

Academic year: 2025-2026

staff meeting

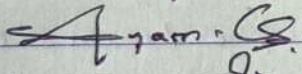
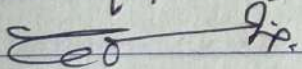
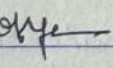
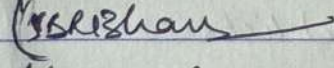
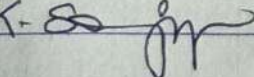
21 June 2025

A staff meeting will be convened in our department on 21st June 2025 at 11:00 AM to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

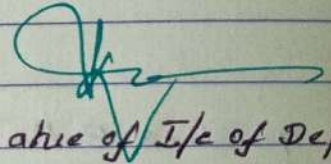
Agenda

- The workload, Timetable, papers distribution among the faculty for semester III & IV for the academic year 2025-26
- preparation of semester curricular plans and Teaching diary
- Review of csp & internship
- Review of VI sem Result Analysis
- utilize the services of Guest faculty
- website updation.
- National yoga day activities.

Signatures of staff.

1. 
2. 
3. K.S.I. P. 
4. 
5. K. 

Signature of I/c of Dept.

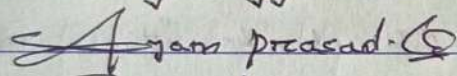
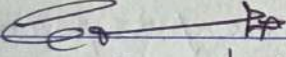
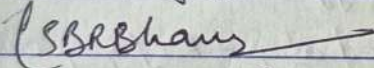
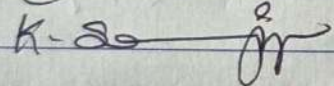

Resolutions:

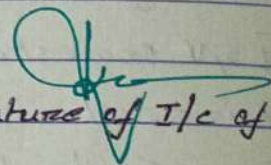
- Discussed the workload, papers distribution among the faculty for semester III & IV for the academic year 2025-26.
- It is resolved to every faculty member to prepare semester curricular plans, teaching diary and submit to principal sir on or before 5th day of every month.

4. L.S.B.R. Bharu - III Mathematics Major - paper XIII
 II Mathematics Major - paper V
 II Data science Minor - paper II.

5. K. Samrajyam - III Mathematics Major - paper XV
 III Chemistry Minor - paper V
 II Mathematics Major - paper VIII

Signatures of staff.

1.  Anam Prasad
2.  K.S.R. Priya
3. K.S.R. Priya
4.  K. S. Bharu
5.  K. S. Bharu


 Signature of I/c of dept.

Guest faculty Recruitment

30 June 2025

Agenda - Recruitment of Guest faculty for mathematics dept.

Discussion:

The academic cell convened to initiate the process of recruiting a Guest faculty for the mathematics department, based on the departmental workload analysis for the III & IV semesters. The need for one faculty member was confirmed after reviewing the course allocation and student strength.

An open call for application was issued 23rd June 2025, and several eligible candidates submitted their applications within the stipulated time. After initial screening based on qualification and experience a short list was prepared. The shortlist candidates were invited for an interview held on 30th June 2025. The interview panel members assessed the candidates on the following criteria:

1. Subject knowledge and academic Qualification
2. Teaching and communication skills
3. previous teaching experience.

Resolution:

Following the interview process and deliberations, the panel unanimously selected "T.G.S. sandhya" for appointment as Guest faculty in the mathematics department for the III & IV semesters.

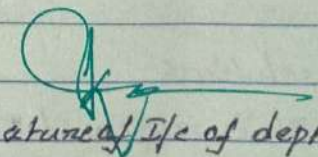
The selected candidate will be issued an offer letter and shall assume responsibilities upon completion of formal joining procedures and document verification.

she formally joined on "2nd July 2025" after completing all necessary documentation and verification process.

S.No Name of the applicant

1. R. Akhila Bhavari
2. T. Musalaya
3. T.G.S. sandhya
4. K. Surya kumari
5. K. suguna.

Signature of H/O of dept.



