

Government Degree College,  
Avanigadda  
Welcomes you to  
A  
Guest Lecture  
on  
Writing Notices, Agendas and Minutes of an Event  
by  
Dr.A.V.V. Malleswaramma,  
Lecturer in English  
Government Degree College  
Mowva

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ORGANISED  
BY  
THE DEPARTMENT OF ENGLISH  
GOVERNMENT DEGREE COLLEGE,  
AVANIGADDA  
ON  
13-07-2022  
AT  
SB4



# DEPARTMENT OF ENGLISH

Government Degree College,  
Avanigadda - 521121.

Krishna dt..A.P.

ISO 50001:2011, ISO 14001:2015, ISO 9001:2015  
NAAC- B



Date :08-07-2022.

To,  
The Principal,  
Government Degree College,  
Avanigadda.

Sub: Request to accord permission to organize a Guest Lecture  
on “Writing Notices, Agendas and Minutes of an Event” – Reg.

This is to bring to your notice that the Department of English has proposed to organize a Guest Lecture on “**Writing Notices, Agendas and Minutes of an Event**” to our **UG students on 13-07-2022**.

In this connection, we request you to accord us permission to organize the guest lecture on 13-07-2022 in SB-4. This is for your information and necessary action.

Thanking you.

Yours faithfully,

G. MANI BABU  
Inc, Dept of English  
GDC, Avanigadda.



# DEPARTMENT OF ENGLISH

Government Degree College,  
Avanigadda - 521121.

Krishna dt..A.P.

ISO 50001:2011, ISO 14001:2015, ISO 9001:2015  
NAAC- B



Date :8<sup>th</sup> July 2022.

To,  
Dr.A.V.V. Malleswaramma,  
Lecturer in English  
Government Degree College  
Movva

Sub: Request to deliver a Guest Lecture on “Writing Notices, Agendas and Minutes of an Even” – Reg.

Greetings from the Department of English, GDC, Avanigadda. I hereby take this opportunity to invite you to our college to share your knowledge and provide guidance to our UG students, who are looking forward to their Semester End Examination.

We will feel honoured by your gracious presence at our college and deliver a Guest Lecture on **“Writing Notices, Agendas and Minutes of an Event” on 13-07-2022**. This lecture of yours could provide an enthralling learning experience to our **UG students** and a thorough enrichment of knowledge on the usage of Modals and tenses in the contemporary context.

Eagerly awaiting your response.

Thanking you.

Yours faithfully,

G. MANI BABU  
Inc, Dept of English  
GDC, Avanigadda.



# DEPARTMENT OF ENGLISH

Government Degree College,  
Avanigadda - 521121.

Krishna dt..A.P.

ISO 50001:2011, ISO 14001:2015, ISO 9001:2015  
NAAC- B



Date : 12-07-2022

## NOTICE

The Department of English in association with IQAC of our college has proposed to organize a Guest Lecture on 'Writing Notices, Agendas and Minutes of an Event by Dr.A.V.V. Malleswaramma, Lecturer in English, Government Degree College, Movva' on 13-07-2022. All the Staff and II<sup>nd</sup> Year Students are informed to attend the Guest lecture at SB-4.

G.MANIBABU  
Inc. Dept of English



**GOVERNMENT DEGREE COLLEGE  
AVANIGADDA, KRISHNA DT-521121.  
DEPARTMENT OF ENGLISH**



Date :13/07/2022

Title of the Programme: **Writing Notices, Agendas and Minutes of an Event**

**PROGRAMME SHEET**

- 11.00 am Inviting the Dignitaries onto the Dais
- 11.05 am Welcome Address by the Principal
- 11.15 am Address by the Vice-Principal
- 11.25 am Address by the IQAC Coordinator
- 11.35 am Address by the Lecturer in Charge, English Department
- 11.45 am Address by the Resource Person
- 01.15 pm Students Interaction and Feedback
- 01.25 pm Felicitation to the Resource Person
- 01.30 pm Vote of Thanks by the Lecturer in Charge, English Department.



Guest Lecture  
on  
Writing Notices, Agendas and Minutes of an Event



by  
**Dr.A.V.V. Malleswaramma,**

**Lecturer in English**

**Government Degree College**

**Movva**

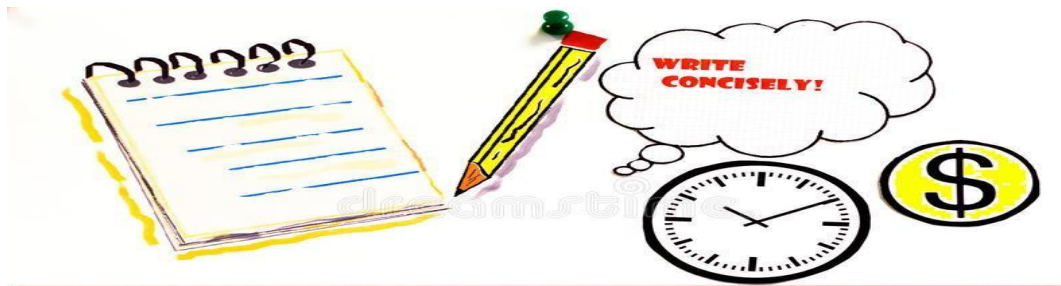
Organized by

The Department of English  
Government Degree College, Avanigadda.

