

2023 - 2024

## Department Meeting - I

Date: 31/8/23

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>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semesters.
2. To prepare annual academic plans for the papers taught by the members.
3. Weekly academic plan for the papers taught by the members.
4. Departmental academic plan in addition to the above students Seminars, Guest lectures, Bridge courses, Industrial tours, certificate courses, Quiz programme for the year 2023-24.

### Members:-

1. Dr. CH. Durga Prasad
2. M. W. 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. 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 class.
- b. To conduct at least two guest lectures.
- c. To conduct Industrial tours.
- d. To conduct a weekly Bridge course for 1<sup>st</sup> year students.
- e. To conduct a Quiz (Q) Sobate programme for all students for the academic year. 2023-24.

### Signature of Staff:-

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

Department Meeting-2

Date: 11/10/23.

There is Department Meeting among the members of the chemistry. Department 40 discuss the following agenda in the staff room of the chemistry Department at 2:00pm.

Agenda:-

1. Department to discuss about the 18th load distribution in the department for the year 2023-24.
2. To conduct the mid Exam-I.

Members present:-

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

Resolution:-

It is unanimously decided to distribute the Bsc chemistry 18th load as follows as

- (a) M.V. Musali Krishna will handle III B.Sc papers IB study and practical 18th.
- (b) Ch. Rama Lakshmi will handle I B.Sc course-I and III B.Sc papers IB study and practical 18th.
- (c) K. Manikyan will handle I B.Sc course-II and II B.Sc papers III Semster.
- (d) D. Sugesh will handle III B.Sc papers I A study and practical 18th.

2. It is unanimously decided to conduct the mid Exam-I

Signature of staff:-

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

Department Meeting-3

Date:- 21/11/23

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 4:00 PM.

Agenda:-

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

Members:-

1. Dr. Ch. Durga Prasad
2. M. V. Mugali 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-I
3. It is unanimously resolved to conduct practical exams

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

Signature of staff:-

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

Department Meeting-4

Date: - 5/11/24

This is Department meeting among the members of the chemistry department to discuss about the MGR level and discuss about following agenda.

Agenda:-

1. The MGR level distribution in the department for the II, IV semesters.
2. To prepare annual academic plan for the papers taught by members.
3. Weekly academic plan of the papers taught by the members.
4. Departmental academic plan in addition to the above student seminars, Guest lectures, Bridge courses, Industrial tours, Certificate Course, Quiz programmes for the year 2023-24.

Members:-

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

Resolution:-

It is unanimously resolved to distribute the Bsc chemistry MGR level as following.

- (a) M.V. Musali Krishna will handle I Bsc II sem paper, Majidi 2.
- (b) CH. Rama Lakshmi will handle II Bsc IV sem paper
- (c) K. Manikyam will handle I Bsc II sem paper Majidi 1 & Majidi.
- (d) D. Suresh will handle II Bsc IV sem paper
- IV B. Study and practical MGR.

Signature of staff:-

1. CH. D. Prasad
2. M. Musali Krishna
3. CH. Rama Lakshmi
4. K. Manikyam
5. D. Suresh

Department Meeting -5

Date: 16/12/24

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 2:30pm

Agenda:-

1. To prepare academic audit form to review the academic programmes.
2. To Department academic plan in addition to the student seminars, Bridge courses Industrial tours Quiz programmes etc for the year 2023-24.

Members:-

1. Dr. H. Durga Prasad.
2. M.V. Murali Krishna
3. A.V. Rama Lakshmi.
4. K. Manikyan
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. S. Prasad
2. Murali Krishna
3. Ch. Suresh
4. K. Manikyan
5. D. Suresh

Department Meeting-6

Date:- 3/4/24

There is a Department meeting of the Numbers of the chemistry. Department -10 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 exam.

Members:-

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

Resolution:-

1. It is unanimously involved to complete the syllabus
2. It is unanimously involved to conduct mid exam -I
3. It is unanimously involved 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. D. Prasad
2. Musali Krishna
3. Ch. Rama Lakshmi
4. K. Manikya
5. D. Suresh