

SKR & SKR GOVT. COLLEGE FOR WOMEN, KADAPA

DEPARTMENT OF CHEMISTRY

MINUTES BOOK

2019-20

2020-21

2021-22

Meeting No. 1

dated 17-06-2019

A staff meeting is conducted in the department and resolved the following.

1. Department charge is handed over to Winnie Teja D., regular lecturer on 14th June 2019 from Dr. K. Nagamuni Reddy.
2. Distribution of work load among staff members.
3. To prepare YU and Autonomous result- analysis
4. Plan to take Guest faculty G. Kavita to take classes and complete the syllabus with in time.

Winnie Teja D.

Lecturer Incharge
Dept. of Chemistry
SKR & SKR Govt. College for Women
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Staff members

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. V. Himakumari
5. V. Madhavi

P. Suman Lakshmi

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A staff meeting is conducted in the department and resolved the following.

1. To update university and Autonomous marks register.
2. Plan to take one more guest faculty C.R. Lakshmi due to heavy work load.
3. Plan to collect 20 rupees from each student [BT, Bio, MPC, BZC Em & Tm] and send to "Save the children" as one of the best practice.

Staff members:

1. 
2. 
3. 
- 4) V. Madhavi
- 5) V. Himakumari


Lecturer in Chemistry
Dept. of Chemistry
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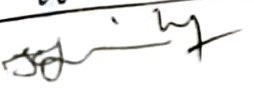
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A Staff meeting is conducted in the department and resolved the following.

1. To update the departmental files.
2. To prepare First internal question papers.
3. To arrange guest lecture to the final B.Sc students on the topic chemical kinetics.

Himma Saje 22/7/19

Staff members.

1. 
2. 
- 3.
- 4.
5. V. Madhavi
6. Himma
7. 

B. Summa Rasthine

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A Staff meeting is conducted in the department and resolved the following.

1. To update the departmental files.
2. To update teaching dairies both hard & soft copies.
3. To complete the syllabus in time.
4. Valuation of first internal papers & posting of marks in internal marks register.
5. plan to donate 12,000 rupees to the "Save the children" Organisation.
6. To list out slow learners in each section and to conduct remedial classes.

Himanshu 14/8/19

Staff members

1. *[Signature]*
2. *[Signature]*
- 3.
4. *[Signature]*
5. V. Madhavi
6. Himanshu
7. *[Signature]*

P. *[Signature]*

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A staff meeting is conducted in the department and resolved the following.

1. To conduct international ozone day.
2. To prepare second internal question papers.
3. To give assignments to students & to conduct seminars.
4. To conduct JAM session and group discussion to students.
5. To coverage of syllabus.
6. Dr. Ch. Sravanthi is going to rejoin on 15-09-2019. So to allot the work load to her.

Staff members.

Himavathi 05/9/19

B. Suresh Lakshmi

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1. Singh
2.
3. P. S. S. S.
4. Deepa
5. V. Madhavi
6. Himavathi
7. epk

A staff meeting is conducted in the department and resolved the following.

1. To valuate second internal ques papers and post the marks in internal marks register.
2. To post the consolidated marks for internal exams, seminars & assignment.
3. To conduct student seminars & give assignments.
4. To conduct ~~for~~ practical examinations (I, II, III B.Sc Students) from 14-10-2019.
5. To prepare required reagents and arrange the chemicals & equipment for the smooth running of practical examinations.

Winnipeg, 10/10/19

Staff members.

1. *[Signature]*
2. Sravanthi
3. S. S. S.
4. *[Signature]*
5. V. Madhavi
6. V. Hima
7. *[Signature]*

P. Srinivas Lakshmi

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A Staff meeting is conducted in the department and resolved the following:

1. Distribution of workload among staff members.
2. To prepare required reagents and conduct practicals.
3. Distribution of syllabus to the staff.
4. Plan to conduct field trip.
5. To introduce new certificate course "Chem Draw" to the chemistry cluster students.

Himanshu
15.11.2019

Staff members,

1. ~~Srinivas~~
2. P. R. S.
3. Sravanthi
4. ~~Chandru~~
5. V. Madhavi
6. G. Kavitha
7. V. Hinal

P. Srinivas Reddy

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A staff meeting is conducted in the department and resolved the following.

1. To prepare question papers and conduct internal examination to the II, IV and VI Semester students
2. To correct the internal answer papers and posting the marks (both soft and hard copies)
3. To identify the slow learners in the internal exams and make remedial centre classes to them.

