



Andhra Christian College, Guntur

Affiliated to Acharya Nagarjuna University
Sambasivapet main road, Guntur -522001, A. P.

E mail: accollegeguntur@ymail.com

website: www.accollegeguntur.com

Criterion: **I**

Metric: **1.1.1**



Criterion 1 – Curriculum Planning & Implementation

1.1.1 The Institution Ensures Effective Curriculum Planning and Delivery Through a Well-planned and Documented Process Including Academic Calendar and Conduct of Continuous Internal Assessment.

DEPARTMENTAL MEETINGS



Andhra Christian College, Guntur

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Criterion: I

Metric: 1.1.1

DEPARTMENT OF BOTANY - MINUTES BOOK

Department of Botany Staff meeting

151

Date 4.4.2023

Time: 11 A.M

Venue: Staff room

Members Present

1. Mrs. G. Nirmal Kumari
2. Mr. M. R. Paul Satya Keerthi
3. Mr. T. D. Raja Sekhar
4. Dr. V. Ezra Vijaya Sekhar
5. Dr. D. Phebe Sarah

We discussed about Internship for 6th Semester students and also Allotment of the Students for the Staff.

Botany Department Staff

- | | | |
|-------------------|---|--------|
| ① Mrs. G. N. K. | — | 4/4/23 |
| ② Mr. M. R. P. S. | — | |
| ③ Mr. T. D. R. | — | |
| ④ Dr. V. E. S. | — | 4/4/23 |
| ⑤ Dr. D. P. S. | — | |

Department of Botany
Staff meeting

49

Date : 4.3.2023

Time : 3 PM

Member's Present

1. Mrs. G. Nirumala Kumari
2. Mr. M. R. Paul Satya Keerthi
3. Mr. T. D. Raja Sekhar
4. Dr. V. Ezra Vijaya Sekhar
5. Dr. D. Phebe Sarah

The Staff meeting was started by opening Prayer by Dr. V. Ezra Vijaya Sekhar Sir.

We discussed the distribution of work Load

The meeting was closed by closing Prayer by Paul Satya Keerthi Sir.

Member's Present

- ① GINK - emy
- ② MRPS - Ju-
3. TDR - JKL
- 4 Dr. VEVs - Mm
- 5 Dr. D PS - SPs

Department of Botany
Staff Meeting

47

Date : 6/12/2022

Time : 10.30 am

Venue :

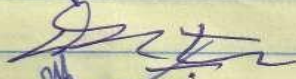
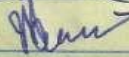
Members present :

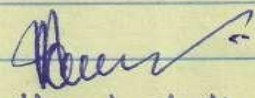
1. Mrs. G. Nirmala Kumari
2. Mr. M.R. Paul Satyakeerthi
3. Mr. T. D. Raja Sekhar
4. Dr. V. Ezra Vijaya Sekhar
5. Dr. D. Phebe Sarah

The following resolution was made.

1. It is resolved to choose BC & TC for V semester from the four pairs of SECs.

Members Present

1. G. N. K. — 
2. M. R. P. S. — 
3. T. D. R. — 
4. V. E. V. S. — 
5. D. P. S. — 


Head of the Dept.

Community Service Project Viva

Date: 11th October, 2022.

Time: 3.00 p.m.

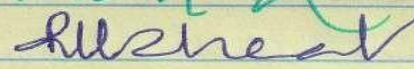
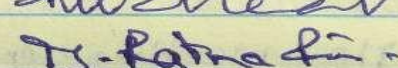
Venue: Botany Dept. Degree Lab.

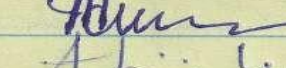
Internal Viva for the Community Service Project was is conducted.

The meeting started with prayer by Mr. M.R. Paul Satyakeertan. Six students attended the viva.

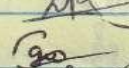
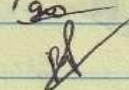
Members Present.Signature

1. Dr. K. Moses
2. Dr. P. M. Vinaya Teja
3. Dr. M. Ratna Raju
4. Dr. V. EZRA VIJAYA SEKHAR
5. Mrs. G. A. Shalini
6. Mrs. G. Nirmala Kumari
7. Mr. M.R. Paul Satyakeertan
8. Mr. T.D. Raja Sekhar
9. Dr. D. Phebe Sarah
10. Mrs. G. Venkata Lakshmi
11. Dr. R. Prasanthi Kumari





Venue : Staff room

Date : 12/09/2022

Time : 11 A.M

Members Present :

1. G. Nirmala Kumari
2. Mr. M.R. P. Satya Keerthi
3. Mr. T. D. Raja Sekhar
4. Dr. V. Ezra vijaya Sekhar
5. Dr. R. Prashanthi Kumari

1. Reviewed the ongoing project for 4th semester

The meeting ended with prayer.

1. GNV *Emmy*
2. MRPS *Pen 12/09/2022*
3. TDR *[Signature]*
4. VEVS *[Signature] 12/9/22*
5. RPK *[Signature]*

Venue : Staff Room

Date : 03/09/2022

Time : 11AM

Members Present :

1. G. Nirmala Kumari
2. Mr. M. R. P. Satya Keerthi
3. Mr. T. D. Rajasekhar
4. Dr. V. Ezra Vijaya Sekhar
5. Dr. D. Phebe Sarah
6. Mrs. G. Venkata Lakshmi
7. Dr. R. Prashanthi Kumari

The meeting started with prayer by Mr. M. R. Paul Satyakeerthi.

The following resolutions were made.

1. Resolved to handle the skill development courses acc. to the time table.
2. Resolved to handle study hours for Intermediate classes
3. Resolved to handle Misc classes.

The meeting was closed with prayer by Dr. D. Phebe Sarah.

1. GNIK - *Emy*
2. MRPS - *Se* 3/9/2022
3. TDR - *MIR*
4. DEVS - *Am*

5. DPS - *APS*
6. GVL - *Geo*
7. RPK - *Al*

Department of Botany
Staff meeting

35

Venue: Lab II

Date: 25-08-2022

Time: 11 a.m.

Members Present:

1. Mrs. G. Nirmala Kumari
2. Mr. M.R. Paul Satyakeerthi
3. Mr. T.D. Rajasekhar
4. Dr. V. Ezra Vijaya Sekhar
5. Dr. D. Phebe Sarah
6. Mrs. G. Venkata Lakshmi

The following resolutions were made.

1. Resolved to take the entire syllabus for Intermediary.
2. Resolved to take students regarding project work.
3. Resolved to maintain Attendance Register, Teaching Diaries and Lesson Plans.

The meeting was closed with prayer by Dr. D. Phebe Sarah.

1. GNLK 
2. MRPS  25/08/2022.
3. TDR 
4. VES 
5. DPS 
6. GVL 

Department of Botany
Staff meeting

33

Venue: Lab II

Date: 18-07-2022

Members Present:

Time: 11 a.m.

1. Mrs G. Nirmala Kumari
2. Mr. M. R. Paul Satyakeerthi
3. Mr. T. D. Rajasekhar
4. Dr. V. Ezra Vijaya Sekhar
5. Dr. D. Phebe Sarah
6. Mrs. G. Venkata Lakshmi
7. Dr. R. Prashanthi Kumari

The following resolutions were made.

1. Discussed the ongoing academic work
2. Resolved to submit the Community Service Projects for 4th semester students by the end of July, 2022.
Mr. T. D. Rajasekhar and Dr. D. Phebe Sarah shall coordinate this work.