On

13-07-2022

A COMPREHENSIVE REPORT



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## BOARD MINUTES

A Guest Lecture was organized for UG students by Dr.A.V.V. Malleswaramma, Lecturer in English, Government Degree College, Movva. She said that this lecture was useful for students enrolled in UG course with a need for Communication in Business and Professional Speaking, it is suitable for undergraduates of any major. No prior work is required for the students. The accompanying Power Point slides are designed as simple visual cues to help engage the students in the lesson material. The Resource person emphasized that a good agenda contains items that are specific, goal-oriented, timed, and realistic. This lecture covered a large amount of complex material in one short class session. She opined that it requires that students work in small groups, which could be challenging if students are not accustomed to it. The session was extremely motivative for Students & ended with the queries raised by the students and the clarifications from the Resource person.

## Activity Report

### Purpose and Objectives:

Tenses are a fundamental part of the English language. They help to describe things that take place at different times – past, present and future. To build complex sentence structures, for conveying complex ideas you need to know the time of action. Tenses are the most important part of the English language and can rightly be termed as the backbone of the language. learning about English is incomplete unless we adept at using the right form of tenses in our English usage. A slight mistake in the use of tenses may change the meaning of a sentence completely. Hence, a Guest Lecture was planned for the UG students to equip them with comprehensive knowledge of the usage of Modals and Tenses in Contemporary Context. The objectives of the lecture are to

- explain what an agenda and meeting minutes are and why they are useful.
- identify the key components of agendas and meeting minutes.
- indicate strengths and weaknesses of sample agenda items and meeting minutes.
- prepare a set of meeting minutes.

Date: 13<sup>th</sup> July 2022

Time: 11:00AM to 01:30PM

Convener: DR. D. Uma Rani, Principal, GDC, Avanigadda.

Coordinators: Sri G. Mani babu and Smt V. Aruna Kumari

Resource Person: Dr.A.V.V. Malleswaramma, Lecturer in English, Government Degree College, Movva

Category and Number of Participants: UG 2<sup>nd</sup> Year Students

Number of Participants: 113

Platform Used: Offline with ICT tools

Information Platform: Notice circulated among all the UG 2<sup>nd</sup> year classes.

Methodology: Interactive Discourse

Planning & Execution: Sri G. Mani babu and Smt V. Aruna Kumari were assigned the responsibility to conduct the Guest Lecture. The Proposal was forwarded to the principal's approval. Dr. D. Uma Rani, our Principal was pleased to give consent to organize the guest lecture. Thereafter, Dr.A.V.V. Malleswaramma, Lecturer in English, Government Degree College, Movva was approached to conduct the session. In compliance with the

proposal of Dr.A.V.V. Malleswaramma, our Resource Person sent the Gist of her lecture. The guest lecture was scheduled on 13-07-2022.

On 13th July 2022, Dr. D. Uma Rani, Principal presided over the guest lecture. Madam being literary Laurette renounced the importance of writing minutes and agenda of an event. She also expressed her association with the resource person. Later the platform was open for a very interactive discourse on 'Writing Notices, Agendas and Minutes of an Event'. Students were given a handout of gist of the topic. They were made to complete activities designed on the minutes and agenda. Student queries were clarified and positive feedback was given by the students on the guest lecture. She inspired the students to give oral feedback shedding their inhibitions and the students made a genuine effort in giving oral feedback. The programme was concluded with a felicitation to the resource person and vote of thanks was proposed by Sri. G.Mani Babu, Lecturer in English.

Outcomes & Objectives Achieved: The student understood hoe to Write Notices, Agendas and Minutes of an Event

Observations and Shortcoming: It was observed that while conducting an activity time is always a constraint and the topic selected couldn't be time bound. Ignorance of lexical aspect caused problems to learners' attempt to learn as well as use tense and aspect properly.

Recommendations for Future Improvements: Focus must be laid on the areas in which learners are likely to face difficulties in Writing Notices, Agendas and Minutes of an Event.

