

Academic year: 2024-2025

144

Staff meeting

10th June 2024

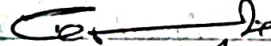
A staff meeting will be convened in our department on 10th June 2024 at 4.00 pm to discuss the following departmental issues. All the staff members are requested to attend the meeting without fail.

Agenda:

1. To discuss the workload, timetable, paper distribution among the faculty for semester III & V for the academic year 2024-2025.
2. preparation of semester curricular plans, monthly notes and teaching diary
3. mapping of OTLM App
4. Review on monitoring of CSP, Internship and longterm internship.
5. preparing the department records for NAAC assesment.
6. utilize the services of Guest faculty.
7. About the website updation.
8. About the practical Examination.

to circulate to

Signature of HOD

1. 
2. 
3. K.S.P. P. Adv.
4. SBR Bhenu
5. K.S. 

Resolutions

1. Discussed the workload, timetable, paper distribution among the faculty for semester III, IV for the academic year 2024-2025.
2. Resolved to every faculty member to prepare semester curricular plans, daily scheduling and teaching diary and submit to principal sir on or before 5th day of every month.
3. It is resolved to every faculty member to mapping OTLM App as per allotted timetable.
4. Review or monitoring of esp, Internship and longterm internship and resolved to conduct of longterm internship exam on 19th and 20th of June 2024.
5. Review the preparedness of the department work for the NAAC Assessment.
6. It is resolved to conduct the practical examinations for second and fourth semester students from 01-07-2024 onwards as per the schedule given by examination branch.
7. It is resolved to all the data related to the academic year 2023-24, should be uploaded in the website within a week.
8. As there is no workload for the third and fifth semesters to the Guest faculty, so the Guest faculty will continue after the commencement of the first semester class work.

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

1. G. Syam Prasad - II Maths major - Numerical Methods
Laplace Transform
III MSCS, MCCS - Numerical Analysis

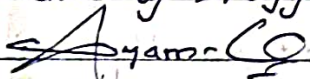
2. G. Prasad Rao - III MPCs, MECS - Numerical Analysis
III MCPC, MEIOT - Numerical Analysis

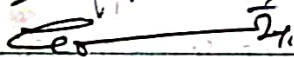
3. K. S. I. Prasadansini - II statistics - Group Theory
II MSCS, MCCS - Numerical Analysis

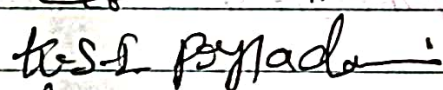
4. L. S. B. R. Bhanu - II chemistry - Group Theory
III MPCs, MECS - special functions
II Maths major - Group Theory

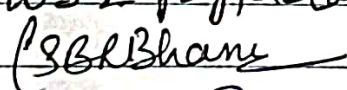
5. K. Samrajyam - II Maths major - special functions
III MCPC, MEIOT - special functions

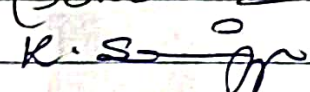
Signature of staff

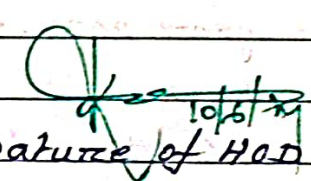
1. 

2. 

3. 

4. 

5. 

 Signature of HOD

Staff meeting2nd July 2024

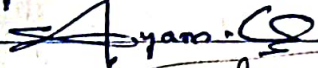
A staff meeting will be convened in our department on 2nd July 2024 at 4.00 pm to discuss the following departmental issues. All the staff members are requested to attend the meeting without fail.

Agenda:

1. To discuss the conduct of practical examinations
2. To discuss the conduct of csp and Internship viva.
3. To discuss the submission of scp, DS and TDS
4. To discuss the conduct of activities as per action plan.
5. To discuss the requirement of Guest faculty.
6. preparing the department for NAAC assessment

Signatures

Signature of HOD

1. 
2. 
3. K. S. S. Prasad
4. SBRBhany
5. K. S. S. Prasad

Resolutions:

1. It is resolved to conduct the practical for second and fourth semester student. As per the instructions of principal sir, morning session theory classes and afternoon session practical exams as per schedule given by the examination section.
2. It is resolved to conduct of csp and internship viva on or before 20th July 2024. After completion of viva, award list should be submitted in examination cell.

