

**DEPARTMENT OF ENGLISH
SKVT GOVERNMENT DEGREE COLLEGE
(Affiliated to Adikavi Nannaya University)
RAJAMAHENDRAVARAM**

Date: 02.06.2025


CIRCULAR

All the faculty members of the Department of English are hereby informed that a Department Meeting will be held on 10.06.2025 at Room No.205 in the College


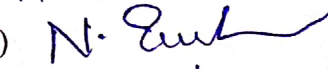

Agenda:

1. Planning of Curricular Activities
2. Organization of Co-curricular Activities & the Best Practices
3. Conduct of Guest Lecture on Professional Skills
4. Organization of Two International Workshops:
5. Proposal for an International Conference
6. Conduct of academic events in online mode to enable participation from across India
7. Encouraging Faculty and Students for Research Paper Writing and Presentation
8. Any other matter with the permission of the Chair

All the members are requested to attend the meeting without fail.


Head, Department of English
SKVT GDC, RJY

Signatures:

- 1) 
- 2) 
- 3) 

DEPARTMENT OF ENGLISH
SKVT GOVERNMENT DEGREE COLLEGE
(Affiliated to Adikavi Nannaya University)
RAJAMAHENDRAVARAM

Date: 10.06.2025

MINUTES OF THE MEETING

A meeting of the Department of English was held on 10.06.2025 at 4 pm in Room No. 205 under the chairmanship of the Head of the Department.

Members Present:

M. L. Ramya
N. Uma Subramanyeswari
J. Rambabu

Proceedings:

The meeting commenced with a brief introduction by the Head of the Department emphasizing the importance of academic excellence and research engagement.

It was discussed to strengthen curriculum delivery through innovative teaching methods, including ICT-enabled teaching and student-centered approaches.

The department resolved to organize activities such as literary competitions, seminars, group discussions, panel discussions, and student presentations to enhance language and communication skills.

It was also resolved to

It was proposed to conduct a Guest Lecture on Professional Skills focusing on employability, communication, and career readiness

The department proposed to organize two International Workshops:

- One on Research Writing to develop academic writing and publication skills.
- Another on Artificial Intelligence in Teaching and Research, aiming to integrate modern tools into academia. It was proposed to conduct a Three-Day International Conference to provide a platform for academic exchange and research dissemination.

It was discussed and agreed that the above workshops and conference shall be conducted online, enabling wider dissemination and participation by only interested scholars, faculty, and students from across India. It would be like an extension activity.

Faculty members and students, particularly Special English students, will be encouraged and guided to write and present research papers at conferences and workshops.

The Head proposed to identify a suitable academic or professional agency and initiate steps to establish an MoU for the effective organisation and conduct of the proposed programmes.

The meeting concluded with a vote of thanks by Mrs. M. L. Ramya.

1) M. L. Ramya
2) N. Uma
3) J. Rambabu

J. Rambabu
10/6/25

**DEPARTMENT OF ENGLISH
SKVT GOVERNMENT DEGREE COLLEGE
(Affiliated to Adikavi Nannaya University)
RAJAMAHENDRAVARAM**

Date: 29.06.2025

CIRCULAR

All the faculty members of the Department of English are hereby informed that a Department Meeting will be held on 11.07.2025 at 4 pm in Room 205, SKVT GDC.

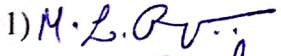
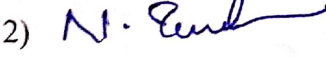

Agenda:

- Confirmation of previous resolutions
- Identification of collaborating agency for academic programmes
- Discussion on collaboration with Venkat's Time (ISO Certified Organisation)
- Proposal to enter into a Memorandum of Understanding (MoU)
- Finalization of date and terms of MoU
- Any other matter with the permission of the Chair

All the members are requested to attend the meeting without fail.


Head, Department of English
SKVT GDC, RJY

Signatures:

- 1) 
- 2) 
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DEPARTMENT OF ENGLISH
SKVT GOVERNMENT DEGREE COLLEGE
(Affiliated to Adikavi Nannaya University)
RAJAMAHENDRAVARAM

Date: 11.07.2025

MINUTES OF THE MEETING

A meeting of the Department of English was held on 11.07.2025 at 4 pm in Room No. 205 under the chairmanship of the Head of the Department.

Members Present:

M. L. Ramya
N. Uma Subramanyeswari
J. Rambabu

Proceedings:

The meeting commenced with the Head of the Department welcoming the members and outlining the objective of strengthening academic collaborations.

The department discussed various potential agencies for collaboration to conduct academic programmes such as workshops, guest lectures, and conferences.

After detailed deliberations, the department identified Venkat's Time, an ISO Certified Organisation, as a suitable and competent agency to collaborate with for organizing academic activities.

It was proposed that the Department of English shall enter into a Memorandum of Understanding (MoU) with Venkat's Time to formalize the collaboration.

The department mutually agreed to execute the MoU on 22nd September 2025, marking the beginning of collaborative academic initiatives.

The collaboration will include organizing international workshops, guest lectures, conferences, and promoting research activities among faculty and students.

The meeting concluded with a vote of thanks by Mrs. N. Uma Subrahmanyeswari.

Resolutions Passed:

The following resolutions were unanimously passed:

- The Department of English shall collaborate with external agencies to enhance academic and research activities.
- The Venkat's Time, an ISO Certified Organisation, is identified as a suitable partner for academic collaboration.
- The Department shall enter into a Memorandum of Understanding (MoU) with Venkat's Time. It shall be formally executed on 22nd September 2025. The collaboration shall include conducting workshops, guest lectures, international conferences, and promoting research among faculty and students.
- The Head of the Department is authorized to take necessary steps to complete the MoU process.

Resolutions Passed:

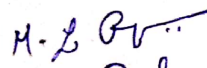
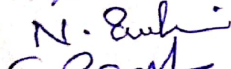
The following resolutions were unanimously passed in the Department Meeting:

1. Resolved that the department shall enhance curricular delivery through innovative and ICT-based teaching methodologies.
2. Resolved that various co-curricular activities such as literary competitions, debates, and student seminars shall be conducted regularly. Accordingly, the Department Plan of Action should be submitted.
3. Resolved that a Guest Lecture on Professional Skills shall be organized to equip students with employability skills in the third week of July 2025
4. Resolved that two International Workshops shall be conducted:
 5. On Research Writing – in the third/last week of October 2025
 6. On Artificial Intelligence in Academic Teaching and Research in the third/last week of March 2026
7. Resolved that the department shall organize a Three-Day International Conference to promote academic collaboration and research culture on the occasion of Shakespeare's Birthday/ World English Day.
8. Resolved that all faculty members shall actively participate in research activities and publish scholarly papers.
9. Resolved that students, especially those of Special English, shall be motivated and mentored to write and present research papers in conferences and workshops.
10. Resolved that a structured mechanism shall be developed to guide students in research writing and academic presentations.
11. Resolved that all the above academic activities shall be conducted in online mode, ensuring wider outreach and participation of interested participants from across India.
12. Resolved that the department shall identify an appropriate academic/professional agency and enter into an MoU for the effective planning and implementation of proposed programmes.


Head, Department of English

SKVT GDC, RJY

Signatures:

- 1) 
- 2) 
- 3) 