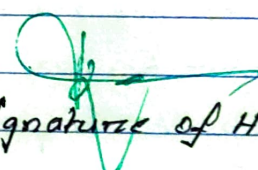


Staff meeting4th Apr 2024

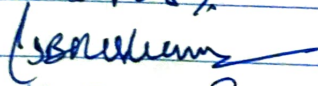
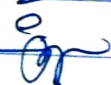
A staff meeting will be convened in our department on 4th Apr 2024 at 4.30 pm to discuss the following departmental issues. All the staff members are requested to attend the meeting without fail.

Agenda:

1. About the syllabus coverage of II & IV semester.
2. About the Guest lecture
3. About the 5 day training programme for mathematics.
4. About the adjustment of those classes due to discontinuance of one Guest faculty.
5. Review on monitoring of internship
6. Submission of DS, Teaching diary to principal sir
7. About the valuation of I mid answer scripts


 Signature of HOD

circulate to

1. Syam. C
2. Co. Dr
3. K.S.P. Poo
4. 
5. K. S. 
6. N.S.S. Nagadevi
- 7.
8. P.C. Bai Lakshmi
9. S. 

Resolution:

1. It is Resolved to atleast 80% of syllabus completion by end of this month.
2. It is Resolved to arrange a Guest lecturer for first year Mathematics Major & Minor students in the 3rd or 4th week of this month.
3. It is resolved to, all the faculty have 5 days of training from 16th to 22nd of this month. so in this period classes should be completed online during that time.
4. It is resolved to, as the one ^{of the} Guest faculty, attending mpc EM-I, MPE classes is on leave due to health conditions those classes have to be completed by G. Syam prasad and K. Samrajyam and B.voc by V. lakshmi devi.
5. Discussed and review of internship work and attendance of students.
6. It is resolved to every faculty member submit their scps, teaching diaries and dialy scheduling on or before 5th day of this month.
7. It is resolved to posting the I mid exam marks in the respective registers to their corresponding staff who taught.

members present.

Signature of H.O.D

1. Syam. G

2.

3. K.S.R. Prap.

4.

5. K.S.

6. N.S.S. Nagadevi

7. V.V.L. Devi

8. P.C.

9.

Staff meeting

A staff meeting will be convened in our department on 11th Mar 2024 at 4.30 pm to discuss the following departmental issues. All the staff members are requested to attend the meeting without fail.

Agenda:

1. About the syllabus coverage for II & IV semester.
2. About the I mid examination.
3. About the II day celebrations.
4. Validatory function of certificate course.
5. Conduct of parent-Teacher meeting.
6. Conduct of career guidance programme.
7. Review on monitoring of internship.
8. Submission of Ds, Teaching diary to principal Sir.



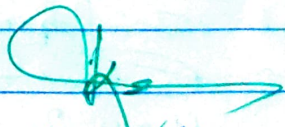
Signature of H.O.D

Circulate to

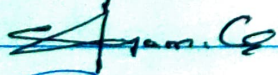
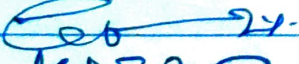
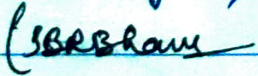
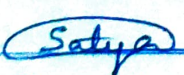
1. S. Anam. C
2. S. R. D.
3. K. S. I. P.
4. B. B. B. B.
5. K. S. S.
6. S. S.
7. S. P. Mahalakshmi
8. N. V. L. Devi
9. P. C. Bai Lakshmi
10. S. S.

Resolution:

1. It is Resolved to atleast 30% of syllabus completion by 20th of this month and 50% by 31st of this month.
2. It is Resolved To I mid Examinations commence from 2nd Apr 2024.
3. Discussed the national Ti day celebration. In this connection to conducting of various programmes.
4. Discussed about the validatory function of certificate course.
5. It is Resolved to conduct the parent-teacher meeting on 20th March 2024.
6. It is Resolved to conduct a career Guidance programme should be conducted in the fourth week of this month.
7. Discussed and Review of of internship students attendance.
8. It is Resolved to every faculty member submit their seps, teaching diary and daily scheduling on or before 5th day of every month.


