

D. Jaya Kumari,
Lecturer in English,
Govt Degree College,
Kamigiri.

Departmental Minutes - Register

DEPT OF ENGLISH

1. It is resolved to conduct a Students' Admission Campaign at Kothuram, Kavigiri on 28-10-2021

2. It is decided to give Assignment to IBA Students on the Topic, "Agenda" on 10-11-2021.

3. It is resolved to celebrate National Education Day on 11-11-2021 at GDC, Kavigiri.

4. It is decided to conduct Seminar by the Students of IBA on the Topic, "Speaking Skills" on 18-11-2021

5. It is resolved to give Assignments to IBCOM Students on, "STRESS" on 25-11-2021

It is resolved to attend National webinar sponsored by National Commission for Women, New Delhi on "Reproductive Choice of Women: A Fundamental Right" sponsored by Dept of Women cell, JMS College, Tiruchirappalli on 25-11-2021

It is resolved to conduct a Slip Test on Listening Skills, for the standards of IBA & IBCom on 9-12-2021

It is decided to conduct a Seminar by the students IBA & IBCom on Information on 20-12-2021

It is resolved to participate in Plantation programme on 21-12-2021 at GDC, Kavinjini

It is decided to give assignment to IBA students on the topic "Emotional Intelligence" on 22-12-2021

It is resolved to conduct Seminar by the students of IBCom on the topic "Information" on 22-12-2021

12. It is decided to give Assignment for II B com students on the Topic, "Trust with Destiny" on 23-12-2021
13. It is resolved to give Assignment to II BA students on the Topic, Trust with Destiny, on 28-12-2021
14. It is resolved to give Assignment to I BA students on the topic, Intonation on 03-01-2022
15. It is decided to give Assignments to II B com students on the Topic, "Yes, 9 can" on 03-01-2022
16. It is decided to give Assignment to II BA students on the Topic, "Yes, 9 can" on 04-01-2022
17. It is resolved to participate Admissions Campaign at MSR Junior College, Kavigneri on 07.01.2022. Along with the Faculty members.
18. It is resolved to take e-pledge titled 'say yes to life, no to Drug' on the eve of World Youth Day on 12-01-2022 at GDC, Kavigneri.
19. It is resolved to attend Covid-19 Test programme conducted by PHC, Machavaram, on 24-01-2022 at GDC, Kavigneri
20. It is resolved to participate and celebrate National Voter's Day by taking pledge on 25-1-2022 at GDC, Kavigneri.
21. It is decided to give Assignment for II B com students on The Topic, "Formal and informal greetings" on 09-02-2022.
22. It is decided to give Assignment for II BA students on the Topic, "Dialogue Building" on 10-02-2022

23. It is resolved to celebrate 'National grammar Day' on 4-3-2022
24. It is decided to conduct a meeting and to celebrate International Women's Day at G.D.C, Kanigiri, on 08-03-2022
25. It is resolved to attempt National Level Quiz on "women in English literature" conducted by the Dept of English, Hindu College, Guntur on the eve of International Women's Day. on 08-03-2022
26. It is decided to conduct student seminar on 'Swoc Analysis' by the students of IBA on 22-03-2022
27. It is resolved to conduct a Quiz programme to the students of IBA on 'Attitude' on 23-03-2022
28. It is decided to conduct a Seminar by the students of I Bcom on 'Swoc Analysis' on 23-03-2022
29. It is decided to participate and to celebrate, the programme i.e. commemoration of Shaheed Diwas, conducted by dept of History, G.D.C, Kanigiri, on 23-03-2022
30. It is decided to conduct a Group Discussion programme for the students of II Bcom on 'greetings' on 24-03-2022
Formal and informal
31. It is resolved to attend for National webinar on Blood's taxonomy for OBE", on 28-03-2022, organised by Dept of English, Hindu College, Guntur
32. It is decided to attend for One day National Workshop on 'English in Real life situations' on 30-03-2022
33. It is resolved to attend for live broadcast of panikha pe charcha at G.D.C, Kanigiri. on 01-04-2022

34.

It is decided to participate Students' Admission Campaign at MSR Javidi College, Kavirajai, for the Academic year 2022-23 on 11-04-2022

5. It is resolved to attend for International Workshop on

"Acquiring English Language through Literature", organised by Dept of English on 23-04-2022.

[Signature]

PRINCIPAL
MSR Javidi College



2022-2023

MINUTES OF MEETINGS

DEPARTMENT OF ENGLISH

Academic year - 2022-23

Departmental Minutes of Meeting

The Department of English headed by D. Jaya Kumari, has met in the principal chamber with the Respected principal on 20-12-2022

Resolutions.

- > It is resolved to conduct Quiz and Seminar to the students and make them to speak in English without fear and tension.
- > Resolved to distribute the syllabus copies and Question papers of the previous semester end examinations among the students.

D. Jaya Kumari
Signature of HOD

[Signature]
20/12/2023
Principal
Government Degree College
KANIGIRI - 523 230
Prakasam Dist.