Signature of the applicant

Date

25 July 2025

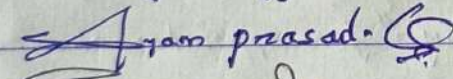
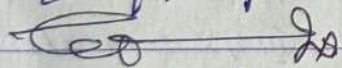
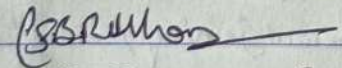
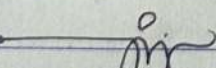
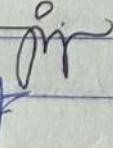
Staff meeting

A staff meeting will be convened in our department on 25 July 2025 at 4.00 pm to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

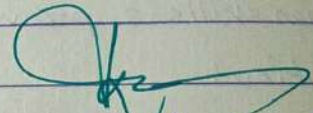
Agenda:

1. plastic free campus
2. Attendance consolidation
3. Bas meeting
4. I mid examinations
5. completion of chat Bot
6. website updation
7. Independence day - competitions
8. Teaching Notes & diaries
9. student Attendance on 15th Aug
10. Review of syllabus

Signatures of Staff

1.  Anam Prasad
2.  K. S. R. Prayudhi
3. K. S. R. Prayudhi
4.  P. G. S. Sandhya
5. K. S. 
6. P. G. S. Sandhya 

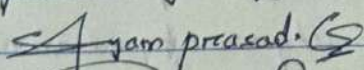
Signature of H/o of dept.

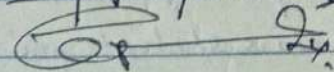
Resolutions

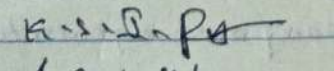
→ It is resolved that students and faculty members shall work collaboratively to ensure the campus becomes completely plastic-free on or before 15th Aug 2025. Awareness campaigns and monitoring measures will be undertaken to implement this resolution effectively.

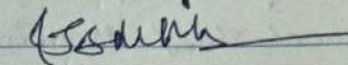
- It is resolved that the attendance consolidation process must be completed by the 5th of every month without fail. Mentors must ensure timely and accurate submission.
- It is resolved that the BOS meeting shall be conducted on or before 9th Aug 2025 to finalize curriculum and academic decisions for the semester.
- It is resolved that the I mid-term examination will be commence from 11th Aug 2025. All faculty members are instructed to make necessarily preparations accordingly.
- It is resolved that the daily class schedule of the chatbot must be completed and reported before 5:00 pm every day.
- It is resolved that all concerned departments shall ensure that website content is updated regularly with immediate effect
- It is resolved that various competitions will be organized on the eve of Independence day to encourage students participation and patriotic spirit.
- It is resolved that faculty must complete their teaching notes and teaching diaries regularly, with checks to ensure timely documentation and review.
- It is resolved that mentors are responsible for ensuring their mentees attend the Independence day celebrations. Attendance will be monitored and reported accordingly.
- It is resolved that a review of syllabus completion shall be conducted periodically, and every faculty must ensure timely progress to meet academic deadlines.

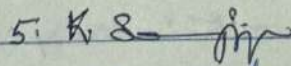
Signatures of staff:

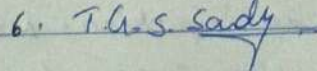
1.  Jayam prasad.

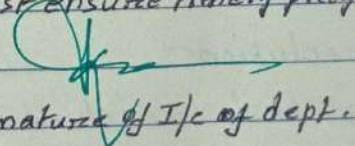
2.  K. S. S. Prasad

3.  K. S. S. Prasad

4.  K. S. S. Prasad

5.  K. S. S. Prasad

6.  T. U. S. Sady

 Signature of I/c of dept.

22 Aug 2025

staff meeting

All teaching staff members of the department of mathematics are hereby informed that a staff meeting will be held as per the following schedule.