### Glimpses of the Guest Lecture



Guest Lecture Invitation



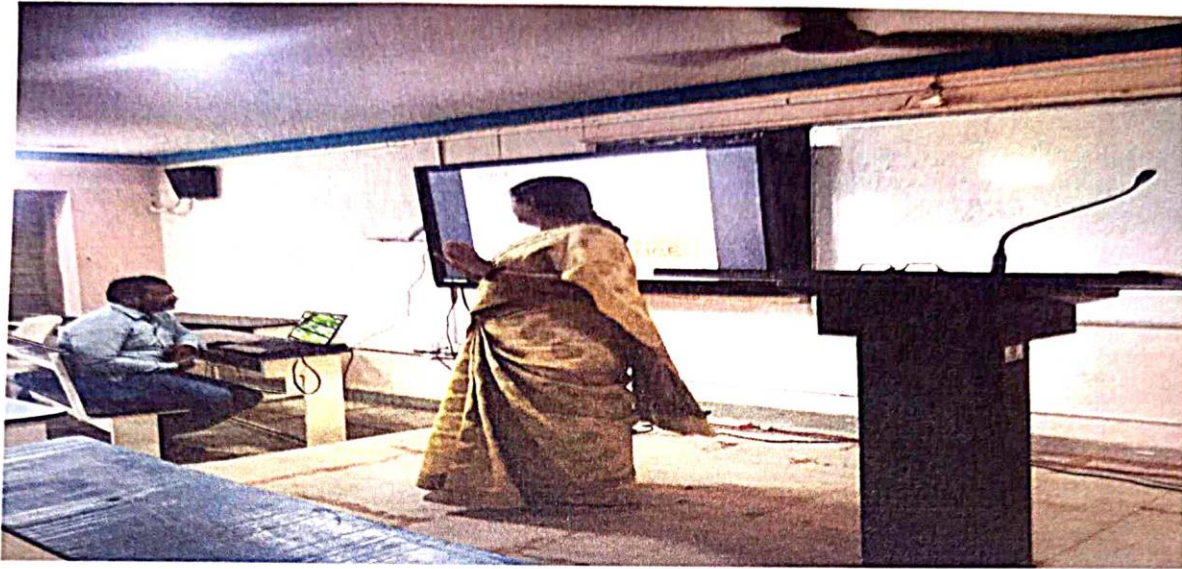


Dr.A.V.V. Malleswamma delivering lecture




Resource Person interacting with students

Dr.A.V.V. Malleswaramma delivering lecture using PPT



**Coordinators:**

  
G. Mani Babu,  
Inc. Dept of English

  
V. Aruna Kumari,  
Lecturer in English

  
Principal



**Government Degree College, Avanigadda - 521121**  
**Feedback from Students**



Name of the Department: ENGLISH

Name of the Activity: Guest Lecture on "WRITING NOTICES, AGENDA AND MINUTES OF AN EVENT"

Date: 13-07-2022

Name of the Resource Person/ Presenter: Dr.A.V.V.Malleswaramma, Lecture in English, Government Degree College , Movva

**FEEDBACK FORM**

(Please give a rating as 3 -Very Good, 2- Good, 1- Satisfactory for Preparation Levels, Content, Communication Skills, and Relevance to the Topic)

S.No	Class	Hall Ticket/Roll No.	Name of the Student	Preparation Levels	Content	Communication Skills	Relevance to the Topic	Any other Observations	Signature of the Participant
	II <sup>nd</sup> BA	212912503623	I. Siva Sankar	3	2	3	3	Good	T. Sivarankar
	II <sup>nd</sup> BA	212912503608	A. Krishna Karthik	2	3	2	3	Nice	A.H.Karthik
	II <sup>nd</sup> BA	212912503604	M. Anoop Kumar	3	2	3	2	Very Good	
	II <sup>nd</sup> BA	212912503612	B. Venkateswararao	3	3	3	3	Nice	B. Venkateswararao
	II <sup>nd</sup> BA	212912503639	M. Vamsi	3	2	3	2	Good	M.Vamsi
	II <sup>nd</sup> BA	212912503601	B. Gangga	3	3	2	3	Good	B.Gangga
	II <sup>nd</sup> BA	212912503601	A.S. Gayatri	2	3	3	3	nice	A.S.
	II <sup>nd</sup> BA	212912503654	sk. Haslim	3	2	3	2	Good	sk. Haslim
	II <sup>nd</sup> BA	212912503604	ch. Prasanthi	2	2	3	3	VERY Good	ch. Pr.
	II <sup>nd</sup> BA	212912503604	A. Jhansi	3	3	3	3	NICE	A. Jhansi

S.No	Class	Hall Ticket/Roll No.	Name of the Student	Preparation Levels	Content	Communication Skills	Relevance to the Topic	Any other Observations	Signature of the Participant
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	2	3	3	very good.	K. Bhuvaneshwari
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	3	3	2	nice	K. Bhuvaneshwari
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	3	2	2	very good.	G. Mahalingam
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	2	3	3	nice.	K. S. Thejas
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	2	2	2	Good	K. Vinay
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	2	2	2	Good	K. Srinivasulu
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	3	2	2	nice	K. Jyotana
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	3	2	3	Good	M. Sravanthi
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	3	2	2	very good.	G. Ajay
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	3	3	3	nice	G. S. Srinivasulu
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	3	2	3	Good	B. Rangasri
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	3	2	3	Good	B. Anagelavani
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	3	3	2	nice	D. Pavan Kumar
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	3	2	3	very good	D. Anagelavani
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	2	3	2	nice	S. Lakshmi
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	2	2	3	Good	Ch. Ishavani
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	3	2	3	very good	Ch. Pooja
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	3	3	3	2	Good	Ch. Anuradha
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	3	3	2	Very nice	S. Mahalingam
	2 <sup>nd</sup> BA	21291250209	K. Bhuvaneshwari	2	2	2	3	Very good	K. S. Srinivasulu

S.No	Class	Hall Ticket/Roll No.	Name of the Student	Preparation Levels	Content	Communication Skills	Relevance to the Topic	Any other Observations	Signature of the Participant
	II Bcom	212912506708	R. Ravi Kumar	3	3	3	3	Good	R. Ravi
	II Bcom	212912506707	Ch. Prasanna Kumar	2	3	2	2	Good	Ch. P. K.
	IInd B.com	212912506706	A. Sai Prudhvi	2	3	3	3	Excellent	A. Prudhvi
	IInd B.com	212912506704	Ch. Ashok Babu	2	2	2	2	Good	Ch. Ashok Babu
	IInd B.com	212912506705	M. Ajaybab	3	2	3	2	very good	M. Ajaybab
	IInd B.com	212912506703	Ch. Pavan Kumar	2	2	2	2	good	Ch. Pavan
	IInd B.com	212912506702	D. Anuj Srinani	3	3	3	3	very good	D. N. Srinani
	IInd B.com	212912506701	S. Shavani	2	2	3	2	Good	S.
	IInd B.com	212912506706	K. Jyothsna	3	2	2	2	Good	K. Jyothsna
	II Bcom	212912506704	S. Kavya	2	3	2	3	Nice	S. Kavya
	II Bcom	212912506705	K. Kramthi	3	2	2	3	Good	K. Kramthi

