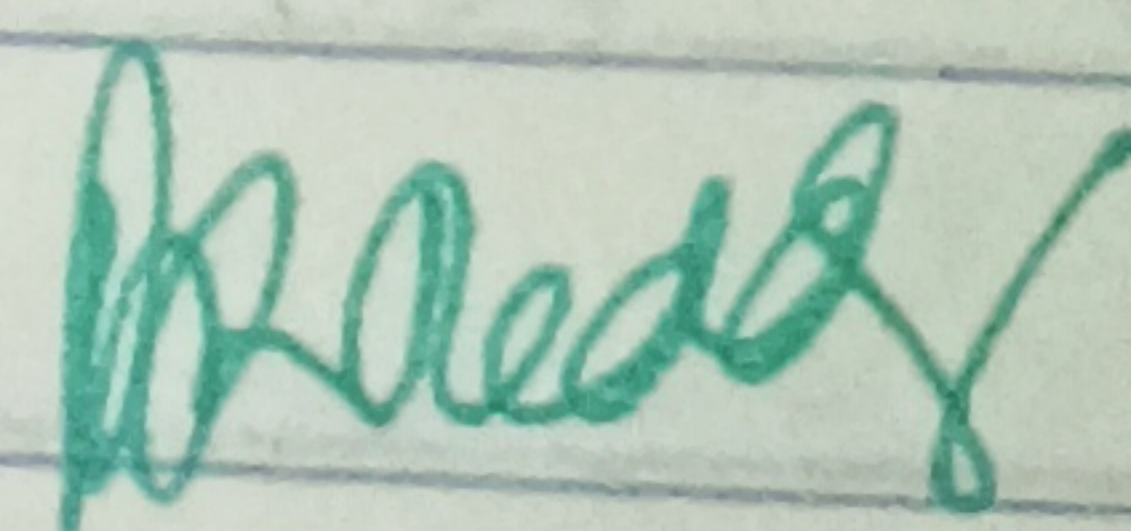
To discuss the issue related to workload distribution for Semester-II

Minutes of the Meeting:

- 1) It is resolved to follow the time table fixed framed by the time table committee

Members of the Department

- 1) A. Surish Kumar
- 2) K. Pankey Kumar.

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22.04.2022

A Meeting was held at English Department on 22.4.2022 at 4PM to take initiation to conduct International English Language Day in view of Shakespeare's birth day.

Agenda

- "To take steps for Conducting International English Language Day" on 23.04.2022

Minutes of the Meeting

- 1) It is resolved to conduct International English Language Day on 23.4.2022 at 3PM to celebrate the birth day of Shakespeare

Members of the Department

- 1) A. Suresh Kumar
2) K. Pamkey Kumar.

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10.04.2022

A Meeting was held on 10.04.2022 at 3PM in English department Staff room to discuss the arrangements in respect of celebrating Sn. Jyothiba Puli's birth Anniversary.

