

Action plan - 2021-22

September: 2021

- Admission campaign
- Sanitization of department.
- Action plan preparation
- Eco Friendly activity - work stop on making
- Mug gamesh and explaining 21 plants that are used in festival.

October: 2021

- workload adjustment.
- paper notification for Guest lecture.
- Syllabs dictation to students.

November: 2021

- conduction of internal - I examinations.
- guest lecture to be conducted.
- Field trip to be organized.
- plantation program

December: 2021

- updating of the following registers
- Annual Academic plan Register
- registers for Seminars, Debate, Group Discussion
- Quiz competitions.
- Students counseling Register
- Departmental Activities Register
- remedial coaching Register
- Extra-curricular Activities Register
- Result Analysis Register
- conduct of internal - II

January : 2022

Syllabus completion and revision
Dividing students into slow learners and
advanced learners
Helping students for preparation of exams.

February : 2022

parent - teacher association meeting
field visit to be conducted.

National Science Day (Feb 28th)

March : 2022

providing KRU Syllabus to students
guest lecture to be conducted.

Reddy.

Gnependu

A. Sijanaiah.

Beneš
October 23, 2022

Agenda

1. Sanitization
2. Admissions
3. workload

Beneš

Gnana Prasanna
23/10/2022

October 23-2022

Resolutions:

1. Resolved that Labs should Sanitized
2. Resolved that I year Bzc admissions Should be increased by motivating the students
3. Total workload of Botany dept is as follows.

	Theory	practical	Total
I year BSc (Bot)	4	2+2	8
II year B.Sc Botany	4	2+2	8
III Yr. B.Sc Botany PT	3	2	5
PUJ	3	2	5
(B2C) PN	2		2
(A2C) PN	2		2
B2C HUPE	2		2
A2C HUPE	2		2
	<u>22</u>	<u>12</u>	<u>34</u>

[Signature] 23/10/22

Gnana Praluneti
23/10/22

January-18-2022

Agenda :-

1. Guest Lecture Selection
2. Work load details
3. Work load distribution

Gnana Prasurath
18/1/2022

Members

1. A. Sijana Kuli
- 2.

M. S. S.



January-18-2022

Resolution :-

1. For Guest Lecture Selection a demo was taken under the DRC committee on 18-01-2022.

2. After conducting demo, work load details were noted and observed that there is 34 hours work load for Botany Department.

3. work load was distributed as 18 hours for Smt. Y. Gnana prasanna and 16 hours for Smt. A. Sujana Verly - Guest Lecturer

Bred

Gnana prasanna V
18/1/2022

Members

1. A. Sujana Verly

2.

January 29 - 2022.

Agenda.

1. Syllabus completion
2. Revision of the Syllabus
3. Preparation of final Exams (3rd year)

Prasanna
29/1/22

Enare Prasanna
29/1/2022.



January 29 - 2022

Resolution:-

1. Resolved that Final year Syllabus should be completed before on 31-1-2022.
2. From February 1st to 15th (15 days) Revision classes should be taken.
3. For better Results Extra classes (4 P.M TO 5 P.M) Study hours of Final year students should be concluded.

Dr. Reddy 29/1/22

Gnaprasanthi
29/1/2022

Date 2-2-2022.

A meeting is arranged with members of Dept. of Bdny on 2-2-2022 by 4 P.M. in principal chamber. Principal gave advise to conduct one Seminar, one Quiz, one group discussion and one Community Service for every month.

2. He also advised to conduct student assignment and unit test after completion of the every unit.

3. Sir advised to conduct awareness programme in Higher Education.

4. He also advised that all the Co-curricular and Extra Curricular activity should be mentioned in teaching diary.

(1) Gnanaprakasam
2/2/22
Lecture in Bdny.

(2) A. Sujana Reddy

Prasad 8/2/22

PRINCIPAL

Y.V.N.R. Govt. Degree College
KAIKALURU-521 333, Krishna Dist.,

Workload Particulars

73

II, IV, VI Semesters 2021-22

Workload Particulars.

I Year (II Semester)	Theory	Prac	Total
I Year II Semester P ₄	4	2	6
II Year IV Semester P ₅	4	2	6
III Year VI Semester Ele	4	2	6
clu ₁	3	2	5
clu ₂	3	2	5
clu ₂	3	2	5
	<u>24</u>	<u>14</u>	<u>38</u>

Y Ghana Prasunika.