## PROFILE OF THE LECTURER

**1. Name of the Lecturer:** Dr. A.V.V.V. Malleswaramma  
( Employee ID: 0560958 , CMFS ID: 14444965)

**2. Designation:** Lecturer in English

**3. Qualification:** M. A., M. Phil., Ph.D.

M.Phil: Pathos of Glory: A Study of Suniti  
Namjoshi's Poetry, Andhra University, 2003

Ph. D: Visualisation of Emotional Cultures  
in Imtiaz Dharker's Poetry, Andhra University, 2014

### 4. Teaching Experience:

Courses Taught	Name of University / college / Institution	Duration
1. U.G. (B.A/ B.com/ Bsc)	A.U./ B.G.B.S.W.College, Narsapur.	Part Time Lecturer in Aided Vacancy June 1990-93 April. (2 years and 10 months )
	A.U./ B.G.B.S.W.College, Narsapur	Aided Lecturer Since 19 May 1993 to June 1997 (4 Years and 1 month)
	N.U. / K.T.R.W.C, Gudivada.	Jun 1997- Dec 19 97 (5 Months)
	N.U./ A.N.R. College Gudivada	29 Dec 1997 –July 7, 2017 (19 years and 7 months)
	KRU. / K.T.R.W.C, Gudivada	July 8, 2017 - 8 <sup>th</sup> Sept 2021 (4 years and 2 months)
	Movva Govt.Degree college,	9 <sup>th</sup> Sept 2021 Onwards.....

**Total Teaching Experience** : (Part time: 2years and 10 months)  
 Aided service: 28 yrs and 3 months  
 Govt. service: 10 months  
**Total: 29 yrs and 1 month**

**5. Achievements:** -

**6. Additional Responsibilities:**

1. Convener of 3<sup>rd</sup> Criterion (Research, Innovation and Extension 20-21
2. Convener of Career Guidance 20-21
3. Convener Research
4. Internal Complain Cell- Member
5. JKC Member
6. WDC Member

**7. ORIENTATION / REFRESHER COURSES:**

1. Attended Orientation course from 13-10-97 to 7-11-97 at Andhra University, Vishakhapatnam.
2. Attended Refresher course from 9-8-2004 to 30-8-2004 at Osmania University, Hyderabad.
3. Attended Refresher course from 6-9-2011 to 26-9-2011 at Mysore University, Mysore.
4. Attended Refresher course from 12-10-2011 to 01-11-2011 at Andhra University, Visakhapatnam

**FDP:**

1. Attended an online Faculty Student Development Programme on “Writing a Research Paper for Scopus Journals” by Dept. of English, Sanketika Vidya Parishad Engineering College, Visakapatnam on 13-07-2020.
2. Participated in FDP of “Learning English as a second language- Methodologies for acquiring proficiency” by RISE Krishna Sai Gandhi Group of Institutions::Ongole on 18<sup>th</sup> and 19<sup>th</sup> -06-2020.
3. Participated in the One Week International Faculty Development Programme on “Synergla to Revitalise, Reform and Refresh Ourselves as Agents to Ensure quality Education” by Auxilium College, in association with VIT-AP on 1<sup>st</sup> -7<sup>th</sup> -06-2020.
4. Attended One Week Faculty Development Programme On “Recent Trends in Teaching

Learning Methodologies Using ICT in Higher Education Institutions, Sir C.R. Reddy College, Eluru, on 24<sup>th</sup> to 30<sup>th</sup> October 2019.

**J.K.C.Workshop:**

1. Attended J.K.C.Workshop from 15-3-08 to 17-3-08 conducted by the Commissioner of Collegiate Education, Nampally, Hyderabad.

**One Week Workshop:**

1. Participated in one week international workshop on “Shape Your Future- Share Your Ideas” by IQAC, Placement Cell & JKC of GDC, Avinigadda on 21<sup>st</sup> March to 26<sup>th</sup> March, 2022.
2. Attended the National Workshop on Promotion of Ethics and Human Values at Shree Velagapudi Ramakrishna Memorial College, Nagaram, during November 21<sup>st</sup> to 27<sup>th</sup>, 2016

**8. WEBINARS/ SEMINARS /WORKSHOPS: 35+27=62**

Total Webinars Paper Presented:	01,	Attended: 21
Total National Seminars Paper Presented:	19	Attended: 06
Total International Seminars Paper Presented:	02	
Total International Conferences:	05	
Total National/International Workshops:	08	
<b>Total:</b>	<b>35</b>	<b>27</b>

**2021-2022 Webinars: 05, Paper Presented: 01**

S.No	Name of the International Symposium/Seminar/Conferences	Name of the sponsoring Agency	Place and date
1	Participated in one day International Webinar on “Acquiring English Language through Literature”	Dept.of English, Hindu College, Guntur.	23-04-2022
2	Participated in one day National Webinar on “Soft Skills for Academia”	Dept. of English, GDC Kuppam.	20-03-2022
3	Participated in an awareness programme on “National Intellectual Property Awareness”	IPO,India	11-03-2022
4	Participated in one day International virtual conference on “Research Methodologies of contemporary Times: Exploring English Language, Literature and Teaching”	Dept. of English, SRR & CVR Govt. Degree College, Vijayawada.	05-02-2022
5	Participated in one day National Webinar on “Outcome Based Education”	IQAC, Sri.ABR Govt. Degree college Repalle.	30-01-2022
*6	Presented paper on “Revising the Cultural of Harmony: Imtiaz Dharker and Shadab Zeest Hasmi’s Concept of Cultural Harmony” in a Two day International E-Conference	Dept.of English KL.University, Guntur	29 <sup>th</sup> & 30 <sup>th</sup> - 11- 2021