Agenda

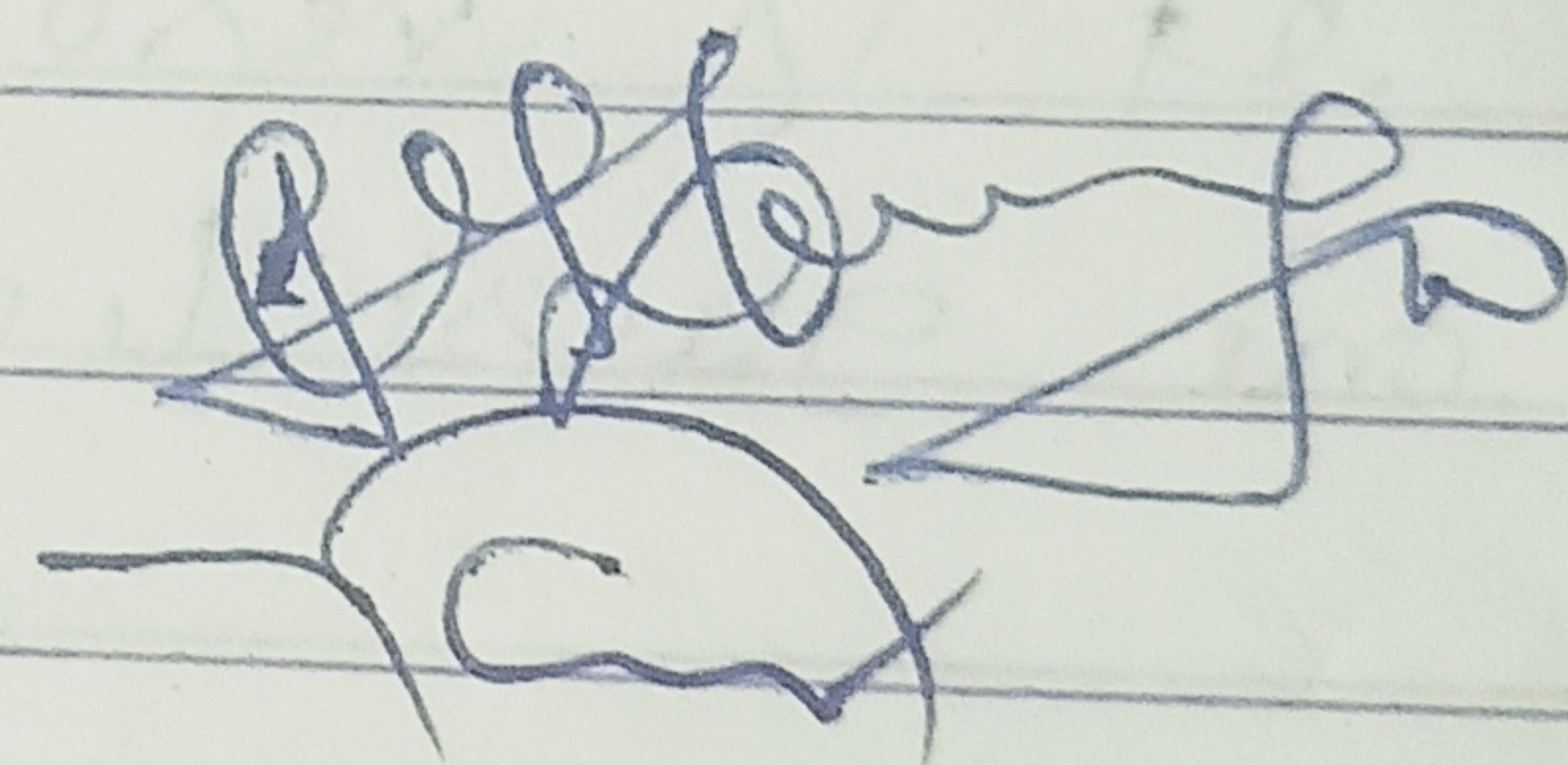
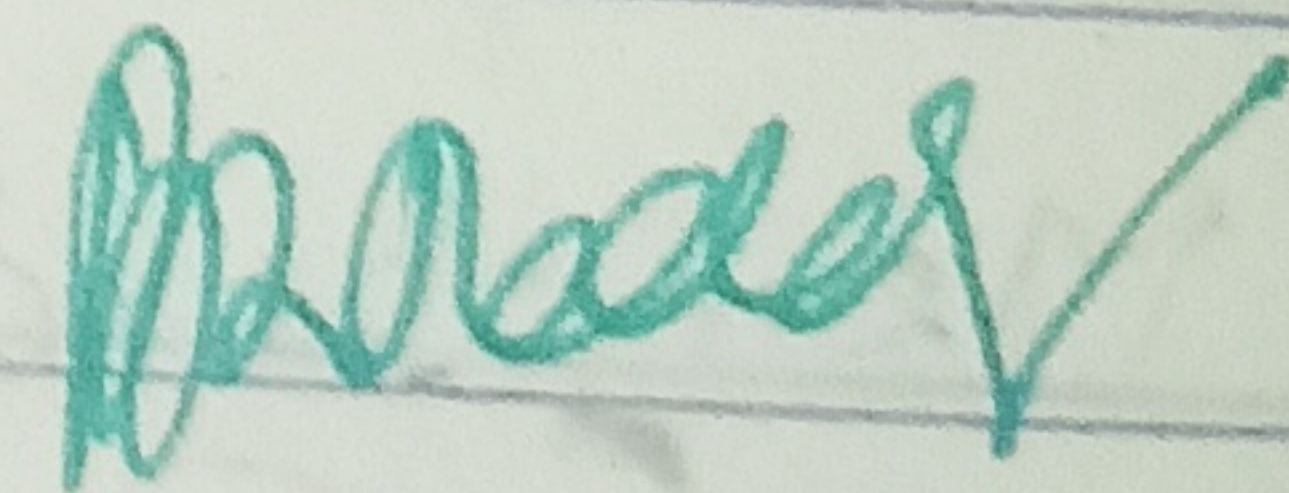
- 1) To discuss the celebrations in respect of Sn. Jyothiba Puli's birth Anniversary.

Minutes of the Meeting

- 1) It is resolved to celebrate the birth anniversary of Sn. Jyothiba Puli on 11.04.2022.

Members of the Department

- 1) A. Suresh Kumar
- 2) K. Pankaj Kumar

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20.02.2022

2022

4PM

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A Meeting was held on 20.02.2022 at 4PM in English Department Staff room to discuss the issue of organising a guest lecture.

Agenda

- 1) Arrangements for organising Guest Lecture

Minutes of the Meeting.

- 1) It is resolved to arrange guest lecture for promoting the interests of the Students.
- 2) It is resolved to conduct/arrange at least one guest lecture for every Semester.

Members of the Department

- 1) A Suresh Kumar
- 2) K Pankey Kumar.

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16.02.2022

A Meeting was held on 16.02.2022 at 4 PM in English Department of Staff room to discuss the issue related to distribution of workload for Semester-II and Semester-IV.