The meeting was closed with prayer by Dr. R. Prashanthi Kumari

1. G N K *Emg* 18/07/2022
2. HRPS *Thir* 18/07/2022
3. TDR *Thir*
4. VES *Thir* 18/7/22
5. DPS *Thir*
6. GVL *Emg* 18/07/22
7. RPK *Thir*

Department of Botany Staff meeting

Venue: Lab II

Date: 02-08-2022

Time: 3:30 p.m.

Members Present:

1. Mrs. G. Nirmala Kumari
2. Mr. M. R. Paul Satyakeerthi
3. Mr. T. D. Rajasekhar
4. Dr. V. Ezra Vijaya Sekhar

The following resolutions were made.

1. Discussed the Community Service Projects for 2nd Semester and 4th Semester students.
2. In 2nd Semester B.Sc., Roll Nos. 901 to 905 are allotted for Project in Botany (CSP) - Medicinal Plants.
3. In 4th Semester B.Sc., Roll Nos. 905, 907, 908, 914, 920 and 921 are allotted for Community Service Project to be taken up by Botany Department - Horticulture.

The meeting was closed with prayer by Dr. V. Ezra Vijaya Sekhar.

1. G.N.K.
2. M.R.P.S. 02/08/2022.
3. T.D.R.
4. V.E.S.

2nd Semester

Allotment of Students

4th Semester

P. Venkateswarlu - Mrs. G.N.K.
J. Pallavi - Mr. M.R.P.S.
E. Gopi - Mr. T.D.R.
R. Gopi - Dr. V.E.S.
M. Subhash - Dr. D.P.S.

G. Parash Kumar } Mrs. G.N.K.
B. Goutham Kumar }
Ch. Bharat Kumar - Mr. M.R.P.S.
J. Gopi - Mr. T.D.R.
K. Raktva Kumar - Dr. V.E.S.
D. Sudheer - Dr. D.P.S.

1. G.N.K.
2. M.R.P.S.
4. V.E.S.
5. D.P.S.

Department of Botany
Staff meeting

29

Venue: B.Sc. Lab. (Lab I)

Date: 22-01-2022

Members Present:

Time:

1. Mrs. G. Nirmala Kumari
2. Mr. M.R. Paul Satyakeerthi
3. Mr. T.D. Rajasekhar
4. Dr. V. Ezra Vijaya Sekhar
5. Dr. D. Phebe Sarah
6. Mr. G. Venkata Lakshmi
7. Dr. R. Prasanthi Kumari

The following resolutions were made.

1. Discussed the distribution of work.
2. Resolved to change from 'Ioi' Network to 'Iio' Network for wifi.

The meeting was closed with prayer by Mr. M.R. Paul Satyakeerthi.

1. G.N.K. ~~GM~~
2. MRPS ~~GM~~
3. TDR ~~GM~~
4. Dr. ~~DPS~~ VEVS (HOD) ~~GM~~ 22/1/22
5. Dr. DPS ~~GM~~
7. Dr. RPS. ~~GM~~
6. GVL ~~GM~~

Department of Botany
Staff meeting

25

Venue : B.Sc Lab (Lab-I)

Dt: 28/10/2020

Members present :

1. Mrs. G. Nirmalakumari
2. Mr. M.R. Paul Satyakeerthi
3. Mr. T.D. Raja Sekhar
4. Dr. V. Ezra Vijaya Sekhar
5. Dr. D. Phebe Sarah
6. Mrs. G. Venkata Lakshmi

The meeting

The meeting was started with the opening prayer by Dr. V. Ezra Vijaya Sekhar.

The following resolutions were made.

1. To conduct online classes for B.Sc 3rd, 5th semester students and Sr. Inter students from 28th October 2020.
2. To repair or replace UPS of the computer.
3. To restore online connection of the internet.
4. To purchase hand sanitizers for the department.
5. To follow the revised covid 19 syllabus for intermediate classes (both senior & Junior intermediate).

The meeting was concluded with the closing prayer by Dr. D. Phebe Sarah.

- | | |
|---------------|--|
| 1. G.N.K | |
| 2. MRPS | |
| 3. TDR | |
| 4. DPS | |
| 5. VEVS (HOD) | |
| 6. GVL | |

Department of BotanyStaff Meeting -Venue: Intermediate Lab (Lab II)

Dt: 09-07-2019.

Members Present:

1. Mrs. G. Nirmala Kumari
2. Mr. M.R. Paul Satya Keerthi
3. Mr. T.D. Raja Sekhar
4. Dr. V. Ezra Vijaya Sekhar *Mun 9/7/19*
5. Dr. Phebe Sarah

The meeting was started with the opening Prayer by Dr. Phebe Sarah.

The following resolutions were made.

1. To conduct Botany Quiz in the month of August, 2019.
2. To conduct a field Trip in the month of August 2019.
3. To prepare arrears list for all the 3 year Degree students and also for Intermediate Students.
4. To submit Academic plan, Annual Plan and Teaching diary in a couple of days.

The meeting was concluded with the closing Prayer by Dr. Ezra Vijaya Sekhar.

1. GNIK - *EMV*
2. MRPS *[Signature]*
3. TDR *[Signature]*
4. DPS *[Signature]*
5. VELS (HOD) *Mun...*

Mun 9/7/19
(Head of the Dept)

13/6/19

Botany dept. Staff meeting 10:30 AM

- ① Formally welcomed Dr R. Prasanthi as a colleague to our department.
- ② I, II & IIIrd BSc results in were good and the efforts of all the staff were appreciated.
- ③ It was resolved to give Dr Phoebe Sarah work in Both Intermediate and BSc for the coming academic year.
- ③ In the I ~~B~~ MSc course, it was resolved that Dr. Sarah Phoebe will take the 1st two units of 1st Paper & Dr. R. Prasanthi will take unit 3, ~~4~~ Dr. V. E. S. unit IV.
- ④ In II paper of I MSc, unit IV will be dealt by Mr. TDR, unit one by Dr. R. unit two by MRPS. and gymnosperms by Dr. R.
- ⑤ In paper II of I MSc, unit one will be handled by Dr. R. P., unit II by Mrs. G. N. unit III by Mrs. G. N., unit IV by Dr. R.
- ⑤ In Paper IV of I MSc, unit I by TDR unit II by Dr. R. P. unit III by TDR & unit IV by TDR.

(Above allotments, subject to change)

Botany dept Staff Meeting

18/1/19

10:30 AM
Guntur.

Staff Present:

- 1) Mrs. G.N.K.
- 2) Mr. MRPS
- 3) Mr. T.D.R.S.
- ~~4) Dr. P. Sarath~~
- 4) Dr. V. Ezra Vijay Selvar
- 5) Dr. P. Sarath
- 6) Mrs. V. Lakshmi.

- 1) Dr. Inter & B.Sc. Practical Exams were discussed as they would be starting in the 1st week of February.
- 2) Dr. P. Sarath and Mrs. V. Lakshmi were agreed to be the skilled assistants for Dr. Inter Practical.
- 3) Mrs. G.N.K., Mr. MRPS, T.D.R.S., and Dr. P.V.S. decided to act as the Internal Examiners for their respective classes.
- 4) It was decided that students who are irregular to Practical classes should be penalised by awarding them lower Internal marks.
- 5) Record certification should be done as early as possible.