3. It is resolved to each teacher can send their scp and ds to respective classes and principal sir by 5th day of on or before 5th day of every month, similarly the syllabus should be completed as per schedule.
4. It is resolved to, the activities to be done this month should be completed as per the department action plan. Also concerned activity file should be prepared.
5. To discuss the preparation of post NAAC work records.

Signature of Lecturers

Signature of HOD

1. Ayam. C

2. _____

3. K-S-R pyglad

4. BSRBham

5. K-S Or

Staff Meeting

147
06 Aug 2024

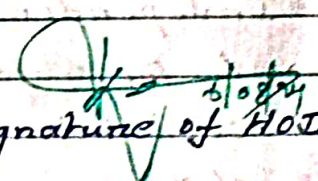
A staff meeting will be convened in our dept. on 06th Aug 2024 at 4.00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda:

1. To discuss result analysis of semester end exams
2. To discuss the about the admission work
3. To discuss about the Bridge course
4. To discuss about the completion of ABC Ids.
5. To discuss the celebration of 15th Aug 2024.
6. To discuss, regarding Guest faculty selection list and informing them.
7. To discuss the complete the NAAC work of department.

Signature of staff

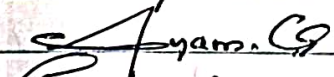
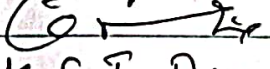
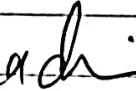
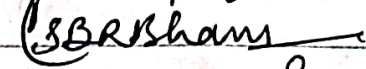
1. 
2. 
3. K. S. I. Prasad
4. S. B. Bhanu
5. K. S. 


Signature of HOD

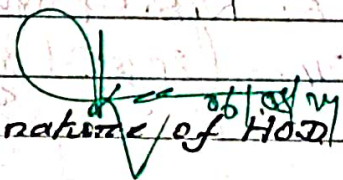
Resolution:

- Second and fourth semester results are out, so group wise and lecturer wise analysis should be done regarding them and those who failed should be prepared for exams through remedial classes.
- It is resolved to, the first year admission is from 12th Aug 2024. so the second and third year classes should be adjusted by looking at the admissions.
- It is resolved to, after the first year classes start, they should be taught the basics of mathematics and then an exam should be conducted for them.
- It is resolved to, all mentors should be completed ABC Id's on or before 17th of this month as per the orders of the commissioner sir.
- It is resolved to all staff members to prepare concerned class students to active participation in Independence day celebrations.
- As the Guest faculty interviews, the selected candidates should join on 19th as per the instructions of the principal sir.
- To discuss the preparation of post NAAC work records.

members present

1.  Syam. G.
2.  K. S. I. P.
3. K. S. I. P. 
4.  S. B. R. Shams
5. K. S. 

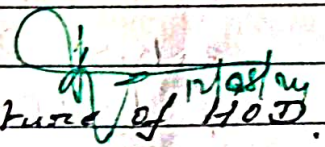
Signature of HOD



Guest faculty12th Aug 2024.

The department of mathematics conducted interviews for guest faculty on 29th July 2024. As part of this five members are applied for this and attended. In which five members have required qualifications. Interviewing them based on their qualifications, service and different parameters evaluations. Candidates are selected based on their merit. Among them As part of this, they were informed to submit the joining report on or before 17th Aug 2024.

S.NO	Name of the Applicant	position secured among the applicants
1.	T. G. Siva sandhya	First
2.	K. Tulasi Naga Jyothi	second
3.	K. Bhagyan	Third
4.	K. chandra pavan	Fourth
5.	N. venkateswara Rao	Fifth


Signature of HOD.

Staff meeting

20 Aug 2024.

A staff meeting will be convened in our department on 20th Aug 2024 at 4.00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda:

1. To discuss about the NAAC peer team visit.
2. To discuss about the first year class work and admission work of II phase.
3. To discuss the completion of department NAAC work.
4. Submission of DS, TD, SCP to principal sir.
5. updation of Department website.
6. About OTLM app - mapping & timetable.

Signature of staff

Signature of HOD

1. ~~Ayam~~
2. ~~Co~~
3. K.S.P. Poradi
4. URBHAM
5. K. S. J.
6. T.G.S. Sathy
7. K. S. J.