Himanshu
21.12.2019

Staff members:

1. *Srinithy*
2. *P. D. S.*
3. *Soravathi*
4. *Deepa*
5. *V. Madhavi*
6. *V. Himan*
7. *G. Kavitha*

P. Srinivas Reddy

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Meeting NO. 9

02-01-2020

A staff meeting is conducted in the department and resolved the following.

1. To update the departmental files.
2. To give assignments for all semester students.
3. To conduct project work to the chemistry cluster students.
4. To conduct seminars to the students.
5. To update teaching dairies and get signed before 5th of every month.
6. To complete the syllabus with in the stipulated time.
7. To conduct guest lecture.

Himanshu
2.1.2020.

Staff members:

1. Shrini
2. T. R. S.
3. Soravanthi
4. Devi
5. V. Madhavi
6. V. Himu
7. G. Kavitha

P. Suresh Kumar

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A Staff meeting is conducted in the department and resolved the following ...

1. To start New job market Oriented Course "INDUSTRIAL CHEMISTRY" from the next academic year 2020-2021.
2. Dr. Ch. Sravanthi is allotted request to frame the syllabus for Industrial chemistry course.
3. Permission from the principal was asked through the request letter.
4. Establishment of the new lab from the academic year 2020-2021.
5. To Requested the principal to release the restructured funds for Gas cylinders Refill.

Staff members

—/Sc
7/3/2020

- 1.
2. Himanshu
3. Shruti
4. Sravanthi
5. P. M. S.
6. Deepa
- 7.

P. Suresh Reddy

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2020-2021

Meeting No. 1

dated 21.08.2020

A staff meeting is conducted in the department and resolved the following

1. Distribution of workload among the staff members.
2. To conduct online classes regularly as to time-table
3. Revision of syllabus for the final year students.
4. To conduct awareness on covid-19
5. To motivate students to attend online classes and submission of assignments and to participate quizzes conducted by the department.
6. To celebrate ozone day on 16th september

Staff members

1. 
2. Sravanthi
3. 
4. 
5. 
6. V. Madhavi
7. V. Himma

21/8/20
Lecturer in charge
Dept. of Chemistry
SKR & SKR Govt. College for Women
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B. Suman Latha

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Meeting No: 2

dated Nov 2nd 2020

A Staff meeting is conducted in the department and resolved the following.

1. To prepare classrooms, Labs and staff room as per covid-19 protocol
2. Distribution of workload among the staff for both online and offline classes.
3. To cover the syllabus for 1st internal exams.
4. To prepare the students for spoken Tutorials
- 5.


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Staff members

1. 
2. Sravanthi
3. 
4. 
5. 
6. V. Madhavi
7. V. Hinner



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Meeting No: 3

dated 01.12.2020

A staff meeting is conducted in the department and resolved the following

1. To prepare question papers for internal exams.
2. To prepare reagents for practicals
3. To give assignments
4. To create awareness among the students to participate in Best practices.

1/12/20
Lecturer Incharge
Dept. of Chemistry
SKR & SKR Govt. College for Women
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Staff members

1. Seetha
2. Soravanthi
3. Dr. S. S. S.
4. S. S. S.
5. S. S. S.
6. V. Madhavi
7. V. Himu

P. Surekha Reddy

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Meeting No. 4 dated 01-01-2021

A staff meeting is conducted in the dept and resolved the following.

1. To conduct spoken Tutorial Test on "Avagadro" for II BSc students by D. Winnie Teja & Dr. ch. Sreenivas ^{staff}
2. To register the students in Swagata MOOCs.
3. To prepare question papers for 2nd internal exams.
4. To prepare file for BOS meeting.
5. To conduct Guest Lecturers.
6. To conduct Student Seminars.
7. To prepare video lessons by staff.
8. To participate in the admission work.

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ZSC
Lecturer Incharge
Dept. of Chemistry
SKR & SKR Govt. College for Women
KADAPA.

Staff members

1. ~~Dr. Srinivas~~
2. Sravanthi
3. Dr. Srinivas
4. D. Srinivas
5. Dr. Srinivas
6. V. Madhavi
7. V. Himani

1. Srinivas Srinivas

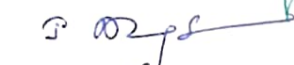
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A staff meeting is conducted in the Dept and resolved the following

1. To prepare departmental presentation for DBT-Star college Scheme.
2. To prepare departmental profile for ISO certification and offline visit
3. To conduct Inauguration function for certificate course CHEM-DRAW
4. workload distribution among the staff for 1st year students.
- 5.