Signatures

- 2) Mr. MRPS 18/01/2019
- | | | |
|--------------------------|------------------------|------------------|
| 1) Mrs. G.N.K. 18/01/19 | 3) Dr. P.V.S. 18/01/19 | 5) Mrs. G.N.K. |
| 6) Mr. T.D.R.S. 18/01/19 | 4) Dr. P. Sarath | 7) Dr. P. Sarath |

15.3.2019

Botany Dept Staff meeting

19

Staff Present : Mrs. G.N.K
Mr. MRPS
Mr. T.D.R
Mrs. D.P.S

- ① It was discussed that aided staff can not handle the M.Sc Botany Course without hiring new teaching staff and also Non teaching staff.
- ② It was discussed that we should pay more attention to the ongoing aided Undergraduate Course i.e B.Sc (CBZ) and improve its strength, quality and efficiency of it.
- ③ It was proposed to bring on add on Courses related to Botany and microbiology and introduce them in to the present B.Sc (CBZ) Courses to increase its popularity.
- ④ The necessary infra-structure to run the M.Sc Botany Course should be provided by the Management.
- ⑤ Dr. Mrs. D. Phebe Sarah has accepted to be in charge Head of The M.Sc Botany Dept.

Botany Staff meeting

15
29/10/18
Guzitux

Staff Present

Time: 11:30 A.M.

1. Mrs G.N.K.
2. Mr. M.R.P.S.
3. Mr. T.D.R.
4. Mr. V.E.V.S.

① It was resolved to share the work load of B.Sc course between 5 lecturers as Maryphoebe, Sarah & been admitted to grant-in-aid recently.

② It is resolved to conduct a field trip to III B.Sc Students.

③ It is resolved to conduct Seminars by students. ~~and~~

④ It is resolved to conduct Guest lectures by prominent personalities in the dept.

Signatures

1. Mrs G.N.K. *Emmy*
2. Mr. M.R.P.S. *29/10/2018*
3. Mr. T.D.R. *29/10/18*
4. Mr. V.E.V.S. *29/10/18*

Botany department Staff meeting 12/06/18

Time: 10:30 AM

Staff present

1. Mr. GNK.
2. Mr. M.B.R.S.
3. Mr. T.D.R.
4. Mr. V.E.V.S.

① It was resolved to buy equipment for the department. List is in annexure.

② It was resolved to renovate the department and buy Fans, Wash Basins, Smart Boards, Chairs as mention in the annexure.

Staff:-

1. Mr. GNK *GNK*
2. Mr. M.B.R.S. *M.B.R.S.*
3. Mr. T.D.R. *T.D.R.*
4. Mr. V.E.V.S. *V.E.V.S.*



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Criterion: I

Metric: 1.1.1

DEPARTMENT OF P.G. BOTANY - MINUTES BOOK

Department of Botany [PG]

13

Staff Meeting

Venue: Head Room

Dt: 15/07/202

Members Present:

Time: 10:30 AM

1. ~~Dr. V. Ezra Vijaya Sekhar~~
2. Mrs. G. Nirmala Kumari
3. Dr. D. Phebe Sarah [HOD]
4. Dr. R. Prasanthi Kumari

1. Discussed the distribution of work.
2. We discussed the field Trip and resolved to take M.Sc students to Regional Agricultural Station, Lam.

1. VEVS -

2. G.N.K -

3. D.P.S -

4. R.P -

[Head of the Dept
Head of the Department of Botany
ANDHRA CHRISTIAN COLLEGE
GUNTUR.]

Department of Botany [PG]

Staff Meeting

Venue: Head Room

Dt: 25/06/2022

Members Present:

Time: 3PM

1. Mrs. G. Nirmala Kumari
2. Mr. M. R. Paul Satyakurthi
3. Dr. V. Ezra Vijaya Sekhar [HOD]
4. Mr. T. D. Rajasekhar
5. Dr. D. Phebe Sarah
6. Dr. R. Prasanthi Kumari
7. K. Ravi

1. Discussed the field trip and resolved to take M.Sc students to places of Horticultural Importance.
2. Discussed the arrangements of Farewell for M.Sc students and resolved to fix the date as 1st of July 2022.

- | | |
|-------------|---------------|
| 1. G. N. K. | - GNS |
| 2. M. R. P. | - [Signature] |
| 3. V. E. S. | - [Signature] |
| 4. T. D. R. | - [Signature] |
| 5. D. P. S. | - [Signature] |
| 6. R. P. | - [Signature] |
| 7. K. R. | - [Signature] |

(Head of the dept.)
Head of the Department of Botany
INDHRA CHRISTIAN COLLEGE
GUNTUR.

Department of Botany [PG]

Staff Meeting

Venue: Staff Room

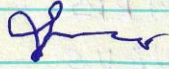
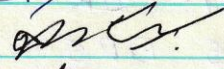
Members Present:

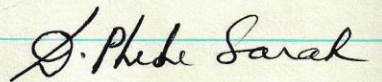
Dt: 24/03/2023

Time: 11AM

1. Mr. M. R. Paul Satya Keerthi
2. Mrs. G. Nirmala Kumari
3. Mr. T. D. Rajasekhara
4. Dr. D. Phebe Sarah [HOD]
5. Dr. R. Prasantha Kumar

- * we discussed the field Trip and resolved to take M.Sc students to Bapatla Agricultural College.
2. Discussed the distribution of work.

1. MRPS - 
2. GNK - 
3. TDR - 
4. DPS - 
5. RP - 



[Head of the Dept.]

Head of the Department of Botany
INDHRA CHRISTIAN COLLEGE
GUNTUR.

Staff Meeting

Venue: Lab-1

Dt: 18/04/2022

Members Present:

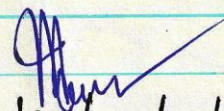
Time: 11 AM

1. Mrs. G. Nirmala Kumari
2. Dr. V. Ezra Vijaya Sekhar [HOD]
3. Dr. R. Prasanthi Kumari
4. K. Ravi
5. MD. Rahamtulla

The following resolutions are made:

1. we discussed the fieldtrips and resolved to take M.Sc Students to Tulsi Seeds.

1. GNK - 
2. VES - 
3. RP - 
4. KR - 
5. MDR - 


Head of the Dept

Head of the Department of Botany
ANDHRA CHRISTIAN COLLEGE
GUNTUR

Department of Botany [PG]

Staff Meeting

Venue: Head Room

Dt: 01/04/2022

Members Present:

Time: 10:30AM

1. Mrs. G. Nirmala Kumari
2. Dr. V. Ezra Vijaya Sekhar [HOD]
3. Dr. R. Prasanthi Kumari
4. K. Ravi
5. MD. Rahamtulla

The following resolutions were made:

1. Discussed the distribution of work.
2. Formally welcomed MD. Rahamtulla as a colleague to our department.
3. Work is assigned to Rahamtulla

1. G.N.K -
2. V.E.V.S -
3. R.P -
4. K.R -
5. M.D.R -

[Head of the Dept.]

Head of the Department of Botany
ANDHRA CHRISTIAN COLLEGE
GUNTUR.

Staff Meeting

Venue : Staff Room

Dt: 03/09/2022

Members Present:

Time: 11AM

1. Mrs. G. Nirmala Kumari
2. Mr. M. R. Paul Satyakeerthi
3. Dr. V. Ezra Vijaya Sekhar [HOD]
4. Mr. T. D. Rajasekhar
5. Dr. D. Phebe Sarah
6. Dr. R. Prasanthi Kumari

The meeting started with prayer by Mr. M. R. Paul Satyakeerthi.