 Signature of H.O.D

Members present

1.  1st member
2.  2nd member
3.  3rd member
4.  4th member
5.  5th member
6.  6th member
7.  7th member

9. P.C. Sai Lakshmi

10. 

Staff meeting

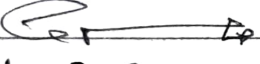
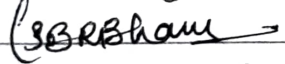
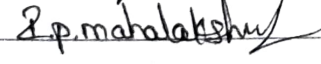
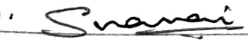
15th Feb 2024

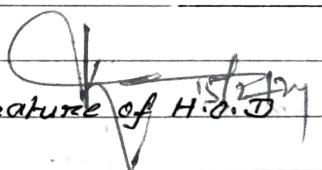
A staff meeting will be convened in our department on 15th Feb 2024 at 4:00 pm to discuss the following departmental issues. All the staff members are requested to attend the meeting without fail.

Agenda:

- To discuss the workload, timetables, paper distribution among the faculty for semesters II & IV for the academic year 2023-24
- Review on monitoring of III year Sem VI students involved in ongoing industry connect internship.
- To discuss on BOS of even semesters for the Academic year 2023-24.
- preparation of semester curricular plans, Monthly notes, and teaching diary.
- Mapping of OTLM app.
- utilize the services of Guest faculty.

Circulate to

1.  Anam.
2.  Gop
3. K.S.P. Ponn.
4.  BBRBham
5. K. S.  Siji
6. Satya
7.  P.mahalakshmi
8. V.V.L. Devi
9. P.C. Sai Lakshmi
10.  Suman

 Signature of H.O.D.

Resolutions:

- Discussed the workload, time table, paper distribution among the faculty for semesters II, ~~3~~ IV for the academic year 2023-24.
- Review on monitoring of 11 years semester VI students involved in ongoing industry connect internship, ~~3~~ -mapping of students data etc.
- Discussed the new pattern of sem end examination and syllabus of even semesters.
- Resolved to every faculty members to prepare semester curricular plans, daily scheduling, and teaching diary and submit to principal sir on or before 5th day of every month.
- It is Resolved to every faculty members to mapping OLM app as per allotted timetable.
- According to the workload, only 5 guest faculty were continue the II & IV semesters, as per the instructions of the principal sir.

members present

1. S. J. Ram. G
2. C. R. L.
3. K. S. P. Ray
4. G. B. Bharam
5. K. S. J.
6. Satya
7. Z. p. mahalakshmi
8. V. V. L. Devi
9. P. C. Bai Akshori
10. Swarni

Signature of H.O.D

To assign the workload of the following classes to the faculty members.

1. G. Syam Prasad - I Mathematics Major - paper I
2. G. Prasad Rao - II MPCs, MECS - paper V
3. K.S.I. Priyadarshini - I Chemistry Major - minor paper
II MCEs, MSCS - paper IV
4. L.S.B.R. Bharu - I Stat Major - minor paper
II MCEs, MECS - paper V
5. K. Samrajyam - I Mathematics Major - paper II
6. N.S.S. Nagadevi - II MPC EM II, MPE - paper IV
II B-VOC - paper IV
7. T. P. Mahalakshmi - II MPC EM II, MPE - paper V
II B-VOC - paper V
8. V.V. Lakshmi Devi - II MPCs, ME10T - paper V
9. P. Chitti Sai Lakshmi - II MPC EM I - paper IV
MPCs, ME10T - paper IV
10. S. Sravani Varalakshmi - II MPC EM I - paper V
MPCs, MECS - paper IV

Staff meeting12th Jan 2024.

A staff meeting will be convened our department on 12th Jan 2024 at 4.00 pm to discuss the following departmental issue. All the staff members are requested to attend the meeting without fail.

Agenda:

- posting of internal marks in the registers
- About internships/industrial connect for the sem-V.
- students attendance & Fee payments
- workload for II & IV semesters
- About Banners and plex for NAAC.
- List of paper setters and Examiners
- preparing the department for NAAC assessment
- II semester classwork.

Signature of H.O.D. 12/1/24

circulate to

1. Amritha
2. Se
3. K.S.E. Poyl.
4. B. B. B. B.
5. K.S.
6. Satya
7. S. Mahalakshmi
8. V.V.L. Devi
9. P.C. Sai Lakshmi
10. S. S. S.