Lecturer incharge
Dept. of Chemistry
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staff members

1. 
2. Soravanthi
3. 
4. 
5. 
6. V-Madhavi
7. V-Himma



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Meeting NO:6 dated 01.03.2021

A staff meeting is conducted in the dept and resolved the following

1. To conduct Practical examinations for II & III year students.
2. To prepare reagents for Practical examinations
3. To conduct student seminars
4. To give important questions for the students
5. To revise the syllabus and prepare the students for end examinations.
6. To conduct classes regularly for I year students and cover the syllabus for 1st internal exam.
7. To prepare internal marks list for III & IV sem.
8. To prepare files for the academic council meeting

Staff members

- 1.
2. Soravalli
3. Diminje
4. P. S.
5. [Signature]
6. V. Madhavi
7. V. Himu

—→ S 1/3/21

Lecturer Incharge
Dept. of Chemistry
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P. Suresh Lakshmi

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Meeting NO. 8 dated 01.05.2021

A staff meeting is conducted in the dept resolved the following.

1. To conduct online classes regularly as per the time table.
2. To conduct online classes for practicals to rep the procedures.
3. To follow Covid protocol in the department as per the G.O. of A.P. Govt.

Staff members

1. Srinivas
2. Swarnalatha
3. Himanshu
4. P. S. S.
5. Srinivas
6. V. Madhavi
7. V. Himar

— S C 11/5/21

Lecturer Incharge
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P. Srinivas Lakshmi

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Meeting No: 9 dated 02.06.2021

A staff meeting is conducted in the dept and resolved the following.

1. To conduct online classes regularly as per the time table and complete the syllabus.
2. To conduct practical classes through virtual labs.
3. To distribute workload for the I sem syllabus among the staff members.
4. To conduct online classes for II sem students.
5. To upload online class details in BPO, LPRS.
6. To maintain online classes record properly.

Staff members

1. ~~Seetha~~
2. Sravanthi
3. ~~Himani~~
4. P. R. P. S.
5. ~~Deepa~~
6. V. Madhavi
7. V. Himani

2/6/2021
Lecturer Incharge
Dept. of Chemistry
SKR & SKR Govt. Degree College for Women
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P. Suresh Babu

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Meeting NO: 10 dated 06.07.2021

A staff meeting is conducted in the dept and resolved the following.

1. To prepare question papers for the internal examinations for Ist, IInd and IIIrd year students.
2. To conduct internal examinations for I, II & III Years Students.
3. To prepare laboratory reagents for the Practical examinations.
4. To conduct practical examinations

Staff members:

1. Srinivasa
2. Soravanthu
3. Amritha
4. P. R. S.
5. Deepa
6. V. Madhavi
7. V. Himani

25/7/2021

Lecturer Incharge
Dept. of Chemistry
SKR & SKR Govt. College for Women
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P. Srinivasa Lakshmi

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SKR & SKR Govt. Degree College
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A staff meeting is conducted in the department and resolved the following.

1. To prepare intersemesters list for I, II & III year classes.
2. To conduct offline classes for the I sem student from 16th onwards.
3. To distribute workload for I sem syllabus.
4. To distribute the workload of Skill development course (Food Adulteration)

Staff members :

1. Srinivas
2. Srikanth
3. Himani
4. S. Suresh
5. Deepa
6. V. Madhavi
7. V. Himani

→ 01/08/21

Lecturer Incharge
Dept. of Chemistry
SKR & SKR Govt. College for Women
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P. Suresh Sathya

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A staff meeting is conducted in the department and resolved the following

1. To conduct First internal examinations to B.Sc. II semester students in first week.
2. To donate Rs. 10,000 To save the children as Best practice.
3. To conduct inter-nation
To celebrate international ozone day on 16-09-2021 and conduct awareness program on Ozone depletion, plantation and poster presentation competition.
4. To conduct an awareness program on "Food adulteration" to B.Sc, B.Com, BA - II semester students.
5. To commence B.Sc - V semester classes and to distribute work load among the staff.
6. To map individual time table in OTLM app and conduct the classes regularly.

Staff members

- 1.
2. Himi suje
3. S. S. S.
4. S. S. S.
5. S. S. S.
6. VM
7. dl
- 8.

11/9/2021
Lecturer in Charge
Dept. of Chemistry
SKR & SKR Govt. College for Women
KADAPA.

P. Subhane Laxmi

PRINCIPAL
SKR & SKR Govt. Degree College
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A staff meeting is conducted in the department and resolved the following.

1. To conduct- an awareness program on drugs and Alcohol abuse.
2. To prepare the ~~the~~ B.Sc II semester students to semester end examinations by completing/running the Syllabus
3. To prepare laboratory reagents for the practical examinations.
4. To conduct practical examinations.
5. To map Dr. M. Anand Kumar Reddy & Dr. K. Nagamuni Reddy time tables in OLCM app who are joined from 03-10-2021 (absor Aided absorbed staff).

