



**CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)**

Kokapet ( Village), Gandipet, Hyderabad, Telangana-500075. [www.cbti.ac.in](http://www.cbti.ac.in)



ISO Certified  
9001:2015

COMMITTED TO  
RESEARCH,  
INNOVATION AND  
EDUCATION

**43**  
years

### **CEG- Members of Chemistry Course**

1. Dr. K. Laxmi, Prof. & Head, Dept. of Chemistry
2. Dr.S.Shylaja, Course Co-ordinator of Chemistry
3. Dr.K.Ramesh, Assistant Professor
4. Dr.M.Mamatha, Assistant Professor
5. Dr.P.MuraliKrishna, Assistant Professor
6. Dr.D.Saritha, Assistant Professor
7. Dr.G.V.Ramesh, Assistant Professor
8. Dr.M.Rama Devi, Assistant Professor
9. Dr.N.Mahender Reddy, Assistant Professor
10. Dr.TV.Surendra, Assistant Professor
11. Dr.K.Satish Kumar, Assistant Professor

## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75

Dt.06.05.2022

Minutes of the **CEG Meeting** with Head & faculty members of the Chemistry Department about Semester Readiness Program held on 6<sup>th</sup> May, 2022 at 11:30AM

### Members Present:

12. Dr. K. Laxmi, Prof. & Head, Dept. of Chemistry
13. Dr.S.Shylaja, Course Co-ordinator of Chemistry
14. Dr.M.Mamatha, Assistant Professor
15. Dr.P.MuraliKrishna, Assistant Professor
16. Dr.D.Saritha, Assistant Professor
17. Dr.G.V.Ramesh, Assistant Professor
18. Dr.K.Satish Kumar, Assistant Professor

Dr. K. Laxmi, Prof. & Head, occupied the Chair and conducted the Proceedings.

**Item No.1:** Plan for Semester readiness program of chemistry course for both theory & lab.

**Minutes:** After discussion, It is decided to plan the course work as per the time table for the smooth conduct of the class work for the II-Semester for AY 2021-22.

**Item No.2:** Common lesson plan

**Minutes:** It is decided to maintain common lesson plan for the chemistry subject

All the faculty who are going to handle the chemistry subject have to maintain same no. of classes for the completion of syllabus.

- i. It is decided to finish the topics within the dead lines as per the lesson plan, in case of any loss of class on a holiday, extra class has to be taken & the respective topic has to be finished.

**Item No.3:** Preparation of Lecture notes for class work

**Minutes:** It is necessary to be ready with the material before commencement of class work

- i. All the faculty of chemistry is advised to prepare the handouts/lecture schedule without deviation of the main topics & sub topics from the syllabus before commencement of class work.
- ii. Content of the material should be same for the entire faculty.
- iii. All have to prepare their material individually.

**Item No.4:** Maintenance of course files

**Minutes:** After discussions, the following resolutions were made to prepare the course files of

B.E. Chemistry II-Semester for AY 2021-22.

- i. It is decided to collect vision, mission, PEOs & PSOs of individual programs from the concerned departments.
- ii. Preparation of CO-PO & CO-PSO correlation matrix tables for the allotted programs.

There being no other items, the meeting concluded with a vote of thanks.



Dr.S.Shylaja

Course Coordinator of Chemistry



Dr. K. Laxmi,

HOD-Chemistry

Dept of Chemistry  
C B I V  
Hyderabad 50

## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75

Dt.28.04.2022

Minutes of the **CEG Meeting** with Head & faculty members of the Chemistry Department about Semester Readiness Program held on 28th April, 2022 at 12:00 PM

### Members Present:

1. Dr. K. Laxmi, Prof. & Head, Dept. of Chemistry
2. Dr.S.Shylaja, Course Co-ordinator of Chemistry
3. Dr.K.Ramesh, Assistant Professor
4. Dr.M.Mamatha, Assistant Professor
5. Dr.P.MuraliKrishna, Assistant Professor
6. Dr.D.Saritha, Assistant Professor
7. Dr.G.V.Ramesh, Assistant Professor
8. Dr.M.Rama Devi, Assistant Professor
9. Dr.N.Mahender Reddy, Assistant Professor
10. Dr.TV.Surendra, Assistant Professor
11. Dr.K.Satish Kumar, Assistant Professor

Dr. K. Laxmi, Prof. & Head, occupied the Chair and conducted the Proceedings.

