

2021 - 2022

## Department Meeting-5

Date:- 9/11/2021

There is department meeting among the members of the chemistry department to discuss about the work load and about the following agenda

1. The work load distribution in the department for the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester.
2. To prepare annual academic plans for the papers taught by the members.
3. Weekly academic plans for the papers taught by all members.
4. Department academic plan in addition to the above students Seminars, Guest lectures, Bridge courses, Industrial tours, Certificate courses, Quiz programmes for the year 2021-2022

Members:-

1. Dr. Ch. Durga Prasad
2. M.V. Musali Krishna
3. Ch. Rama Lakshmi
4. K. Manikyan
5. D. Suresh

## Resolution:-

1,2. It is unanimously resolved to prepare and submit annual academic plans and weekly academic plans usually.

4. It is unanimously resolved to conduct the following programmes for each class except certificate course and industrial tour Bridge course.

- a. To conduct at least 10 students Seminars for each other.
- b. To conduct at least two guest lectures
- c. To conduct a weekly Bridge course for 1<sup>st</sup> year students.
- d. To conduct Industrial tour.
- e. To conduct a Quiz (Q), Debate programme for all students for the academic year 2021-2022.

Signature of staff:-

1. Ch. D. Prasad
2. Musali Krishna
3. Ch. Lakshmi
4. K. Manikyan
5. D. Suresh

## Department Meeting-2

Date:- 3/12/2022

There is Department meeting among the members of the chemistry Department to discuss the following agenda in the staff room of the chemistry department at 2:00pm

### Agenda:-

1. Department to discuss about the mid term load distribution in the department for the year 2021-22
2. To conduct the mid exam - I

### Members present:-

1. Dr. CH. Durgar Prasad.
2. M.V. Musali Krishna
3. CH. Rama Lakshmi
4. K. Manikyan
5. D. Suresh.

### Resolution:-

1. It is unanimously resolved to distribute the B.Sc chemistry lab loaded as follows.

- (A) M.V. Musali Krishna will handle I B.Sc paper and practical lab.
- (B) CH. Rama Lakshmi will handle III B.Sc theory and practical lab.
- (C) K. Manikyan will handle II B.Sc theory and practical lab.
- (D) D. Suresh will handle III B.Sc theory and practical lab (T.A.)

2. It is unanimously resolved to conduct the mid exam - I

### Signature of staff:-

1. Ch. D. Prasad
2. Musali Krishna
3. CH. Rama Lakshmi
4. K. Manikyan
5. D. Suresh

Department meeting-3

Date:-10/3/2023

There is a Department meeting of the members of the chemistry Department to discuss the following agenda in the staff room of the chemistry department at 4:00pm

Agenda:-

1. To complete the syllabus
2. To conduct the mid-exam-I
3. To conduct the practical exams.

Members:-

1. Dr. H. Durga prasad
2. M.V. Musali Krishna
3. Ch. Rama lakshmi
4. K. Manikyan
5. D. Suresh

Resolution:-

1. It is unanimously resolved to complete the syllabus.
2. It is unanimously resolved to conduct mid exam-II
3. It is unanimously resolved to conduct practical exam.

It is necessary for each other and every student of chemistry to get 90% of practical attended.

Signature of staff:-

1. Ch. P. Prasad
2. Musali Krishna
3. Ch. Durga
4. K. Manikyan
5. D. Suresh

## Department Meeting-4

Date:- 6/5/2020

There is Department Meeting among the members of the chemistry Department to discuss about the Wk load and discuss about following agenda.

### Agenda:-

1. The Wk load distribution in the department for the II, IV, VI Semesters.
2. To prepare annual academic plans for the papers taught by members.
3. Weekly academic plans of the papers taught by the members
4. Department academic plan in addition to the above student Seminars, Guest lectures, Bridge courses, Industrial tours, Certificate course, Quiz programmes for the year 2021-22

### Members:-

1. Dr. Ch. Durga Prasad
2. M. V. Musali Krishna
3. Ch. Rama Lakshmi
4. K. Manikam
5. D. Suresh.

### Resolution:-

It is unanimously resolved to distribute the BSc chemistry Wk load as following.

- a) M. V. Musali Krishna will handle III BSc elective paper and cluster paper C<sub>1</sub>.
- b) Ch. Rama Lakshmi will handle II BSc IV A theory and practical work and III BSc cluster paper C<sub>3</sub>.
- c) K. Manikam will handle III BSc cluster paper C<sub>2</sub>.
- d) D. Suresh will handle II BSc IV B theory and practical Wk.

### Signature of staff:-

1. Ch. D. Prasad
2. Musali Krishna
3. Ch. Rama Lakshmi
4. K. Manikam
5. D. Suresh

Department Meeting - 5

Date: 17/12/2022

There is a Departmental meeting of the members of the chemistry department to discuss the following agenda in the staff room of the chemistry department at 2:30 pm

Agenda:-

1. To prepare academic audit form to review the academic programmes.
2. To Department academic plan in addition to the student Seminars, Bridge course, Industrial tours Quiz programmes etc. for the year 2021-22.

Members:-

1. Dr. Ch. Durga prasad
2. M.V. Musali kishna
3. Ch. Rama lakshmi
4. K. Manikyaam
5. D. Suresh.

Resolution:-

1. It is unanimously resolved to prepare and submit academic audit plan.
2. It is unanimously resolved to conduct the following programmes for every class for academic audit.

Signature of staff:-

1. Ch. D. Prasad
2. Musali Kishna
3. Ch. PL
4. K. Manikyaam
5. D. Suresh

## Department Meeting-6

Date:- 26/8/22

There is a Department meeting of the members of the chemistry Department to discuss the following agenda in the staff room of the chemistry department at 4:00pm

### Agenda:-

1. To complete the syllabus
2. To conduct the mid exam-II
3. To conduct the practical exam.

### Members:-

1. Dr. Ch. Praga prasad
2. M. V. Musali kishna
3. Ch. Rama lakshmi
4. K. Manikyan
5. D. Suresh

### Resolution:-

1. It is unanimously resolved to complete the syllabus
2. It is unanimously resolved to conduct mid exam-II
3. It is unanimously resolved to conduct practical exam.

It is necessary for each other and every student of chemistry to get 90% of practical attendance

### Signature of staff:-

1. Ch. Praga prasad
2. Musali kishna
3. Ch. Rama lakshmi
4. K. Manikyan
5. D. Suresh