



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING

(AUTONOMOUS)

Accredited by NAAC with "A" Grade & NBA for ME, ASE, CE, CSE, ECE, EEE & IT (Under Tier - I)

An ISO 21001:2018, 14001:2015, 50001:2018 Certified Institution

Approved by AICTE, New Delhi and Permanently Affiliated to JNTUK, Kakinada

L.B. Reddy Nagar, Mylavaram, NTR Dist., Andhra Pradesh-521 230.

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FRESHMAN ENGINEERING DEPARTMENT

Dt.: 27th June 2025

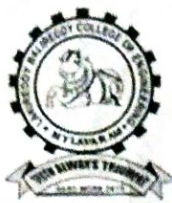
CIRCULAR

All the Faculty Members are hereby informed to attend the **Faculty Meeting** to be held on **28-06-2025 (Friday), 11: 30 AM** in the **Interactive Communication Skills Lab (5F15)** to discuss the following agenda points.

Agenda Points:

1. Academic Planning and Course allocation.
2. Research proposals, publications and FDP Participation.
3. Administrative responsibilities and code of conduct.
4. Enhancing foundation learning and communication skills

Head of the Department
(Dr. T. Satyanarayana)



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FRESHMAN ENGINEERING DEPARTMENT

Minutes of Faculty Meeting (01/25)

Date: 28th June 2025

A Faculty Meeting was held by the Head of the Department on 28th June 2025 at 11:30 am to discuss the agenda points circulated on 27th June 2025 to all the teaching staff.

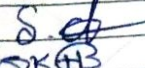
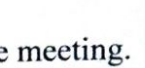
Agenda Points:

1. Academic planning and course allocation
2. Research proposals, publications, and FDP participation
3. Administrative responsibilities and code of conduct.
4. Enhancing foundational learning and communication skills.

Venue: ICS LAB. (05F15)

Faculty present:

S.No.	Name of the Faculty	Designation	Signature
1.	Dr. T. Satyanarayana	Professor of Physics & HOD	
2.	Dr. A. Rami Reddy	Professor of Mathematics	Absent
3.	Dr. V. Parvathi	Professor of Chemistry	
4.	Dr. Syed Yusub	Professor of Physics	Absent vacation
5.	Dr. R. Padma	Professor of English	
6.	Dr. K.R. Kavitha	Professor of Mathematics	
7.	Dr. K. Jhansi Rani	Assoc. Professor of Mathematics	
8.	Dr. Shaheda Niloufer	Assoc. Professor of Env. Science	
9.	Dr. M. Rami Reddy	Assoc. Professor of Mathematics	
10.	Dr. K. Bhanu Lakshmi	Assoc. Professor of Mathematics	
11.	Dr. Lakshmi V R Babu Syamala	Assoc. Professor of Chemistry	
12.	Dr. Matcha Srinivasa Reddy	Assoc. Professor of Mathematics	Absent
13.	Dr. P. Sobhanachalam	Assoc. Professor of Physics	
14.	Dr. Darla Mallikharjuna Rao	Assoc. Professor of Chemistry	
15.	Dr. Kandula Kumara Raja	Assoc. Professor of Physics	
16.	Dr. D. Vijay Kumar	Sr. Asst. Professor of Mathematics	
17.	Dr. N. Aruna	Sr. Asst. Professor of Physics	
18.	Dr. V. Bhagya Lakshmi	Sr. Asst. Professor of Env. Sci.	
19.	Mrs. G. Vijayalakshmi	Asst. Professor of Mathematics	Absent
20.	Dr. T. Radha Rani	Sr. Asst. Professor of Mathematics	
21.	Dr. Timmeswara Sarma Nori	Sr. Asst. Professor of Physics	Absent
22.	Dr. Yerramala Subbareddy	Sr. Asst. Professor of Chemistry	
23.	Mr. B. Srinivasa Reddy	Asst. Professor of English	
24.	Mr. S. Vijaya Dasaradha	Asst. Professor of Chemistry	
25.	Mrs. K. Sridevi	Asst. Professor of English	Absent
26.	Mrs. P. Vijaya Sirisha	Asst. Professor of Physics	
27.	Mrs. K.N.V. Lakshmi	Asst. Professor of Mathematics	

S.No.	Name of the Faculty	Designation	Signature
28.	Mrs. K. Samaikya	Asst. Professor of English	
29.	Mrs. Anuradha Matta	Asst. Professor of English	Absent
30.	Mrs. Dronadula Chaithanya	Asst. Professor of English	
31.	Mrs. Shaik haseena Begum	Asst. Professor of Mathematics	
32.	Mr. Konduru Raju	Asst. Professor of English	
33.	Mrs. Kota Sri Lakshmi	Asst. Professor of Chemistry	
34.	Mr. Bavirisetti Tandava Krishna	Asst. Professor of Mathematics	
35.	Mrs. Karnati Naga Lakshmi	Asst. Professor of Mathematics	
36.	Mrs. Pathan Kalma Begum	Asst. Professor of Mathematics	
37.	Mr. Dammiselli Ashok Kumar	Asst. Professor of English	

The following are the key points discussed and the decisions made during the meeting.