**Item No.1:** Plan for Semester readiness program of chemistry course for both theory & lab.

**Minutes:** After discussion, It is decided to plan the course work as per the time table for the smooth conduct of class work for the II-Semester for AY 2021-22.

**Item No.2:** Preparation of Course files

**Minutes:** After discussions, the following resolutions were made to prepare the course files of B.E. Chemistry II-Semester for AY 2021-22.

- i. All the faculty is advised to prepare the question bank & assignment questions with solutions for Chemistry subject.

**Item No.3:** Preparation of Lecture notes for class work

**Minutes:** It is It is decided to be ready with the material before commencement of class work.

**Item No.4:** Maintenance of course files

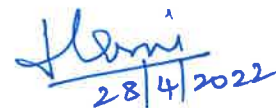
**Minutes:** Further, all the faculty are advised to maintain the individual course files with complete check list.

There being no other items, the meeting concluded with a vote of thanks.



Dr.S.Shylaja

Course Coordinator of Chemistry



Dr. K. Laxmi,

HOD-Chemistry

Dept of Chemistry  
C. B. I. V  
Gandhinagar

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75**

Dt.02.12.2021

Minutes of the **CEG Meeting** with Head & faculty members of the Chemistry Department about Semester Readiness Program (2<sup>nd</sup> meeting) held on 2<sup>nd</sup> December, 2021 at 3:00PM

**Members Present:**

1. Dr. K. Laxmi, Prof. & Head, Dept. of Chemistry
2. Dr.S.Shylaja, Course Co-ordinator of Chemistry
3. Dr.K.Ramesh, Assistant Professor
4. Dr.M.Mamatha, Assistant Professor
5. Dr.P.MuraliKrishna, Assistant Professor
6. Dr.D.Saritha, Assistant Professor
7. Dr.G.V.Ramesh, Assistant Professor
8. Dr.M.Rama Devi, Assistant Professor
9. Dr.N.Mahender Reddy, Assistant Professor
10. Dr.TV.Surendra, Assistant Professor
11. Dr.K.Satish Kumar, Assistant Professor

Dr. K. Laxmi, Prof. & Head, occupied the Chair and conducted the Proceedings.

**Item No.1:** Preparation of Course files

**Minutes:** After discussions, the following resolutions were made to prepare the course files of B.E.Chemistry I-Semester for AY 2021-22.

- i. It is decided to collect vision, mission, PEOs & PSOs of individual programs from the concerned departments.
- ii. Preparation of CO-PO & CO-PSO correlation matrix tables for the allotted programs.
- iii. Also, all the faculty are advised to prepare the question bank & assignment questions with solutions for Chemistry subject.

**Item No.2:** Verification of Lesson plan & material for class work

**Minutes:** In the last meeting it was decided to prepare common lesson plan & material for the class work for the Chemistry subject

- i. All the faculty of chemistry department has prepared lesson plans with the same number of total classes for the completion of syllabus & same is verified by Course coordinator & HOD.
- ii. All the faculty of chemistry have prepared materials individually by maintaining the same content.

**Item No.3:** Preparation of Lecture schedule

**Minutes:** Finally, All the faculty of chemistry are advised to prepare the handouts/lecture schedule without deviation of the main topics & sub topics from the syllabus before commencement of class work.

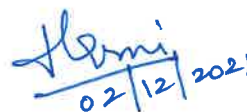
There being no other items, the meeting is concluded with a vote of thanks.



Dr.S.Shylaja

Assistant Professor

Course Coordinator of Chemistry



Prof.K.Laxmi

HOD-Chemistry

Dept of Chemistry  
C B I V  
Gyderabad 78

# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75

Dt.25.11.2021

Minutes of the **CEG Meeting** with Head & faculty members of the Chemistry Department about Semester Readiness Program held on 25th November, 2021 at 2:00 PM

## Members Present:

1. Dr. K. Laxmi, Prof. & Head, Dept. of Chemistry
2. Dr.S.Shylaja, Course Co-ordinator of Chemistry
3. Dr.K.Ramesh, Assistant Professor
4. Dr.M.Mamatha, Assistant Professor
5. Dr.P.MuraliKrishna, Assistant Professor
6. Dr.D.Saritha, Assistant Professor
7. Dr.G.V.Ramesh, Assistant Professor
8. Dr.M.Rama Devi, Assistant Professor
9. Dr.N.Mahender Reddy, Assistant Professor
10. Dr.TV.Surendra, Assistant Professor
11. Dr.K.Satish Kumar, Assistant Professor

Dr. K. Laxmi, Prof. & Head, occupied the Chair and conducted the Proceedings.

