

Minutes of Departmental Meeting

05.10.21

A Meeting was held in the Department of Zoology at 4-00 PM in the staff room, to discuss the following agenda

- In General Transfers Dr. V. Sandhya, L/Zoology has been transferred to this college from SCHUPMR Government Degree College, Garapara⁷²¹.
- Dr. M. Vijaykumar will hand over the department registers and charge to Dr. V. Sandhya.
- Dr. G. Ravi Teja, L/Zoology, who is co-ordinator of Examination Committee, discussed on allotting Innugulation duties to the staff and also about the previous year pass percentage of students.
- It was resolved to prepare Annual Academic Plan

Members of the Department

- ① V. Sandhya
- ② G. R. Teja

05/10/21
Signature of the Principal

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

Minutes of the Meeting 22.10.21

A meeting was held in the Department of Zoology to discuss the minutes of the staff meeting held on 21.10.21 in the Principal's chamber.

→ It was resolved to divide the workload equally to the staff members regarding Zoology and Aquaculture Technology subjects.

Dr. V. Sandhya → was allotted

III BZC - I Semester Paper I (B)

II BZC - III Semester Paper II

II AZC - III Semester Paper III

Sri G. Ravi Teja was allotted

I BZC - I Semester - Paper I

III BZC - I Semester - Paper I (A)

I AZC - I Semester - Paper - I

→ It was also resolved to share the hours equally in the Time table.

→ Dr. V. Sandhya also discussed about the allotment of Criteria-Incharges to the staff members regarding XAAC.

→ She also informed that she is the Coordinator of NAAC Criteria-II and also discussed the names of Criteria-I members.

Members of Department

- ① Sandhya
- ② G. R. Teja

Signature of Principal

Minutes of Departmental Meeting

28.10.2021

A short departmental meeting was held on 28.10.21 to discuss the minutes of staff Council meeting held on 28.10.21. The following agenda was discussed:

- Result analysis of BZC & AZC students
- 2016-2021 Result analysis
- Pass outs - details
- OTLP - Update & Shri G. Ravi Teja was nominated as OTLP co-ordinator.
- Biometric updation
- NAAC Criteria updation
- Individual Time table verification
- Timetable Mapping in OTLP
- HVPE classes for 2hrs was allotted to zoology Department.
- Allotment of mentees to Mentors
 - ① BZC & AZC Mentor - Dr. V. Sandhya
 - ② BZC & AZC Mentor - Sri. G. Ravi Teja
- Resolved to organize Certificate Course on "Environmental Issues"

Members of Department

- ① Sandhya
- ② G. R. Teja

M. Reddy 28/10/21
Signature of Principal

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Meeting Minutes

10.11.21

A meeting was held in the staff room to discuss about

- Time-table adjustments
- Departmental action plan
- Programmes to be conducted by the department
- Daily posting of class attendance in
- OTLP
- Syllabus completion - unit wise and
- Conduction of class tests to students
- Resolved to organise Bridge Course, Induction Programme, field trip, Internals & Guest Lectures.

Department Members

Signature of Principal

- ① Dindya
- ② G.R. Per

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Meeting Minutes

02.12.21

A meeting was held in the staff room to discuss the following and the minutes are:

- ① Discussed the questions that can be set for Internal examination and decided that each one of us will give 2 questions for essay and 2 short answers.
- ② Discussed if we can organise student seminars / Presentation.
- ③ Planned to call the parents of student having all attendance percentage.
- ④ All B.E. students will be taken for Student - Faculty Exchange Programme for 5 days to Sir CRR College, Eluru.
- ⑤ Revised to provide study materials to students.

Members of Department

- ① Sundey
- ② G.R. → Ties

Prasad
Signature of Principal

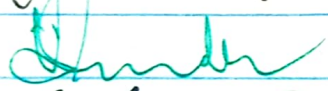
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Minutes of the Meeting : 04.01.22

A departmental meeting was held at 4.00pm in the Zoology Laboratory. Following points were discussed:

- Completion of syllabus review
- Giving assignments regularly to students.
- Organising National Bird's Day Celebration
- Revised to conduct Remedial classes
- Consolidation of Students Attendance.

Signature of Lecturers.

- ① 
- ② G. R. Rao

~~Principal~~
Signature of Principal

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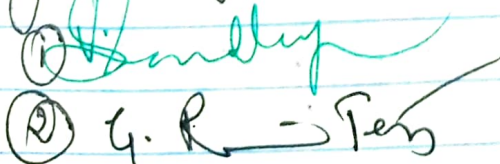
Meeting Minutes

02.02.2022.

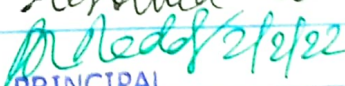
A meeting is arranged with the members of Zoology Department on 02.02.2022 at 4.00 PM @ Principal Chamber. The Principal has advised to conduct one class Room Seminar, Quiz, Group Discussion, one Community Programme for every month.