Date: 22-08-2025 Time: 4.00 PM

Agenda

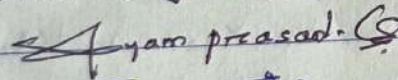
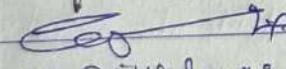
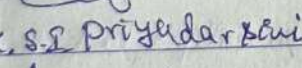
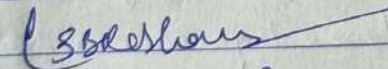

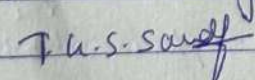
- conduct of parent Teachers meeting on 28 Aug 2025
- posting of I mid examination marks in the department register
- Research activity - Each lecturer to publish at least one paper

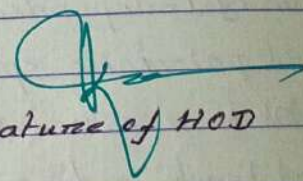
this semester

- Review of syllabus coverage as per academic calendar.
- updation of teaching notes and diaries by faculty members
- Any other departmental matters

All staff members are requested to attend the meeting without fail and come prepared with the necessary updates.

Signatures of staff

1.  Anam Prasad
2.  K. S. I. Priyadarshini
3.  K. S. I. Priyadarshini
4.  K. S. I. Priyadarshini
5.  K. S. I. Priyadarshini
6.  T. U. S. Sastry

 Signature of HOD

Resolutions:

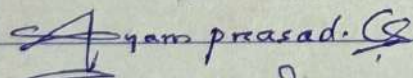
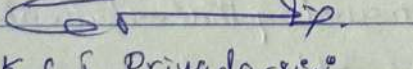
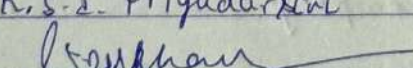
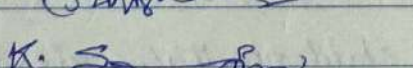
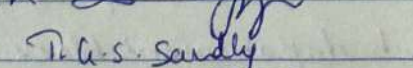

- It is resolved that a parent-Teachers meeting will be conducted on 28th Aug 2025. So all faculty members are instructed to inform their respective class students and ensure maximum parent participation. Necessary arrangements will be made in coordination with the department staff. Also minutes

of the meeting and feedback from parents will be recorded and maintained in the departmental activity register.

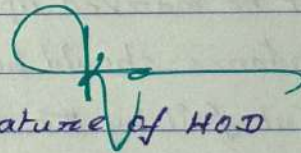
- All lecturers must update I mid examination marks in the department register.
- Each faculty member is required to publish at least one research paper in a reputed journal/conference during this semester.
- The progress of syllabus coverage was reviewed course-wise. Faculty members were advised to complete the pending syllabus as per the academic calendar.
- Faculty members reminded to regularly update their teaching notes and teaching diaries for record maintenance and academic audits.
- planning for student seminars, workshops and Guest lectures.
- It is resolved that remedial classes will be conducted for academically weak students in III & V semester.

The resolutions were unanimously approved by all faculty members present.

Signatures of Staff

1.  Ayan Prasad
2.  K. S. S. Priyadarshini
3.  K. S. S. Priyadarshini
4.  K. S. S. Priyadarshini
5.  K. S. S. Priyadarshini
6.  K. S. S. Priyadarshini

Signature of HOD



Staff meeting

All the staff members are hereby informed that a staff meeting will be held on 09-2025 at 4.00 pm.

Agenda of the meeting & Resolutions

1. Second mid examinations

The faculty members discussed the schedule of the upcoming second mid examinations.

Resolution:

It was unanimously resolved that the examinations will be conducted from 7th to 11th of next month for II & III year students as per the timetable to be prepared by the examination branch. Faculty members are directed to submit question papers well in advance.

2. Attendance submission

The importance of timely submission of attendance was emphasized.

Resolution:

It is resolved that attendance for III & II year students must be marked upto 27th of this month and the remaining days attendance should be updated and submitted to the coordinators without fail by the end of last instruction day.

3. Grievance Boxes

To discussed measures for ensuring that student grievances are addressed promptly.

Resolutions

It was resolved to inform all students that Grievance boxes have been arranged in each department block at visible locations. Faculty were instructed to encourage students to use them and grievances will be reviewed regularly by the concerned committee.

4. competitions for final year students

To conduct of student-centered activities for final year students was taken up.

Resolution:

It was resolved that various competitions will be conducted for final year students on or before 26th of this month, and the prize distribution ceremony will be organized on 27th of this month.