**2020-2021 Webinars: 16**

<b>S.No</b>	<b>Name of the International Symposium/Seminar/Conferences</b>	<b>Name of the sponsoring Agency</b>	<b>Place and date</b>
1	Participated in one day National Webinar on “Telugu Bhasha Onathyam”.	IQAC, Dept. of. Telugu, A.G.& S.G Sidhartha Degree College of Arts & Science.	7-2-2021
2	Participated in one day National Webinar on “TLE(Teaching, Learning and Evaluation) In a Nutshell: The present Scenario”	IQAC, Dept. of. English, A.G.&S.G Sidhartha Degree College of Arts & Science.	06-02-2021
3	Attended the Sheppard Memorial Lecture On “Humanities in the Time of the Pandemic”	Dept. of. English, St. Berchmans College	12-01-2021
4	Participated in one day International Live Web Conference On “Human Values Depicted in Literature”	Dept. of. English(UG,PG) & IQAC, JKC College, Guntur, AP	6-10-2020
5	Participated in Two- day National Webinar on “English Language and Literature in Higher Education: Pedagogical Perspectives”.	Dept. of. English, Krishna University Machilipatnam.	17 <sup>th</sup> & 18 <sup>th</sup> -09-2020
6	Participated in one day National Webinar on “Online English Communication & Digital Initiatives For Higher Education”	Lakkireddy Balireddy College Of Engineering, Mylavaram.	08-08-2020
7	Participated in one day National Webinar on “Introducing Skill Oriented Courses in Universities and Colleges”.	APSCH and ANR college, Gudivada.	09-07-2020.
8	Participated in the National e-Workshop on “Designing e-Content for English Language and Literature”	Dept. of. English, and IQAC of Arts, Commerce and Science College, Lanja.	29-06-2020
9	Participated in one day National Webinar on “Teaching English Language & Literature Online in the Post COVID-19 Scenario”	Dept. of. English(UG,PG), and IQAC, Sri Y N College.	20 <sup>th</sup> -06-2020
10	Participated in one day National Webinar on “Interdisciplinary Internatinal Symposium”	Andhra Loyola Institute of Engineering and Technology, Vijayavada.	09-06-2020
11	Participated in one day Webinar on “Tools for Making your Thesis Complete”	Usha Rama college of Engineering and Technology, Telaprolu.	07-06-2020
12	Participated in one day National Webinar on ”ICT Enabled Teaching, Learning and Evaluation of English Language & Literature”	Dept. of. English, and IQAC , Noble College, Machilipatnam.	05-06-2020
13	Participated in one day Webinar on “Higher Education Campuses Post-COVID19: Opportunities and Challenges”	Dept. of. Zoology, Career College, Bhopal.	04-06-2020

14	Participated in one day Webinar on “How to Get.Set.Ready for Successful Webinars”	English Language Teachers’ Association of india(ELTAI), Tirupati Chapter.	31-05-2020
15	Participated in Two- day National Webinar on “Post COVID-19 Pedagogy: Incorporating Digital Resources for an Enhanced Student Engagement and Participation”	Andhra Loyola College, Vijayavada.	29 <sup>th</sup> & 30 <sup>th</sup> -05-2020
16	Participated Webinar :International Level Webinar On “ Covid 19 Pandemic Effects on the Education sector in India.M.B.Haris College of Arts & AEKC	M.B.Haris College of Arts & AEKC, Nallasopara-west, Maharashtra.	28 May 2020

**Seminar, Conferences, Symposia Workshops etc., attended: (06+19+8+7) 40**

**National Seminar Attended: 06,**

Name of the Seminar	Name of the sponsoring Agency	Place and Date
1. Participated in National Seminar on <i>Extending the Academic Library Services to the Public.</i>	UGC	A.N.R.College, Gudivada on 29 <sup>th</sup> Sep. 2012
2. Attended National Seminar on <i>Application of Modern Science and Technology in India during the British Rule.</i>	UGC	A.N.R. College, Gudivada, from 28 <sup>th</sup> and 29 <sup>th</sup> Aug, 2008.
3. Attended a State level Seminar on “Standardization of Curriculum at UG&PG Level Courses”.	ACTA-A.P & State Council of Higher Education.	Loyola College, Vijayawada on 12 <sup>th</sup> Nov 2005.
4. Attended State level Seminar on “Best Practices in Teaching, Learning and evaluation”.	NAAC	Sri. Y.N.College, Narsapur 15 <sup>th</sup> &16 <sup>th</sup> Oct 2005.
5.Attended a State Level Seminar on “Impact of Privatization of Higher Education Without Government Participation”.		A.N.R.College, Gudivada on 10 <sup>th</sup> &11 <sup>th</sup> Nov 2001.
6. Attended a National Seminar on “Trends and Techniques in Contemporary Indian English Poetry”.	UGC	Osmania University, Hyderabad on 20 <sup>th</sup> &21 <sup>st</sup> Dec 1999

