



# 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

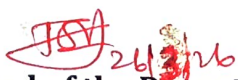
Dt.:26<sup>th</sup> March, 2026

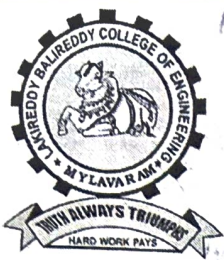
### CIRCULAR

All the Faculty Members are hereby informed to attend the **Faculty Meeting** to be held on **26-03-2026 (Thursday)**, at **1:00PM** in the **Physics Lab** to discuss the following agenda points.

#### Agenda Points:

1. R&D Activities.
2. Teaching Learning Process
3. Attendance Posting in ERP
4. Faculty Appreciation
5. Code of ethics for Teachers
6. Any other point

  
**Head of the Department**  
(Dr. T. Satyanarayana)



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## FRESHMAN ENGINEERING DEPARTMENT

### Minutes of Meeting

Date: 26<sup>th</sup> March, 2026

A Faculty Meeting was held by the Head of the Department on 26<sup>th</sup> March at 1:00pm to discuss the agenda points circulated on 26<sup>th</sup> March, 2026 to all the teaching staff.

#### Agenda Points:

1. R&D Activities.
2. Teaching Learning Process
3. Attendance Posting in ERP
4. Faculty Appreciation
5. Code of ethics for Teachers
6. Any other point

#### Venue: Physics Lab.

#### 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 Venkat	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	Absent
18.	Dr. V. Bhagya Lakshmi	Assoc. Professor of Env. Science	

S.No.	Name of the Faculty	Designation	Signature
19.	Dr. T. Radha Rani	Assoc. Professor of Mathematics	
20.	Dr. Y Subbareddy	Sr. Asst. Professor of Chemistry	Absent
21.	Mrs. G. Vijayalakshmi	Asst. Professor of Mathematics	
22.	Mr. B. Sreenivasa 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	
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	
29.	Mrs. D Chaithanya	Asst. Professor of English	Study Leave
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	
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	Absent
38.	Mr. V. V. Vamsi Krishna	Asst. Professor of English	

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

### 1. R&D Activities

- Head of the Department has informed that till date 15 publications have been published for the A.Y: 25-26.
- Faculty of Mathematics, Physics and Chemistry are advised to utilize the seed money allocated to the department with a minimum of 2lakh per year.
- HoD emphasized on the significance of the Research work and its impact on NAAC and NRIF rankings. The research publications of the department should meet the targets that have been set for A.Y: 2025-26 in addition to patent and NPTEL certifications is reminded:
  - ✓ Professors- 1 SCI/SCIE and 1 Scopus
  - ✓ Assoc. Professors- 1 SCI/SCIE or 2 Scopus
  - ✓ Asst. Professors - 1 Scopus or 1 SCI.
- The faculty are advised to be diligent about retractions in the publications and unreliable journals. And also faculty advised to collaborate with professors of IITs and NITs.
- Along with publications the faculty were suggested to take active participation in International Conferences and events as resource persons, chairs and judges.
- Enrollment into Faculty Orientation Programs organized by NITs and IITs during summer break has been insisted to the faculty.
- The division of Chemistry was appreciated for organizing the ongoing 5 day FDP on PRISM 2026 from 23<sup>rd</sup> March 2026 to 27<sup>th</sup> March 2026.
- HoD has extended his best wishes to all the 4 divisions of FED for conducting FDPs and workshop in the academic year.

- Dr. P. Sobanachalam and Mr. Vijay Dasaradh were appreciated for publishing 1 SCI along with 1 ESCI and 2 SCI publications respectively.
- Dr. Yusub and Mrs. Kalma Pathan Begum were appreciated for participating in International Conference.
- HoD has expressed appreciation towards Dr. B. Samrajya Lakshmi and Mr. V.V. Vamsi Krishna for being recognized as IELTS Trainers by British Council.

## 2. Teaching Learning Process

- The Course Coordinators should ensure the uniformity in syllabus coverage.
- Mid Term question papers should be confidential and carefully crafted without any repetition of questions in any of the 2 sets that are submitted in the central exam cell.
- Effective teaching methodology should be implemented in the classrooms using customized techniques suitable to the standard of learning.
- For every fortnight the faculty should get the signature of the HoD in attendance registers and course handouts.

## 3. Attendance Posting in ERP

- Faculty are strictly advised to post daily attendance in ERP on the same day. And if any faculty avails leave, they have to adjust the class in ERP to the concerned faculty.
- If any faculty doesn't post attendance in the ERP on the same day, they have to write an explanation letter and get it signed by the concerned HoD and Vice-Principal or Principal.
- All technical glitches regarding ERP posting, should immediately be brought to the notice of the Department ERP coordinator Dr. Subba Reddy to resolve it.
- Faculty should use only *lbrce* domain emails for official purposes.

## 4. Faculty Appreciation

- Dr. S. Yusub, Dr. P. Sobhanachalam and Mr. B. Mohan Teja were appreciated for acting as resource persons for guest lectures.
- Mrs. Haseena begum and Mrs. K. Sridevi were appreciated for achieving Top 5% and Elite+gold in NPTEL exam of January 2026, respectively.
- Mr. B. Tandava Krishna and Mrs. K. Naga Lakshmi from division of Mathematics; Dr. P. Sobhanachalam from division of Physics; Mrs. K. Sri Lakshmi and Mr. Vijay Dasaradh from division of Chemistry were appreciated for achieving highest pass percentage in their sections.
- HoD also expressed delight that the department was able to accomplish highest pass percentage till date in all the four subjects.

## 5. Code of ethics for Teachers

- HoD reminded that the faculty should maintain code of ethics among the teaching community to maintain the integrity of the department.
- Faculty advised not to entertain any kind of mishap among the colleagues.

## 6. Any other point

7. HoD brought to the notice of the faculty that from next academic year the Department is initiating to conduct Spanish and German language classes for interested students.
8. Faculty must utilize the funding for research activities and take active participation in R&D activities besides regular class-work.

## Conclusion

The meeting concluded with a cooperative commitment to enrich the department's academic standards through prominent guidance, poignant research, and professional evolution. Faculty members are encouraged to clinch dynamic teaching methodologies, sustain academic discipline, and enthusiastically contribute to the development of the department.

The HoD thanked the faculty members for their active participation and meeting concluded at 1:55pm.

Date: 30/3/26

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