Discussed the distribution of Syllabus

The meeting was closed with prayer by Dr. D. Phebe Sarah.

1. G. N. K. -
2. M. R. P. S. -
3. V. E. S. -
4. T. D. R. -
5. D. P. S. -
6. R. P. -

(Head of the Dept.)
Head of the Department of Botany
ANDHRA CHRISTIAN COLLEGE
GUNTUR.

Department of Botany [PG]

Staff Meeting

Venue: Staff Room

Dt: 03/09/2022

Members Present:

Time: 11 AM

1. Mrs. G. Nirmala Kumari
2. Mr. M. R. Paul Satyakeerthi
3. Dr. V. Ezra Vijaya Sekhar [HOD]
4. Mr. T. D. Rajasekhar
5. Dr. D. Phebe Sarah
6. Dr. R. Prasanthi Kumari

The meeting started with prayer by Mr. M. R. Paul Satyakeerthi.

Discussed the distribution of syllabus

The meeting was closed with prayer by Dr. D. Phebe Sarah

1. G. N. K. -
2. M. R. P. S. -
3. V. E. V. S. -
4. T. D. R. -
5. D. P. S. -
6. R. P. -

(Head of the Dept.)
Head of the Department of Botany
ANDHRA CHRISTIAN COLLEGE
GUNTUR.

Department of Botany

Staff Meeting

Venue : Lab 1

Dt : 25/03/202

Members Present:

Time : 12 PM

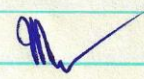
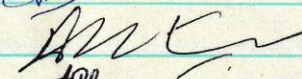
1. Dr. Ezra Vijaya Sekhar [HOD]
2. Mrs. G. Nirmala Kumari
3. Mr. T. D. Rajasekhar
4. Dr. D. Phebe Sarah
5. Dr. R. Prasanthi Kumari
6. K. Ravi

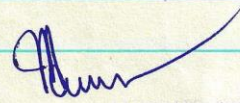
The meeting started with prayer.

The following resolutions were made:

1. Discuss revised syllabus for 1st Semester
2. Resolved to distribute syllabus among the lecturers
VEVS - 3rd paper in 4th Sem
GNK - " " " 1st Sem
TDR - 4th " " " "
DPS - 1st " " " "
RP - 2nd " " " " and
1st " " " 4th Sem
KR - 2nd and 4th " " " "
3. Project assigned to KR

The meeting closed with prayer.

1. VEVS - 
2. GNK - 
3. TDR - 
4. DPS - 
5. RP - 
6. KR - 


Head of the Department of Botany

Department of Botany [P.G.]

Staff Meeting

Venue : Staff Room

DT: 30/10/2021

Members Present:

Time: 10 AM

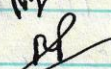
1. Dr. Ezra Vijaya Sekhar [HOD]
2. Dr. R. Prasanthi Kumari
3. K. Ravi

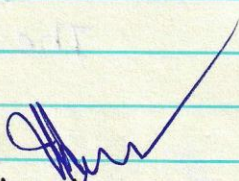
The meeting started with the prayer.

The following resolutions were made.

1. Discuss precautions to be taken regarding covid-19
2. Discuss the conduction of practical examinations.

The meeting closed with the prayer.

- | | | |
|---------|---|---|
| 1. VEVS | - |  |
| 2. RP | - |  |
| 3. KR | - |  |


[Head of the Dept.]

Head of the Department of Botany
NDHRA CHRISTIAN COLLEGE
GUNTUR

Department of Botany [PG]

Staff Meeting

Venue : Staff Room

Dt: 30/10/2021

Members Present:

Time: 10 AM

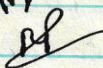
1. Dr. Ezra Vijaya Sekhar [HOD]
2. Dr. R. Prasanthi Kumari
3. K. Ravi

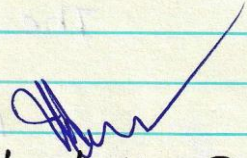
The meeting started with the prayer.

The following resolutions were made.

1. Discuss precautions to be taken regarding covid-19
2. Discuss the conduction of practical examinations.

The meeting closed with the prayer.

- | | | |
|---------|---|---|
| 1. VEVS | - |  |
| 2. RP | - |  |
| 3. KR | - |  |


[Head of the Dept.]

Head of the Department of Botany
NDHRA CHRISTIAN COLLEGE
GUNTUR

Department of Botany [PG]Staff Meeting

Venue: Head Room

Dt: 02/11/2020

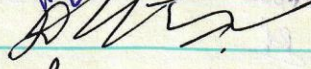
Members Present:

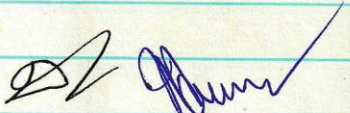
Time: 12:00 PM

1. Mrs. G. Nirmala Kumari
2. Dr. V. Ezra Vijaya Sekhar [HOD]
3. Mr. T. D. Rajasekhar
4. Dr. R. Prasanthi Kumari

The following resolutions were made.

1. Discussed the distribution of III Semester work.
2. Discussed the Online classes
3. Prepared list of Reference books needed for M.Sc.

1. GNRK - 
2. VEVS - 
3. TDR - 
4. RP - 


[Head of the Dept.]
Head of the Department of Botany
ANDHRA CHRISTIAN COLLEGE
GUNTUR.

Department of Botany [PG]

Staff Meeting

Venue: Staff Room

Dt: 19/11/2019

Members Present:

Time: 12:00 PM

1. Mrs. G. Nirmala Kumari
2. Dr. Ezra Vijaya Sekhar [HOD]
3. Dr. R. Prasanth Kumar

The meeting started with the prayer.

The following resolutions were made

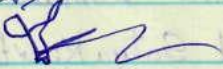
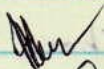
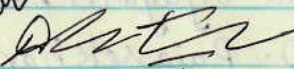
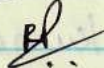
1. Discussed the 2nd Semester ~~syllabus~~ syllabus.
2. Discussed the distribution of work.
3. It is resolved to conduct seminars by students.

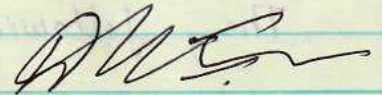
The meeting was closed with Prayer.

1. GINK - *EWS*
2. VEVS - *[Signature]*
3. RP - *[Signature]*

[Signature]
[Head of the Dept.]
Head of the Department of Botany,
ANDHRA CHRISTIAN COLLEGE
GUNTUR.

The meeting was concluded with the closing prayer
by Dr. Ezra Vijaya Sekhar.

1. GNRK - 
2. MRPS - 
3. VEVS - 
4. TDR - 
5. DPS - 
6. RP - 



(Head of the Dept.)
Head of the Department of Botany
NDHRA CHRISTIAN COLLEGE
GUNTUR.



DEPARTMENT OF COMMERCE - MINUTES BOOK

classmate

Date _____

Page _____

A meeting of the Department of Commerce was conducted on 24.4.2023.

The following issues were discussed and resolved

Agenda

1. Completion of II, IV and VI semesters syllabus
2. Setting of question papers and conducting of Mid-Sem examination
3. Giving guidelines to students about semester examinations
4. updating of Teaching Diaries and Attendance register
5. Discuss about Academic plan.