Resolutions:

- Resolved to posting the mid examination marks in the respective registers to their corresponding staff who taught.
- Discussed and confirmed the industries for internships of sem-V
- Discussed the students attendance and Resolved to students with less than 75% must bring their parents and meet the principal sir.
- Discussed about the workload of II & IV semesters.
- Discussing about banners and plexes to be done in the department for NAAC.
- It is Resolved to, the list of paper setters and Examiners should be submitted to the exam branch on or before 14th Jan 2024.
- Resolved to identify the gaps to be filled by the staff members and prepare further activities for preparation of NAAC assesment.
- It is resolved to start the II semester classes from 22nd Jan 2024.

[Signature]
signature of H.O.D.

members present:

1. *[Signature]*
2. *[Signature]*
3. K.S.P. *[Signature]*
4. *[Signature]*
5. K.S. *[Signature]*
6. *[Signature]*
7. *[Signature]*
8. V.V. *[Signature]*
9. P.C. *[Signature]*
10. *[Signature]*

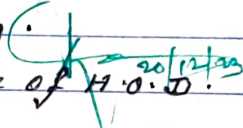
Staff Meeting

20/12/2023

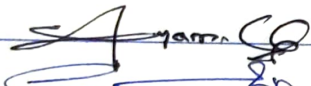
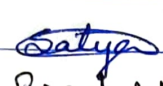
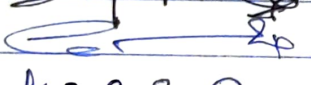
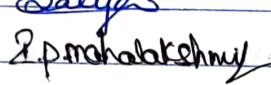
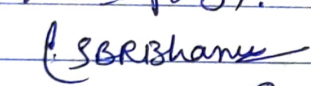
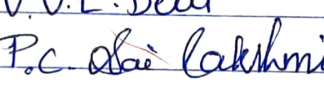
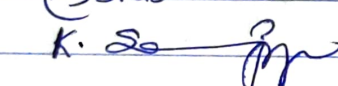
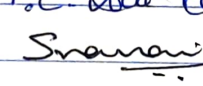
A meeting is convened in our department on 20-12-23 at 4 PM, to discuss the following departmental issues. All the staff members are requested to attend the meeting without fail.

Agenda:

- Result analysis of semester III & V.
- About the certificate course.
- Second mid examination for first year students.
- Review on syllabus of first year.
- preparing the department for NAAC assesment.
- conducting the National mathematics day.

Signature of H.O.D. 

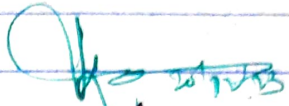
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|--|---|
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| 2.  | 7.  |
| 3. K. S. R. Prasad. | 8. V. V. L. Devi |
| 4.  | 9.  |
| 5.  | 10.  |

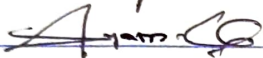
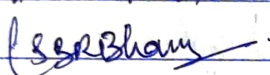
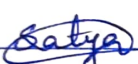
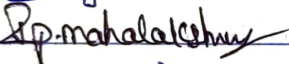
Resolutions:

- Discussed the result analysis of sem III & V. Also who got less than 60% result in each paper are hereby instructed to give explanation as per the instructions of the principal.
- Discussed the classes about the certificate course.
- Discussed to conduct the online second mid examination for first year students
- Resolved to complete the syllabus of first year on or before 28th Dec 2023.
- Reviewed the preparedness of the Department for the coming NAAC Assessment.

→ Discussed the National mathematics day. In this connection conducting of various programmes inside the college and outside the college. Also invitation of chief guest.


Signature of H.O.D.

members present :

1. 
2. 
3. K.S. & Poo
4. 
5. K. 
6. 
7. 
8. V.V.L. Devi
9. P.C. Sri Lakshmi
10. 

PROCEEDINGS OF THE PRINCIPAL, P.R GOVT. COLLEGE [A]:: KAKINADA

Present: Dr.B.V. Tirupanyam, M.Sc., Ph.D

Proc.No.13-A/ P.O /2023-24

Date: 04.11.2023

Sub:Pithapur Rajah's College [A], Kakinada — Placement of new HoDs/ Incharges for departments – orders issued - Regarding.