Agenda

- 1) Distribution of work load
- 2) Framing of Time Table

Minutes of the Meeting.

- 1) It is resolved that K. Ponkaj Kumar is assigned the 10 classes of Second Semester. The following classes are assigned.

I BZC, IAZC, I MPC, I MPC's I Bcom (CA) I Bcom group

- 2) It is resolved that A. Suresh Kumar is entrusted with fourth Semester classes.

Members of the Department

- 1) A. Suresh Kumar
- 2) K. Ponkaj Kumar

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15. 12. 2021

A Meeting was held on 15. 12. 2021 at 4 PM.
in English Department Staff room to discuss
the issue related to the Conduct of Mid examinations
for first and third Semester Students.

Agenda

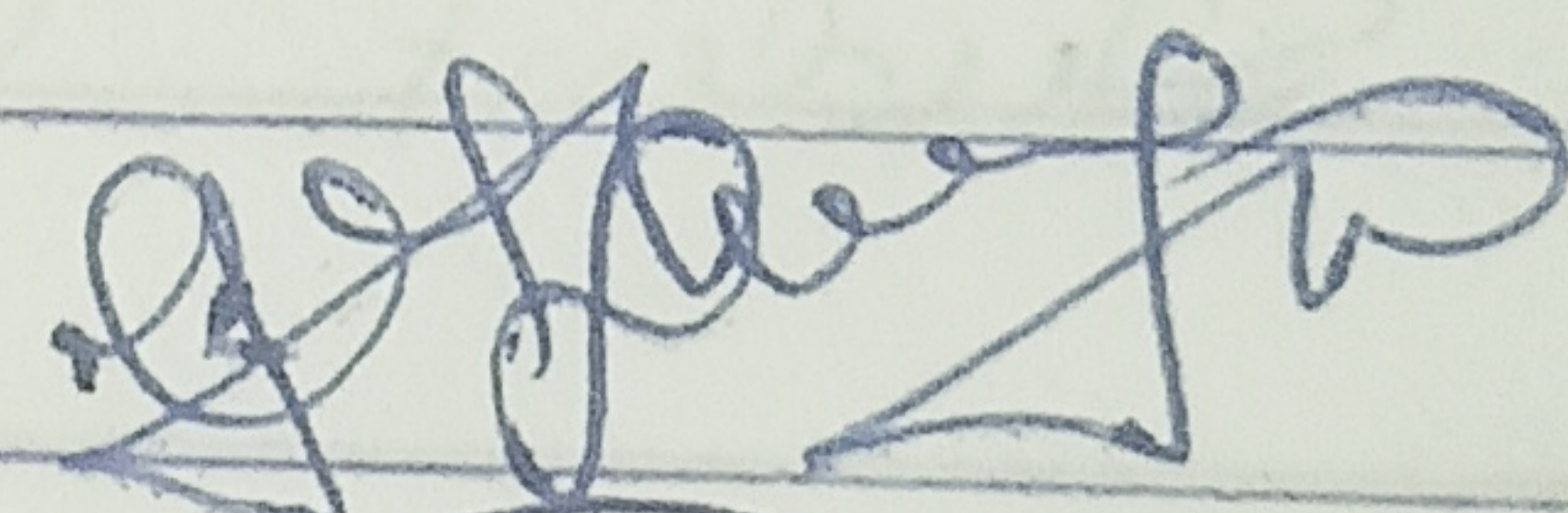
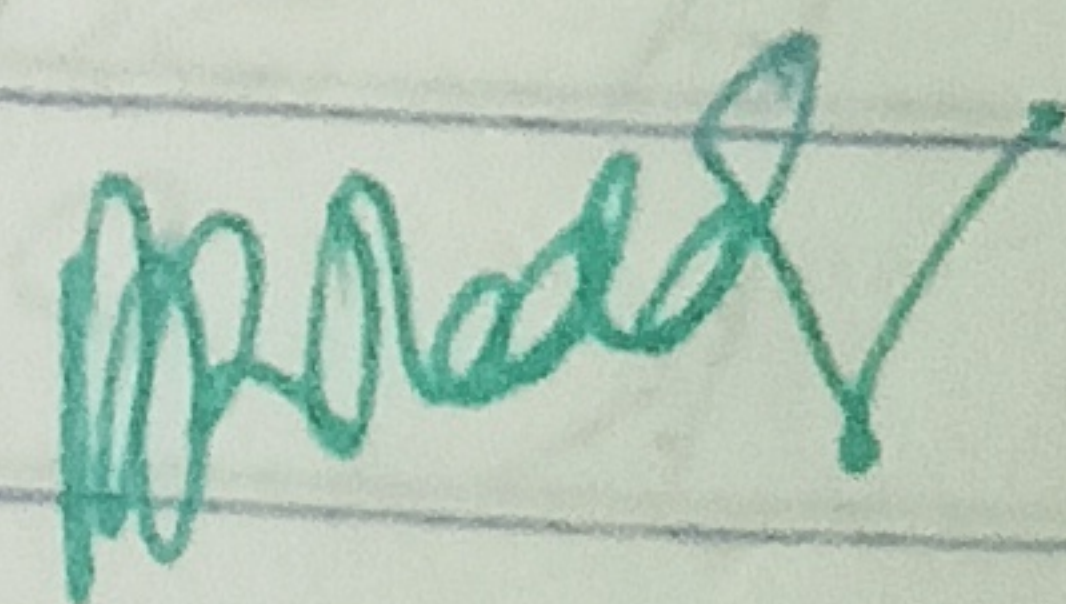
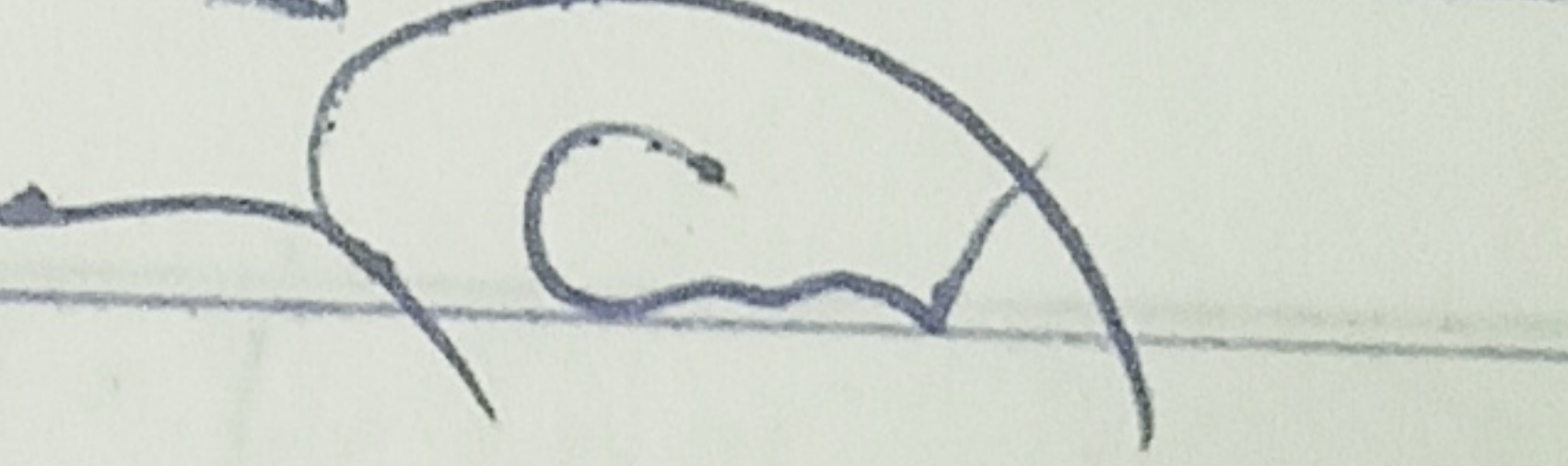
- 1) To Discuss the issue related to Conduct of
Mid-I examination to first and third Semester
Students.