Resolution

1. It was resolved that the completion of the syllabus by the staff is satisfactory
2. It was resolved to set question papers and conduct mid semester examination as per the university calendar

3. It was resolved to give guidelines in their respective subject to prepare for Semester examination
4. It was resolved that the teaching diaries and Attendance registers were upto date
5. It was resolved that the Academic plan was implemented

Members attended

- | | |
|---------------------------|---------------------------|
| 1. Sri T. Chandra Balu | <u>T. Chandra Balu</u> |
| 2. Sri T. U. Prakash Balu | <u>T. U. Prakash Balu</u> |
| 3. Smt K. Jyothi | <u>K. Jyothi</u> |
| 4. Kun G. Madhu | <u>G. Madhu</u> |
| 5. Smt. J. Aruna Kumar | <u>J. Aruna Kumar</u> |
| 6. Sri d. Sagar | <u>d. Sagar</u> |

A meeting of the Department of Commerce was conducted on 25-10-2022 in the Commerce Department. The following issues were discussed and resolved.

Agenda.

1. Distribution of work load for the Academic year 2022-23 for all the Semesters.
2. Prepare of Annual Academic plan for the year 2022-2023.
3. Any other academic activities.

Resolution

1. It was resolved to distribute the syllabus as per the existing work load norms.
2. It was resolved to prepare the academic calendar as per the dates available and university.

Guideline

3. It was resolved to discuss among the staff members for any academic activities in the future.

Members attended

1. Sri T. Chandra Balu. (At. B.1)
2. Sri T. V. Prakash Balu. T.V.
3. Smt. K. Jyothi' K. Jyothi
4. Kum. G. Madhuri G. Madhuri
5. Smt. K. Aruna Kumar K. Aruna
6. Sri d. Sagar L. Sagar

A meeting of the Department of Commerce was conducted on 08-07-2022 in the Commerce Department. The following issues were discussed and resolved.

Agenda

1. Completion of syllabus.
2. Conduct of Mid Semester examination
3. Discussion About Semester examination
4. Updation of teaching diaries and attendance register

Resolution

1. Resolved Satisfaction Over the completion of syllabus for II, IV & V semester syllabus
2. To conduct the mid semester examinations as per the university schedule.

3. Resolved to explain to the students about the Semester examination
4. Resolved to update the teaching duties and attendance register

Members Attended-

1. Sri T. Chandra Babu. T. Ch
2. Sri T. V. Prakash Babu T. V.
3. Smt. K. Jyothi K. Jyothi
4. Kum. G. Madhuri G. Madhuri
5. Smt. J. Aluna Kumari J. Aluna
6. Sri L. Sagar L. Sagar

22-2023

classmate

Date _____

Page _____

The members of the Commerce Department met on 14-05-2022 in the Commerce Department at 10:00 AM. and the following issues were discussed and resolved.

Agenda

1. Distribution of work load for II, IV and VI Semester even (Semester).
2. Request the Principal to Allot the room No 39 to 43 for commerce classes
3. Any other academic activity.

Resolution

1. it was unanimously resolved to distribute the work load as per the existing work load norms
2. Request the Principal to allot Room No - 39 to Room No 43 for commerce classes
3. conduct of Mid Sem for VI Sem

Staff attendedStudents

1. A. Chaudha Bahu

A. B. B.

2. T. V. Prakash Babu.

T. V. B.

3. K. Jyoti

K. Jyoti

4. G. Madhur

G. Madhur

5. J. Aruna Kumar

J. Aruna

6. L. Sagar

L. Sagar

The members of commerce department met on 04-06-2021 in commerce Dept. at 10 a.m.

The following issues were discussed and resolved.

Agenda

1. Completion of syllabus.
2. Conduct of Mid Semester examination
3. Teaching ^{Materials} Diaries
4. Preparation for even semester examination

Resolution

1. Satisfaction over the completion of syllabus and resolved to complete the balance of syllabus in time.
2. To conduct the Mid Sem examinations as per university schedule.
3. To update the teaching diaries.
4. To prepare the students for even semester examination.

Members attended

Signature

- | | |
|-----------------------------|--------------------------|
| 1. T. Chandra Babu | (T. Ch) |
| 2. Dr. V. Prabha Kani Reddy | Dr. V. Prabha Kani Reddy |
| 3. T. V. Prakash Babu | |
| 4. K. Jyothi | K. Jyoti |
| 5. G. Madhuri | G. Madhuri |
| 6. J. Aruna Kumari | J. Aruna |

- 2022

classmate

Date _____

Page _____

A meeting of The Department of Commerce was conducted on 01-04-2021 in commerce department at 10.00 am. The following issues were discussed and resolved.

Agenda

1. Distribution of work load for even Semester II, IV and VI
Semester
2. Any other academic activities to be conducted

Resolution

1. It was resolved to distributed the work load as per the existing work load norms
2. It was resolved to conduct academic activities which are useful for the students

Members attended

Signature

1. A. Chandra Babu

(A. B. I)

2. Dr. V. Prabheka Reddy.

V. Prabheka Reddy.

3. T. V. Prakash Babu

T. V. Prakash Babu

4. K. Jyothi

K. Jyothi

5. G. Madhuri

G. Madhuri

6. J. Aruna Kumari

J. Aruna Kumari

A meeting of the Department of Commerce was conducted on 20-01-2021 in the Department of Commerce. The following issues were discussed and resolved the following Agenda.

Agenda:

1. ~~To~~ completion of syllabus
2. Conduct of Mid Semester examination
3. Teaching Daries
4. Preparation for odd Sem examination

Resolution :-

1. Satisfaction about the completion of syllabus and resolved to complete the remaining syllabus in time
2. To conduct the Mid Semester examinations as per the University Academic Calendar
3. To complete the teaching daries regularly

4. To prepare the Students well for odd semester examination by giving them required information and conduct of Slip Test.

Members attended

Signatures

- | | |
|--------------------------|----------------------|
| 1. G. Chandra Balu | G. Chandra Balu |
| 2. Dr. V. Praloka Reddy, | Dr. V. Praloka Reddy |
| 3. T. V. Prakash Balu | T. V. Prakash Balu |
| 4. K. Jyothi | K. Jyothi |
| 5. G. Madhuri | G. Madhuri |
| 6. J. Aruna Kumar | J. Aruna Kumar |

A meeting of the Department of Commerce was conducted on 02-11-2020 in the Commerce Department. The following issues were discussed and resolved.

1. Distribution of work load for the odd Semester I, II & III for the academic year 2020-2021
2. Conduct of On line classes through Zoom and G. Meet.
3. Precaution to be taken in Pandemic situation

Resolutions

1. Resolved to distribute the work load as per the existing work load norms
2. Resolved to conduct on line classes ^{also} through ~~G. Meet~~ and Google meet ^{and Zoom} as per the schedule time table
3. Instruct the student about the precaution measures of Covid.

Members Present

Signature

1. T. Chandra Bala

T. Ch.

2. Dr. V. Prabha Kana Reddy.

Dr. V. Prabha Kana Reddy

3. T. V. Prakash Bala

T. V. Pr.

4. K. Jyothi

K. Jy.

5. G. Madhuri

G. Mad.

6. J. Aruna Kumari

J. Ar.

A meeting of the department of commerce was conducted (both day and evening) on 12-12-2019 at 2-00 PM in the department of commerce under the chairmanship of Dr. V. Parabhakara Reddy H.O.D. to discuss and resolve the following.