PREAMBLE:

The transfers effected during the period July/ August 2023 by CCE resulted in transfers of Heads of Departments to various colleges and necessitated in placement of new HoDs/ Incharges in their places for smooth conduct of administration at their levels.

ORDER:

Hence, the Principal, hereby, places the following faculty members as the Heads/ Incharges of various departments, the details of which are furnished hereunder .

S.No	Name of the Faculty member	Designation	Job role & Facility
1	Sri R.V.Satyanaryana	Lecturer in Computer Science	Dept of Computer Science
2	Sri K. Harikishan	Lecturer in Economics	Dept of Political Science
3	Sri M. Mallikharjun Nayak	Lecturer in Economics	Dept of History
4	Dr. K. Jayadev	Lecturer in Physics	Dept.of Mathematics

The persons designated are directed to assume and take over the charge of the respective departments immediately from the Principal, who is the incharge of the departments till now and get into executing activities of the departments, especially activities related to Assessment and accreditation process of NAAC.

Staff Meeting

09/10/23.

The ~~member~~ department of mathematics conducted interviews for guest faculty. As part of this 6 members are applied for this and attended. In which 5 members have required qualification. Interviewing them based on their qualifications, service and different parameters evaluation. Candidates are selected based on their merit. Among them, those in II and IV positions were selected due to giving willingness.

S.No	Name of the Applicant	Position secured among the applicants
1	B. Vijaya Durga	I Not willing
2	S. Sravani Vatalakshmi	II willing
3	K. Sai Subhasree	III Not willing
4	K. Suguna	IV willing
5	G. Krishnaveni	V -

Those who were selected were taken into duty from 1st November 2023 onwards.

→ Also it is resolved to utilize the services of smt. N. Sri Satya Nagadevi, ^{smt.} I. Purnima Mahalakshmi, Kum. V.V. Lakshmi Devi, Kum. P. Chittisai Lakshmi from 03-10-2023 as per the instructions of principal sir.

Ayam prasada

Staff meeting

27/09/23

The members of department of mathematics, presided over by principal sir met in the principal sir chamber at 2:45 PM to discuss the following.

- About the best practices at department level and lecturer level
- To conduct the community extension programme in monthly once.
- Taking PG Entrance classes twice in a month
- About the Remedial classes for slow learners.
- About the Reasoning & Arithmetic classes at 9.00 - 10.00 AM for competitive exam.
- To Organise Educational Tour in 1st week of December 2023
- To Organise National conference in last week of October 2023
- About peer learning
- It is resolved to one paper in research publication.
- Each faculty should complete one MOOC course in each semester
- Each ~~faculty~~ ^{student} should complete one MOOC course (online course)
- Each faculty should attend two national conference in the academic year
- It is resolved to 3-MOU's with Engineering department
- About the Student Extension programme from Oct 20th - 30th.

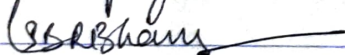
- About the staff extension programme in near by colleges
- It is resolved to conduct student counselling on 7th hour of 2nd, 4th wednesday of every month.
- It is resolved that the identifying the slow & advanced learners by 2nd 25th of october.
- It is resolved to prepare soft copy for the student profile.
- About the fund mobilization (50,000/-) for Endowment prizes.
- About the Environmental Awareness programme to conduct twice in a month.
- It is resolved to complete 50% of syllabus by using ICT
- About the Innovative teaching in Teaching - Learning process
- It is resolved to conduct Parent - Teacher meeting on 2nd Tuesday of Oct & 2nd Tuesday of Nov
- About the Individual plan of action.
- It is resolved to submit DS, SCP, TDⁱⁿ every month of 30th.
- It is resolved to prepare a book for the concern subject with the faculty.
- It is resolved to improve the pass percentage in each semester

Sign. of the faculty.

Signature of the HOD

(1) 

(2) K. S. S. Prasad

(3) 

(4) K. S. S. Prasad

B. V. S. Prasad
27 Sep 2022

B.O.S. meeting.

31/8/23.

The members of the department of the Mathematics met in the department on 31/8/23 at 10:00 A.M. to discuss the following point on B.O.S.

