



Govt. Degree College (Men)

Accredited by NAAC with 'B' grade (CGPA 2.87)

Srikakulam - Andhra Pradesh

Telephone : (08942) 222383

website : www.gcmsklm.com

MINUTES BOOK

Meeting - 1

1

Dt : 25-10-2021

The Departmental Staff meeting is conducted on 25-10-2021 at 4 PM in the Department staff room, Sri D. Adinarayana, incharge of the Department is in the chair to discuss the following agenda.

- Agenda:
- i) Work-load distribution per week among teaching staff
 - ii) Reallotment of papers (semester wise)
 - iii) Coverage of syllabus (Theory, practical)
 - iv) Requirement of Store Keeper - 01, Lab Assistants - 02, Record Asst - 01, 01-Guest faculty

The items in the above agenda discussed and found Satisfactory.

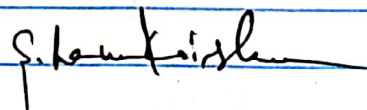
It is unanimously resolved to request the Principal to allot one Store Keeper, Two Lab Assistants, one Guest faculty for UG, one Record Assistant to the Dept. of Chemistry for smooth running.

Staff Members present:

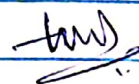
1) Sri D. Adinarayana
lect. in chemistry & Incharge



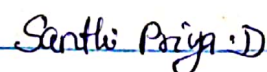
2) Dr. S. Ramakrishna
lect. in chemistry



3) Sri Y. Vamsi Kumar
lect. in chemistry



4) Dr. D. Sathi priya
lect. in chemistry



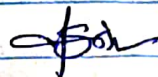
5) Sri V. Ravi Kumar
Lect. in Chemistry



6) Sri R. Chandrasekhar
Lect. in Chemistry



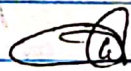
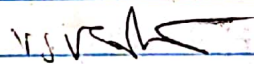
7) Sri M. Srinivasa Rao
Lect. in Chemistry



8) Sri R. Venkateswara Rao
Lect. in Chemistry



9) Sri VSVS Satyanarayana
Lect. in Chemistry.



25/10/2021

In-charge of the Dept.

Lecturer in-charge
Dept. of Chemistry
Govt. Degree & P.G. College (Men)
SRIKAKULAM

Meeting-2

3

Dt: 01-11-2021

The Departmental staff meeting is held on 01-11-2021 at 4PM in the Department Staff room, Sri D. Adinarayana, Incharge of the Dept. is in chair to discuss the following agenda.

- Agenda:
- (i) Coverage of syllabus (Both Theory & practical)
 - (ii) Mid-Term examinations for Semester-II students
 - (iii) Assignment work to the students (sem-II / P-II)
 - (iv) Nomination of Coordinator for PG course (M.Sc - organic chemistry)
 - (v) Students Seminars
 - (vi) Other related issues.

The items in the above agenda is discussed and found satisfactory.

Resolutions: It is unanimously resolved

- (i) To conduct Mid-Term examinations for Semester-II students before 20th of Nov-2021.
- (ii) To give atleast five assignments one from each for Sem-II students as a part of Internal Marks (10M)
- (iii) To conduct Student Seminars.
- * (iv) All the staff members of Dept. of Chemistry have unanimously resolved to nominate Dr. S. Rameekrishna, lect. in chemistry as Coordinator for PG course (ie) M.Sc. organic chemistry under the Headship of Sri D. Adinarayana, lect. in chemistry.

P.F.O.

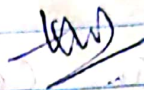
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Members present:

- 1) Sri D. Adinarayana
lect. in charge
- 2) Dr S. Ramakrishna
lect. in chemistry
- 3) Sri Y. Vamsi Kumar
lect. in chemistry
- 4) Dr D. Santipriya
lect. in chemistry
- 5) Sri V. Ravi Kumar
lect. in chemistry
- 6) Sri R. Chandrasekhar
lect. in chemistry
- 7) Sri R. Venkateswara Rao
lect. in chemistry
- 8) Sri VSVS Satyanarayana
lect. in chemistry
- 9) Sri M. Srinivasa Rao
lect. in chemistry
- 10) Sri S. Appala Naidu
lect. in chemistry (Guest faculty)



S. Ramakrishna



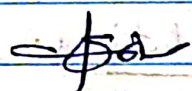




R. Chandrasekhar



VSVS



S. Appala Naidu



11/11/2021

In charge of the Dept.

Lecturer in charge
Dept. of Chemistry
Govt. Degree & P.G. College
SRIKAKULAM

Meeting - (3)

5

01-12-2021

The Departmental staff meeting is held on 01-12-2021 at 4PM in the Department Staff Room, Sri D. Adinarayana, Incharge in the chair to discuss the following agenda.