- (1) to discuss about the syllabus taught
- (2) to plan for mid-exams and assignment ^{extra work.}
- (3) Submission of teaching diaries.

It is resolved to ⁽¹⁾ complete at least 3 more units in each subject.

- (2) resolved to conduct mid exams ^{Biom} for II, IV and VI semesters on

20th, 21st and 22nd January 2020.

(3) also resolved to submit teaching diaries and attendance registers on 2nd Jan. 2020.

Members Present

- (1) Dr. V. Prabhakara Reddy, Member
- (2) Mrs. K. Jyothi, K. Jyothi
- (3) J. Aruna Kumari, J. Aruna
- (4) G. MADHURI, G. Madhuri
- (5) Dr. M. Jothan, Dr. M. Jothan

A meeting of the commerce department has been conducted (days evening) on 27-9-2019 at 2-00 PM in the department of commerce under the chairmanship of Dr. V. Prabhakare Reddy H.O.D to discuss and resolve the following.

- 1) to discuss ~~the~~ about the activities to be taken up mentioned in the academic plan.
- 2) Preparation of ^{student} teaching diaries and attendance registers.
- 3) Progress of completion of syllabus.

It is resolved to

- 1) follow the annual academic plan prepared for the academic year

2019-20, and also resolved to conduct study hours to the I, II and III year B.Com. in the month of September 2019.

2. ~~ag~~ also resolved to complete the remaining syllabus in time and to submit the teaching diaries every month.

Members Present.

Dr. Prabhakara Reddy Prabhakara Reddy

2) T.V. PRAKASH BABU T.V. Pr

3) K-JYOTHI K-Jyoti

4) J. ARUNA KUMARI J.Aruni

5) Dr. M. John M. John

2019-20

classmate

Date _____

Page _____

A meeting of the department of commerce (day & evening) has been conducted on 24-6-2019 at 11-30 A.M in the department of commerce under the chairmanship of Dr. V. Prabhakara Reddy to discuss and resolve the following -

Agenda:-

- 1) to distribute the work load for the academic year 2019-20. (Semester I & II)
- 2) to prepare annual academic plan for the academic year 2019-20
- 3) to request the principal for providing additional furniture required to the department,

~~It~~ It is resolved to

- 1) distribution the total work load

of the department of commerce (both day and evening including inter) among the members equally.

- 2) resolved to prepare academic plan by following the dates and guidelines of the college and university.
- 3) resolved to request our principal sir to provide 3-chairs to the department (S type.)

Members present:-

- | | |
|------------------------|---------------------|
| 1) V. Prabhakara Reddy | V. Prabhakara Reddy |
| 2) T. V. PRAKASH BABU | T. V. P. B. |
| 3) Dr. M. John | <u>M. John</u> |
| 4) K. JYOTHI | K. Jothy |
| 5) J. Aaruna Kumari | J. Aaruna |

27-10-2018

A meeting of the department of commerce both (day & evening) was conducted on 27-10-2018. at 10.00 am in the department of commerce room and the following issues were ~~resolved~~ discussed and resolved.

1. It was decided to distribute the work load of the department as per the work load norms.
2. Conduct of internal mid. sem. examination

Members attended

1. Dr. T. N. Usha Rani HOD

QW

2. Sri T. Chandra Babu

Qf. N. 11

3. Dr. V. Prabhakara Reddy

V. P. & the Vice Pres

4. Sri T. V. Prakash Babu

T. V. R.

5. Smt. K. Jyothi

K. Jyothi

6. K. G. Madhuri

G. T. U.

3-10-2018

A meeting of the department of commerce (both day & evening) was conducted on 15.09.2018 at 4.00pm in the department of commerce room and the following issues were discussed and resolved.

1. Completion of syllabus.
2. Academic performance of the students.
3. Review of the completion of syllabus.

Members attended

1. Dr Smt T.N. Usha Rani HOD

2. Sri T. Chandra Balu

@ J. N!

3. Dr. V. Prabha Kera Reddy

V Prabha Kera Reddy

4. Sri T.V. Prakash Belu

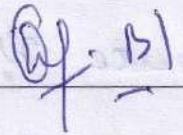
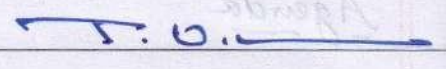
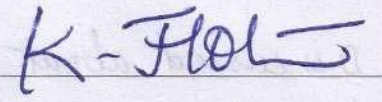
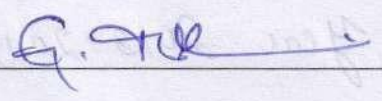
T.V.

5. Smt K. Jyothi

K. Jyothi

6. Kurn G. Madhuni

G. Madhuni

1. Dr. T. N. Usha Rani HOD 
2. Mr. T. Chandra Balu 
3. V. Prabha Kera Reddy V. Prabha Kera Reddy
4. Mr. T. V. Prakash Balu 
5. Smt. K. Jyothi K-Flor 
6. kum. G. Madhuri G. Madhuri 



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website: www.accollegeguntur.com

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DEPARTMENT OF ECONOMICS – MINUTES BOOK

27

All the Staff are requested to attend the staff meeting on 11.4.2023 at 11.30 AM at department.

Agenda: Syllabus
Submission of marks.

1. Dr. NMM
2. Mrs. BN
3. Dr. ATBL

Resolutions: ① Resolved in work load difficulties by discussion
② Resolved to complete and submit the marks as early as possible

All the staff members are requested to attend the staff meeting on 03.2.2023 at 12 noon.

Agenda: 1. Submission of marks.
2. about the Inter Study hours.
3. Remedial classes.

1. ~~Mr.~~ NMM
2. Mrs. BN BN
3. Dr. ASBL

Resolution: 1. Resolved to conduct practical exams and submit the marks at early date.

2. Resolved to have duties to do the study hours for the Inter and degree students.

3. Resolved to conduct remedial classes for paper VI from 4.4.2023 onwards.

All the staff members of Economics department are requested to attend the staff meeting on 07-12-22.

Agenda: (1) Academic matters
(2) Completion of the syllabus
(3) Any other matters.

1. Dr. NMM *NM*
2. Mrs. B.N. *BN*
3. Dr. ATBL *A*

Resolution: Resolved to complete the syllabus by third week of December, '22.

There will be a staff meeting on 12-04-2022 at 12:00 noon in the department. All the faculty members are requested to attend.

Agenda: To discuss about completion of syllabus for I, II, and VI Semesters students.
(2) Conduct of mid-exams for sem-VI students in respective papers by 21-4-22

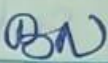
1. Dr. NMM *NM*
2. Mrs. B.N. *BN*
3. Dr. ATBL *A*

Resolution:- Resolved to conduct mid-exams at the earliest.

All the staff members are requested to attend the staff meeting on 15-3-2022 at 12.00 noon in the department.

Agenda :-

- (1) To discuss completion of syllabus for I and II Semester by 15-4-2022
- (2) To conduct mid exams for Sem I and Sem II students before 30-3-22
- (3) To conduct student seminars for I, II & III Semester students.

1. Dr. NMM 
2. Mrs. BN 
3. Dr. ATBL 

Resolution :-

- (1) Resolved that the left over syllabus may be completed by holding extra classes everyday by 9-10 AM.
- (2) Resolved to conduct mid-exam
- (3) Resolved to conduct student seminars in their respective classes.

There will be a Staff meeting on 14-02-2022 at 4 PM in the department. All staff members are requested to attend.