1. **Item No.1:** Plan for Semester readiness program of chemistry course for both theory & lab.

**Minutes:** After discussion, It is decided to plan the course work as per the time table for the smooth conduct class work of the I-Semester for AY 2021-22.

**Item No.2:** Common lesson plan

**Minutes:** It is decided to maintain common lesson plan for the chemistry subject & it should be provided by the course coordinator

- i. All the faculty who are going to handle the chemistry subject have to maintain same no. of classes for the completion of syllabus.
- ii. It is decided to finish the topics within the dead lines as per the lesson plan, in case of any loss of class on a holiday, extra class has to be taken & the respective topic has to be finished.

**Item No.3:** Preparation of Lecture notes for class work

**Minutes:** It is necessary to be ready with the material before commencement of class work

- i. Content of the material should be same for the entire faculty.
- ii. All have to prepare their material individually.



**Item No.4:** Maintenance of course files

**Minutes:** Further, all the faculty are advised to maintain the individual course files with complete check list.

There being no other items, the meeting concluded with a vote of thanks.



Dr.S.Shylaja

Course Coordinator of Chemistry

  
25/11/2021

Dr. K. Laxmi,

HOD-Chemistry

**Dept of Chemistry**  
**C. B. I. T.**  
**Hyderabad**

## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75

Date: 02.04.2021

Minutes of the Meeting with Head & faculty members of the Chemistry Department about Semester Readiness Program for II-semester held on 2<sup>nd</sup> April.2021 at 3:00 PM

### Members Present:

1. Dr. K. Laxmi, Prof. & Head, Dept. of Chemistry
2. Dr.S.Shylaja, Course Co-ordinator of Chemistry
3. Dr.K.Ramesh, Assistant Professor
4. Dr.M.Mamatha, Assistant Professor
5. Dr.P.MuraliKrishna, Assistant Professor
6. Dr.D.Saritha, Assistant Professor
7. Dr.G.V.Ramesh, Assistant Professor
8. Dr.M.Rama Devi, Assistant Professor
9. Dr.N.Mahender Reddy, Assistant Professor
10. Dr.K.Satish Kumar, Assistant Professor

Dr. K. Laxmi, Prof. & Head, occupied the Chair and conducted the Proceedings.

### Item No.1: Time tables.

**Minutes:** Head of the department has provided individual time tables to all the chemistry faculty for the commencement of class work being conducted from 6<sup>th</sup>.April.2021 of the II-Semester for AY 2020-21 and the following resolutions were made to conduct class work for the II-semester for AY 2020-21.

1. It is decided to plan the course work
2. Course material has to be ready before commencement of class work

### Item No.2: Common lesson plan

**Minutes:** It is decided to maintain common lesson plan for the chemistry subject & it should be provided by the course co-ordinator

1. All the faculty who are going to handle the chemistry subject have to maintain same no. of classes for the completion of syllabus.
2. It is decided to finish the topics within the dead lines as per the lesson plan, in case of any loss of class on a holiday, extra class has to be taken & the respective topic has to be finished.

### Item No.3: Preparation of PPTs for virtual class work

**Minutes:** It is necessary to be ready with the PPTs before commencement of class work

1. Content of the PPTs should be same for the entire faculty.
2. All have to prepare their PPTs individually.

**Item No.4:** Maintenance of course files

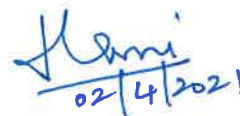
**Minutes:** Further, all the faculty are advised to maintain the individual course files with complete check list.

There being no other items, the meeting concluded with a vote of thanks.