Staff members

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

→ 6/10/21
Lecturer Incharge
Dept. of Chemistry
SKR & SKR Govt. College for Women
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B. Subhine Laeshne

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SKR & SKR Govt. Degree College
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Meeting No:- 14

01.11.2021

A staff meeting is conducted in the dept and resolved the following

1. To distribute III sem syllabus.
2. To conduct 1st internal exam for IV sem students.
3. To prepare question papers for 1st internal exam.
4. To complete the syllabus and practicals for IV sem.
5. To report the scheduled classes in TLP app everyday.
6. To participate in the admission work.
7. To distribute I sem syllabus.

Staff members

1. 
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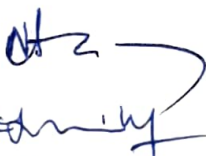
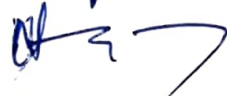


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A staff meeting is conducted in the department and resolved the following:

1. To conduct 2nd internal exam for V students.
2. To prepare question papers for internal exam.
3. To conduct assignments for I, III & I Sem students.
4. To conduct Guest Lecture.
5. To conduct quiz for III year students.

Staff members

1. 
2. 
3. 
4. 
5. 
6. 
7. V. Madhavi
8. V. Himan

→ S
11/12/21
Lecturer Incharge
Dept. of Chemistry
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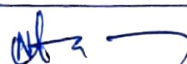
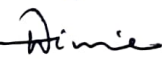
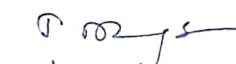
B. Suresh Reddy

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A Staff meeting is conducted in the department and resolved the following.

- 1) To conduct field trip for the final B.Sc. students.
- 2) To conduct Group discussion and JAM session.
- 3) To conduct certificate course ~~for~~ "chemdraw" for the cluster students.
- 4) To implement standard operating process.
- 5) Recoupment of deviated classes.
- 6) To Distribute workload and mapping for cluster papers and practicals.
- 7) To distribute prizes for the winners in Group discussion quiz and JAM session on Science Day i.e on 28-02-22.

Staff members

1. 
2. 
3. 
4. 
5. 
6. V. Madhavi
7. V. Himma


Lecturer in Charge
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A staff meeting is conducted in the department and resolved the following.

1. To conduct field trip for the cluster students
2. To conduct Group discussion and JAM sessions
3. To conduct certificate course "chemdraw" to the cluster students.
4. To maintain Mentor system Registers
5. To conduct classes (Theory & practical) regularly as per the time table.

Staff members

1. Himie
2. Shrinu
3. N. S. S.
4. D. S. S.
5. S. Mary Suguna
- 6.
7. V. Madhavi
8. V. Himie

i/c *Shrinu*
Lecturer Incharge
Dept. of Chemistry
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P. Srinu Lakshmi

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A Staff meeting is conducted in the department, and resolved the following.

1. To conduct second internal examinations to Sixth semester students
 2. To conduct offline/online classes for certificate course - Chemdraw.
 3. To conduct JAM sessions, Seminars, Group discussions, Quizzes to the students.
 4. To conduct classes (ICT enabled / blended teaching) both Theory & practicals to the students regularly as per the time table
 5. To campaign for admission for 2021-2022
 6. To organize a Guest lecture to III B.Sc cluster students
 7. To maintain CIA - SOP records of I. B. Sc Sem-I students
 8. To conduct Awareness program on cigarette & other tobacco products
- Staff members

- 1.
- 2.
- 3.
- 4.
5. V. Madhavi
6. J. Mary Suguna
- 7.
8. V. Hiran

Lecturer Incharge
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A staff meeting is conducted in the department and resolved the following.

1. To conduct online classes for IV & VI semester students as per the time table.
2. To conduct I-Semester end examinations & to attend the invigilation duties as per the schedule
3. To conduct classes for certificate course.
4. To prepare teaching devices, teaching plans and curricular plans.
- 5.

Staff members

1. 
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4. 
5. V. Madhavi
6. J. Mary suguna
- 7.
8. V. Himan

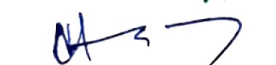

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A Staff meeting is conducted in the department and resolved the following.

1. To conduct II-semester end Theory & practical examinations.
2. To conduct certificate course - "chemdraw" Validictory Session.
3. To ~~conduct~~ Guide the students (II & IV sem) in preparing ppt's & reports of community service projects
4. To conduct Theory & practical classes as per the time table

Staff members

1. 
2. 
3. 
4. 
5. N. Madhavi
6. V. Him



Lecturer Incharge
Dept. of Chemistry
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