MINUTES OF MEETING — 2

The Department of English headed by Smt D. Jaya Kumari, has met in principal's chamber to discuss the following aspects with the respected principal on 07-02-2023

Minutes of Meeting:

- Resolved to follow the Internal Assessment criterion of Continuous Internal Assessment (CIA) on the basis of Transparency.
- Resolved to prepare and maintain a Record of Internal Examinations marks

Dheeraj

HOD

Principal
PRINCIPAL 07/2/2023
Government Degree College
KANIGIRI - 523 230
Prakasam Dist.

Departmental Minutes of Meeting - 3

Smt D Jaya Kumari, Dept of English has met the principal in the principal's chamber and discussed the following aspects and made the resolutions on 10.04.2023

Resolutions

- Resolved to complete the syllabus on time so as to prepare the students for semester end examinations.
- Resolved to categorise the students as per their academic performance as slow, moderate and Advanced learners.
- Resolved to be taken Remedial classes for the slow learners.

D. Kumari
Head of the Dept

Principal
10/4/2023
PRINCIPAL
Government Degree College
KANIGIRI - 523 230
Prakasam Dist.



DEPARTMENT OF ENGLISH

MINUTES OF MEETING - 4

The Department of English headed by Smt D. Jaya Kumari has met the Respected principal in the chamber of principal on 07.07.2023 to discuss and follow the following aspects.

Resolutions

- Resolved to enhance the speaking skills among the students
- Resolved to motivate the students to come to college and attend classes regularly.
- Resolved to be organised career-guidance classes and spoken English classes.

Head of the Department

July 17/2023
PRINCIPAL
Government Degree College
KANIGIRI - 523 230
Prakasam Dist.

Academic year - 2023-24

DEPARTMENT OF ENGLISH

16.08.2023

Minutes of Meeting, Dept of English

The Dept of English, headed by D. Jayakumar has met The Respected principal Dr J Usha Rani, in the principal's chamber on 16.08.2023 to discuss various aspects regarding English.

Resolutions:

1. Resolved to distribute the syllabus copies and Question papers & models of the previous year semester end examinations among the students.
2. Resolved to conduct Quiz and Seminars conducted by the students and make them to speak up in English without fear and tension.

D. Jayakumar
Signature of HOD

PRINCIPAL
16/8/2023
PRINCIPAL
Government Degree College
NANIGIRI 520 030
Eluru District

2023-24

MINUTES OF MEETING

MINUTES OF MEETING -

01.11.2023

Department of English headed by
Smt D Jaya Kumari resolved the following
Resolutions:

i) Resolved to follow the Internal Assessment
Criterion of Continuous Internal Assessment
On the basis of Transparency.

ii) Resolved to prepare and maintain a
Record of Internal Assessments
marks.

D. Jayakumari
Signature of HOD

PRINCIPAL
PRINCIPAL
Government Degree C
KANIGIRI - 523 23
Prakasam Dist.


MINUTES OF MEETING —

01.12.2023

Smt D. Jaya Kumari, Dept of English
Resolved the following Resolutions Regarding
the Curricular aspects on 01.12.2023

Resolutions :-

- (i) Resolved to categorize the students as per their academic performance as Slow, Moderate and Advanced learners.
- (ii) Resolved to be taken Remedial classes for the Slow learners.
- (iii) Resolved to complete the syllabus on time so as to prepare the students for semester end examinations.


Signature of HOD


PRINCIPAL 01/12/2023

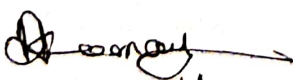
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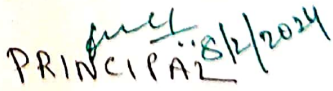
MINUTES OF MEETING -

The department of English, headed by Smt D. Jaya Kumari has passed some Resolutions as follows on 08.02.2024

Resolutions:

- Resolved to motivate the students to come to College regularly and attend classes perfectly
- Resolved to enhance Speaking skills among the students
- Resolved to be organised Career - Guidance classes and Spoken English classes to students.


Signature of HOD


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2024 - 25

MINUTES OF MEETING

15.07.2024

The Dept of English, headed by D. Jaya Kumari, has met the Respected principal, G D C, Kanigiri in the principal's chamber to discuss various aspects regarding English Dept in the institution. on the Date 15.07.2024

Resolutions:

1. Resolved to distribute the copies of syllabus, Question papers & model Q.P of the current Academic year 2024-25
2. Resolved to motivate the students to come to college regularly and attend classes without fail (absent).
3. Resolved to conduct Bridge Course for the students of 1 year Degree students to fill the gap between the previous and present course.

Jaya Kumari
(D. JAYA KUMARI)

15/07/24
PRINCIPAL

MINUTES OF MEETING

4.11.2024

Department of English, headed by Smt D. Jaya Kumari, resolved the following

Resolutions:

- ① Resolved to follow the Internal Assessment Criterion of CIA on the basis of Transparency.
- ② Resolved to prepare and maintain the record of Internal Assessment marks.
- ③ Resolved to complete the syllabus on time for attending semester end exam of the student to held in Dec'24.