5. Deeksharambh - student induction programme.

The induction programme for I year students was discussed

Resolution:

It was resolved that the student induction programme will be conduct stream-wise from 18th to 26th of this month.

Faculty members are requested to take active participation in the programme.

6. completion of syllabus

The academic progress was reviewed.

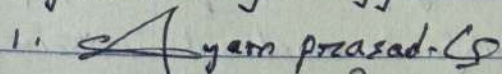
Resolution:

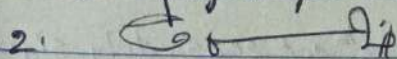
It was resolved that faculty members must complete the syllabus for III and II year students at the earliest, so that students can revise thoroughly before the examinations.

7. General discussion:

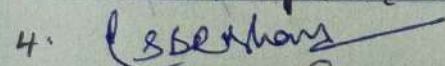
Faculty members shared their suggestions for improving teaching-learning practices. The chairperson appreciated the efforts of all members and urged them to continue their commitment towards academic excellence.

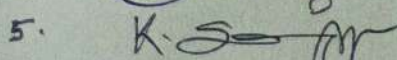
Signatures of staff.

1.  A. Yam Prasad - CP

2. 

3. K. S. I. Priyadarshini

4. 

5. 

6. T. G. S. Sarda

Signature of I/c of dept.

Staff meeting

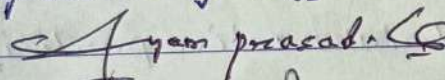
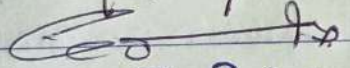

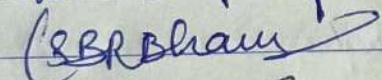

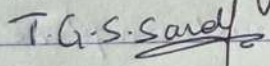
6th Oct 2025

All the staff members are hereby informed that a staff meeting will be held on 6th Oct 2025 at 4:00 pm.

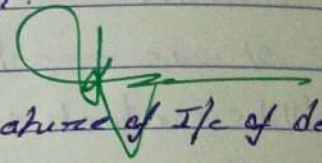
Agenda of meeting

- conduct of 11 mid examinations
- submission of practical Question papers
- submission of internal marks
- paper allocation for I semester
- updation of Teaching diaries and notes
- organization of National seminar
- Apprenticeship
- Departmental works and coordination.

Signatures of staff.

1. 
2. 
3. K.S.P. Priyee 
4. 
5. K.S. 
6. T.G.S. Sarda 

Signature of H/o of dept.



Resolutions:

- To discuss the schedule and conduct of the 11 mid examinations
- It was resolved to conduct the 11 mid examinations from 7th Oct 2025 onwards from 10:30 am to 12:00 noon for IInd & IVth semesters. Faculty members shall ensure smooth conduct of examinations and cooperate with invigilation and valuation duties.
- To finalize the last date for submission of practical question papers
- All lecturers handling practical subjects must submit their lecturer-wise practical question papers by 12th Oct 2025, duly signed by the Head of the department. Faculty are advised to prepare

as per blue print and alternate sets for fairness and confidentiality.

→ To fix a deadline for submission of internal assessment marks.

Faculty shall submit internal marks on or before 15th Oct 2025 in the prescribed

→ To allocate subjects for the I semester.

paper allocation for I semester has been completed.

Faculty members are instructed to prepare lesson plans and teaching materials before the commencement of classes.

→ To ensure teaching documentation is up to date

All staff must update teaching diaries, lesson plans and notes up to the end of this month. The HoD will review and sign off during internal academic audit.

→ To discuss the conduct of a National Seminar.

It was resolved to organize a National Seminar in the upcoming month. Faculty members are requested to

* suggest seminar topics relevant to mathematics and its applications

* Identify resource persons and invite research papers from other colleges

* seek sponsorships from external organization.

→ To plan student apprenticeship activities.

It was resolved to coordinate with local industries and research institutions to provide apprenticeship opportunities to students for enhancing their practical learning and employability.

