

# Departmental Meeting No: 1

Dated 3/6/2017.

The Departmental meeting of Botany & Microbiology Dept held under the chairman ship of the In-charge Dr N. Seemina and discussed the following agenda.

Agenda:

- 1) General Transfer 2017- Transfer of existing full time faculty to GAC Mandapeta - Charge transfer.
- 2) Action plan for 2017-18
- 3) Faculty for 2017-18.
- 4) Result Analysis.

In the meeting discussed about the Charge transfer from Dr A. Seemina Rao, former In-charge Dept of Botany & Micro Biology.


- Prepared and discussed about the Departmental action plan for 2017-18
- Resolved to request Principal Dr for engaging guest faculty or request for deputation of Botany faculty under DRC-

→ Analysed the Results of II (IV/V) Semester End Examinations of March/April and expressed Satisfaction.

→ Resolved to concentrate on to show learners for better results further.

→ Resolved to engage the classes with out disruption even though faculty shortage is existing.

- 1) B. Rajarajeswari
- 2) Y. Anitha
- 3) V. Anitha

  
3/6/2017.

(N. Sreenivas)

LECTURER-IN-CHARGE  
Dept. of Botany & Microbiology  
P.R. Govt. College (Autonomous)  
KARNATAKA

## Meeting No: 2

Dated: 1/7/2017.

Departmental meeting of Botany & Micro Biology held on 1/7/2017 under the chairmanship of the In-charge Dr. N. Sreedhar to discuss the following agenda:

### Agenda:-

- 1) Allotment of Syllabus & Papers to Guest faculty
- 2) NAAC Activities
- 3) Syllabus completion for the mid Examinations
- 4) Practicals for I & V Semester Students.

Resolved the following on the above agenda.

→ Ms. V. Anitha & Ms. G. Vasalakshmi are been temporarily appointed as guest faculty in the Department of Botany.

→ The following is the Syllabus distribution

BRR - I year, & III year P<sub>4</sub>

VA - II year & III year P<sub>4</sub>

GVL - III year P<sub>3</sub> & III year P<sub>4</sub>.

Y/A - Micro Biology


Resolved to follow the above for the completion of syllabus for the 1st mid examination.

→ Resolved to upgrade all the Academic records for the ensuing NAAE peer team visit in the month of Sep'2014.

→ Resolved to complete the stipulated syllabus for 1st internal examinations and submit the question papers to the examination cell within the stipulated time.

→ Resolved to engage the practicals for I & II Semesters as per the modified semester end practical examinations and complete the syllabus accordingly.

- 1) B. Rajakajewari
2. Y. Shetty
3. V. Anitha

  
 17/9/2014  
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 Dept. of Botany & Microbiology  
 P.R. Govt. College (Autonomous)  
 BAKINADA

Dept. Meeting NO: 3

Date: 1/8/2017

Departmental Meeting for the month of 'August 2017' is held under the

Chairmanship of the Department in charge Dr

N. Sreenivas, and discussed on the following agenda:

Agenda:-

- NAAC Preparation
- Valuation of 1st mid Answer Scripts
- Syllabus Completion for 2nd Mid
- Practicals
- Other Academic Activities / CCE activities.

In the departmental meeting for the month of August 2017, the above agenda discussed and resolved the following

- e Resolved to prepare the laboratories, students and Botanical Gardens for the NAAC visit.
- e Resolved to update all the academic records.
- e Resolved to complete the stipulated syllabus for the 2nd internal examinations.
- e Resolved to value the 1st internal examination

answer scripts and put the marks in the CCE register.

a) Resolved to conduct the student centric learning activities like quiz, seminar and group discussion for CCE evaluation purpose.

c) Resolved to complete the practical syllabus as per the Annual Academic plan so that the students have to appear for the Semester End practicals in the month of October 2012.

c) Resolved to approach DRC through the Principal for deputation of faculty from the neighbouring colleges.

~~Dr. N. Sreenivas~~  
11/8/2012

Dr. N. Sreenivas

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Dept. of Botany & Microbiology  
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RAJINADA

- 1) B. Rajalakshmi
- 2) Y. Anitha
- 3) V. Anitha
- 4) G. Virendra

## Departmental Meeting No: 4

Dated: 1/9/2017

The Monthly departmental meeting of Botany & Micro Botany Departments held under the Chairmanship of the Dept. in-charge Dr. N. Sreenivas to discuss the following agenda:

### Agenda:-

- 1) NAAC Peer team Visit
- 2) Syllabus Coverage
- 3) Botanical Garden.
- 4) Deputation of faculty
- 5) Valuation of 2nd mid examinations
- 6) Syllabus Completion for practicals.