Minutes of the Meeting.

- 1) It is resolved that the Mid-I examination
is to be conducted on 18. 12. 2021 for the
Students of first and third Semester.

Members of the Department

- 1) A. Suresh Kumar
- 2) K. Pankey Kumar

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8. 12. 2021

A Meeting was held on 8. 12. 2021 at 4 PM in English department Staff room to discuss the issue related to conduct of "International Anti Corruption Day".

Agenda

- 1) Conduct of "International Anti Corruption Day"

Minutes of the Meeting.

- 1) It is resolved to organise "International Anti Corruption Day" on 9. 12. 2021 at 12 PM.
- 2) It is resolved to invite the local officials to deliver enlightening messages to the Student Community.

Members of the Department

- 1) A. Suresh Kumar
- 2) K. Pankaj Kumar.

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PRINCIPAL
 Y.V.N.R. Govt. Degree College
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16.11.2021

A meeting was held on 16.11.2021 at 4PM in English Department staff room to discuss the issue of time Table for First and Third Semesters respectively.

Agenda

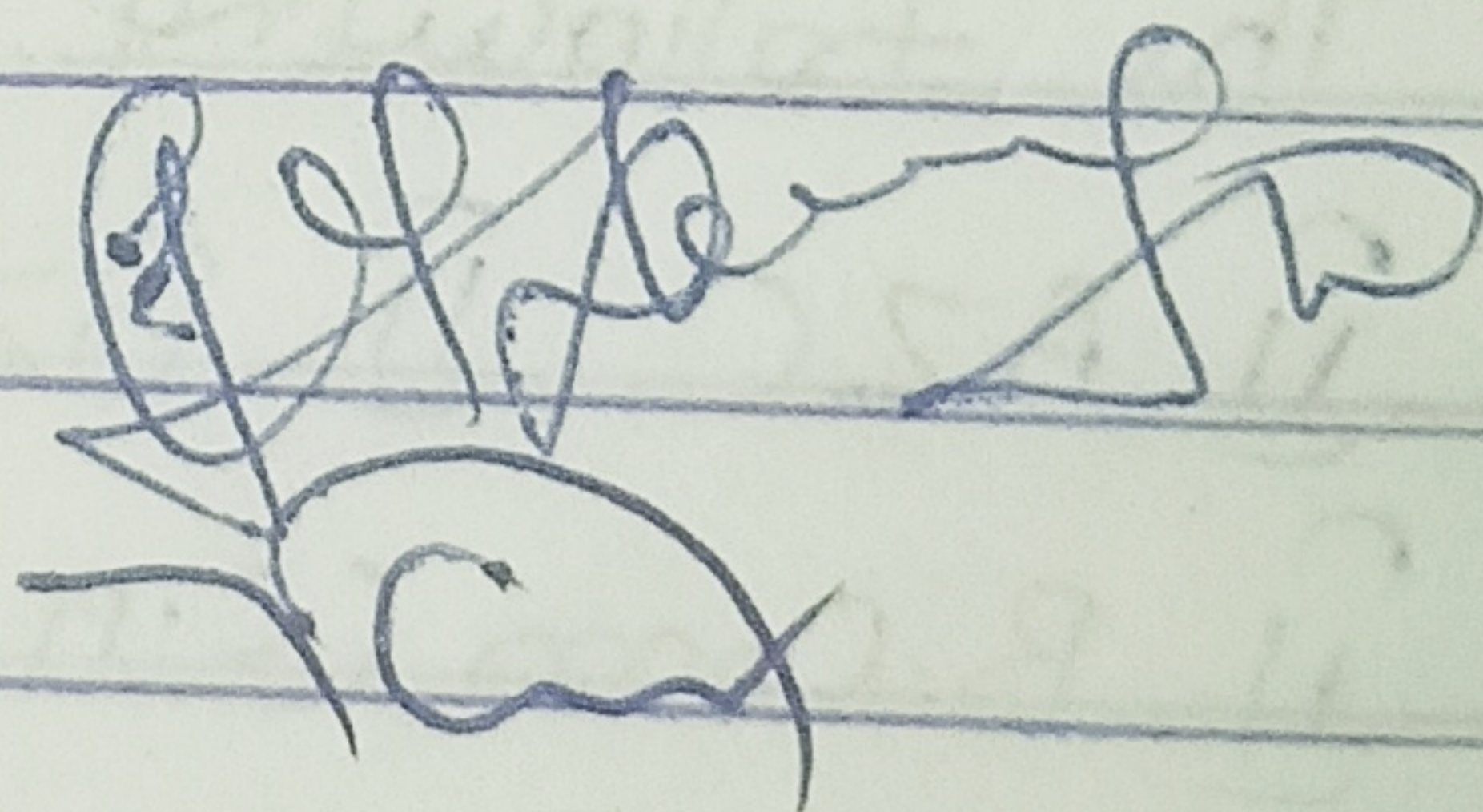
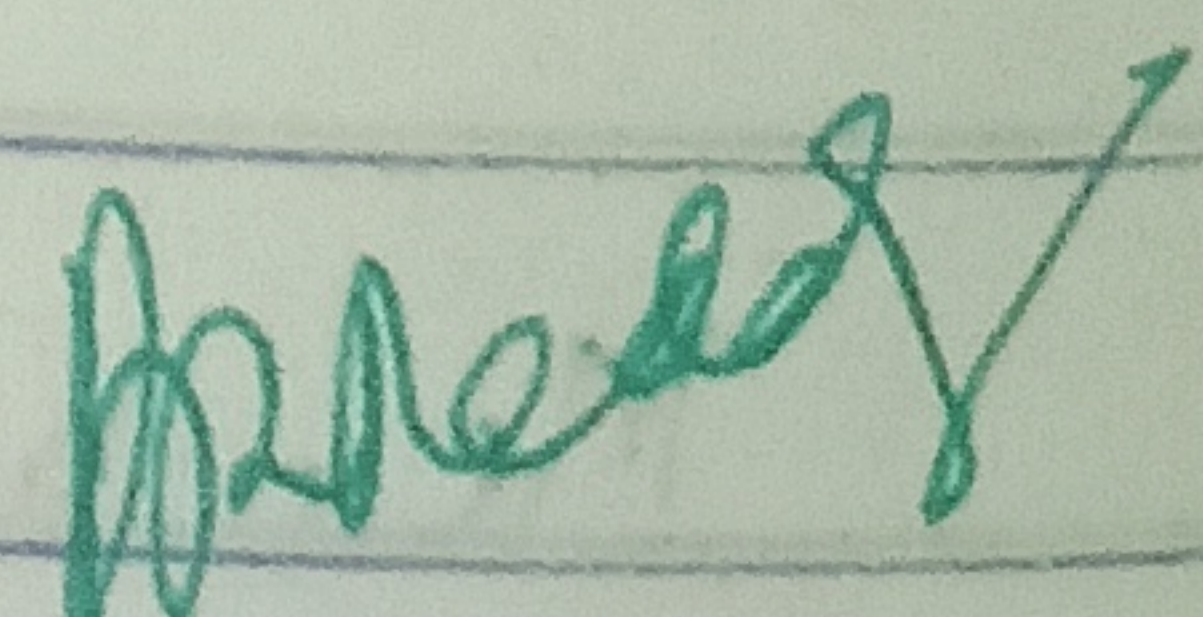
- 1) Framing of Time Table
- 2) Handing of classes as per the work load assigned.