A. Sujana Verdy

	The	Prac
I Sem Prac	0	2
IV Sem P ₄	4	2
VI sem clu ₂	3	2
III sem clu ₂	3	2
VI sem ele Pra		2
	<u>10 + 8 = 18 + 2</u>	
	<u>= 20</u>	

	The	Prac
I Sem	4	0
IV sem p ₅	4	2
VI sem ele	3	0
VI sem clu ₁	3	2
	<u>14</u>	<u>4 = 18</u>

Ghana prasunika

A. Sujana Verdy

AW

Date: 23/02/22

Agenda :

1. About- Field trip
2. III Semester Examinations
3. V Semester Practical Examination

[Signature]
23/2/22 ✓

Gnae Plasunsky
23/2/22

A-Syana ul:

A Meeting is conducted in Department of Botany and resolved. 1st and 2nd B2c students are selected to field trip for collection of plants, especially Kolleru flora and Aalaparka Nursery on 26th February 2022.

we are concerned and planned for 1st and B2c students to revised syllabus and taking extra classes to get good result because of II semester exams commenced 7th march onwards.

2 Semester practical exams
also commenced from 3rd March 2022.

So we are involved planning, preparing of practical exams.

23/2/22

Grave plasmasell
23/2/22

A. Sejana val:

Date: 06/04/2022

Agenda :

1. Time table Framing
2. Work Distribution

~~06/04/22~~ 6/4/22 ✓

Gnanaprasanth



Date: 06/04/2022

Resolution:

A Meeting is conducted in Department of Botany and resolved Time table framing about II, IV & VI Semesters.

Secondly we are resolved and planned work Distribution for II, IV & VI Semesters. In these Semesters we have total 38 hours. Among these distributed ^{20 hours} to Head of the department of Botany, Smt. Y. Anana Prasanna and 18 hours to Smt. A. Sujana Velli. These particulars are give below.

work load Particulars discussed.

By year

~~06/06/22~~ 6/4/22

Anana Prasanna's
Lecturer in charge

Members:

- 1) A. Sujana Velli.



Date: 05/05/2022

Agenda:

1. Freshers day
2. Discipline.

~~Prad~~Gnaprasunel
Leelicheerichag

Date: 05/05/2022

Resolution:

A meeting is conducted in Department of Botany on Freshers day celebrations. In this meeting members discussed about Discipline in Freshers day celebrations and to encourage the students to participation in the cultural activities like Singing, Dancing etc. And motivate the students to attend the celebrations with out fail.

~~05/05/22~~Gnana prasanna
Lecturer in charge

Members:

1. A. Sujana Reddy

Date: 17/06/2022.

Agenda:

1. Slow learners Identification
2. Remedial coaching.

17/6/22

Gnana prasanna
Lecturer in charge



Date: 17/06/2022

Resolution:

1. A meeting is conducted about slow learners from I, II, & III Semester students according to their overall performance from previous Semesters.
2. After Identification of slow learners to resolved and planning of slow learners with Remedial coaching. Especially from 1st Semester Eleven Students selected for Remedial coaching and from II Semester 9 students are selected.

Prepared 17/6/22

Gopal Prasad
Lecturer in charge.Members:

A. Sijara Reddy



Date: 8/7/2022

Agenda:

1. Preparation for Examinations.
2. Record work completion.

Prepared 8/7/22 ✓

Share please by
lecturer in charge.

Date: 2/7/2022

Resolution:

1. A meeting is conducted on I, IV, & VI Semester Examinations. To give the guidance of preparation of Examinations, and to give important topics for slow learner students. and to provide information about Exams.
2. And at the same time to provide information to completion of Record work for practical external examinations.

Done 8/7/22

Gyano Prasanna
Lecturer in Chem

Members:

A. Sujana Vudh



Date: 04/08/2022

Agenda:

1. Community Service project.
2. Internship.

Done 4/8/22

Gnare planned 1
Lectures include

Date: 04/08/2022

Resolution:

1. A meeting is conducted on csp and internship. After completion of 2 weeks Socio economic Survey and awareness program on their project topic like, Food habits, plantation, organic farming, plant diseases we have to planing to give information for how to write report. And everyday follow up the csp work while working the Students.

2. After completion of IV Semester, 2nd year Students to go to internship for training. In This way we are planning to give guidance for Students and follow up the students while training period.

Pradeep 4/8/22

Gnana Prasanna
Lecturer Incharge

Members

1. A. Sujana Reddy

