

2024 - 2025

## Department Meeting-1

Date:-1/8/2025

### 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 I<sup>st</sup>, III<sup>rd</sup>, IV<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 the Members
4. Departmental academic plan in addition to the above students Seminars, Guest lecturers, Bridge courses, Industrial tours, Certificate courses, Quiz programmes for the year 2024-25

### Members:-

1. Dr. Ch. Durgaprasad
2. Ch. Rama Lakshmi
3. K. Rajeswari
4. B. Radha devi

### Resolution:-

- 1, 2, it is unanimously resolved to prepare and submit annual academic plans and weekly academic plans as 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 atleast 10 student Seminars for each other
  - b. To conduct atleast two guest lectures.
  - c. To conduct Industrial tours
  - d. To conduct a Weekly Bridge course for I<sup>st</sup> year students
  - e. To conduct a Quiz & Debate Program for all students for the academic year 2024-25

### Signature of staff:-

1. Ch. Durgaprasad
2. Ch. Rama Lakshmi
3. K. Rajeswari
4. B. Radha devi

## Department Meeting-2

Date: 13/8/2024

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 9:00 PM

### Agenda:

1. Department to discuss about the work load distribution in the department for the year 2024-25
2. To conduct the mid exam - II

### Members

President: Dr. Ch. Durga Prasad  
Vice-Ch: Rama Lakshmi  
Secretary: B. Radha Devi

Resolution:-  
It is unanimously resolved to distribute the B.Sc Chemistry workload as follows

- ① Ch. Rama Lakshmi will handle I B.Sc  
I, Paper, II and B.Sc M<sub>1</sub> & Practicals I
- ② B. Radha Devi will handle I B.Sc  
II Paper, II B.Sc M<sub>2</sub> & Practicals I &  
III B.Sc Environmental Chemistry Paper &  
Practicals
- ③ K. Rajeswari will handle I B.Sc  
Life Science (Essentials of Chemistry) Paper,  
II B.Sc M<sub>2</sub> & M<sub>3</sub> Practicals

Signature of staff

1. Ch. D. Prasad
2. Ch. Rama Lakshmi
3. K. Rajeswari
4. B. Radha Devi

## Department Meeting-3

Date: 13/09/2014

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 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. E.H. Durgaprasada
2. H.S. Rama Lakshminarayana
3. K.K. Rajeswari
4. B. Raधा devi

### 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. Ch. ~~Prasad~~
3. B. ~~Prasad~~
4. B. ~~Prasad~~

## Department Meeting-4

Date: 21/01/2025

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

### Agenda:

1. The work load distribution in the department for the II & IV 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. Departmental academic plan in addition to the above student seminar, guest lectures, Bridge Courses, Certificate course / Quiz programme for the year 2024-2025

### Members:

1. Dr. Ch. Durga Prasad
2. Ch. Rama Lakshmi
3. K. Rajeswari
4. B. Radha Devi

### Resolution:-

It is unanimously resolved to distribute the B.Sc Chemistry work load as following.

- (A) Ch. Rama Lakshmi will handle I B.Sc M<sub>1</sub> paper unit III and M<sub>2</sub> paper unit-II & II B.Sc M<sub>1</sub> paper.
- (B) K. Rajeswari will handle I B.Sc M<sub>1</sub> paper, M<sub>2</sub> practicals and II B.Sc M<sub>3</sub> paper.
- (C) B. Radha Devi will handle I B.Sc M<sub>2</sub> paper, M<sub>2</sub> practicals and II B.Sc M<sub>1</sub> paper and practicals.

### Signature of staff:

1. Ch. D. Prasad
2. Ch. ~~Prasad~~ Lakshmi
3. K. Rajeswari
4. B. Radha Devi

## Department Meeting-6

Date: 3/4/2025

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 P.M.

### Agenda:

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

### Members:

1. Dr. Ch. Durga Prasad
2. Ch. Rama Lakshmi
3. K. Rajeswari
4. B. Radha Devi

### 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. D. Prasad
2. Ch. Rama Lakshmi
3. K. Rajeswari
4. B. Radha Devi