Minutes of the Meeting.

- 1) It is resolved that the modifications and adjustments in time table is approved.
- 2) It is resolved that K. Pankaj Kumar entrusted to First Semester Classes.
- 3) It is resolved that A. Suresh Kumar is entrusted with Third Semester classes.

Members of the Department

- 1) A. Suresh Kumar
- 2) K. Pankaj Kumar

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10.11.2021

A meeting was held on 10.11.2021 at 4 PM in English department staff room to discuss the issue of work load for SEM-I and SEM-II.

Agenda

- 1) Allotment of work load for First and Third Semesters.

Minutes of the Meeting.

- 1) It is resolved that Dr. K. Pankey Kumar is assigned the First Semester classes.

The following classes are assigned.

I B.A., I AZC, I BZC, I Bsc MPC, I Bsc MPC's

I Bsc Data Science I Bcom(C.A) I Bcom general.

II B.A. And his work load is 18 hours per week

- 2) It is resolved that A. Suresh Kumar is assigned Third Semester classes and his work load for a week ^{are 18}

The following classes are assigned.

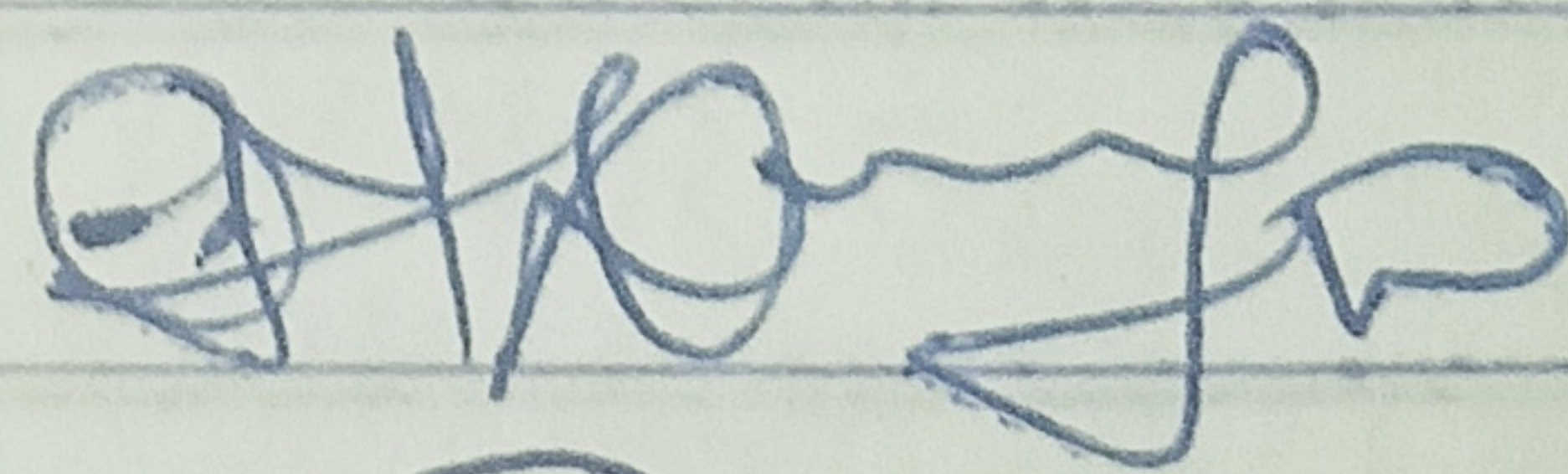
II AZC, II BZC, II MPC, II MPC's II Data Science