Agenda: Submission of academic plans for Sem - VI for respective papers.

1. Dr. NMM 

2. Mrs. BN 

3. Dr. AJBL 

Resolution: Resolved to submit academic plans for sem VI (Y19) Batch.

All the faculty members are requested to attend to the staff meeting on 24-01-2022 at 10:30 A.M. in the department.

Agenda:- To submit academic plans for I and II Semesters.
② Remedial class.

1. Dr. AMM ~~AM~~
2. Mrs. BN ~~BN~~
3. Dr. AJBL ~~A~~

Resolutions:- 1. Resolved to conduct remedial classes for 20 students.
2. Resolved to submit academic plans by 31st Jan 2022.

There will be a meeting of staff tomorrow i.e. 23-01-2021 at 10:30 A.M. in the department. All the members are requested to attend without fail.

Agenda! Academic Matters; Review of Inter Res

1. Dr. NMM ~~AM~~
2. Dr. AJBL ~~A~~
3. Mrs. BN ~~BN~~

There will be a meeting of the staff tomorrow i.e. on 21-07-2022 at 10:30 AM in the Department room. All are requested to come without fail.

1. Dr. NMM ☒
2. Dr. AJBL ☒
3. Mrs BN ☒

24

There will be Staff meeting on 12-7-2022 at 12:00 noon in the department. All the Staff members are requested to attend.

Agenda: ① Discuss about work load.

1. Dr. NMM ☒
2. Mrs. B.N. ☒
3. Dr. AJBL ☒

Resolutions:

- ① Resolved to get workload ready by 22 of July.
- ② work adjustment.

There will be a meeting of the staff tomorrow i.e. on 21-01-2019 at 10.30 AM in the Department room. All are requested to come without fail.

1. Dr. NMM ☒
2. Dr. AJBL ☒
3. Mrs BN ☒

16

There will be a meeting of the staff tomorrow 21-01-2019, at 10.30 AM in the department. All the members are requested to come without fail.

1. Dr. NMM ☒
2. Dr. AJBL ☒
3. Mrs B.N ☒

Staff meeting started with starting prayer and discussed about the students performance and understanding of student about subject.

The following is the list of workload for the Academic year 2019-20 distributed in the staff meeting held on 9.10.19

1. Mrs. NMM ~~22~~
2. Mrs. ASBL ~~A~~
3. Mrs. BN ~~BN~~

1.4

There will be a staff meeting on 13-08-2019 at 10.00 A.M. in the department. All are requested to attend without fail.

1. Mrs. NMM ~~22~~
2. Mrs. ASBL ~~A~~
3. Mrs. BN ~~BN~~

Resolutions:- It is directed decided to direct Economics cluster students to submit project work by 10th of Jan 2020.

There will a staff meeting of Economics department are requested to attend the staff meeting on 6-08-19 at 10.00 AM.

Agenda:- Academic matters and any other issues.

1. Planning for field trip.

- | | | |
|----|----------|--|
| 1. | Mrs NMM |  |
| 2 | Mrs AJBL |  |
| 3 | Mrs BN | BN |

Resolutions:- ① Resolved instruct the staff to prepare question papers for the mid-examination.

① Resolve to explore the possibilities for arranging a field trip in the month of Age August.

②

There will be a Staff meeting on 20-4-2019 at 10:30 AM in the department. All are requested to attend.

Agenda: Academic matters, Review of Inter Result

1. Mrs. NMM ~~MM~~
2. Mrs. ASBL ~~ASBL~~
3. Mrs. BN BN

Resolutions: The Correspondent of our college directed all the Staff members to provide subject wise result of both Jr. Inter and Sr. Intermediate Classes. In this connection, the HOD provided the required data.

2. Resolved to conduct Bridge courses for newly admitted B.A and B.Com students from 23-6-2019 to 5-7-2019.

NOTICE:

There will be a meeting of the staff tomorrow i.e. 29.03.19 at 10.30 AM in the department room. All the members of the staff are requested to attend without fail.

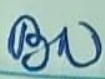
- 1 Mrs. NMM ~~of~~
- 2 Mrs. AJBL ~~A~~
- 3 Mrs. B.N. BN
- 4 —

Resolutions:

1. cleaning the department by the time of the closing
2. work load made ready for the academic year 2019-'20
3. Activities for the next academic year were planned
4. planned to conduct a ^{Guest} ~~Guest~~ lecturer.

NOTICE

All the faculty members are requested to attend a staff meeting on 28.01.2019 at 10.30 AM. in the ~~the~~ room. to discuss academic and other matters.

1. Mrs. NMM 
2. Mrs. ASBL 
3. Mrs. BN 

- Resolutions 1- The Correspondent of our college directed all the staff members to provide subject wise result of both In. Sn. Intermediate classes. In a connection, the HOD provided the required date.
2. Resolved to conduct the ~~re-organized~~ B.A. course for newly admitted B.A. students from 23.6.2019 to 5.7.2019.

NOTICE :

All the members of the Staff are requested to attend Staff meeting at 10.30 AM. on 11/12/2018.

- 1 Mrs. NMM 
- 2 Mrs. AJBL 
- 3 Mrs. BN 
- 4

The following member:

Resolutions:- Resolved to conduct remedial classes for VI sem from 8.1.2018 onwards.



Andhra Christian College, Guntur

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DEPARTMENT OF PHYSICS - MINUTES BOOK

Department of Physics

Staff meeting

Date: 06.07.22

Time: 4 PM

Venue: H.O.D Room

Members of Present:

1. Dr P.M. Vinaya Teja

2. D. Srinivasa Rao

3. V. Ravi Kumar

The following resolutions were made.

1. Discussed the distribution of work load

2. Discussed the New Syllabus.

3. Discussed Bridge Course for Newly Students.

The meeting was closed with prayer.

1. P. R. Sree
2. P. R. Sree
3. V. Ravi Kumar

Dr. M. RATNA RAJU
M.Sc (Tech), Ph.D, M.Th.
Head of the Dept. of
Physics & Computer Sciences
Warden, Wolf Hall Hostel,
ANDHRA CHRISTIAN COLLEGE
GUNTUR-522 001., A P.

Department of Physics

Staff Meeting

Date: 03.04.22

Time: 4PM

Venue: H.O.D Room

Members Present

1. Dr P.M.Vinaya Teja

2. D. Srinivasa Rao

3. V. Ravi Kumar.

The meeting started with prayer.

The following resolutions were made.

1. Practises are conducted smoothly.

2. Seminars classes are conducted by students.

The meeting was closed with prayer.

1. Ramesh

2. D. Srinivasa Rao

3. V. Ravi Kumar

Dr. M. Ratna Raju
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Department of Physics

Venue: H.O.D Room.

Date: 15-12-22

Time: 4pm

Members present

1. Dr. M. Vinaya Teja

2. D. Srinivasa Rao

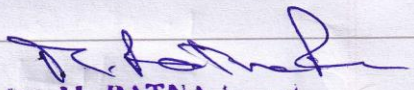
3. V. Ravi Kumar

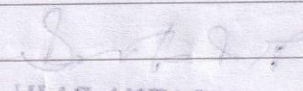
The following resolutions were made

1. Discussed the distribution of II, IV and VI semester work
2. Discussed the Semi-Christmas work
3. Discussed protected work for students.

The meeting ended with prayer

1. Resolved
2. Di
3. V. Ravi Kumar


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Department of PHYSICS

Staff meeting

Date: 07-07-2021

Time: 4 P.M.