**National Seminars- Paper Presented: 19**

Name of the Seminar	Name of the sponsoring Agency	Place and Date
1. Attended and Presented a paper in one day National Level Seminar on The Discourses on Feminism and Gender Empowerment in Contemporary Indian Literature and Media Title: <i>Cornelia Sorabji-the Campaigner's Contribution to Feminism and Indian English Ingenious Writing</i>	UGC	A.N.R.College, Gudivada 6 <sup>th</sup> January 2020
2. Presented a paper on Impact Of Globalization on Education	Andhra Loyola College	6&7 January 20 at Andhra Loyola College, Vijayawada
3. Attended the National Seminar on Impact of Ambedkarism on Indian Reality and presented a paper on The "Dr. B. R. Ambedkar the campaigner of Women's Human Rights	Andhra Loyola College (Autonomous)	Andhra Loyola College (Autonomous) Vijayawada, held on 3 <sup>rd</sup> & 4 <sup>th</sup> December 2016.
4. Attended the national seminar on Contemporary Writing in Literature and Language and Presented a paper on <i>Pibroch, Variation in Existence- Study of Imtiaz Dharker's Anarkali Poems</i>	P.B.Siddhartha, College of Arts & Science	P.B.Siddhartha, College of Arts & Science, Vijayawada, on 3 <sup>rd</sup> &4 <sup>th</sup> Feb 2016.
5. Attended the National Seminar on 'New Directions in English Language and Literature' and Presented a Paper on 'Reminiscing Al-Andulus' in Shadab Zeest Hashmi's <i>Baker of Tarifa</i> .	UGC	ACHARYA NAGARJUNA UNIVERSITY Guntur - 522 213, Andhra Pradesh on Feb 13-14 , 2015.
6. attended the National Seminar on Women Writings in India and presented a paper on The 'Feminist revelation' in the Poetry of Charmayne D'Souza	P.B.Siddhartha College of Arts & Science	P.B.Siddhartha College of Arts & Science, Vijayawada, 22 <sup>nd</sup> & 23 <sup>rd</sup> Feb 2015
7. Attended and presented a paper in U.G.C. sponsored National Seminar on <i>Politics and Human Rights in India</i>	UGC	Dharma Appar Rao College, Nuzvid on 17 <sup>th</sup> &18 <sup>th</sup> December 2014.
8. Attended and presented a paper National Seminar on <i>Vulnerability, the ground for violence in the poetry of Imtiaz Dharker</i>	UGC	P.B.Siddhartha College, Vijayawada on 13th 14th February 2013.

9. Attended and presented a paper in National Seminar on <i>Self and Artistic expression in the Poetry of Imtiaz Dharker.</i>	UGC	Krishna University, Machilipatnam on 6-7, feb 2013
10. Attended and presented a paper in National Seminar on <i>Identity Crises in Girish Karnad's Hayavadana</i>		P.R.Govt. College, Kakinada on 24 <sup>th</sup> & 25 <sup>th</sup> Jan 2011
11. Attended and presented a paper in National Seminar on <i>English for Tourism.</i>	UGC	P.B.Siddhartha College of Arts & Sciences, Vijayawada, on Feb 4-5, 2011.
12. Attended a National Seminar on "New Trends in Asian And African Literatures in English"& Presented a paper on <i>Diasporic Self in the Poetry of Suniti Namjoshi, Sujata Bhatt and Imtiaz Dharker.</i>	UGC	Acharya Nagarjuna University, Guntur. from 21&22 <sup>nd</sup> Feb, 2008
13. Attended a National Seminar on, "Indianness in the Novels of Mulk Raj Anand, R.K.Narayan & RajaRao" & Presented a paper <i>The Sense of life and human situations in R.K.Narayan's fiction.</i>	UGC	Govt. College for Women, Guntur, 28 <sup>th</sup> & 29 <sup>th</sup> June, 2007
14. Attended National Seminar on "Higher Education"& Presented a paper on <i>Moral and Value based Education.</i>	UGC	A.N. R. College, Gudivada, on 21-22 <sup>nd</sup> July 2006.
15. Attended National Seminar on "Bhakti Kavityodyamalu-Samajika Samskaranalu (Telugu) & Presented a paper on <i>VeeraSaivam-Samajika Viplavam</i>	UGC	A.N. R. College, Gudivada, on 30 <sup>th</sup> &31 <sup>st</sup> July 2006.
16. Attended A Regional Seminar on "Telugu Sahityamulo Sthri Vada Dhrikpadhamulu" & presented a paper on the topic.	Dharma Appa Rao College, Nuzvidu.	Dharma Appa Rao College, Nuzvidu on 7 <sup>th</sup> Nov, 2005.
17. Attended National Seminar on Telugu-Malayalam Short Story Translation" & Presented a paper on <i>Moksham-Katha Sameeksha.</i>	UGC	Acharya Nagarjuna University, Guntur on 3 <sup>rd</sup> & 4 <sup>th</sup> Oct 2005
18. Attended a National Seminar on "Modernity in Indian English Women Novelists" & Presented a paper on <i>Quest for Identity in Modern Indian Women Poets in English with Special Reference to Suniti Namjoshi.</i>	UGC	Andhra University, Waltair on 28 <sup>th</sup> & 29 <sup>th</sup> Nov 2003.
19. Attended a National Seminar on " Indian Writing in English, Women's Voices 1950-2000 & presented a paper on <i>The Social Consciousness in the poetry of Suniti Namjoshi</i>	UGC	Andhra University, Waltair on 10 <sup>th</sup> & 11 <sup>th</sup> Mar 2000.