II B.Com(C.A) II B.Com general

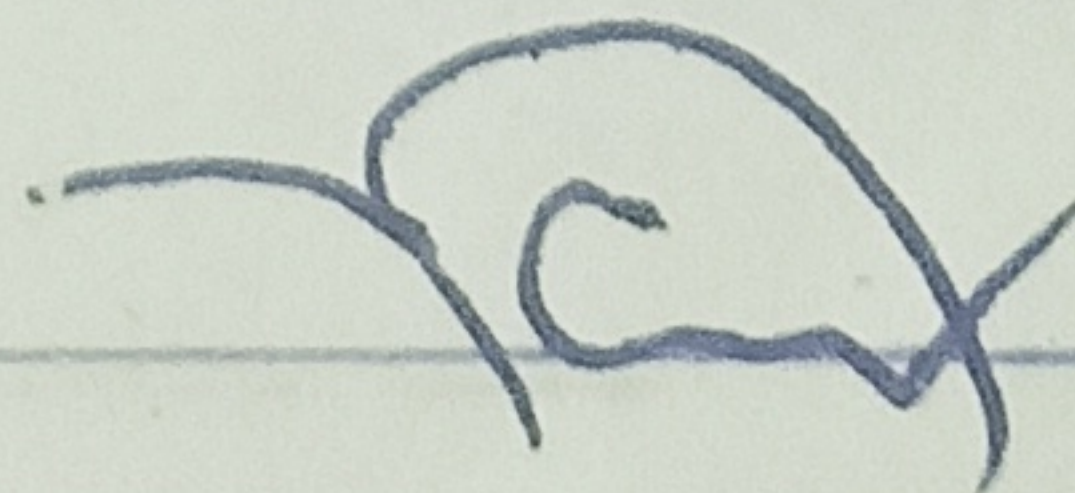
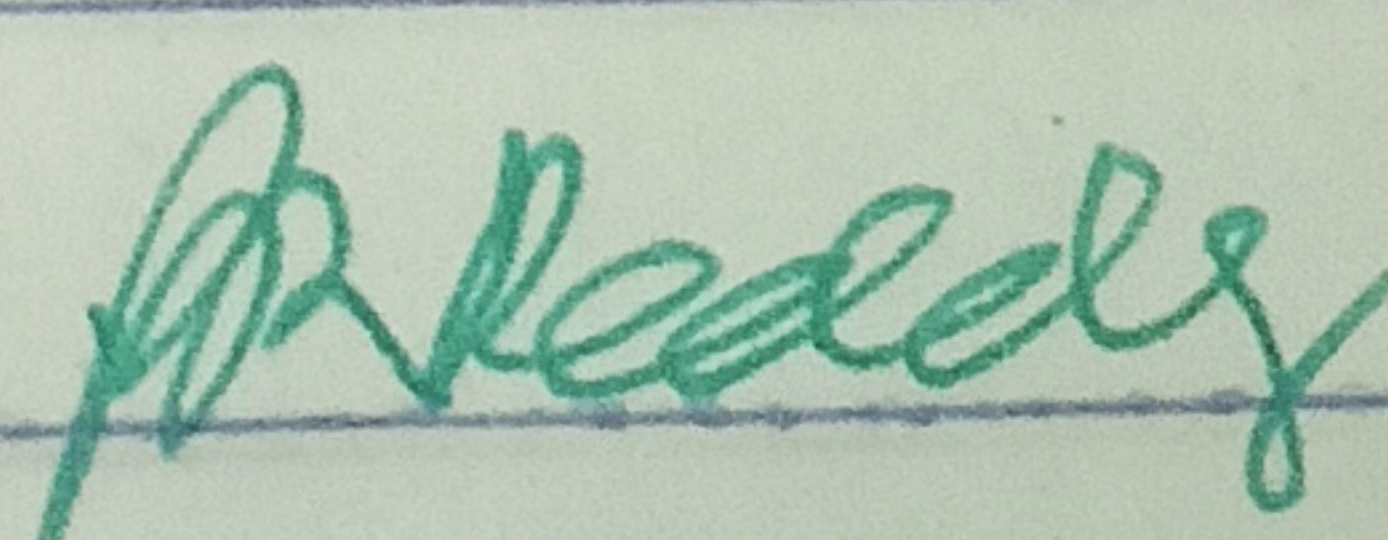
- 3) It is resolved that A Suresh Kumar is assigned The work of Environmental Education.

Members of The Department

1) A. Suresh Kumar -



2) Dr. K. Pankey Kumar -

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7. 01. 2022

A Meeting was held on 7. 01. 2022 at 4PM in English department staff room to fix the schedule for the conduct of Second Mid exam to Third Semester Students.