The Dept Staff meeting was conducted on 07-07-21 held at HOD Room at 4pm.

The Agendas of the meeting are Workload distribution for the Academic year Conducting Bridge Course for Newly joined Students.

Members present:

1. Dr. M. Vinaya Teja

2. D. Srinivas Rao

3. V. Ravi Kumar.

1. Dr. M. Ratna Raju

2. D. Srinivas Rao

3. V. Ravi Kumar

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Computers Dept. Staff meeting

Staff meeting held on 2/2/2020
regarding the construction of A.V.U
degree, computers practicals.

Ist B.Sc. P. Divaraka

IInd B.Sc. P. Divaraka

IIIrd B.Sc. P. Divaraka

Agenda

1) Y

2) Y

3) Y

4) V. Ratna

5) P. Divaraka

V. Ratna

Dr. M. RATNA RAJU

M.Sc(Tech), Ph.D, M.Th.

Head of the Dept. of

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Department of Physics Staff meeting

Date: 06.09.2021
time: 4 PM

Venue: H.O.D Room

Members present

1. Dr. P. M. Vinaya Tega

2. D. Soinivasa Rao

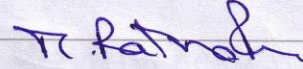
3. V. Ravi Kumar

The meeting started with prayer.
The following resolutions were made.

1. Discussed the IInd and IVth and VI Semester
2. Discussed the distribution of work
3. It is resolved to conduct Seminars by Students

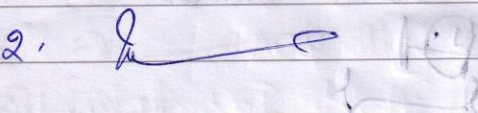
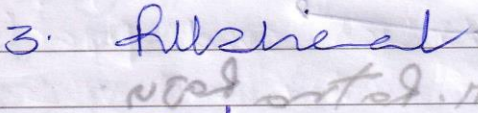
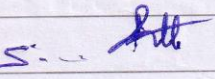
The meeting was closed with prayer

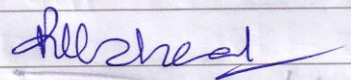
1. Rashed
2. 
3. V. Ravi Kumar


Dr. M. RATNA RAJU
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Notice

Dr. M. Ratna Raju has taken charge as Head of Dept. of Physics, since Dr. P.M. Vinaya Teta Completed his tenure of 3 Years as HOD of Physics.

1. 
2. 
3. 
4. 
5. 


Dr. P.M. VINAYA TETA
M.Sc Ph.D
H.O.D of Physics

DR. M. RATNA RAJU
M.Sc (Tech), Ph.D, M.Tech
Head of the Dept. of
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Department of PHYSICS Staff Meeting

Dt: 09.11.2019
time: 4 PM

Venue: HOD Room

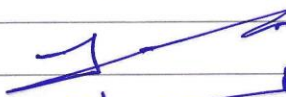
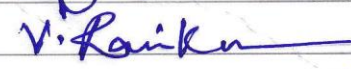
members present:

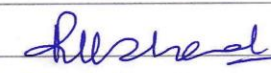
1. Y. Sudhakar Reddy
2. V. Srinivasa Rao
3. Dr M. Ralua Raju
4. D. Srinivasa Rao
5. V. Ravikumar

The meeting started with the prayer
The following resolutions were made

1. Discussed the 1st, Second Semesters Syllabus.
2. Discussed the distribution of work
3. It is resolved to conduct Seminars by students

The meeting was closed with prayer

1. Y.S.R. 
2. V.S.R. 
3. Dr M.R.R. 
4. D.S.R. 
5. V.R.K. 


DR PM VINAYA TEJA
HOD of PHYSICS

Department of Physics Staff Meeting

Date: 23-3-2021

Time: 9.30 AM.

Venue: H.O.D. Room

Members present:

1. V. Srinivasa Rao

2. Dr P.M. Vinaya Teja

3. Dr M. Ratna Raju

4. D. Srinivasa Rao

5. V. Ravi Kumar.

The meeting should with the prayer

The following resolutions were made

1. Discussed on revised syllabus
2. Discussed the distribution of Seminary papers.
3. Discussed project works and practicals.

The meeting ended with prayer

1. V.S.R.

2. Dr P.M.V.T.

3. D.S.R.

4. V.R.K.

Dr. M. Ratna Raju

Dr. M. RATNA RAJU
M.Sc (Tech), Ph.D, M.Th,
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Department Staff Meeting

The department staff meeting is held at Physics department to discuss about the conduction of intermediate and ANU degree practical examinations

The following members are allotted to conduct the examinations

Intermediate - V. Ravi Kumar

i B.Sc - 

ii B.Sc - 

iii B.Sc - 

iv B.Sc cluster - M. Ratna Raju

1. 

2. 

3. 

3. 

M. Ratna Raju

Dr. M. RATNA RAJU
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Department Staff Meeting

Date: 13-2-20

The department staff meeting is held at dept. of physics to discuss about the

1. Completion of Syllabus
2. To conduct Practical examination of ANU

1. Y2. l3. B4. HA


Dr. P.M. VINAYA TEJA
M.Sc., Ph.D.
HEAD OF THE DEPT. OF
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6-6-2019.

The departmental staff meeting was conducted on 6-6-2019. held at Dept of physics at 11 AM.

The agenda of the meeting are workload distribution for the academic year. Conduction of Bridge Course for newly joined students. Discussion regarding syllabus of theory and practicals.

Members Present

1. Y. Sudhakar Reddy
2. V. Srinivasa Rao
3. Dr M. Ratna Raju
4. D. Srinivasa Rao
5. V. Ravi Kumar.

Signature

Y. Sudhakar Reddy
V. Srinivasa Rao
Dr M. Ratna Raju
D. Srinivasa Rao
V. Ravi Kumar

Resolved to Conduct

1. Bridge Course for I B.Sc. (Comp) and General
2. Resolved to Conduct monthly tests

Subscribed

DR PM VINAYA TEJA
H-OD of physics

Department Staff meeting.

Date : 4-10-2018

The department Staff meeting is held at department of physics to discuss about the conduction of ANU degree Practical internal exams

The following members of the Staff are allotted to conduct the exams

III B.Sc — YSR

II B.Sc — VSR

I B.Sc — PMVT

1. ~~1~~

2. ~~2~~

3. ~~Bor~~

4. ~~1~~

R. Vinaya Teja

Dr. P.M. VINAYA TEJA
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Department Staff Meeting

The department staff meeting is held on 20-6-2018 at 10 AM in the department of physics to discuss about the academic year 2018-19

The following members of the staff are take the for different classes as follows

III	B.Sc	Paper 5	—	YSR
III	B.Sc	Paper 6	—	YSR
II	B.Sc	optics (1)	—	PMVT
		optics (2)	—	MRR
I	B.Sc	Paper 1	—	YSR & YSR
Sr Intes (EM)			—	PMVT & DS
Jr Intes (EM)			—	PMVT & DS
Sr Intes (IM)			—	MRR & DS
Jr Intes (IM)			—	MRR & DS

1. ~~1~~
2. ~~2~~
3. ~~3~~
4. ~~4~~

Pulsheet

Dr. P.M. VINAYA TEJA

M.Sc., Ph.D.

HEAD OF THE DEPT. OF
PHYSICS & COMPUTER SCIENCES

Andhra Christian College

GUNTUR - 522 001.