**National / International Workshops Attended: 8**

<b>Name of the Workshop</b>	<b>Name of the sponsoring Agency</b>	<b>Place and Date</b>
*1 . Attended One Day Workshop on “ Out Come Based Education (OBE)- Possibilities And Challenges”	UGC	A.N.R. College Gudivada, on 22 <sup>nd</sup> November 2019.
2. Attended One Day Workshop on “Benefits and Challenges of Interdisciplinary Research”	UGC	KBN College, Vijayawada, on 13 <sup>th</sup> November, 2018
3. Attended One Day Workshop on “ESL Classrooms: Meeting Curricular and Corporate Goals”	KBN College	KBN College, Vijayawada. On 21 <sup>st</sup> August,2018
4. Attended the National Workshop on Promotion of Ethics and Human Values	Velagapudi Ramakrishna Memorial College	Velagapudi Ramakrishna Memorial College, Nagaram, during November 21 <sup>st</sup> to 27 <sup>th</sup> , 2016
5. Attended the Workshop and contributed questions for preparing the Question Bank in General English and Communication Skills for CBCS Pattern	UGC	ANR College, Gudivada on 27-8-2015.
6. Attended National Level Workshop on “Benchmarking in Institutions of Higher Education”.	UGC	A.N.R.College Gudivada on 22 <sup>nd</sup> & 23 <sup>rd</sup> Jan 2007.
7. Attended Telugu Workshop on “Joshu Kavita Tatvam”.	UGC & Sahitya Akademi	A.N.R.College, Gudivada on 28 <sup>th</sup> Aug 2005.
8. Attended a Workshop on “Preparation of Question Banks” & Presented a paper on <i>Degrees of comparison</i> .	UGC	A.N.R. College, Gudivada on 31 <sup>st</sup> Mar 2005.

**List of International Seminars: 2, Conferences: 5**

<b>Name of the International Symposium/Seminar/Conferences,</b>	<b>Name of the sponsoring Agency</b>	<b>Place and date</b>
*1. Attended & Presented a paper in the two day International Seminar on Social, Ethical & Cultural Values As Depicted in Drama. Paper Title: Dystopian Element in Manjula Padmanabhan’s Play Harvest	Rusa-2.0 Scheme	Sri Y.N.College, Narsapur 13 & 14 Dec 2019
2. Attended & Participated the International Conference on Advance in Visual Communication, Library Science & Translation Studies in World Literature – Andra Layola 2019. Paper title: “Overcome Nostalgia Through Compassion and Reconciliation” in Imtiaz Dharker’s “ Lascar Johnnie 1930”	Andra Layola & IMRF	Andra Layola college (Autonomous), Vijayawada. On Oct 24-25,2019

3. Attended the Women Empowerment Cell & IQAC UGC Sponsored International Conference on “Domestic Violence”	WEC & IQAC, UGC	Sri Durga Malleswara Siddhartha Mahila kalasala, on 13 December , 2018
4. .Attended the International Interdisciplinary Conference on Contemporary Issues in Literature & Culture and presented a paper on Satanism, the perception of liberation’ in Imtiaz Dharker’s <i>I Speak for the devil</i> .	U.G.C	Organised by Dept of Hindi, P.R.Govt. College, Kakinada on 6-7 <sup>th</sup> feb 2015
5. .Attended the International Interdisciplinary Conference on Language, Literature, Cultural Stud and Knowledge Resources and presented a paper on ‘Utopia’ Root for Reconciliation in Imtiaz Dharker’ The Terrorist at my table.	Vignan’s University	Vignan’s University, Vadlamudi, Guntur - 522 213, on 5-6 Feb 2015
*6. Attended International Seminar on “Psycho-Dynamics of Women in the Post-Modern Literature” & Presented a paper on “TheVoice of Women Consciousness in the Poetry of Eunice de Souza”.	U.G.C.	Andhra University, Waltair on 25 <sup>th</sup> &26 <sup>th</sup> Feb 2006.
7. Attended the Eighth International Conference of the Forum on Contemporary Theory & Presented a paper on The Art and Politics of Subversion: Suniti Namjoshi’s From the Bedside book of Nightmares.	Forum on Contemporary Theory	Mangalore University, Mangalore on 14 <sup>th</sup> &17 <sup>th</sup> Dec 2005.

## 9 . Research Publications:

### Publications: 17

Name of the Topic	Name of the Magazine/Book/ Souvenir	Date
1. The language and Culture of Nationalistic fervor in the verse of Sarojini Naidu. Page no 71-77	Dynamics of Language, Literature & Communication. By Veda Publicati	March 2020 E-ISBN-978-93-87844-20-9
2.“Overcoming Nostalgia Through Compassion and Reconciliation” in Imtiaz Dharker’s “Lascar Johnnie 1930” Page no 73-77	English Studies International Research Journal. Volume-7 ISSUE-2 (IMRF)	Oct- 2019, ISSN No. 2347-3479