- Agenda:
- (i) Coverage of syllabus (both theory & practical) of Sem-V (P-V & P-VI) as per schedule.
 - (ii) Time table & work load distribution of Sem-I, III and V.
 - (iii) Assignment work to the students
 - (iv) Industrial visits
 - (v) Certificate Courses

- Resolutions:
- (i) It is unanimously resolved to conduct Industrial visits.
 - (ii) To continue Certificate course on "Chemical Lab Techniques".
 - (iii) Lecturer wise Time Table and work-load distributed among staff (teaching) as follows.

<u>S.NO</u>	<u>Name of the Lecturer</u>	<u>Theory(h)</u>	<u>Practical(h)</u>	<u>Total hours per week</u>
1.	Sri D. Adinarayana	BG(P-I)-04	B(P-V)-03	
	Lect. incharge	FGH(P-III)-04	D(P-VI)-03	$\frac{8}{20} (T) + 12(P)$
			F(P-V)-03	<u>20h</u>
			G(P-I)-03	
2.	Dr. S. Ramekrishna	DJ(P-I)-04	G(P-VI)-03	$\frac{7}{17} (T) + 12(P)$
		FGH(P-VI)-3	D(P-VI)-03	<u>19h</u>
			A(P-VI)-03	
			B(P-I)-03	

S.NO	Name	Theory	Practical	Total hours
3.	Sri Y. Vamsi Krishna	AB (P-V)-03 LS/Env. Edu/BA-02, (P-I)	A(P-V)-03 B(P-III)-03 A(P-VI)-03 B(P-I)-03 B(P-VI)-03	$\frac{5}{12}(T) + 15(P)$ <u>20h</u>
4.	Dr. D. Sanki priya	A(P-I)-03 LS/Env. Edu/B.Com-02 (P-I)	A(P-I)-03 F(P-I)-03 F(P-VI)-2/3 A(P-V)-03 D(P-V)-03 D(P-I)-03	$\frac{5}{9}(T) + 17(P)$ <u>22h</u>
5.	Sri V. Ravi Kumar	BD (P-III)-04 SD/CEI/EA-02 (P-III)	A(P-I)-03 D(P-III)-03 A(P-III)-03 H(P-III)-03	$\frac{6}{14}(T) + 12(P)$ <u>18h</u>
6.	Sri R. Chandrasekhar	AB (P-VI)-03 DJ/SD/EA-02 (P-III)	H(P-I)-03 H(P-V)-03 F(P-VI)-03 J(P-III)-3 H(P-VI)-02/3 D(P-V)-03	$\frac{5}{10}(T) + 17(P)$ <u>22h</u>
7.	Sri M. Srinivasa Rao	AJ(P-III)-04 A(SD/EA-III)-02	J(P-I)-03 D(P-III)-03 G(P-III)-03 F(P-III)-03	$\frac{6}{10}(T) + 15(P)$ <u>21h</u>

S.No	Name	Theory	Practical	Total hours per week
8.	Sri A. Appala Naidu (Guest faculty)	FH(P-I)-04 A(P-I)-01 DEGH(P-V)-03 D(P-VI)-03	F(P-V)-3h D(P-I)-3h G(P-V)-3h	11(T)+9(P) <u>20h</u>

Members present :

- ① D. Adinarayana
lect. in charge
- ② ~~S. Ravi Kumar~~
- ③ V. RAVI KUMAR
- ④ ~~HW~~ (Y. VAMSI KUMAR)
- ⑤ Dr. D. SANTHI PRIYA
- ⑥ R. CHANDRASEKHAR
- ⑦ M. SRINIVASARAO
- ⑧ S. Appala Naidu
S.A.W.


Lecturer in-charge
Dept. of Chemistry
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Dt: 03-01-2022

Departmental staff meeting is held on 03rd Jan 2022 at 4pm in the Department staff room, Sri D. Adinarayana, Incharge in the chair to discuss the following Agenda and Resolutions are made.

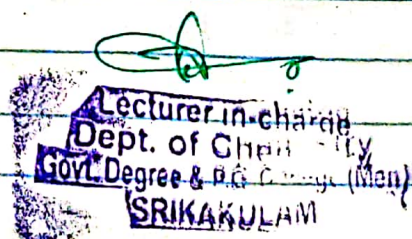
- Agenda:
- (i) Coverage of Syllabus (Theory & practical)
 - (ii) Student Seminars & projects
 - (iii) - International Webinar / Workshop
- To take permission from DEAC & principal
 - (iv) To conduct Mid-term examinations for sem-V students.

Resolutions: It is unanimously resolved to conduct International workshop on "Environmental Sustainability" - Dept. of Chemistry in Association with "Suraksha", USA

Resource person - Sri Prasad Taladi,
Founder & Chief facilitator,
Suraksha, USA.