Resolution:

- NAAC PEER team visit will be conducted on 29th and 30th of Aug 24 as per instructions of principal sir.
- It is resolved to conduct bridge course classes for the first phase admission students and contact the second phase students over phone and motivate them to join in this college.
- It is resolved to as the NAAC peer team visit dates have arrived, all the records related to the department should be completed. Similarly they should be numbered according to the criteria wise and prepared to display.
- It is resolved to each teacher can send their scp and DS to respective classes and principal sir. Similarly the syllabus should be completed as per schedule.
- It is resolved to all the data related to the academic years 2017-18 to 2023-24 should be uploaded in the website
- It is resolved to check the timetable, map the classes and submit the data every day in the OTLM app.

signature of staff.

1. S. Yam. Co
2. Cer. Sp
3. K. S. P. Porla di
4. GBR Bhams
5. K. Sa
6. T. G. S. sandly
7. K. J. L.

Signature of HOD

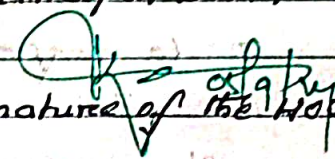
Staff meeting

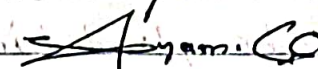
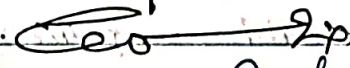
05-09-24

A staff meeting will be convened in our department on 05 Sept 2024 at 4.00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda :

1. To discuss about the suggestions of NAAC peer team.
2. To discuss about the monthly Activities.
3. To discuss about the conduct of Seminar/Webinar.
4. To discuss about the I mid examinations.
5. To discuss about preparation of mid-exam question papers and correction of papers.
6. submission of DS, TD, SCP to principal sir.

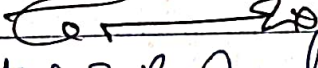
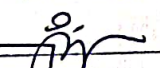

 Signature of the HOD
members present.

1.  M. C.
2.  P.
3. K. S. I. P. B. Ach.
4. S. B. R. B. ham
5. K. S. 
6. P. G. S. S. ach
- 7.

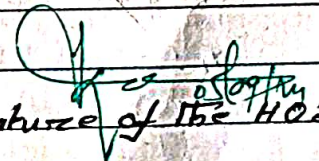
Resolutions:

- It is resolved to, the NAAC peer team visit has been completed, so the suggestions and advice given by them should be seen to be implemented.
- It is resolved to, according to the department action plan, the activities to be done in this month should be completed.
- To discuss about the conduct of seminar/webinar.
- It is resolved to conduct the I mid examination for second and third year students from as per schedule from 17-09-24 to 20-09-24.
- It is resolved to prepare I mid examination question papers as per the blue print of BOS and submit to examination cell on or before 10-09-2024.
- It is resolved to after completion of mid examination, posting the mid marks in the respective registers to their corresponding staff who taught.
- It is resolved to each teachers can send their scp and DS to respective classes and principal sir. Similarly the syllabus should be completed as per schedule.

Signatures of staff.

1. 
2. 
3. K. S. I. Prasad
4. C. B. R. Mahan
5. K. S. 
6. T. G. S. Sady

Signature of the HOD



Staff meeting

19-10-2024.

A staff meeting will be convened in our department on 19 Oct 2024 at 4.00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda:

- Transfer the department work to second senior members.
- 11 mid Examinations (online mode) with in the given date.
- To discuss about the certificate courses
- To discuss about the paper publications
- To discuss about the National seminar / ^{conference} ~~webinar~~.
- To discuss about the syllabus completion
- Submission of DS, TD, scp to principal sir.

Signature of the HOD. 19/10/24

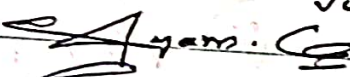
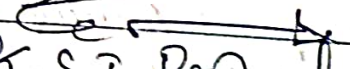
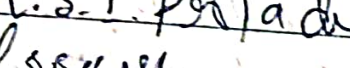
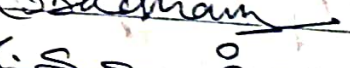
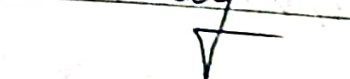
Members present:

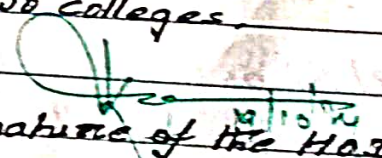
1. Agam C
2. Cor
3. K. S. P. P. N. D. R.
4. C. S. R. B. H. A. M.
5. K. S. P. P. N. D. R.
6. T. G. S. S. S. S. S.