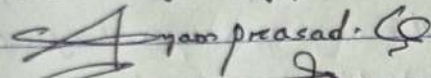
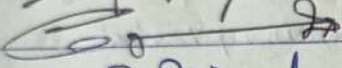
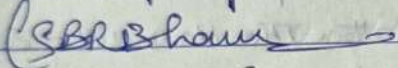
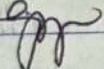
→ To review ongoing departmental works and internal coordination.

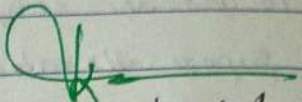
All faculty members are instructed to complete assigned works within timelines, including record maintenance,

result analysis and student mentoring. The HOD emphasized teamwork and accountability in all departmental activities.

The meeting concluded with appreciation from the HOD of the department for the active participation to all members and their commitment to departmental and institutional growth.

Signatures of staff:

1.  Anam Prasad
2.  Anam Prasad
3. K.S.P. Priya
4.  K.S.P. Priya
5. K.S.  K.S.
6. T.R.S. Sandya


Signature of I/c of dept.

Verified
Pun 14/10/21

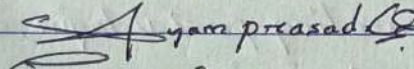
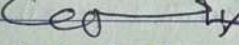
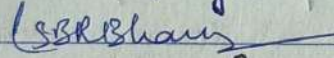
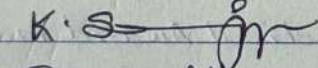
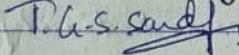
Staff meeting12th Nov 2025

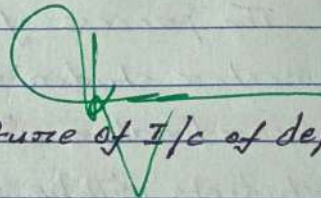
All the staff members are hereby informed that a staff meeting will be held on 12th Nov 2025 at 4.00 PM

Agenda of meeting

- conduct of Guest lecture
- conduct of practical Examinations
- Apprenticeship Registration
- submission of Internal and practical award marks
- Allocation of theory papers for IV semester
- Departmental works, documentation & coordination

Signatures of staff

1.  Yam prasad
2.  Co-ordinator
3. K.S.J. Poyad
4.  SBR Bhanu
5.  K.S. Jn
6.  T.G.S. sand

Signature of I/c of dept.

Resolutions:

- conduct of Guest lecture

The department resolved to conduct a Guest lecture on 15th for first year students on the topic Differential Equations using MATLAB to enhance their conceptual understanding.

- * A suitable external resource person will be invited.
- * students will be notified through class mentors and digital notice boards.
- * A brief event report, photographs and feedback forms will be submitted after the session.

→ conduct of practical Examinations

The exam cell has scheduled practical Examinations starting from 17th, and the department agreed to strictly follow the guidelines issued

- * Timetables will be displayed on notice boards and communicated to students
- * viva-voce questions, assessment rubrics and mark sheets must be prepared.

→ Apprenticeship Registration for VI semester students

The process of Apprenticeship Registration for VI semester students was reviewed.

- * coordinator will hold an orientation session for students
- * students will be guided regarding portal login, document upload and error-free form submission.
- * progress will be monitored daily until completion of all registrations.

→ Submission of Internal and practical Award marks

All faculty were reminded to ensure timely submission of Internal Assessment marks and practical Award marks to the exam cell.

- * Marks must be entered carefully without discrepancies.
- * Hard copies with signatures and soft copies must be submitted in the prescribed format
- * A verification meeting will be held before final submission.

→ Allocation of Theory papers for IV semester

paper allocation for IV semester was discussed based on faculty expertise and workload balance.

- * Final list of subject allocation will be circulated through a departmental circular.
- * Faculty must prepare lesson plans, teaching schedules and

course files before commencement of the semester.

→ Departmental works, documentation & coordination, several ongoing and upcoming departmental responsibilities were reviewed.