Members present:

- | | |
|------------------------|---------------------------|
| ① Sri D. Adinarayana | ④ Sri S. Appala Naidu |
| ② Dr. S. Ramakrishna | ⑤ Sri R. Venkateswara Rao |
| ③ Sri V. Ravikumar | ⑥ Sri VSVS Satyanarayana |
| ⑦ Sri Y. Vamsi Kumar | |
| ⑧ Dr. D. Sanku Priya | |
| ⑨ Sri R. Chandrasekhar | |
| ⑩ Sri M. Srinivas Rao | |



Meeting - 05

9

dt. 01-02-2022

The Departmental staff meeting is held on 01-02-2022 at 3.30 PM in the Dept Staff room, Sri D. Sathyanarayana, Incharge is in the chair to discuss the following agenda.

- Agenda:
- (i) Coverage of syllabus as per Academic calendar
 - (ii) To Conduct Mid-Term Exams for Sem-I and Semester -II students
 - (iii) To Conduct student seminars and study projects
 - (iv) To Conduct one National level Quiz on the eve of "Dmitry Ivanovich Mendeleev" Father of periodic Table.
 - (v) To Conduct one day National Webinar on the occasion of National Science Day
 - (vi) To introduce Certificate course for Final year students.

Resolutions: (i) It is unanimously resolved to conduct National level Quiz on the eve of "Dmitry Ivanovich Mendeleev", Father of periodic Table, on 7th & 8th of February-2022 in two levels.

- (ii) Resolved to Conduct one day National Webinar on "Radio chemistry and its applications" on the occasion of National Science Day in Collaboration with SACSE, IGCAR, Kalpakham, Tamil Nadu.
- (iii) Resolved to take permission from the

I.A.C and principal of G.D.C (M), Srikakulam to conduct the above mentioned programmes.

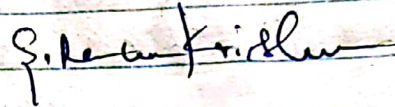
- (iv) Unanimously Resolved to conduct one day National Webinar on "Approaches & challenges in Everyday life" in Association with RSC (London) LSD, Hyd. on 25-03-2022.

Members present:

① Sri D. Adinarayana



② Dr. S. Rama Krishna



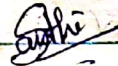
③ Sri V. Ravi Kumar



④ Sri Y. Vamsi Kumar



⑤ Dr. D. Santi Priya



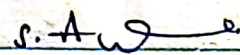
⑥ Sri R. Chandrasekhar



⑦ Sri M. Srinivasa Rao



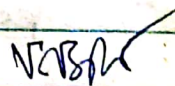
⑧ Sri S. Appalanaidu
(G.F)



⑨ Sri R. Venkateswara Rao



⑩ Sri VSVS Satyanarayana



Lecturer in-charge
Dept. of Chemistry
Govt. Degree & P.G. College (Men),
SRIKAKULAM

03-03-2022

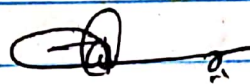
The departmental staff meeting is held on 03-03-2022 at 4 PM in the Dept. staff room, Sri D. Adinarayana, Incharge of The Dept is in the chair to discuss the following agenda and resolutions are made.

- Agenda: (i) Coverage of syllabus (both Theory & practical)
(ii) To conduct National Webinar in the month of March.
(iii) For the updation of Records & Registers for NAAC
(iv) To conduct Mid-Term Exams for Sem-I & III

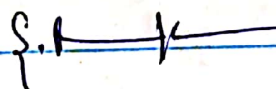
Resolutions: It is unanimously resolved to organize National Webinar on "Approaches and challenges in Everyday Life" in Association with Royal Society of chemistry (London) - Local section, Deccan, Hyderabad (RSC-LSO) on 25/03/2022.

Members present:

① Sri D. Adinarayana



② Dr. S. Ramakrishna



③ Sri V. Ravikumar



④ Sri Y. Vamsi Kumar



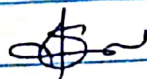
⑤ Dr. D. Santipriya



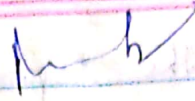
⑥ Sri R. Chandrasekhar



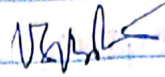
⑦ Sri M. Srinivas Rao



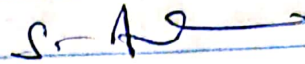
⑧ Sri R. Venkateswara Rao



⑨ Sri VSVS Satyanarayana



⑩ Sri S. Appala Naidu.





Lecturer in-charge
Dept. of Chemistry
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SRIKAKULAM

01-04-2022

The departmental staff meeting is held on 01-04-2022 at 4PM in the Dept. staff room, Sri D. Adinarayana, Incharge of The Dept. is in the chair to discuss the following agenda and to resolve academic issues.

