



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.

Phone: 08659-222933, Fax: 08659-222931

FRESHMAN ENGINEERING DEPARTMENT

Date: 23-10-2025

CIRCULAR

All faculty members of the **Freshman Engineering Department** are hereby informed to attend the scheduled meeting on **24-10-2025** at **12:15 PM** in the **Interactive Communication Skills Lab (5F15)** to discuss the following agenda points.

Agenda Points:

1. JNTUK FFC visit
2. Updation of allocated files
3. Review on syllabus coverage and Lab activities
4. Display of FDPs, Publications etc on notice board
5. Updation of individual faculty profiles
6. R&D Activities
7. Any other point

TSR 23/10/25

Head of the Department
(Dr. T. Satyanarayana)



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FRESHMAN ENGINEERING DEPARTMENT

Minutes of Meeting

Date: 24th October, 2025

A Faculty Meeting was held by the Head of the Department on **24th October at 12:15 pm** to discuss the agenda points circulated on 23rd October 2025 to all the teaching staff.

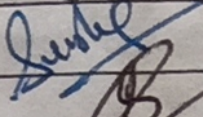
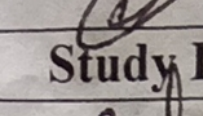
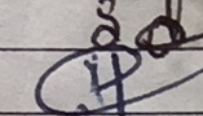
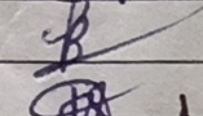
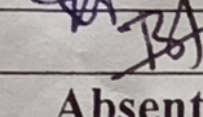
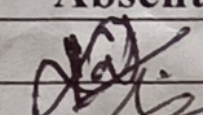
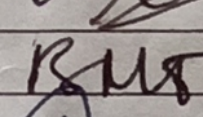
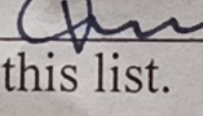
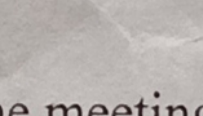
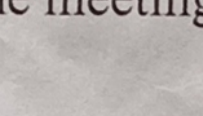
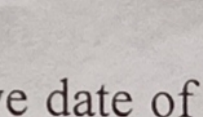
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1. JNTUK FFC visit
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5. Updation of individual faculty profiles
6. R&D activities.
7. Any other point

Venue: ICS LAB. (05F15)

Faculty List:

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

S.No.	Name of the Faculty	Designation	Signature
26.	Mrs. P. Vijaya Sirisha	Asst. Professor of Physics	
27.	Mrs. K. Samaikya	Asst. Professor of English	
28.	Ms. M. Anuradha	Asst. Professor of English	Study Leave
29.	Mrs. D. Chaithanya	Asst. Professor of English	
30.	Mrs. Sk Haseena Begum	Asst. Professor of Mathematics	
31.	Mr. K. Raju	Asst. Professor of English	
32.	Mrs. K. Sri Lakshmi	Asst. Professor of Chemistry	
33.	Mr. B Tandava Krishna	Asst. Professor of Mathematics	
34.	Mrs. K Naga Lakshmi	Asst. Professor of Mathematics	Absent
35.	Mrs. Pathan Kalma Begum	Asst. Professor of Mathematics	
36.	Mr. D. Ashok Kumar	Asst. Professor of English	
37.	Mr. B. Mohan Teja	Asst. Professor of English	
38.	Mr.V.V. Vamsi Krishna	Asst. Professor of English	

Note: The faculty belonging to sports and library have not been included in this list.

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

1. JNTUK Fact Finding Committee (FFC) Visit

- HoD has informed that JNTUK Fact Finding Committee (FFC) tentative date of visit may be on 27th October, 2025. The FFC visit is scheduled as part of permanent affiliation by JNTUK for the next three years.
- During the FFC visit, all the first year labs will be inspected, so the lab-in charges and concerned faculty are advised to maintain the lab in proper way with necessary documents (student log registers, faculty log registers, lab equipment invoices, lab time tables etc.)
- HoD has also informed that all the faculty members concerned with lab should be ready to perform any lab experiments during the inspection.

2. Updation of allocated files

- The faculty members were instructed to update their allocated files for the upcoming inspection.
- Faculty should update their allocated files without any delay for every fortnight irrespective of external visits or inspection.

3. Review of syllabus coverage and lab activities

- HoD instructed faculty to maintain the course files with all the documents and shall carry them to class while going. All the faculty members must make sure that the syllabus is covered in accordance with the course handout.
- Content beyond syllabus is mandatory and it should be reflected in the handout. During lab sessions at least 2 lab experiments should be content beyond syllabus with new and innovative approach.
- Documented proof related to rubrics of marks for students for assignments and day-to-day statement of marks in labs must be maintained by concerned faculty for their individual sections.
- Two sets of MID-I Question papers should be submitted in the exam cell in sealed cover two days prior to the exam date.

