## DEPARTMENTAL MEETING

Date: 19/11/2020

The departmental meeting of microbiology department held under chairmanship of departmental in charge Smt. K. Anusha to discuss the following agenda.

Agenda:

1. Engage guest faculty for the year 2020-21as per the guide lines of CCE, with video recordings.

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In the department meeting held on 19/11/2020 at 12.00 noon in the microbiology department and discussed on the agenda mentioned above and resolve the following unanimously.

- 1. It is resolved to conduct the guest faculty demonstration video recording on 19/11/2020.
- 2. It is resolved to invite Sri.B.Ali Baba Department in-charge Department of Zoology to act as subject observer from IQAC and Smt.K.Anusha as subject Expert.
- 3. It is resolved engage classes for the academic year 2020-21, as per the new time table given by IQAC both online and offline.
- 4. It is resolved to maintain the teaching dairy and teaching notes for the academic year 2020-21.
- 5. The following members are recommended for engaging as Guest Faculty.
  - 1. B.Preethi Chandrakala.

19/11/2020. 19/11/2020. 2/Brotechnology

## DEPARTMENTAL MEETING

Date: 07.12.2020

departmental meeting of Microbiology department held under chairmanship of departmental in charge Smt. K. Anusha to discuss the following agenda.

Agenda: To utilize the special fee fund of academic year 2020 - 2021 for the welfare of students.

Discussion: In the departmental meeting held on 07.12.2020 at 12.30 noon in the Microbiology department and discussed on the agenda mentioned above and resolve the following unanimously.

## Resolution:

- 1. It is resolved to prepare consumable and glass ware list needed to the practical work according to practical syllabus for I Year, II year and III year microbiology separately.
- 2. It is resolve to Purchase chemicals and glass ware needed for the practical work for UG Microbiology students from special fee allocated to microbiology department for the year 2020-2021.

Lecturer In-Charge

Department of Microbiology

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3. Prestri Chamarakak