* updating departmental records

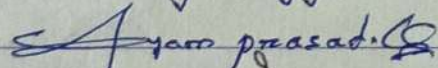
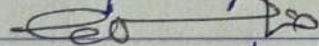
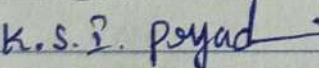
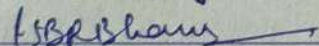
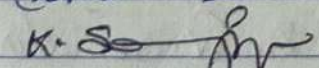
* preparation of NAAC documents.

* student mentoring and grievance monitoring,

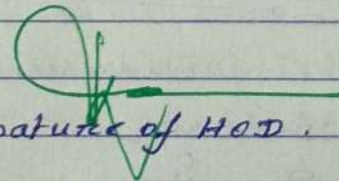
* coordination for academic, administrative and extracurricular tasks.

The meeting concluded with the chairperson appreciating the cooperation and commitment of all faculty members. members assured timely completion of all assigned tasks and adherence to instructions from the principal and higher authorities.

Signatures of staff

1.  Anam Prasad
2.  S. S. S. S.
3.  K. S. I. Prasad
4.  S. S. S. S.
5.  K. S. S. S.

Signature of H.O.D.



Staff meeting

3 DEC 25

A staff meeting will be convened in our department on 3 December 2025 at 10.15 AM to discuss the following department issues. All the staff members are requested to attend the meeting without fail.

Agenda:

1. Reallocation of Theory papers in IV semester.
2. Preparation of semester plans, Teaching dairies.
3. National mathematics Day-2025 celebrations.
4. I mid Examinations for I semester.
5. Departmental works and co-ordination.

Signatures of staff

1. Anam prasad
2. ~~Co~~ ~~to~~
3. K.S.I. Priyadarshini
4. URBHAM
5. K. S. Singh
6. T.G.S. Sandeep

signature of I/c of dept

Resolutions:

→ TO Reallocation of Theory papers in IV semester.

paper allocation for IV semester was discussed based on faculty expertise and work load balance.

* Final list of subject or paper allocation will be circulated through a departmental circular.

* Faculty must prepare lesson plans, semester curricular plans before commencement of the semester.

→ National mathematics Day-2025 celebrations.

1. It is resolved to conduct the following competitions on the occasion of National mathematics

day celebrations.

Quiz (For school childrens) - K. Samrajyam

poster presentation - K.S.I. priyadarsini

Essay writing - K.S.B.R. Bhanu

It is resolved to motivate the students to participate in all competitions and make a grand success.

→ I mid Examinations for Ist semester

Faculty members are reminded to prepare two sets of question papers for the submission of Exam cell to conduct Ist mid examination as per the academic plan of Ist semester

→ Departmental works and co-ordination.

All faculty members are instructed to complete assigned works within timelines, including record maintenance and student mentoring. The HOD emphasized team work and accountability in all departmental activities.

The meeting concluded with appreciation from the HOD of the department for the active participation to all members and their commitment to departmental and institutional growth.

1. G. Syam Prasad - II ~~IT~~ Minor (IT) - Paper - IV

II Data science minor - Paper III

2. G. Prasada Rao - I mathematics major - Paper I

II mathematics major - Paper IX

3. K.S.I. priyadarsini - II mathematics major - Paper - X

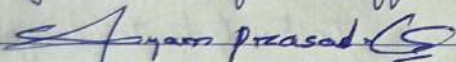
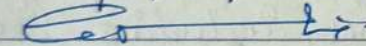
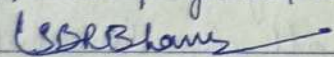
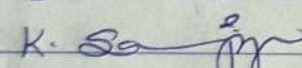
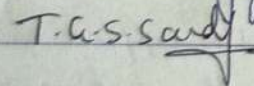
II statistics minor - Paper - III

4. L.S.B.R Bhanu - I mathematics major - Paper - II
 II mathematics major - paper - X

5. K. Samrajyam - II Data science minor - Paper - IV
 II statistics minor - paper - IV

6. T.G.S. Sandhya - II statistics major - Paper - XI
 II chemistry minor - paper - III
 II chemistry minor - paper - IV

signatures of staff

1. 
2. 
3. K.S.I. Priyadarshini
4. 
5. 
6. 

signature of H.O.D.