- Agenda:
- (i) Coverage of syllabus both (Theory & practical)
 - (ii) To run a certificate course for cluster batch, 2022 students.
 - (iii) To continue the certificate course for the Academic year 2021-22.
 - (iv) To conduct Remedial classes for slow learners
 - (v) To distribute work-load among staff (Teaching)

Resolutions: It is unanimously resolved

- (i) To inaugurate a certificate course on pharmaceutical analytical chemistry for 2022 cluster batch and Sri D. Adinarayana is nominated as Course Co-ordinator for this course.
- (ii) To conduct Remedial classes for Sem-I & III slow learners.
- (iii) Lecturer wise Time-Table and work load for Sem-I, III & VI distributed among faculty as follows.

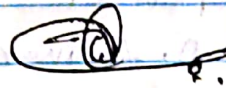
<u>S.NO</u>	<u>Name of the Lecturer</u>	<u>Theory</u> (h)	<u>Practicals</u> (h)	<u>Total hours</u> <u>per week</u>
1.	Sri D. Adinarayana	IBG-04 IIFGH-04	VIIIC ₁ -03 IIF-03 IG-03 VIIIC ₃ -03	8(T)+12(P) <u>20h</u>
2.	Dr. S. Ramakrishna	IDJ-04 VIIIC ₂ -03	IA-03 ID-03 VIIIC ₁ -03 VIIIC ₂ -03	7(T)+12(P) <u>19h</u>
3.	Sri V. Ravikumar	IIBD-04 ICEI/SD/EA-02	IA-03 IID-03 IIA-03 IIH-03	6(T)+12(P) <u>18h</u>
4.	Sri Y. Vamsikumar	VII B-AB-03 IIBA/LS/Env. Edu-02	IF-03 IB-03 VII B-B-03 IIB-03 VII B-A-03	5(T)+15(P) <u>20h</u>
5.	Dr. D. Santipriya	VIIIC ₂ -03 IA-02 IIB.Gm/LS/EE-02	VII B-D-03 IIA-02/03 IF-03 VIIIC ₃ -03	7(T)+11(P) <u>18h</u>
6.	Sri R. Chandrasekhar	VII B-DEFGH-03 IIDJ/SD/EA-02	VII B-G-03 IIT-03 VII B-F-03 IG-03	5(T)+14(P) <u>17h</u>

7. Sri M. Srinivasa Rao II AJ-04 TJ-03
 IIA/CD/EA-02 II D-03 6(T) + 12(P)
 IIG-03 (18h)
 IIF-03

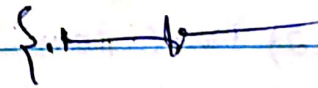
8. Sri S. AppalaNaidu IFH-04 IH-03 8(T) + 12(P)
 VIIC₁-03 VII B-H-03 (20h)
 IA-01 VIIC₂-03
 IB-03

Members present:

1. Sri D. Adinarayana



2. Dr. S. Ramakrishna



3. Sri V. Ravikumar



4. Sri Y. Vamsi Kumar



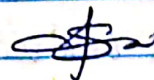
5. Dr. D. Santipriya



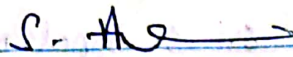
6. Sri R. Chandrasekhar



7. Sri M. Srinivasa Rao



8. Sri S. AppalaNaidu



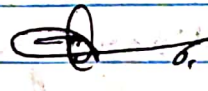
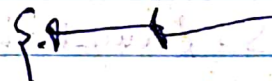
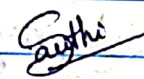
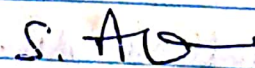

 Lecturer in-charge
 Dept. of Chemistry
 Govt. Degree & P.G. College (Men)
 SRIKAKULAM

05-05-2022

The Departmental staff meeting is held on 05-05-2022 at 4.30 PM in the dept. staff room, Sri D. Adinarayana, Incharge is in the chair to discuss the following Agenda.

- Agenda:
- (i) Coverage of syllabus (both theory & practical)
 - (ii) To conduct Sem-I practical examinations
 - (iii) To give Assignment work to the students
 - (iv) NAAC preparatory work regarding dept.
 - (v) Industrial visit
 - (vi) Mid-Term exams for Sem-III students

It is unanimously resolved to visit Aditya Mineral plant, Srikakulam
Members present: with U B.Sc., CB2 Students.

- (1) Sri D. Adinarayana 
- (2) Dr. S. Rama Krishna 
- (3) Dr. Y. Vamsi Kumar 
- (4) Sri V. Ravi Kumar 
- (5) Dr D. Santipriya 
- (6) Sri R. Chandrasekhar 
- (7) Sri M. Gopinath Rao 
- (8) Sri S. AppalaNaidu. S. A. 

 5/5/22
Incharge

Lecturer in-charge
Dept. of Chemistry
Govt. Degree & P.G. College (Men)
SRIKAKULAM