Resolution:

- It is resolved to transfer the responsibilities of senior faculty to Sri. G. prasada Rao from G. Syam prasad. He is requested to look after all the responsibilities of G. Syam prasad and run the department in smooth or disciplined manner.
- It is resolved to, as per the instructions of COE, the second mid examinations commence from 20/10/24 and after completion of mid examination, posting the mid marks in the respective register to their corresponding staff who taught.
- It is resolved to, as per the instructions of the principal sir, each faculty must be conduct at least one certificate course ^{per} a academic year.
- It is resolved to, as per the instructions of the principal sir, each faculty must be publish at least two paper publication per a year.
- It is resolved to conduct a national seminar / conference in blended mode in association with department of Mathematics, ASD Government degree college for women (A), Kakinada. It would be an activity with respect to the mou between two colleges.

Signature of the staff:

1.  Syam. Co
2.  K. S. T. Penadi
3.  K. S. T. Penadi
4.  K. S. T. Penadi
5.  K. S. T. Penadi
6.  T. G. S. Saeely

 Signature of the H.O.D.

Staff meeting

04 Nov 2024

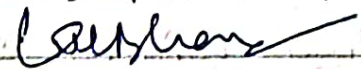
A staff meeting will be convened in our department on 04th Nov 2024 at 4.00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda:

- About the syllabus completion of III & V semester
- About the adjustment of those classes due to discontinuance of one guest faculty
- posting of internal marks in the registers
- About the Remedial classes for slow learners
- submission of DS, Teaching diary to principal sir.
- About the semester end examinations
- About the updation of department records.

Signatures of Lecturers

Signature of HOD

1. 
2. 
3. K-S-P. Permadevi
4. 
5. K. S. 
6. T.G.S. Saidu 

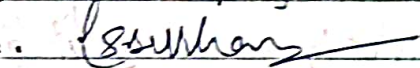
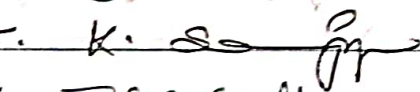
Resolutions:

1. It is resolved to complete the third and fifth semester syllabus on or before 07 Nov 2024 if any gaps.
2. It is resolved to, as one of the guest faculty, attending first semester classwork is on leave due to personal work, those classes have to be completed by sharing the classes remaining staff members.
3. It is resolved to posting the III & V semester internal

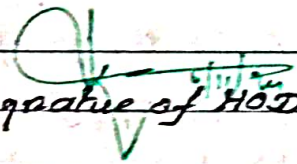
marks in the respective registers to their corresponding staff who ~~taught~~ taught.

4. It is resolved to complete the remedial classes for slow learners on or before 7th Nov 2024.
5. It is resolved to each teacher can send their scs, DS to respective classes and principal sign on or before 5th day of every month. Similarly the syllabus should be completed as per schedule.
6. The semester end exams (III, IV, V) will start from the 8th Nov 2024. so students can prepare by giving final tips and important Questions for slow learners.
7. To discuss the updation of post NAAC work records.

Signatures of the staff.

1. 
2. 
3. K. S. P. Priyadarsi
4. 
5. K. S. 
6. T. G. S. Sandilya

Signature of HOD

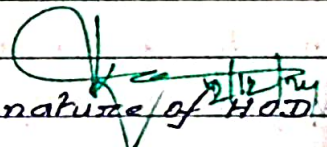


Staff Meeting2nd Dec 2024

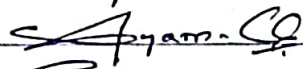
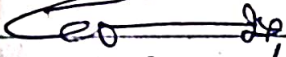
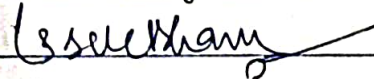
A staff meeting will be convened in our department on 2nd Dec 2024 at 4.00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda:

- About the syllabus completion of I semester.
- About the workload, timetable, paper distribution among the faculty for semester IV & V for the academic year 2024-25.
- Second mid examination for first year students.
- About the practical examinations for III & V semester.
- conducting the National mathematics day.
- About the long term internship/industrial connect for the V sem.
- About the preparation of SCP, DS and TD.
- Mapping of OTLM App.