- Module Co-coordinator and Course Coordinator meetings should be arranged regularly and minutes ought to be recorded. Students pass percentage and attainments should be checked by concerned Course Coordinator and it should be recorded in the ATR, if necessary. Also suggested to take necessary measures for the next semester/academic year.
- As a regular practice slow learners and irregular students should be identified and monitored by concerned faculty. HoD encouraged the faculty to make an effort for increasing the pass percentage to 80.
- HoD has announced the following faculty will act as lab-in charges for English, Chemistry and Physics divisions:
 - ✓ **Dr. B. Samrajya Lakshmi**- English
 - ✓ **Dr. Lakshmi V R Babu Syamala** - Chemistry
 - ✓ **Dr. N. Aruna**- Physics
- The faculty members of English division were appreciated for implementing AI tool for language learning in the communicative English laboratory.

4. Display of FDPs, publications etc on notice board

- HoD instructed the faculty to display information related to FDPs, workshops and publication details that were organized till date in the department notice boards.
- All the faculty members are instructed to submit their FDP certificates for the last four academic years to Dr.Y. Subba Reddy, Sr. Asst. Professor of Chemistry.
- HoD appreciated the English division for taking initiative to organize a 3 day FDP on "New Frontiers in English Language Teaching" from 29th October to 31st October 2025 and wished them luck for the upcoming FDP.

5. Updation of individual faculty profiles

- HoD has informed the faculty to update their personal profiles and service books.
- All the profiles must be a compilation of all certificate copies, ratification details, pay-scales etc., and Faculty certificate soft copies should be submitted to **Mrs. Haseena Begum**, Asst. Prof of Mathematics at the earliest.

6. R&D activities

- HoD implied on the significance of publications made by faculty with doctorate, as they have comparatively more weightage in National Institutional Ranking Framework (NIRF) ranking along with per faculty one publication is the mandatory criteria to achieve NIRF ranking.
- The faculty were strictly instructed to make quality paper publications with indexing so that those papers can be counted for the NIRF ranking criteria.
- Research targets were revisited to emphasize on the significance of the Research work and its impact on National Institutional Ranking Framework (NRIF) rankings. The research publication targets that have been set for accomplishment for the A.Y.: 2025-26 are in the following three categories:
 - ✓ **Professors**- 1 SCI/SCIE and 1 Scopus
 - ✓ **Assoc. Professors**- 1 SCI/SCIE or 2 Scopus
 - ✓ **Asst. Professors** - 1 Scopus or 1 SCI.

- Dr. Yusub and Dr. K. Bhanu Lakshmi were appreciated for their indexed article publication in reputed journals.
- The HoD also informed the faculty that so far for this semester a total of **13** papers, **2** book/chapters have been published. Besides the publications **7** project proposals and **2** patents have also been submitted from the Dept. of Freshman Engineering. The faculty those who contributed with the above mentioned R&D activities were appreciated.

7. Any other points

- HoD has informed the faculty that it was decided in the CAB meeting held on 23rd October 2025, that from next semester onwards class-work will be for 50 minutes instead of 60 minutes.
- HoD also indicated that a resolution has been taken in CAB meeting regarding issue of memos to the faculty if they fail to uphold their duties.
- It was informed by the HoD that in CAB meeting faculty workload is being monitored regularly and to provide better working experience the workload for the faculty from next semester is being considered and has been decided as follows in accordance with UGC norms:
 - ✓ **Professor**- 12 (per week)
 - ✓ **Assoc. Professor**- 14 (per week)
 - ✓ **Asst. Professor** – 18 (per week)
- HoD has informed the faculty Principal Sir has acknowledged the efforts of Dr. Bhanu Lakshmi for implementing best practices in acquiring a good pass percentage in the Dept. of Civil Engineering for the A.Y: 2024-25 in *Lineal Algebra and Calculus* paper.
- LAKSHYA-2K26 will be conducted on 3rd January, 2026 jointly by Depts. of AI&DS and Mechanical Engineering.
- HoD instructed the faculty that it's mandatory to take prior permission related to availing of personal leaves and they should adjust their class-work in advance.
- HoD also instructed all the faculty to follow the dress code strictly.

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 R&D activities.

The HoD thanked the faculty members for their active participation and meeting concluded at 12:45 pm.

Date: 30/10/25

TSJ 30/10/25

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