3. Gandhiji's Vision on Gender Bias and Social Evils. Page no 97-103	Gandhian Ideology and Philosophy	November 2018 ISBN 978-93-87844-04-9
4. The Portrayal Of 'ANARKALI' In Imtiaz Dharker's Leaving Fingerprints. Page No 202-210	Research Journal of English (RJOE) (Scopus Evaluation)	November 2018 ISSN: 2456-2696
5. Depiction of Culture of well-Being in the verse of Imtiaz Dharker. Page No 189-192.	Veda's Journal of English Language and Literature(JOELL)	22nd & 23rd November 2018 ISSN: 2349-9753
6. Sufism in Imtiaz Dharker's <i>Leaving Finger Prints</i> Page No. 210-221.	The Critical Endeavour	Jan -2016
7. 'UTOPIA' Root for reunion in Imtiaz Dharker's The Terrorist at my table, Page No.-130	Journal of literature in English	Jan –Dec 2015
8. Conception of Envable Space: Imtiaz Dharker Shadab Zeest Hashmi's concept of Cultural Harmony. Page No 194-198	Veda's Journal of English Language and Literature(JOELL)	12-06-2015 ISSN: 2349-9753
9. Satanism the Acuity of Enfranchisement in Imtiaz Dharker's I Speak for the Devil.	Seminar Souvenir P.R.Govt. College, Kakinada.	6-7th Feb 2015
10. The Art and Politics of Subversion: Suniti Namjoshi's <i>From the Bedside Book of Nightmares: III The Snapshots of Caliban.</i> Page No 54-61	Veda's Journal of English Language and Literature(JOELL)	27-12-2014 ISSN: 2349-9753
11. Intolerance and Cultures of Welcome in Imtiaz Dharker's Poetry. Page No 62-71.	Veda's Journal of English Language and Literature(JOELL)	23-12-2014 ISSN: 2349-9753
12. The 'Feminist Epiphany' in the poetry of Charmayne D'Souza. Page No 368-371	Research Journal of English Language and Literature (RJELAL)	24-12-2013 ISSN: 2321-3108
13. "Utopia" in Shadab Zeest Hashmi's Baker of Tarifa	Research Journal of English Language and Literature (RJELAL)	16-09-2013 ISSN: 2321-3108
14. Interpretation of Reincarnation in Imtiaz Dharker's "ANARKALI" Page No 244-247	Research Journal of English Language and Literature (RJELAL)	03-06-2013 ISSN: 2321-3108
15."The Poetry of Mamta Kalia"	Journal of Literatures in English	Vol.I. Jan-July, 2008.

16. "Quest for Identity in Modern Women Poets in English: with special reference to Suniti Namjoshi"	Indian Women Writing in English- New Perspectives, ed. Dr. S.Prasanna Sree, Sarup & Sons, New Delhi.	2005.
17. "Social Consciousness in Suniti Namjoshi's Poetry"	Research Forum, Andhra University, Waltair.	Vol.12, March 26, 2000.

### 10. Extension activities:

S No.	Name of the activity	Venue	Date
1.	NSS Camp - Breast cancer Awareness Programme (WDC-KTRWC-GDV)	Chinnavanigudem Village	02-11-2019
2.	Dental Screening Camp (WDC) by Dr.P.Revathi Aparna (Vishnu Dental College-BMVRM)	KTR-GDV	27 <sup>th</sup> & 28 <sup>th</sup> -07-2018
3.	NSS Camp - Organised an Awareness lecture on Breast Cancer Awareness by Dr. A. Roja (Govt.Doctor-GDV), WDC-KTRWC-GDV	Dondapaadu Village	25 -09-2017.
4.	A Programme on Awareness of Organ Donation	KTRWC-GDV	11-08-2017
5.	Blood Grouping Camp(2days)	KTRWC-GDV(For students & Community)	2 <sup>nd</sup> &3 <sup>rd</sup> -08-2017
6	Dental Camp(Vishnu Dental College-BMVRM)	ANR college-GDV (For students & Community)	19-08-2016



**Any other information:****a. Academic Counsellor:**

- Distance Education centre of Acharya Nagarjuna University for M.A. English in 2006-07
- IGNOU Study Centre, Gudivada for P.G. English 2017 onwards **Counsellor & Evaluator: IGNOU.**

**b. Guest Lectures:**

<b>S.No</b>	<b>Topic</b>	<b>Date</b>	<b>Venue</b>
<b>1</b>	Communication Skills and Notice, Agenda and Minutes	14-07-2022	Government College, Avanigadda
<b>2</b>	“Oliver Twist”	04-01 2018	Yoga Sadhana Seva Sangham, Gudivada
<b>3</b>	Sangeetha Gnanamu	05-11- 2017	Yoga Sadhana Seva Sangham, Gudivada
<b>4</b>	“The Merchant of Venice”	09-09-2017	Sri Gowtami Degree College, Poolapalli, Palakol, WG
<b>5</b>	Common Errors in English	10-09-2017	Sri Gowtami Degree College, Poolapalli, Palakol, WG
<b>6</b>	“Character Building”	06-10-2017.	Yoga Sadhana Seva Sangham, Gudivada
<b>7</b>	“The Knowledge Society”	12-08-2017,	Sri Gowtami Degree College, Rayapeta, Narsapuram, WG.
<b>8</b>	Prepositions	13-08-2017	Sri Gowtami Degree College, Rayapeta, Narsapuram, WG.
<b>9</b>	Sufism	09-07-2017	Yoga Sadhana Seva Sangham, Gudivada,

<b>10</b>	“Ode to Autumn”	11-01-2016	Sri Gowtami Degree College, Rayapeta,Narsapuram,WG
<b>11</b>	Verb Tense	12-01-2016	Sri Gowtami Degree College, Rayapeta,Narsapuram,WG
<b>12</b>	Phonetic Transcription	13-01-2016	Sri Gowtami Degree College, Rayapeta,Narsapuram,WG
<b>13</b>	Orientation classes in teaching English	26 <sup>th</sup> &27 <sup>th</sup> - 12-2015	SKVRR Degree College, Mogaltur,WG,

**c. Radio Talk:**

- a. On “The Sense of Life and Human Situation in R.K. Narayana’s Fiction”, at All India Radio Station, Vijayawada, on 04-10-2007.

**d. Member in selection committees:**

1. Nominated as member of the committee to select teachers for doing M.Phil/FIP at ANR College, Gudivada on 6<sup>th</sup> 11-2004.
2. Deputed as subject expert for selection of JL in English at S.E.R.M. Junior College, Gudlavalleru on 20-12-2001.

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