In the departmental meeting held on 1/9/2017 the above agenda discussed and resolved the following unanimously.

→ As the NAAC peer team visit is scheduled on 9th & 10th Sept, all the faculty members are requested to update all the academic records and display boards of the department.

→ Contraction requested for the all the faculty for syllabus completion for the ensuing Semester End Examination from 20/10/2017.

→ It is Resolved unananimously that under the practical classes Botanical garden work may be assigned to some of the students under the mentorship of Students Councillors & Teachers.

→ Resolved to take care of AP. MAB project plants and, monitor distribution to public.


→ Assign Certain topics of Syllabus to Dr. A. Srinivasa Rao, on deputation from GDC Mandapeta, & Dr. Syanab Rani on Deputation from Ideal College, Kakinada.

It is Resolved to allot II Semester Paper- IV Syllabus to the faculty who are on deputation to department.

→ Resolved to value the 2nd mid examinations Scripts and post the marks in the CLE Register.

→ Resolved to complete the practical syllabus for the practical Semester End examinations.

- 1) B. Rajarajeswari
- 2) Y. Anitha
- 3) V. Anitha
- 4) G. varalakshmi

  
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Departmental Meeting No: 5 9

1/10/2017

Departmental meeting for the month of October held on 1/10/2017 under the chairmanship of the in charge Dr N. Seemiras and discussed the following agenda:

Agenda:

- 1) NAAC Visit
- 2) Practical Examinations
- 3) Semester End Examinations.
- 4) Coverage of Syllabus.
- 5) Academic Activities.

→ In the departmental meeting of Departments of Botany and Micro Biology held on 1/x/2017 the above agenda discussed and resolved the following.

→ Faculty members thanked Dr A. Lini - vasa Rao, former in-charge and at present working as regular faculty at GDL Mandapeta for his contribution to the Department. NAAC peer team interacted with Dr ASR and expressed satisfaction on the Department progress.

→ Resolved to complete the practical syllabus and also resolved to conduct a model practical exam

or practical internal examination and the same marks have to be recorded in the practical CE Register.


→ Resolved unanimously to complete the entire syllabus before 15th Oct/2017 and make Revision of syllabus for the End Semester Examination Schedule from 20/10/2017.

→ Resolved to concentrate on the slow learners for better results in their individual subjects & papers.

→ Remedial / Revision classes may be conducted for improving the pass percentage.

→ It is resolved to continue the all the academic activities after the NAAC visit as post NAAC activities.

1. B. Rajarajeswari
2. Y. Anitha
3. V. Anitha
- 4) G. Voralakshmi

  
10/10/17  
LECTURER-IN CHARGE  
Dept. of Botany & Microbiology  
P.R. Govt. College (Autonomous)  
BARINABA

Departmental meeting no: 6

Date: 18/11/2017

Departmental meeting held under the chairmanship of the department in charge, Dr. N. Sreenivas to discuss the following

Agenda:

- II/IV/VI Semester Syllabus allotment
- Time-Table - workload
- Academic Activities.

→ In the departmental meeting held on 18/11/2017, discussed about the above agenda and resolved the following.

→ Academic year for II/IV/VI Semesters is scheduled to start on 20th NOV 2017. Hence resolved to follow the following syllabus allocation:

- II Sem - V.A
- III Sem - BRR
- IV Sem - P3 - GVL
- VI Sem P4 VA, BRR, GVR.
- Misc All Sem - YA.

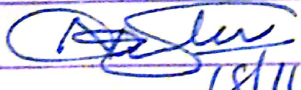
→ Resolved to adhere to the time table issued by the Academic Coordinator.

→ Resolved to conduct Student Centre Academic activities.

→ Resolved to conduct a botanical trip to III year students in the month of Dec/Jan for their Curriculum Enrichments

→ Resolved to concentrate on the project work in VI Semester.

- 1) B Rajakajeswari
- 2) Y. d. d. d. d.
- 3) V. Anitha
- 4) G. varalakshmi

  
18/11/2012  
LECTURER-IN CHARGE  
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## Departmental meeting No. 7

Date: 13/12/2017.