Signature of I/c of the Department.

B.V.D. Patil
Signature of the Principal
31/8/23

1. Signature of the University Nominee:

V. Ananta lach
31/8/23

2. Signature of the Subject Experts:

1. J. J. J.
2. K. Chitambar
31/8/23

3. Signature of the Alumni Member.

4. Signature of the Academic Co-ordinator:

5. Signature of the IQAC: 31/8/23

Signatures of the staff:-

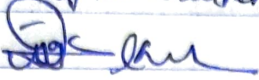
1. A. J. J.
2. S. J. J.
3. K. S. J. Patil
4. S. B. Bhanu
5. K. S. J.
6. N. S. S. N. S. S.
7. D. P. Mahalaxmi

8. V.V.L. Devi

9. P.C. Sai Lakshmi

1.

Signature of the Student Members :-

1. V.S.  Sai Lakshmi

2. A. Syamala

3. Ch. Saralalaxmi

4. B. S. Yashwanth

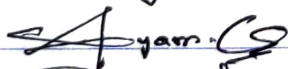
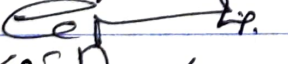
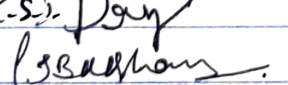
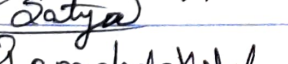
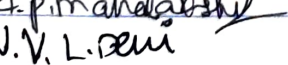
Staff Meeting

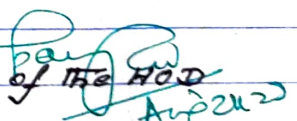
11/8/23

The members of department of Mathematics, presided over by principal sir met in the principal sir chamber at 4.00pm to discuss the following.

- about the completion of syllabus
- about the SCPS/DS/TDS
- about the completion of Apprenticeship.
- about starting certificate course in Vedic Mathematics for first year students.
- Regarding selection of topic for organizing National conference on mathematics.
- about best practices at the departmental level.
- about the updation of post NAAC work records.
- It is resolved to conducting the remedial classes for slow learners.
- posting the second mid examination marks in the respective registers to their corresponding staff who taught.
- about the completion of csp and Internship.

Signatures of the staff

1.  A. Yam
2.  C. P.
3. K.S.S. Dany
4.  B. S. Dhanu
5. K.  K. S.
6.  Satya
7.  J. P. Mahalingam
8. V.V. L. Devi
9. P. C. Sri Lakshmi

B.V.  B.V.
Signature of the HOD
11 Aug 2023

staff meeting

17/7/23.

The members of the department of mathematics met in the department at 4:30 pm to discuss the following.

- about the syllabus completion of syllabus.
- about the preparation of 11 mid question papers setting.
- about the Scps/DS/TDS.
- about the student attendance.
- about the updation of post NAAC work records.
- about the completion of practical Records.
- Review of the Ist & IIIrd & Vth sem result

M. Suresh

Signatures of the staff.

Signature of the I/c of the dept.

1. Sagar
- 2.
3. K.S.I. Day
4. Ishikawa
5. K. Soji
6. Satya
7. P. Mahalingam
8. V.V.L. Duri
9. P.C. Sai Lakshmi

staff meeting

06/06/23

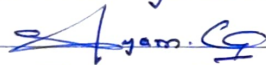
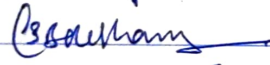
The members of the department of Mathematics met in the department at 11.30 AM to discuss the following.

- about the community service project
- about the internship
- about the Apprenticeship
- about the finalization of Mathematics major
- about the CEIP students Registrations
- about the status of CCE-LMS.
- about the Scps/DS/TDS
- about the updation of post NAAC work records.
- about the website updation.
- about the coverage of syllabus.
- about the students attendance.

M. Surekha

Signature of the I/c of the dept.

Signatures of the lecturers

1.  A. Jagan. C
2.  C. S. Ravi
3. K. S. S. P. i
4.  B. S. Ravi
5. K. S.  K. S. Ravi
6. J. p. m. lakshmi
7. V. V. L. Devi
8. P. C. Sai lakshmi