Agenda

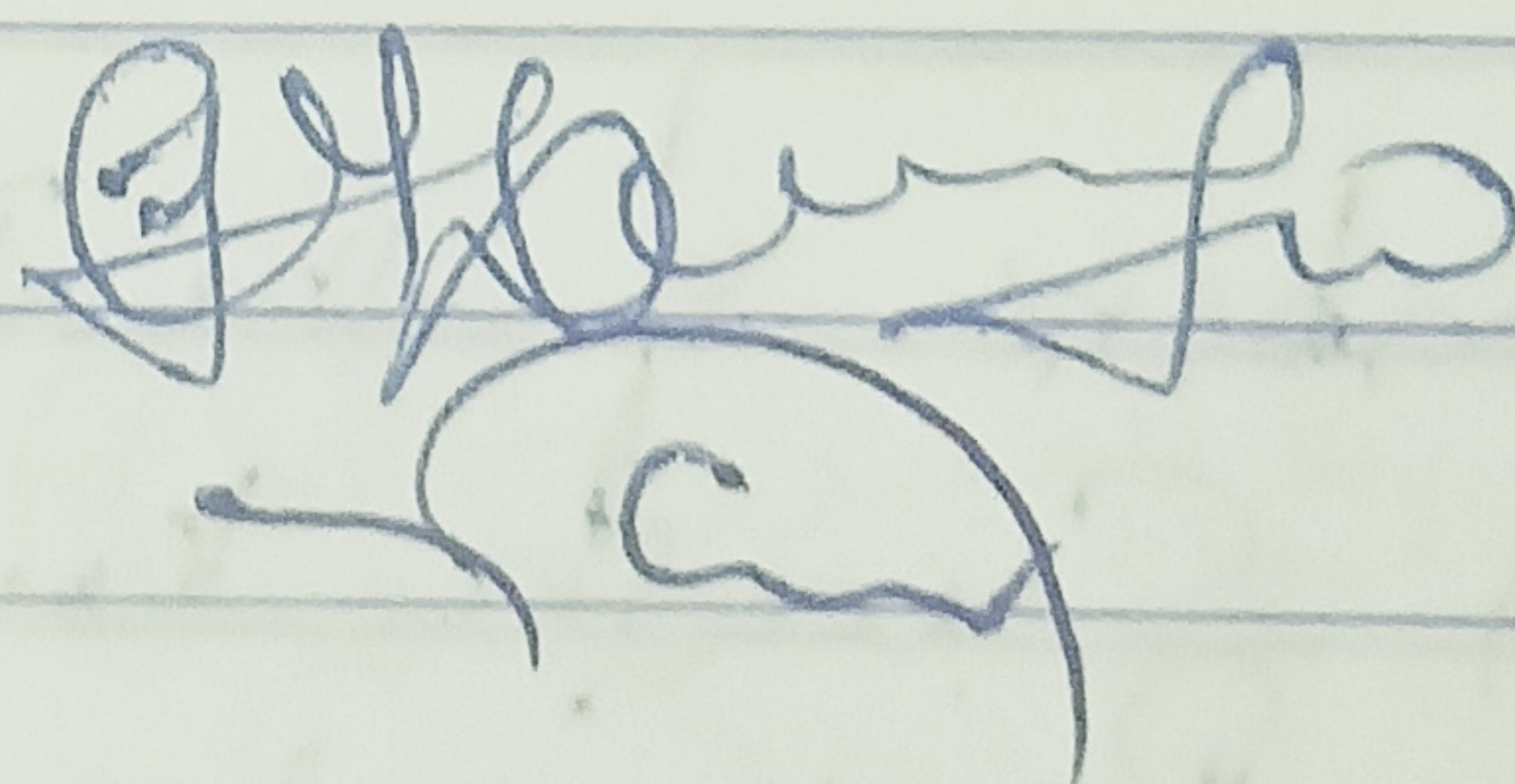
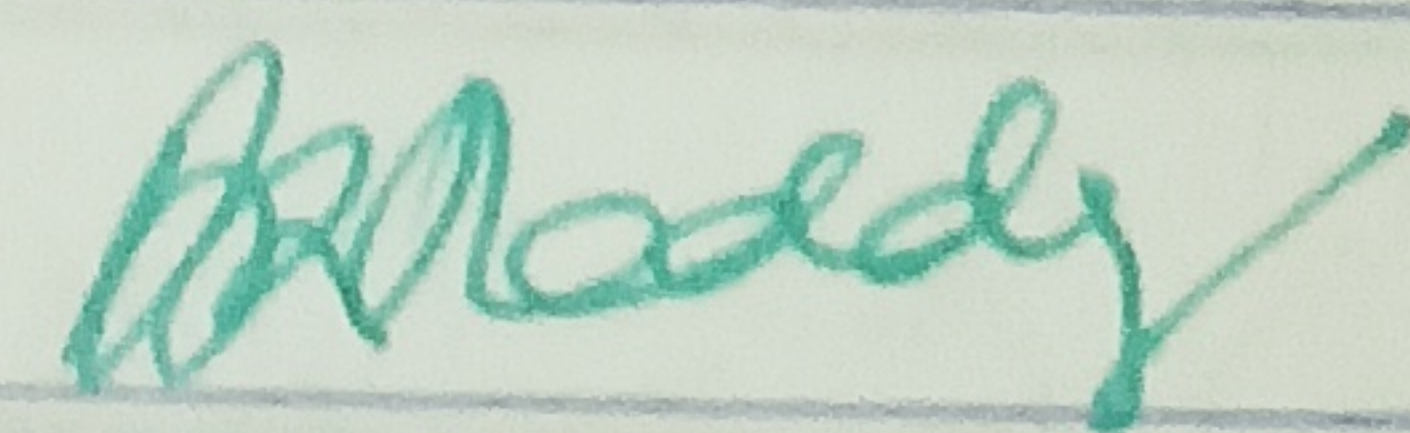
- 1) To prepare the schedule in respect of Mid-II examination to be conducted for Third Semester Students.

Minutes of the Meeting.

- 1) It is resolved to conduct Mid-II examination for 3 Third Semester Students on 21. 01. 2022
- 2) It is resolved to conduct the examinations as per the schedule prepared by the department

Members of the Department

- 1) A. Suresh Kumar
- 2) K. Pankej Kumar.

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