Signature of HOD

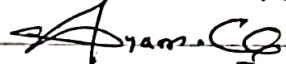
Members present

1.  S. Aram
2.  C. S. S. Prasad
3. K. S. S. Priyada
4.  U. S. S. Prasad
5. K. S. S. Prasad
6. T. G. S. S. Prasad

Resolutions:

- Resolved to complete the syllabus of first year on or before 07th Dec 2024.
- Discussed the workload, timetable, paper distribution among the faculty for semester IV & VI for the academic year 2024-25.
- Resolved to every faculty member 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 member to mapping OTLM App as per allotted timetable.
- It is resolved to conduct the II mid examination for first year commence from 04-12-2024 and after completion of mid examination, posting the mid marks in the respective register to their corresponding staff who taught.
- It is resolved to conduct the practical examinations for third and fifth semester students. As per the instructions of principal sir, morning session theory classes and afternoon session practical exams as per schedule given by the examination section.
- Discussed and confirmed the industries for long term internship of semester VI.
- 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 staff

1.  A. Ram. C.

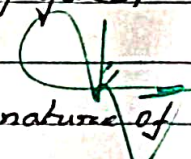
2.  T. S. Sady

3. K. S. R. Priyal

4.  K. S. R. Priyal

5. K. S.  K. S.

6. T. G. S. Sady

 Signature of HOD

Guest faculty

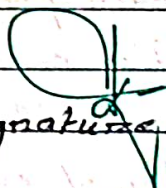
31/1/2025

The department of Mathematics conducted interviews for Guest faculty on 31st Jan 2025. As part of this 3 members are applied for this and attended. In which 3 members have required qualifications. Interviewing them based on their qualifications, service and different parameters evaluations. Candidates are selected based on their merit. As part of this, they were informed to joining report submit on or before 1st Feb 25.

S.NO	Name of the applicant	position secured
1.	N. Venkateswara Rao	I
2.	T. Musalayya	II
3.	G. Krishnaveni	III

only one of the three above reported (T. Musalayya) on 3rd Feb 2025.

After the completion of two phases, the department required two members. As a part of this, once again to conduct interviews on 17th Feb 2025 and K. suryakumar was hired. After completion of interview she joined 18th Feb 2025.

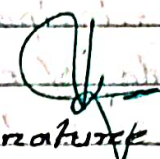

Signature of H.O.D.

Staff meeting5 Mar 2025

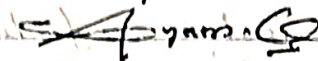
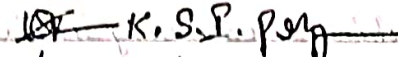
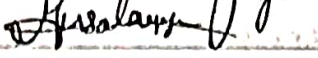
A staff meeting will be convened in our department on 6 March 2025 at 4:00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda:

- about the syllabus completion
- second mid examination for IV, VI semester and first mid examination for II semester students.
- conducting of remedial classes
- cleanliness day - 3rd Saturday of every month
- completion of certificate courses.
- Field Trip
- submission of DS, TD & SCP

 Signature of HOD

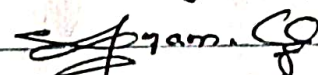
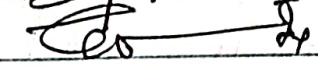
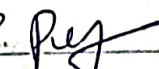
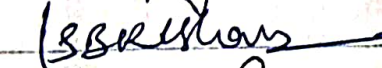
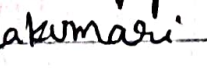
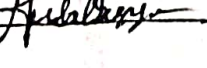
members present

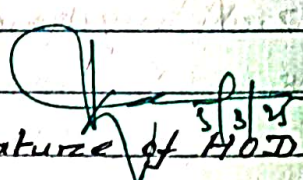
1. 
2. 
3.  K. S. P. Prj
4.  SBR Bhann
5.  K. S. Prj
6.  H. S. Prj
7. K. Suryakumari
- 8.