- He also advised to conduct student assignments and Unit Tests after completion of every unit.
- He also advised to mention the co-curricular and Extra Curricular Activities in the diary.
- He also advised to form Science Club and perform activities on Science Day.
- He also advised to update Remedial classes, Registers, Minutes book and Discipline Register.
- Resolved to plan study Tour, Field visit & Hands on training to B2C & A2C students.
- As per the instructions of CCG, resolved to organise workshop on IPR by
Sri. G. Ravi Teja.

Signature of Lecturer



② G. R. - Teja


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Meeting Minutes

04.02.2022

Department meeting was conducted to discuss the minutes discussed in Staff Council meeting held on 04.02.2022.

- Not more than 20% CI's (both teaching & non-teaching staff) is allowed. If ^{CI's} sanctioned then their classwork has to be taken later in the zero hours.
- OD's should be allotted equally in relation.
- No staff should have less than 18 hrs Wload.
- Daily classed should be uploaded before 6:00 PM in OTLP.
- It is resolved to implement CIA for 1st year students.
- Library hours is 9:00 AM to 6:00 PM daily.
- It is instructed to submit Annual Plan, Curricular Plan & Teaching Diary before 5th of every month.
- All departments has to maintain Assignment books for students.
- It is instructed to allot weekly one hr for curricular activities.
- As per CIA - 10 M allotted for Project/Seminar/GD/Role play.
10 M - Clean & Green/ISS.
10 M - Mid-term Examination.
- The staff discussed about the establishment of Canteen in College Campus.
- Library - Automation, Banning of books, Display of books in racks, segregation.

- of books, establishment of Dept. libraries.
- It was resolved to give indent for required books
 - Strengthening of TKE
 - DVD Scholarships registration, authentication & Rept
 - Principal informed the staff to give indent of Department minor repairs.
 - Committee has to be formed for Energy audit and Green Audit and the incharge for this ~~work~~ was given to Botany Incharge and Physics department.

4/2/22
signature of Principal

Members of Department

- ① Handwritten signature
- ② Handwritten signature

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Meeting Minutes

14-02-2022

Departmental meeting was conducted on 14-02-2022 to discuss the minutes of staff Council meeting held on 09-02-2022 and the following items were discussed.

- e-office has to be implemented & all the staff has to register in NIC Office @ Mahulapalan.
- ADPI, ASAR, ARAR → AQAR, has to be uploaded at the earliest.
- ~~ASAR~~ rep ADPI & ASAR - 3 books has to be prepared. 3 bound books for each staff (one personal, one dept. and one copy to the Principal).
- It was informed by Principal that Increment / CAS / AS / Transfer will be followed according to ASAR.
- Principal insisted on posting of Biometric attendance.
- All the staff has to be aware of student strength particulars.
2020-2021 - girls - 239
Boys - 280
519 - Total

Gender Ratio = $1:0.85$

- College Profile - updation
- Staff Council is mandatory every month.
- Staff discussed about sanitation & DW right in College Campus.

- Departmental needs list has to be submitted.
- Principal instructed Biology department to focus on Project on Flora & Fauna - Establishment of Botanical Garden
- Coverage of Syllabus
- CIA Implementation
- Student Council formation
- Strictly follow COVID Protocol
- Requirement of Telugu & Political Science guest faculty.
- Focus on Result / Pass %
- Formation of Science Club.

P. Reddy 4/2/22
Signature of Principal.

Members of Department

- ① Sandhya
- ② Y. B. Rao

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Meeting Minutes 17.02.2022

- A short departmental meeting was organised to discuss the following Agenda
- Submission of Departmental Registers from 2017-18 to till date
 - Submission of work load & discussion on the distribution of the workload between members of the department
 - It was discussed & resolved to take 2021 & 2022 students for a field trip to Government Fisheries Department, KKR on 18.02.2021 @ 10.00 AM. on 18.02.2022 and also to prawn Hatchery at village as per the instruction given by our Principal

Principal 17/2/22
 Signature of Principal

Members of the Department-

1. Sandhya
2. B. Ravi Teja

Meeting Minutes

23.02.2022

A short meeting was conducted in the department to discuss the following Agenda

- 1) Work distribution for II/IV/VI Semesters
- 2) To plan for National Science Day
- To give "Cash Award" to toppers of subjects in II/IV/VI Sem.
- It was resolved to organise a
- Science Exhibition in Zoology Lab
- To conduct Eloution competition on "Role of Basic Sciences in Real World"
- To organise an Online Quiz
- Issue Certificates to all participants who secure more than 40% marks.
- It was resolved by Zoology staff to take up VI Sem. class (as mentioned below)

- 1) General Elective - Immunology (3+2) hrs
- 2) Cluster Elective I - Principles of Aquaculture 3+0

The above 2 papers will be dealt by
Sri G. Ravi Teja &

Cluster Elective II - Aquaculture Mgt (3+2) hrs
" " " " III - Post Harvest Technology (3+2) hrs

Cluster Elective I - Principles of Aquaculture - Practical - 2 hrs
will be dealt by Dr. V. Sandhya

Members of Department

1. ~~V. Sandhya~~ 23/02/22
2. G. Ravi Teja


Signature of Principal

Minutes of the Meeting

02.03.2022

A meeting was held in the department to discuss the minutes of Council meeting held in the morning at Principal's chamber & also to discuss & resolve few issues regarding Zoology Department.

