

DEPARTMENTAL MEETING

6/1/2022

The Departmental meeting of Micro-biology Department held under chairmanship of Department incharge Smt. Dr. B. Lakshmi to discuss the following agenda.

AGENDA:-

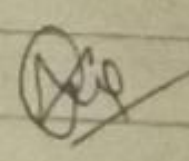
1. purchase of stationery and other necessities for the Autonomy visit from the Advance amount of Rupees 5000/- given by Principal
2. Discuss on commencement of classes and allocation of papers for III semester

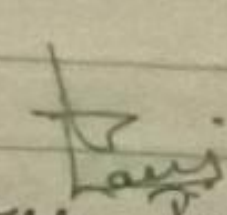
In the Department meeting held on 6/1/2022 at 4.00pm in the Department of microbiology and discussed the agenda mentioned above and resolve the following unanimously

1. It is resolved to purchase the stationery items required for upcoming UGC expert committee visit from 3rd week of Feb
2. TO purchase Sign boards, Name plates and Placards for Identification of Department for the upcoming expert committee visit
3. It is resolved to Commence classes for III semester students as per the academic Calendar
4. It is resolved to distribute papers of III sem in the following manner among the faculty members.

S.NO	TITLE of paper	THEORY	PRACTICAL
1.	PAPER-III molecular Biology (Microbiology)	G.N.V. SATISH	G.N.V. SATISH

Departmental Members

1. G.N.V. SATISH - 


Lecturer Incharge

DEPARTMENTAL MEETING

11/02/22

The Departmental meeting of Microbiology Department held under chairmanship of Departmental Incharge Sri G.P. Chakravarthi to discuss the following agenda.

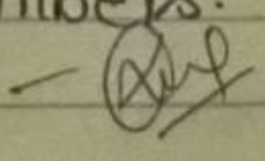
AGENDA:

1. It is resolved to complete the remaining work for the upcoming expert committee visit.
2. TO motivate the students to celebrate the science day
3. TO Discuss on commencement of class work and allocation of papers for VI semester

In the Department meeting held on 11/02/22 at 4.00pm in the microbiology Department and discussed the agenda mentioned above and resolve the following Unanimously.

1. It is resolved to complete the remaining Departmental work for the upcoming UGC expert committee visit.
2. It is resolved to motivate the students to prepare scientific models, charts for Science day celebrations
3. It is resolved to commence classes for VI semester students as per the academic calendar.

G.P.V. Thi
Lecture In-charge

Department members.
G.N.V. SATISH. — 

DEPARTMENTAL MEETING

Dt: 5/3/2022

The Departmental meeting of Microbiology department held under Chairmanship of Departmental In-charge Sr. G.P. Chakravarthi to discuss the following agenda.

AGENDA:

1. Proposal to ^{recruit} ~~recruit~~ a Guest faculty in the Department of microbiology
2. To conduct Interview/certificate verification for the shortlisted candidate.

In the Department meeting held on 5/3/2022 at 4:00pm in the Department and discussed on the agenda mentioned above and resolve the following Unanimously.

1. It is resolve to recruit a Guest faculty in the Department of microbiology as Regular faculty in on maternity leave and on the Student Resurgent.
2. The above resolution is based on Request received from the students of microbiology.
3. Hence, It is resolved to conduct Interview for the available Candidates

on 7/3/2022

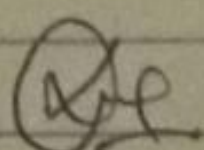
4. Based on the Demo Interview the following Candidate was selected.

1. Ch. Neeharika

5. The above selected Candidate informed and asked to join the duty from 9/3/22.

G.P. Chakravarthi
Lecturer In-charge

Departmental member

D. G.N.V. SATISH - G.N.V. 

DEPARTMENTAL MEETING

28/4/22.

The Departmental meeting of Microbiology department held under chairmanship of departmental In-charge Sri G.P. Chakravathi to discuss the following agenda.

AGENDA :-

1. To submit the vouchers regarding the Industrial tour expenses
2. To request principal sir to provide necessary Infrastructure in the allotted Microbiology lab.
3. To prepare and submit the bills regarding the purchase of chemicals.

In the departmental meeting held on 28/4/22 at 4:00pm in the Microbiology Department and discussed the Agenda mentioned above and resolve the following unanimously.

1. It is resolved to submit the vouchers of expenditure to biofertilizer unit located at Samalkot, to office of principal.

2. As Room NO-64 is allotted to department of microbiology for the microbiology laboratory, It is resolved to request principal sir, to make necessary arrangements.

