



**GOVERNMENT DEGREE COLLEGE, RAYACHOT**

ACCREDITED BY NAAC WITH 'C' GRADE  
Affiliated to Yogi Vemana University, Kadapa-516005  
Rayachoty - 516269



**DEPARTMENT OF  
CHEMISTRY  
MINUTES BOOK  
(2018-2023)**



**GOVERNMENT DEGREE COLLEGE,**  
RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269  
(Accredited with C grade by NAAC)



## **DEPARTMENT OF CHEMISTRY**

**Academic Year – 2018-2019**

### **Departmental Minutes**

**Meeting No :-1**

**Date: -08/06/18**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

1. Analysis of the examination results which were completed in the last academic year, i.e., 2017-18
2. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester I, III and V students.
3. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
4. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
5. It Is Also Resolved To Conduct remedial classes For Slow Learners.
6. It is resolved to conduct the internal examinations (Mid-I & Mid-II).
7. It is resolved to evaluate the internal examination papers and register the marks.
8. It is resolved to celebrate the World Ozone Day program.

Prepared & approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-2**

**Date:- 9/11/18**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

1. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester II, IV, and VI students.
2. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
3. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
4. It Is Also Resolved To Conduct remedial classes For Slow Learners.
5. It is resolved to conduct the internal examinations (Mid-I & Mid-II).
6. It is resolved to evaluate the internal examination papers and register the marks.
7. It is resolved to celebrate the World Soil Day program.
8. It is resolved to celebrate the National Science Day program.
9. Resolved to take the students to field trip

Prepared & approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269  
(Accredited with C grade by NAAC)



## **DEPARTMENT OF CHEMISTRY**

**Academic Year – 2019-2020**

### **Departmental Minutes**

**Meeting No :-1**

**Date: -06/06/19**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

10. Analysis of the examination results which were completed in the last academic year, i.e., 2018-19.
11. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester I, III and V students.
12. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
13. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
14. It Is Also Resolved To Conduct remedial classes For Slow Learners.
15. It is resolved to conduct the internal examinations (Mid-I & Mid-II).
16. It is resolved to evaluate the internal examination papers and register the marks.
17. It is resolved to celebrate the World Ozone Day program.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-2**

**Date:- 04/11/19**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

18. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester II, IV, and VI students.
19. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
20. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
21. It Is Also Resolved To Conduct remedial classes For Slow Learners.
22. It is resolved to conduct the internal examinations (Mid-I & Mid-II).
23. It is resolved to evaluate the internal examination papers and register the marks.\
24. It is resolved to celebrate the World Soil Day program.
25. It is resolved to celebrate the National Science Day program.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269  
(Accredited with C grade by NAAC)



## **DEPARTMENT OF CHEMISTRY**

### **Departmental Minutes**

**Academic year:-2020-2021**

**Meeting No :-1**

**Date: -05/11/20**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

26. Analysis of the examination results which were completed in the last academic year, i.e., 2019-20.
27. It is resolved that the classwork will be conducted as per the timetable and the syllabus must be completed within the stipulated time for semester III and V students with following the COVID-19 protocol.
28. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
29. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
30. It Is Also Resolved To Conduct remedial classes For Slow Learners.
31. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
32. It is resolved to evaluate the internal examination papers and register the marks.
33. It is resolved to celebrate the World Soil Day program.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-2**

**Date:- 04/02/21**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

34. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester I students with following COVID-19 protocol.
35. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
36. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
37. It Is Also Resolved To Conduct remedial classes For Slow Learners.
38. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
39. It is resolved to evaluate the internal examination papers and register the marks.
40. It is resolved to conduct the Science Day program.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-3**

**Date:-29/03/21**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

1. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester IV and VI students with following COVID-19 protocol.
2. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
3. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
4. It Is Also Resolved To Conduct remedial classes For Slow Learners.
5. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
6. It is resolved to evaluate the internal examination papers and register the marks.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-4**

