

2017-18

June - 2017
Staff meeting - I

DT: 21.06.17

The lecturers of the department met to discuss the following activities for the month of June 2017.

1. To attend on admission work.
2. To distribute workload of 144 hours between 2 Staff members as 22 hours per week.
3. Dictation of Time Table and syllabus to the II, III year students.
4. Counseling students about the discipline and the Academic Year.
5. University Result Analysis for 2016-17.

M. Sheth
21/6/17
K. J. J. J.

P. Srinivas Lakshmi
21/6/17
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for Women, KADAPA.

Staff meeting

July - 2017

Dt: 03-07-2017

The lecturers of the department met to discuss the following activities for the month of July - 2017.

1. Commencement of classes to 1st year students.
2. Academic counselling to 1st, 2nd, and 3rd year students.
3. Updating the Departmental Registers.
4. To conduct Assignment - I

[Signature] 03/7/2017

K. Sujala

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03/7/2017

Staff Meeting
August 2017

Dt: 03.08.17

The lecturers of the department met to discuss the following activities for the month of August 2017.

1. To conduct Independence day celebrations.
2. Academic counselling to 1st Year students.
3. To conduct 1-Internals.
4. To conduct Assignment - 2

[Signature]
03/8/17
K. Jisha

[Signature]
03/8/17
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Staff Meeting
September - 2017

DT: 01:09:17

The lecturers of the Department met to discuss the following activities for the month of September 2017.

1. To conduct Seminar
2. To conduct Assignment - 3
3. To counsel students on Personality development, Study Skills and Soft Skills.
4. To conduct Remedial Coaching for students failed in Internal-1.

[Signature] 1/9/17

K. Jyoti

[Signature] P. Suresh Lakshmi 1/9/17
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