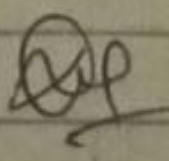
to construct work benches and other necessary amenities for the proper functioning of practical classes for UG Microbiology Students.

3. It is also resolved to submit the Bills to office of principal to settle the amount regarding the purchase of chemicals.

It is further resolved to enter these stock into the stock registers.

G.P. Chakravathi
Lecturer In-charge.

Department members.

ANIL K. PATIL - GINIL 

DEPARTMENTAL MEETING

13/5/22.

The Department meeting of microbiology department held under chairmanship of departmental In-charge Sri G.P. Chakravarthi to discuss the following agenda.

AGENDA:-

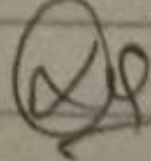
1. To conduct online classes during summer vacation period.
2. To attend the Invisilation duties according to Invisilation schedule.
3. To remained the students of final year to complete their project work on date of re-opening.

In the departmental meeting on 13/5/22 at 10:30 AM in the microbiology Department and discussed the agenda mentioned above and resolve the following unanimously.

1. It is resolved to conduct online classes to final semester students online classes to final semester students according to schedule during vacation period from 16/5/2022 to 7/6/2022.
2. It is also resolved to attend the invisilation duties of Ist & II Semesters examination according to schedule given by the examination cell.
3. It is further resolved to Inform the students of final year to complete their project work before the re-opening of the college.

G.P. Chakravarthi
Lecturer In-charge

Departmental members:

G. N. V. SATISH - 

DEPARTMENTAL MEETING

6/6/2022

The Departmental meeting of Microbiology department held under chairmanship of Departmental In-charge Sri G.P. Chakravarthi to discuss the following agenda.

AGENDA:

- 1). To conduct the practical examinations at the end of I and II Semesters.
- 2). To initiate the community service project for the I and II semester students.
- 3). To commence the community service project by going to respective village secretaries.
- 4). To complete the syllabus for the VI sem students and obtained syllabus completion certificates from them.

In the departmental meeting on 6/6/2022 at 4:30pm in the microbiology department and discussed the agenda mentioned above resolve the following unanimously.

1). It is resolved to conduct practical examinations of II sem on 8/6/2022

and I sem on 13/6/2022 as the following faculty acting as examiners.

Sri. G.P. CHAKRAVARTHI - Internal examiner
G.N.V. SATISH - Skilled assistant

2). It is resolved to initiate the community service project by dividing the students of I and II Microbiology under the mentorship of the following faculties according to Guidelines given by the Apsche and academic cell of the college.

3). It is resolved to commence the community service project by accompanying the student to the respective village secretariat as a mentor with the permission letter issued by principal of the college.

4). It is further resolved to complete the syllabus for the VI semester students for the semester end examinations to be conducted and to obtain the syllabus completion certificate from them.

G.P.U. The
Lecturer In-charge.

Departmental members:

G.N.V. SATISH - (Signature)

DEPARTMENTAL MEETING

8/7/22 15

The departmental meeting of Microbiology dept. held under the chairmanship of Dept. Incharge, Dr. B. Lakshmi to discuss the following agenda.

AGENDA:-

- ① Resuming the duties by Dr. B. Lakshmi
- ② Status of Theory & Practical syllabus of II & IV sem students
- ③ Status of students study projects in Microbiology.

In the departmental meeting held on 8/7/22 at 10:30 am in the Microbiology dpt on the above agenda the following resolutions were made:

- ① It is resolved to ~~handover~~ resume the regular duties by Dr. B. Lakshmi after returning from her maternity leave.
- ② It is resolved to ^{allocate} the Theory and Practical papers of IV-sem microbiology to Dr. B. Lakshmi
- ③ It is resolved to carry out the submission and Project presentations by the VI-sem Microbiology students.

B. Lakshmi
Lecturer - In-charge

Departmental Members:-

A. N. V. SANKU

DEPARTMENTAL MEETING

2/8/22

The departmental meeting of Microbiology dpt. held under the chairmanship of Dept. Incharge, Dr. B. Lakshmi to discuss the following agenda.

AGENDA:-

- ① To plan an Industrial visit to IV-sem students
- ② Mapping of OTLM app.

In the departmental meeting held on 2/8/22 at 3:30 pm in the Microbiology dpt on the above agenda the following resolutions were made unanimously.

- ① It is resolved to take students to water purification plant, in Kakinada as an Industrial visit.
- ② It is resolved to the staff members to map their time tables and upload the classes in the OTLM app mandatorily.