D. Jaya Kumari
(D. JAYA KUMARI)

4/11/2024

(Academic year 2024-25)

20.01.2025

Departmental Minutes of Meeting

The Department of English, headed by Smt D. Jaya Kumari, has met the principal, GDC, Kanigiri, in her chamber on 20.1.2025 discussed and passed the following Resolutions,

- ① Resolved to distribute the copies of Syllabus for I Semester Degree (BA/B.Com and B.Sc(ES)) students to the previous year I Sem Question papers & models among the students.
- ② Resolved to conduct Student Seminars / Quizzes / Group Discussions on the Semester relevant / related topics in the class room or make them fearless in speaking English.
- ③ Resolved to ~~organised~~ organised Study tours to enhance their Social Skills and make them the best Communicator at outside as the growing criterion for planning their Career.

Jaya Kumari

(D. JAYA KUMARI)

20/1/25
PRINCIPAL
PRINCIPAL
Government Degree College
KANIGIRI - 523 23
Prakasam Dist.

2025 - 2026

English - Departmental

MINUTES OF MEETING

DEPARTMENT OF ENGLISH

(2025-26)

MINUTES OF MEETING

The Dept of English, headed by Smt D-Jaya Kumari has met the Respected principal madam in principal's chamber on 15-09-2025 chaired by principal madam.

Resolutions:

- 1) Resolved to distribute the Syllabi copies and Question papers of the previous semester examinations to the I degree students.
- 2) Resolved to conduct Quiz and seminar and Group Discussion to make the students to speak up in English without fear and tension.

Summary

(D. JAYA KUMARI)

Principal
PRINCIPAL
Government Degree College
KANIGIRI - 523 230
Prakasam Dist.

DEPARTMENT OF ENGLISH

MINUTES OF MEETING

Date: 24.11.2025

Time : 4-5 pm

Venue : principal's chamber

Chairperson : Dr J Usha Rani
Principal, GDC, Kanigiri

H. O. D., Dept of English: Smt D. Jaya Kumari

The Dept of English conducted departmental meeting was held in the principal's chamber, chaired by Dr J Usha Rani, principal, discussed and made resolutions as follows:

1. Syllabus completion
2. Lesson plans, maintaining teaching Diaries
Bridge Course -
3. to conduct poetry recitation, and a guest lecture on English.

D. Jaya Kumari

(D. JAYA KUMARI)
HOD, Dept of English

Principal 24/11/25
PRINCIPAL
Government Degree College
KANIGIRI - 523 230
Prakasam Dist.



Department of English

MINUTES OF MEETING

Date: 17.12.2025

Time: 4-5 pm

venue: Principal's Chamber, GDC, Kanigiri

Smt D. Jaya Kumari, Dept of English met the Respected principal madam, discussed and made resolutions as follows on 17.12.2025.

Resolution ① Resolved to conduct classes for enhancing their communication skills and make the students as the best communicators in English.

② Resolved to prepare for semester end examinations that will be held in the month of January 2026.

③ To complete the entire syllabi by the end of December and conduct revised classes for practices and exercises.

D. Kumari
(D. JAYA KUMARI)

17/12/2025
PRINCIPAL
Government Degree College
KANIGIRI - 523 230
Prakasam Dist.

Department of English

MINUTES OF MEETING

Date :

Time : 4 PM - 5 PM

Venue : Principal's chamber

Chairperson : Dr J Usha Rani, Principal

HOD, Dept of English : Smt D. Jaya Kumari

Agenda : 1, Academic plan for II Semester
2, Improvement of Students' communication skills

Dept of English, conducted a meeting with the principal discussed various activities and made the resolutions as shown below ;

1. Resolved to prepare and follow the academic plan for Semester - II effectively.
2. Resolved to complete the syllabus within the prescribed academic schedule.
3. Resolved to prepare teaching plan
4. Resolved to conduct Academic and Co-curricular activities.

D. Kumari

(D. JAYA KUMARI)
HOD, Dept of English

19/1/2026
PRINCIPAL
Government Degree College
KANIGIRI - 523 230
Prakasam Dist.



MINUTES OF MEETING

Date: 28.02.2026

Time: 4-5 pm

Venue: Principal's chamber

Chair person: Dr J Usha Rani
Principal, GDC, Kanigiri

HOD, Dept of English: Smt D. Jaya Kumari

The Dept of English, conducted a meeting, held in the principal's chamber, chaired by Respected principal, Dr J Usha Rani on 28.02.2026, discussed and made the resolutions as follows:

1. To be conducted certificate course on Spoken English in the months March - April 2026 and will be started the classes from 05.03.2026 onwards to improve their Communication skills
2. Resolved to conduct 'Word of the Day' activity regularly to improve Students' Vocabulary.

D. Jaya Kumari
(D. JAYA KUMARI)
HOD, Dept of English

Principal 28/2/2026
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Government Degree College
KANIGIRI - 523 230
Prakasam Dist.