

2025 - 2026

## Department Meeting - I

Date: 12/6/25

There is Department Meeting among the members of the Chemistry department to discuss about 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>, 5<sup>th</sup> Semesters
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 academics plan in addition to the above students seminars, guest lecturers, Bridge courses, Certificate courses, Quiz programmes for the year 2025-26

### Members

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

### Resolution :-

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

2. It is unanimously resolved to conduct the following programmes for each class. Except certificate courses and bridge courses.

- a. To conduct at least 10 students seminars for each class
- b. To conduct atleast 2 guest lecturers
- c. To conduct weekly Bridge courses for 1<sup>st</sup> year students
- d. To conduct quiz (Q&A) debate programme for all students for the academic year 2025-2026.

### Signature of staff:

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

## Department Meeting - II

Date: 1/7/25

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 work load distribution in the department for the year 2025-2026.
2. To conduct the Mid Exam - I

Members Present

1. CH. Durga Prasad
2. CH. Rama Lakshmi
3. K. Rajeswari
4. B. Radhadevi

Resolution:-

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

① CH. Ramalakshmi will handle

II B.Sc M<sub>2</sub> papers & practicals, III B.Sc M<sub>2</sub> & practicals.

② K. Rajeswari will handle II B.Sc

M<sub>2</sub> & practicals & III B.Sc M<sub>1</sub> & practicals.

③ B. Radhadevi will handle II B.Sc M<sub>3</sub> & M<sub>4</sub> papers & III B.Sc M<sub>4</sub> & M<sub>3</sub> papers.

2. It is unanimously resolved to conduct the Mid-Exam - I

Signature of Staff

1. CH. D. Prasad
2. CH. Rama Lakshmi
3. K. Rajeswari
4. B. Radhadevi

## Department Meeting - III

Date: 26/11/25

There is a Department Meeting of the following Members of Chemistry Department to discuss the following agenda in the Staff room of the Chemistry Department at 8:00pm

### Agenda :-

1. TO Complete the syllabus
2. To conduct the Mid exam
3. To conduct the practical exam

### Members:-

1. P. S. Phani Krishna
2. CH. Ramalakshmi
3. K. Rajeswar
4. B. Radha devi

### Resolution:-

1. It is Unanimously resolved to complete the syllabus.
2. It is Unanimously resolved to conduct Mid Exam
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. P. S. Krishna
2. CH. Ramalakshmi
3. K. Rajeswar
4. B. Radha

## Department Meeting - IV

Date: 25/9/21

There is department meeting among the members of the Chemistry department to discuss about the workload and discuss about following agenda.

### Agenda:-

1. The workload distribution in the department for the I semester.
2. To prepare annual academic plans for the papers taught by members.
3. weekly academic plans of the papers taught by the members.
4. To conduct the Mid exam-II
5. To complete the syllabus.

### Members:-

1. P.S. Phani Krishna
2. K. Rajeswari
3. B. Radha Devi
4. N.D. Sravani

### Resolution:

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

- a. K. Rajeswari will handle M<sub>2</sub> paper 3 unit of I B.Sc I Sem paper.
- b. B. Radha Devi will handle I B.Sc I Sem papers M<sub>1</sub> - unit II & M<sub>2</sub> - unit I & IV practically
- c. N.D. Sravani will handle I B.Sc I Sem paper M<sub>1</sub> & practically.
- d. It is unanimously resolved to complete the syllabus
- e. It is unanimously resolved to conduct Mid-II exam.

### Signature of Staff:

1. P.S.P. Krishna
2. K. Rajeswari
3. B. Radha Devi
4. N. Sravani

## DEPARTMENT MEETING - D

Date - 17-12-2019

There is a department meeting among the members of the Chemistry department to discuss about Mid-II Exams and discuss the following agenda.

### Agenda -

1. To prepare annual academic plans for the papers taught by members.
2. Weekly academic plans for the papers taught by the members.
3. To conduct the Mid-II exams.
4. About long term internship.

### Members -

1. P.S. Phani Krishna
2. K. Rajeswari
3. B. Radha devi
4. N.D. Sravani

### Resolution :-

1. It is unanimously agreed to conduct Mid-II exams.
2. It is unanimously agreed about long term internship with related mentor and Mentee with HIG Labs.

### Signature of Staff :-

1. P.S.P. Krishna
2. K. Rajeswari
3. B. Radha devi
4. N.D. Sravani

## Department meeting - VI

Date - 13-04-2026

There is a department meeting among the members of Chemistry department to discuss about the following agenda:-

### Agenda:-

1. To Conduct Mid-I exam for II-Semester
2. To conduct the practical exams for IV semester.
- 3.

### Members:-

1. P. S. Phanikrishna
2. K. Rajeswari
3. B. Radha Devi
4. N. D. Sraavan

### Resolution:-

1. It is Unanimously resolved to Conduct Mid-I exam for II-Semester
2. It is unanimously resolved to conduct practical exams for IV Semester.

### Signature of Staff:-

1. P. S. P. Krishna
2. K. Rajeswari
3. B. Radha Devi
4. N. Sraavan