Departmental Members:-
A. N. V. SANKU

B. Lakshmi
Lecturer - In-charge

22/9/22 DEPARTMENTAL MEETING

The departmental meeting of Microbiology dept held under the chairmanship of Dr. B. Lakshmi, Dept. In-charge to discuss the following Agenda:

AGENDA:-

- ① To purchase the new refrigerator for Microbiology lab
- ② To submit the Industrial visit report to the academic cell / IRAC
- ③ To conduct II-Mid exam & Record preparation

In the departmental meeting held on 22-9-22 at 3:30pm in the Microbiology Dept on the above agenda, the following resolutions were made unanimously.

- ① It is resolved to purchase a new refrigerator as the estimate is showing ^{the amt} very high for repairs is very high.
- ② It is resolved to submit a report on the Industrial visit to IRAC.
- ③ It is resolved to conduct II-Mid exam as scheduled by the Exam cell.

Department members -

Opt - In-charge

ESTIMATION / CASH / CREDIT BILL					
S.No	22		Date: 21/9/22		
 VIJAYA REFRIGERATION, AIR CONDITIONING WORKS All Type of : Refrigerations & Air Conditioners, Deepfreezers, Water coolers, Washing Machines, Microwave ovens, Repairs & Service. #3-16-1/25, Ambedkar Statue Center, Godari Gunta, KAKINADA. M/s To The P.R. Govt College Kakinada					
Sl. No	Particulars	Qty	Rate	Amount Rs Ps	
01	165 Lts F/2 Compressor in next working	}		4500/-	
02	Deepfreezer Compressor is working, for change and gas charging				
03	Whirlpool Double-Door Freezer Compressor Not working (10 year warranty 2018 on till)	-		9000/-	
Total				13500/-	
Signature _____ Designers, Repairs & Service					

10/10/22 DEPARTMENTAL MEETING

The departmental meeting of Microbiology dept. held under the chairmanship of Dr. B. Lakshmi, Dept. In-charge to discuss the following Agenda.

AGENDA:-

- ① To complete the syllabus of II & IV semester students
- ② To attend the Admission duties as per the Principal Proceedings
- ③ To conduct Practical exams for II & IV sem student as per the schedule given by Exam cell.
- ④ To appoint External Examiner for Practical Exams.

The departmental meeting held on 7-10-22 at 11:00 am in the Microbiology Dept on the above agenda, the following resolutions were made unanimously.

- ① It is resolved to complete the syllabus of II & IV sem students & submit the syllabus completion certificate.
- ② It is resolved to attend the admission duties as per the Principal Proceedings
- ③ It is resolved to conduct Practical exams for II & IV sem students as per the schedule given by Exam cell.
- ④ It is resolved to appoint ^{Dr.} B. Preethy Chandrakala, Lec. in Microbiology, Rajeev Gandhi College of Management as External Examiner for Practical Exam.

B. Lakshmi
7/10/22

2/11/22

DEPARTMENTAL MEETING

The departmental meeting of microbiology dept. held under the chairmanship of Dr. B. Lakshmi, Dept-In-charge to discuss the following Agenda:

Agenda:

- ① To Conduct BOS meeting for the academic year 2022-2023.
- ② To conduct bridge course for newly admitted I MBC students.
- ③ To allocate theory papers for I & III semester.
- ④ To start internship for IV semester students at the allocated places

In the departmental meeting held on 2-11-22 at 11:00am in the Microbiology dept on the above agenda, the following resolutions were made unanimously.

- ① It is resolved to conduct BOS meeting on 5-11-2022
- ② It is resolved to conduct bridge course for 20 days as per college proceedings.
- ③ It is resolved to allocate theory papers of I & III semesters to Dr. B. Lakshmi
- ④ It is resolved to send the students (IV semester) to the allocated places for the duration of 2 months.

Departmental members:

B. Lakshmi
2/11/22

3/12/22

DEPARTMENTAL MEETING

The departmental meeting of microbiology dept. held under the Chairmanship of Dr. B. Lakshmi, Dept-In-Charge to discuss the following agenda.

AGENDA:

1. To conduct interviews for guest faculty (V Semester)
2. To conduct webinar.
3. To evaluate the internship reports

In the departmental meeting held on 3/12/22 at 11am. in the Microbiology dept on the above agenda, the following resolutions were made unanimously.

1. It is resolved to conduct interviews for guest faculty as per the principal proceed.
2. It is resolved to conduct webinar on 8th December 2022.
3. It is resolved to evaluate the internship project reports submitted by the students as per the guidelines of APSCHE.

Departmental members:

B. Lakshmi

3/12/22