

Department meeting NO:1 21

Date: 15/06/2018

Departmental meeting NO:1 dated 15/06/2018 held under the chairmanship of the department incharge Smt. Saa palapathy and discussed the following agenda.

- 1, Engaging guest faculty for the year 2018-19
- 2, Distribution of work load for 2018-19
- 3, Monitoring admissions for horticulture

The meeting held in the Dept. on discussed the above agenda and resolved the following unanimously

1) The following is the workload for the academic year 2018-19

2) B.Sc BZC general stream
I yr, II yr, III yr

I Sem, III Sem, V Sem — 139 hrs

cluster II Sem, IV Sem, VI Sem — 157 hrs

3) B.Sc (Microbiology)
I yr, II yr, III yr

I Sem, III Sem, V Sem — 41 hrs

cluster II Sem, IV Sem, VI Sem — 56 hrs

The projected work load required for the following faculty for the proposed academic activities.

1) B.Sc General - 07 $(139/20) = 7$

working - 1 (Regular)
Guest faculty - 2 - 04
contract - 1

guest faculty required - 03

2) B.Sc Microbiology - 02 required

$56/20 = 02$
Guest faculty required - 01

Hence it is resolved to request principal Sir, to appoint/renewal the guest faculty for the Dept of Botany & microbiology as detailed above.

It is resolved to monitor the admission process and as the admission in certain biology groups is not upto the mark. It is resolved to request principal Sir for allowing spot admission for the remaining seats in all the biology groups.

Members

- 1)
- 2) B. Rajakumar
- 3) V. Anitha
- 4) Y. Anitha

P. Sreen

Dept - in - charge.

Department meeting NO:2

23

Date: 10-09-2018

Departmental meeting NO:2 dated 10-09-2018, held under the chairmanship of the department incharge Smt. Sara palaparthi and discussed the following agenda.

- 1, Discussion about Mid exams and completion of Syllabus.
- 2, Discussion about practical syllabus.
- 3, Marks posting in Register
- 4, Arrangement of Guest Faculty.

The meeting held in the Dept. on discussed the above agenda and resolved the following unanimously.

Mid exams Syllabus was completed
2 units are left for each paper.

practical Syllabus was completed

Record work is going on.

project work is completed

New Guest faculty was recruited

On August 30-08-2018.

P. Sara

Dept - in - charge.

Members

1) B. [Signature]

2) V. Anitha

3) Y. Anitha.

Department meeting NO-3

15-11-18

Department meeting NO-3 dated 15-11-18
 held under the chairmanship of the
 department incharge Smt Sara Palaparthi
 and discussed
 the following agenda

- 1) Discussion about the Co-curricular
and extra curricular
activities
- 2) Discussion about department activities
- 3) Discussion about Syllabus completion
and weekly tests
- 4) Discussion about Seminars and
quiz programmes
- 5) Discussion about daily tests.

Members

2) B. J.

3) V. Anitha

4) Y. Anitha

P. Sara
 Dept of Botany
 in-charge.

Department meeting NO-4 ²⁵

29-12-18

Department meeting NO-4 dated 29-12-18, held under the chairmanship of the department incharge Smt. Sara palapathy. The following agenda

1. Discussion about mid-2 question papers
2. Discussion about consumed and Non-Consumed experimental materials.
3. Discussion about B.O.S and Syllabus of the botany
4. Discussion about B.O.S Syllabus and adaptation of Syllabus from Nannaya University
5. Discussion about Syllabus completion of botany.

p. Sara

Dept of Botany
in-charge

Members

2) B. Fe.

3) T. Balasa.

4) V. Anitha

5) Y. Anitha.

Department meeting

22-01-19

Department meeting NO-5 held on 22-01-19 held under the Chairmanship of the department incharge Smt Sara Palaparthi and discussed about the following data about practicals and Sem end exams.

- ① Discussed about Syllabus completion
- ② Discussed about practical completion
- ③ Discussed about Curriculum modification
- ④ Discussed about department activities

Members

1) B. Ravi

2) T. Rajare.

3) V. Anitha

4) V. Anitha

P. Sara
Dept of Botany
in-charge

Department meeting ²⁷

13-02-19

Department meeting NO-6 dated 13-02-19, held under the chairmanship of the department incharge Smt Sara palapathy and discussed about the following data about Audit particulars

- ① curriculum planning
- ② curriculum enrichment
- ③ Feedback System
- ④ Students enrolment and profile
- ⑤ catering to student Diversity
- ⑥ Teaching & learning process
- ⑦ Student performance and learning outcomes.

P. Sara
Dept of Botany
in-charge

Members

2) B. R.

3) T. Kalpana

4) V. Anitha

5) Y. Anitha