- Coverage of the syllabus & revision classes to be taken up
- Conduction of practical examinations for I semester
- Informed about the prep. holidays for III Sem students
- Discussed about workload and appointing of Aquaculture Technology Lecturer.
- Resolved for Admission Campaigning for the year 2022-2023 admissions for Zoology & Aquaculture Technology
- Resolved to organise "National Denoising Day" on 02.03.22

Prasad 2/3/22

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1. *Samudhyan*
2. *G.R. [Signature]*

Minutes of the Meeting

36-04-2022

A meeting was held in the department and following academic issues were discussed.

- Preparation for practical exams for 1 year students to be held from 8.04.22 to 18.04.22.
- Verified about completion & revision of syllabus & noted that 100% of syllabus has been completed for I, IV & V semesters.
- For even semester classwork will start from 08-04-22.

- Discussion on distribution classwork & finalised as follows and allotted:

- Resolved to take students to AAVA Expo - 2022.
- Paper IV - Animal Physiology, CM + Embryology - I BZC
- Paper - IV - FWA + BWA } II + 2C { Dr. V. Sandhya
- Paper - V - Fish Health Mgt + Fisheries Economics - I AZC
- Paper VI - General Elective - Immunology - I BZC
- LSC's - Dairy Technology - I AZC + BZC
- Paper - II Biology of Chordates - I AZC + BZC
- Paper - II Biology of Fin fish & Shell fish " } Sri. G. Ravi Teja
- Paper - V - Animal Biotechnology + Immunology
- LSC - II - Dairy Technology - I MPC, MPC's & IS

- Instructed to complete syllabus for final years as early as possible, due to scheduling of time table will be by KRV will be released shortly.

- Maintenance of CIE record in the department
- CST project work / survey has to be done by the students

Minutes of the Meeting

01-05-22

A departmental meeting was held in the department to discuss few academic issues.

- CSP students data
 - Maintenance of Attendance register
 - Maintenance of CSP Log Book
 - Resolved to conduct certificate course
 - Resolved to encourage the students to carry on study projects
1. Bandyopadhyay
2. G.K. → Tern
- 28/5/22
- Bandyopadhyay

26-05-22

A meeting was held to discuss about the allotment of Internships to 1st yr students and 2nd yr students.

It was resolved to meet Dr. K.A. Emmanuel to discuss about internships & resolved to send ~~for~~ ^{an} students to NG feeds for Internships.

21/6/22

1. Bandyopadhyay
2. G.K. → Tern

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Bandyopadhyay

Minutes of the Meeting

22.07.2022

Departmental meeting was held

@ 5:00 pm to discuss about

- Resolved to organise World Zoonosis day.
- Resolved to register the students to Industrial connect, Student & Faculty Exchange Programme.
- Posting the marks in C-I-A format
- Conduction of 4th & VI Semester examination
- Completion of syllabus
- Preparation for Practical examinations
- Posting of Internal Practical & Theory marks in KRU portal.

1. Sandhya
2. G. R. S. P. S.

Sandhya

22/7/22

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03.08.2022

Departmental meeting was held at 5.00 PM to discuss

- Admissions of I year students
 - Completion of syllabus
 - Posting of marks in CTA register.
- After thorough discussion it was resolved to complete the syllabus by 15th of August.
- Resolved to conduct CSPD viva-voce.
 - Resolved to update CTA register
 - To call all the parents of Intermediate students of Govt - Junior College, Vignapur College, Mudunepalli college for admissions
 - Resolved to update all the records of the department.
 - Resolved to organise orientation programme for Internship by our staff members
 - Resolved to attend Inaugural function of Internship by NG feeds.

Pradeep

Pradeep
03/8/22

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27
Departmental meeting was held at 2.30pm to discuss various issues regarding

1. First year admissions.
2. Allotment of Internship to students
3. Conduction of Quiz, Seminars, Group Discussion and study hours for students.
4. Conduction of Remedial classes to slow learners.

Resolution:

- Resolved to go for campaigning to colleges for admission
- Resolved to visit and review weekly Internship students & post the daily activity via i-map app
- Resolved to conduct student centric methods in I & II year Zoology and Aquaculture Technology classes.
- Resolved to identify slow learners and conduct Remedial classes.

Members of Department: Signature of Principal

① Sandhya