**Date:-02/06/21**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

1. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester II students with following COVID-19 protocol.
2. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
3. It is resolved to conduct online classes due to COVID-19
4. It Is Also Resolved To Conduct remedial classes For Slow Learners.
5. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
6. It is resolved to evaluate the internal examination papers and register the marks.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269  
(Accredited with C grade by NAAC)



## **DEPARTMENT OF CHEMISTRY**

### **Departmental Minutes**

**Academic year :-2021-2022**

**Meeting No :-1**

**Date: -08/09/21**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

7. Analysis of the examination results which were completed in the last academic year, i.e., 2020-21.
8. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester V students.
9. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
10. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
11. It Is Also Resolved To Conduct remedial classes For Slow Learners.
12. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
13. It is resolved to evaluate the internal examination papers and register the marks.
14. It is resolved to celebrate the Ozone Day awareness program.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-2**

**Date:- 08/12/21**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

15. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester I and III students.
16. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
17. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
18. It Is Also Resolved To Conduct remedial classes For Slow Learners.
19. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
20. It is resolved to evaluate the internal examination papers and register the marks.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-3**

**Date:-24/2/22**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

1. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester VI students.
2. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
3. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
4. It Is Also Resolved To Conduct remedial classes For Slow Learners.
5. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
6. It is resolved to evaluate the internal examination papers and register the marks.
7. It is resolved to celebrate the Science Day program.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-4**

**Date:-20/4/22**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

1. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester II and IV students.
2. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
3. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
4. It Is Also Resolved To Conduct remedial classes For Slow Learners.
5. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
6. It is resolved to evaluate the internal examination papers and register the marks.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269  
(Accredited with C grade by NAAC)



## **DEPARTMENT OF CHEMISTRY**

**Academic Year – 2022-2023**

### **Departmental Minutes**

**Meeting No :-1**

**Date: -24/10/22**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

7. Analysis of the examination results which were completed in the last academic year, i.e., 2021-22.
8. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester I and III students.
9. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
10. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
11. It Is Also Resolved To Conduct remedial classes For Slow Learners.
12. It is resolved to conduct the internal examinations (Mid-I & Mid-II).
13. It is resolved to evaluate the internal examination papers and register the marks.
14. It is resolved to celebrate the World Soil Day program.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-2**

**Date:- 23/11/22**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

15. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester V students.
16. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
17. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
18. It Is Also Resolved To Conduct remedial classes For Slow Learners.
19. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
20. It is resolved to evaluate the internal examination papers and register the marks.\
21. It is resolved to celebrate the Science Day program.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-3**

**Date:-06/3/23**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

22. It is resolved that the classwork will be conducted as per the timetable and that the syllabus must be completed within the stipulated time for semester II and IV students.
23. It Is Resolved to prepare an annual curriculum plan, semester-wise, and a Teaching Diary.
24. It Is Resolved to conduct the Seminars for the Students and To Assign The assignments to The Students.
25. It Is Also Resolved To Conduct remedial classes For Slow Learners.
26. It is resolved to conduct the internal examinations (Mid-I &Mid-II).
27. It is resolved to evaluate the internal examination papers and register the marks.

Prepared & Approved by

M. Bhanu Prakash Reddy



**GOVERNMENT DEGREE COLLEGE,**  
**RAYACHOTY, ANNAMAYYA DISTRICT, A.P - 516269**  
(Accredited with C grade by NAAC)



**Meeting No:-4**

**Date:-05/04/23**

The Département of Chemistry Staff Members Assembled in the Chemistry Lab and Resolved the Following:

28. Allotting students for project work/semester-end internship according to the university schedule
29. Monitoring students' project work /semester-end internship continuously.
30. To evaluate the student's project work/internship and complete the project work/semester-end internship successfully.
31. According to the university schedule, complete the project work/ semester-end internship, viva voice and finish the internship on time

Prepared & Approved by

M. Bhanu Prakash Reddy