1. Academic planning and course allocation

- Lesson plans must be submitted to the respective departments prior to the commencement of classes (III Semester). Faculty members are encouraged to discuss teaching methodologies with staff to ensure consistency and quality in instruction.
- Review of syllabus coverage and time lines should be monitored by the module coordinators.
- In laboratory sessions, there is no point of primary or secondary faculty. Both instructors should share equal responsibility in effectively conducting the lab.
- Faculty are required to analyze student pass percentages and feedback at both branch and subject levels, along with Course Outcomes (COs) and Program Outcomes (POs), to identify areas for improvement in teaching and learning.
- Faculty with low pass percentages or poor feedback will be guided by the respective module coordinators through mentoring and constructive suggestions. Coordinators will also assist in planning effective teaching strategies to improve performance and ensure better attainment of COs and POs in the upcoming semester.
- Feedback and pass percentage should be maintained above 80% as per the administrative guidelines, failing which ATR has to be submitted by concerned faculty.
- The evaluation process must be fair and transparent to support the academic growth and success of students.

2. Research proposals, Publications, and FDP participation

- To promote quality research, faculty are advised to go through the JNTUK website regarding the protocols and utilize the Research Center opportunities for submitting research proposals especially in the divisions of Mathematics, Physics and Chemistry.
- Faculty should actively contribute to the development of the Research Center by engaging in quality research, publishing in reputed journals, and collaborating on interdisciplinary projects to strengthen departmental activities and academic reputation

- c) Faculty are encouraged to attend Faculty Development Programs (FDPs) offered by reputed institutions such as NITs and IITs. Enrolling in AICTE-recognized platforms like ATAL is highly recommended, as it contributes to professional growth, subject expertise, and improved teaching effectiveness.
- d) Research papers should be published as per the norms and guidelines prescribed by the governing authorities. The research publication targets have been revised to the faculty for the A.Y: 2025-26 in the following three categories:
 - ❖ **Professor:** 1 SCI/SCIE and 1 Scopus.
 - ❖ **Assoc. Professor:** 1 SCI/SCIE or 2 Scopus.
 - ❖ **Asst. Professor:** 1 SCI/SCIE/ESCI or 1 Scopus.
- e) In addition to the targets set as per the designations, standardized additional targets were set for all the faculty for the A.Y: 2025-26 as per the following:
 - ❖ In the academic year, every faculty must do at least one NPTEL certification
 - ❖ Each faculty must one patent publication preferably in India in addition to research paper publication.
- f) Research proposals were submitted by Chemistry and Mathematics faculty under the scheme of MATRICS, ANRF and Govt. of India.
- g) **Dr. V. Parvathi, Dr. Bhanu Lakshmi and Dr. N. Aruna** were appreciated for their SCI publications and faculty were advised to take their support if needed.

3. Administrative responsibilities and code of conduct.

- a) All the faculty were allotted certain categories of files to be maintained at Department and central level.
- b) The files should be updated on regular intervals.
- c) Faculty were advised to strictly follow the dress code.
- d) A senior faculty should work together with at least one junior faculty in guiding them while preparing lesson plans and extend support if needed for content delivery.
- e) **Dr. R. Padma Venkat** who was recently appointed as Soft Skills Coordinator was appreciated for her hard work and recognition.

4. Enhancing foundational learning and communication skills

- a) Module coordinators must organize a one-day workshop for non-teaching staff to improve their skills and efficiency.
- b) All staff is advised to maintain professional verbal and non-verbal communication to create a better workplace environment.
- c) Teamwork should be fostered within the department to enhance the quality of the teaching-learning process and to build a strong academic environment.
- d) English should be only medium of language for delivery of content in classroom and lab.

- e) English department faculty shall organize enhancing language proficiency among students by conducting few activities at the core branch level either directly or through Spoorthi Club.

Conclusion

The meeting concluded with a collective commitment to enhance the department's academic standards through quality teaching, impactful research, and professional growth. Faculty members are encouraged to adopt effective teaching methodologies, maintain academic discipline, and actively contribute to the development of the Research Center. The resolutions taken — including mandatory NPTEL certification, skill development workshops for non-teaching staff, and adherence to publication norms — aim to promote a culture of excellence in teaching, learning, and departmental activities. These initiatives are expected to foster a collaborative and productive academic environment.

Meeting concluded at 1:00 pm by thanking the faculty for attending.

Date: 30th June 2025


Head of the Department
(Dr. T. Satyanarayana)
Professor & HoD.