Resolutions:

- Resolved to complete the syllabus of second and final year on or before 29th of this month.
- It is resolved to posting the Imid exam marks of IV, V, VI semester, in the respective register to their corresponding staff who taught. Also as per the instructions of COE, the first mid examinations for first year commence from 10/3/25. so prepare question papers as per the blue print of BOS and submit to examination cell on or before 8/3/25.
- Resolved to conduct the Remedial classes for slow learners.
- It is resolved to, as per the instructions of commissioner sir and principal sir, to conduct a cleanliness day for 3rd saturday of every month.
- It is resolved to, the certificate course must be completed by the 29th of this month.
- It is resolved to, as part of curriculum, a field trip was planned for I, II year mathematics Major students to Srinivasa Ramanujan mathematics Academy in Ramachandrapuram on 26th of this month.
- Discussed about the submission of Scp, DS and TD to principal sir and respective classes.

Signatures of staff

1. 
2. 
3. K. S. P. Puj 
4. 
5. K. S. 
6. K. Suryakumari 
7. 
- 8.

Signature of HOD 

Staff Meeting

11 Apr 2025

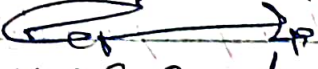
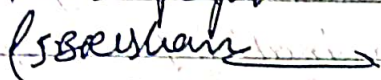
A staff meeting will be convened in our dept. on 11 Apr 25 at 4.00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda:

- Apprenticeship Evaluation
- Job drive
- Last working day, summer vacation, Reopening day
- principal sir, departmental visit
- certificate course updation
- summer internship programmes
- pg Entrance coaching
- practical examinations for IV & VI semester.
- posting the mid marks & internal ex marks award list.
- updation of department records.
- About the 11 semester end examinations.

Signature of HOD

Signatures of the staff:

1.  S. Ram
2.  S. P. S. Prasad
3. K. S. S. Prasad
4.  S. S. Prasad
5. K. S.  Prasad

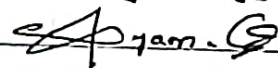
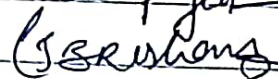
Resolutions :

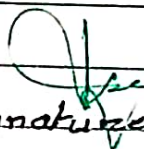
- It is resolved to complete the Apprenticeship evaluation on or before 26th of this month and to conduct viva on 24th of this month.
- It is resolved to all faculty members, especially final year mentors to see that every student is attended to the job drive on 22nd of this month.
- It is resolved to, as per principal sir instructions, the last working day of the academic year 2024-25 is Apr 30th and summer vacations starts from 1st May 25 to 15th June 25. After completion of summer vacation, college reopening 16th June 2025.
- It is resolved to, the principal sir will be visiting the department from 13th 14th onwards. so update all the records.
- It is resolved to complete the data related to the certificate course and submit it to IQAC.
- Discussed and confirmed the industries for short term internship of sem IV and csp for sem II.
- It is resolved to, PG entrance coaching should start online from may 1st. Timetable, whatsapp group and material should be prepared for it.
- It is resolved to, as per instructions of COE, to conduct the practical examination for IV & VI sem students from 21st onwards as per schedule given by the examination sections.
- It is resolved to, all the staff members posting the mid marks in the respective registers to their corresponding staff who taught. Similarly, the relevant internal award list should be submitted to the exam cell by 19th of this month.

→ It is resolved to, the following faculty members to update and submit relevant documents/reports on or before 30th of this month, so as to submit the same as to IQAC/Academic cell.

1. G. syam prasad - Dept. Minutes, dept. Activities, conduct of practicals, course completed certificates and updating all records.
2. G. prasada Rao - Dept. DS, TDS, scp & dept. stock verification, Apprenticeship evaluation.
3. K.S.I. priyadarshini - practical Question papers, dept. publications, awards and patents.
4. L.S.B.R. Bharu - Dept. internal marks, award list, P.G. Entrance coaching.
5. K. Samrajyam - certificate course, practical award lists

Signature of staff

1.  G. Syam Prasad
2.  G. Prasada Rao
3. K.S.I. priyadarshini
4.  L.S.B.R. Bharu
5.  K. Samrajyam

 Signature of HOD 11/1/25