Departmental meeting held under the chairmanship of in-charge Dr. N. Sreenivas and discussed the following agenda:

### Agenda

1. Result analysis
2. clusters.
3. work load.

In the departmental meeting of Botany and Microbiology on 13/12/2017, discussed about the above agenda and resolved the following unanimously.

→ The following is the result particulars of Botany Dept.

V.A.: Total:  $82/113 = 72.57\%$

BRR:  $80/93 = 86.02\%$

GVL:  $67/82 = 81.7\%$

YA: I- 80% III- 75% V- 77.78%

→ It is resolved, though the results are all satisfactory measures have to be taken to improve individual pass% to at least 85% in their respective papers / Subjects.

- As per the Staff Council Resolution it is resolved to introduce cluster electives in this academic year for the VI Semester.
- It is resolved to make a cluster with two electives of present CBCS elective pattern in Micro Biology & Botany.
- Existing faculty members assumed to take responsibility of showing the Extracurricular (8-13) in the VI Semester Equivalency and complete the syllabus accordingly.
- Resolved to complete the syllabus for the even semester 1st Internal Examination.
- Resolved to share the work load among the existing faculty.
- Resolved to Request DRC for the deputation of faculty in Botany from other colleges to this College.

- 1) B. Rajarajeswari.
- 2) Padmithe
- 3) V. Anitha
- 4) G. varalakshmi

*A. S. S.*  
18/12/2018  
LECTURER-IN CHARGE  
Dept. of Botany & Microbiology  
P.R. Govt. College (Autonomous)  
BAKINARA

15

Departmental Meeting No: 8

Date: 2/1/2018.

Departmental meeting held under the chairmanship of the Department incharge, Dr N. Sreenivas to discuss on the following Agenda:

1. Mid Examinations
2. Completion of Syllabus
3. Project Works
4. Practicals
5. Coverage of Syllabus
6. VeeKsha

In the meeting discussed the above agenda - and resolved the following.

→ As per the Academic Schedule mid exams are scheduled from 6/1/2018, resolved to complete the syllabus and hand over the question papers to the examiners within the stipulated time.

→ In view of the holidays and forthcoming examinations resolved to complete the syllabus as per the academic schedule.

→ Resolved to complete the practicals syllabus by 3/1/2018.

→ Resolved to encourage the students for participation in VeeKsha students programme.

→ Resolved to prepare the student.  
for project works, and compete the  
projects with in the material available in  
the Botanical gardens.

→ Resolved to conduct invited talk  
in the month of Feb' (or) March 2018

DBJ

2) Shutt

3) G. varalakshmi

4) V. A. sub



2/1/2018  
DIRECTOR-IN CHARGE

Dept. of Botany & Microbiology

P.R. Govt. College (Autonomous)

BARBADOS

# Departmental meeting No. 9


Date: 2/2/2018

Departmental meeting held under the Chairmanship of the Department in-charge Dr. N. Sreenivas and discussed the following agenda.

- \* 2nd mid examination
- \* valuation of 1st mid examination
- \* Practicals
- \* Coverage of Syllabus.

- In the meeting discussed the above agenda and resolved the following:
- for the 2nd mid examination syllabus should be completed and qp should be handed over to COE on time
- Resolved to complete the valuation of 1st mid and postings to be made.
- Both theory and practicals syllabus should be completed by 28 Feb' 2018 as the practicals are commenced from 5/3/2018.

- 1) B. J.
- 2) S. S.
- 3) S. S.
- 4) V. A. M.

  
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SABINADA

Departmental Meeting No: 10,

Date 1/3/2018

Departmental meeting held under the chairmanship of the Department in charge Dr. N. Srinivas to discuss the following agenda.

- \* Practical Examinations
- \* Theory Examination
- \* Action plan
- \* Syllabus.

In the meeting resolved the following.

- a) To prepare and complete the works for practical examinations & theory examine
- b) Measures to be taken to improve the pass percentage
- c) Evaluation of project works internally
- d) Conduct invited talk under the topic of *Ustilago*.

- 1) B. J.
- 2) Smith
- 3) G. Lakshmi
- 4) V. Smith

*(Signature)*  
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 Dept. of Botany & Microbiology  
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 - BAKINABA