Dr.S.Shylaja

Course Co-ordinator of Chemistry



Dr. K. Laxmi,

HOD-Chemistry

Dept of Chemistry  
C B. I V  
Gadagahad 78

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75**

Dt.28.11.2020

Minutes of the Meeting with Head & faculty members of the Chemistry Department about Semester Readiness Program (2<sup>nd</sup> meeting) held on 28<sup>th</sup> November, 2020 at 12:45PM

**Members Present:**

1. Dr. K. Laxmi, Prof. & Head, Dept. of Chemistry
2. Dr.S.Shylaja, Course Co-ordinator of Chemistry
3. Dr.K.Ramesh, Assistant Professor
4. Dr.M.Mamatha, Assistant Professor
5. Dr.P.MuraliKrishna, Assistant Professor
6. Dr.D.Saritha, Assistant Professor
7. Dr.G.V.Ramesh, Assistant Professor
8. Dr.M.Rama Devi, Assistant Professor
9. Dr.N.Mahender Reddy, Assistant Professor

Dr. K. Laxmi, Prof. & Head, occupied the Chair and conducted the Proceedings.

**Item No.1:** Preparation of Course files

**Minutes:** After discussions, the following resolutions were made to prepare the course files of B.E.Chemistry I-Semester for AY 2020-21.

1. It is decided to collect vision, mission, PEOs & PSOs of individual programs from the concerned departments.
2. Preparation of CO-PO & CO-PSO correlation matrix tables for the allotted programs.
3. Also, all the faculty are advised to prepare the question bank & assignment questions with solutions for Chemistry subject.

**Item No.2:** Verification of Lesson plan & PPTs for virtual class work

**Minutes:** In the last meeting it was decided to prepare common lesson plan & PPTs for the virtual class work for the Chemistry subject

1. All the faculty of chemistry department have prepared lesson plans with the same number of total classes for the completion of syllabus & same is verified by Course Co-Ordinator & HOD.
2. All the faculty of chemistry have prepared PPTs individually by maintaining the same content.

**Item No.3:** Preparation of Lecture schedule

**Minutes:** Finally, All the faculty of chemistry are advised to prepare the handouts/lecture schedule without deviation of the main topics & sub topics from the syllabus before commencement of class work.

There being no other items, the meeting is concluded with a vote of thanks.



Dr.S.Shylaja

Assistant Professor

Course Co-Ordinator



Prof.K.Laxmi

HOD-Chemistry

Dept of Chemistry  
C B I V  
Order no. 78

CC,To

Director-IQAC

Director-Academics

Principal, CBIT.

## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A), HYDERABAD-75

Dt.20.11.2020

Minutes of the Meeting with Head & faculty members of the Chemistry Department about Semester Readiness Program held on 20th November, 2020 at 3:00 PM

### Members Present:

1. Dr. K. Laxmi, Prof. & Head, Dept. of Chemistry
2. Dr.S.Shylaja, Course Co-ordinator of Chemistry
3. Dr.K.Ramesh, Assistant Professor
4. Dr.M.Mamatha, Assistant Professor
5. Dr.P.MuraliKrishna, Assistant Professor
6. Dr.D.Saritha, Assistant Professor
7. Dr.G.V.Ramesh, Assistant Professor
8. Dr.M.Rama Devi, Assistant Professor
9. Dr.N.Mahender Reddy, Assistant Professor

Dr. K. Laxmi, Prof. & Head, occupied the Chair and conducted the Proceedings.

**Item No.1:** Designing of course in NBA format (with CO's) for both theory & lab

**Minutes:** After thorough discussions, the following resolutions were made for conduct of class work of the I-Semester for AY 2020-21.

1. It is decided to plan the course work
2. Framing of the course work in format of NBA.
3. Syllabus has to be ready before commencement of class work with CO's

**Item No.2:** Common lesson plan

**Minutes:** It is decided to maintain common lesson plan for the chemistry subject & it should be provided by the course co-ordinator

1. All the faculty who are going to handle the chemistry subject have to maintain same no. of classes for the completion of syllabus.
2. It is decided to finish the topics within the dead lines as per the lesson plan, in case of any loss of class on a holiday, extra class has to be taken & the respective topic has to be finished.

**Item No.3:** Preparation of PPTs for virtual class work

**Minutes:** It is necessary to be ready with the PPTs before commencement of class work

1. Content of the PPTs should be same for the entire faculty.
2. All have to prepare their PPTs individually.

**Item No.4: Maintenance of course files**

**Minutes:** Further, all the faculty are advised to maintain the individual course files with complete check list.

There being no other items, the meeting concluded with a vote of thanks.



Dr.S.Shylaja

Course Co-ordinator of Chemistry



Dr. K. Laxmi,

HOD-Chemistry

**Dept of Chemistry**  
**G. B. I. V.**  
**Hyderabad**

To

Director-Academics.

Director - IQAC

Principal, CBIT.