

Department meeting NO:1

PC29

Date: - 19-06-2019

Department meeting NO-1 dated 19-06-2019 held under the chairmanship of the department incharge Smt. Sara palapathy and discussed the following agenda.

1. Engaging gent faculty for the year 2019-20
2. Distribution of workload for 2019-20.
3. Monitoring admissions for horticulture.

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

1) The following workload for academic year 2019-20

2) B.Sc BZC general Stream
Ist year, IInd year, IIIrd year

I sem, III sem, ~~IV~~ sem (odd^{sem}) - 186
cluster II sem, IV sem, VI^(even) sem - 213

3) B.Sc (Microbiology) Restructured course

I sem, III sem, V sem - 38
cluster II sem, IV sem, VI sem - 56

The projected workload required for the purposed academic activities.

↓ B.Sc General - 07 $\frac{186}{20} = 9$

working Regular - 2 contract - 01
Guest faculty - 4

2. B.Sc Microbiology - 02 Required

$$\frac{56}{20} = 02$$

Guest faculty required - 01

Guest faculty working - 01

Hence it is resolved to request principal Sir, to appoint and Renewal the guest faculty for the department of Botany and 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.

- It is resolved that guest faculty recruitment is completely temporary based

- work distribution is equal to all faculty members

- It is resolved that any indiscipline activities occurs in the department lecturer-in-charge has to take decision to terminate any guest faculty with your prior suggestion.

Members B. Ashok G. Varalakshmi
 1. T. Rajan
 2. B. Rajarajawari
 3. Ch. Anitha
 4. H. Prasad
 G. Sreerani

S. V. Anitha

P. Sarav
 Lecturer in-charge
 21/6/19

Department meeting NO:2

1831

Date: 10-07-2019

Department meeting NO:2 dated on 10-07-19 held under the chairmanship of the department incharge Smt. Sara Palaparthi and discussed the following agenda

1. Engagement of Syllabus to all faculty.

2. Monitoring and discussion about Syllabus papers for Ist, IInd, IIIrd year.

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

The following activities are discussed to all the faculty members.

1. Student workshops
2. Student activities
3. Student Seminars
4. Student Quiz
5. Student discussions

The above activities are discussed with all the faculty to ensure that they should be conducted at the end of the practical session. i.e. is last one hour after the practical. Assignments should be completed in every month.

Attendance maintainance to all students.

- Gardening assigned to Botany & Horticulture students through faculty of Botany and Horticulture.

- It is resolved that student activities are conducted in the department of Botany & Microbiology.

Lecturer in charge

P. Saha

MM
PRINCIPAL

Faculty Members

→ T. Pal

→ B. R. J.

→ V. A. Mishra

→ Ch. S. Mishra

→ G. S. Prasad

→ S. S. Mishra

M. P. Singh

Department meeting NO:3

Date: 20-03-2019

Department meeting NO:3 dated on 20-03-2019 held under the chairmanship of the department incharge Smt. Sora Palaparthi and discussed the following agenda

1. Engagement of class work
2. Engagement of student activities
3. Engagement of Students discipline
4. Planning for purchasing plants for Botany garden.

The following activities are discussed to all the faculty.

1. Completion of Syllabus for MID-II
2. completion of student Seminars & Quiz
3. Maintain proper attendance of all biology students.
4. planning for purchasing plants for all botany gardens.

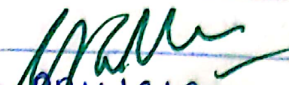
The above activities are discussed with all the faculty to ensure that they should be conducted at the end of the practical examinations. Syllabus is completed within a proper period. plants are purchased from Satya Deva Narayana

In Botany Garden.

- It is resolved that Syllabus Completion of all students batches.
- practical Syllabus should be completed all records should be signed on or before the given date.

Lecturer - in-charge

P. Sare


PRINCIPAL

Faculty Members

• T. S. S. S.

• B. R. R.

• S. S. S.

V. A. with
• Cl. S. S.

G. S. S.

M. Priganka

Department meeting No: 04

Date: 07-09-2019

Department meeting No: 4 dated on 07-09-2019 held under the chairmanship of the department. Sara Palaparthi and discussed the following agenda.

1. Odd Semester Syllabus Completion
2. Planning for extension activity with botany faculty.
3. Doing Vruchshamithra in Botany Garden.
4. Completion of Record work of all students.

The following activities are discussed to all the faculty.

1. Completion of odd Semester Syllabus.
2. Planning for extension activity called Medicinal plants explanation, with student examinations and demonstration the importance of Botany & Horticulture to students of P.R Govt Junior College.

- Completion of Record work of all Ist, IInd, IIIrd year Students.

- It is resolved that Record completion of all students should be completed in

- the particular date.
- Collection of flowering plants for "Vrukshamithra programme"
- Theory syllabus is completed within the timeline.
- Revision plan for all students.

Lecturer in-charge
P. Suresh

M. M. M.
 PRINCIPAL

Faculty members

✓ T. Balaji

B. R.

V. Anitha

✓ Ch. Anil

✓ G. Varalakshmi

✓ G. Suresh

M. Prayank

Department meeting NO:05

Date:-05-10-2019

Department meeting NO:05 dated on 05-10-19 held under the chairmanship of the department Smt. Sara Palaparthi and discussed the following agenda.

- 1) Planning for conduct of National Seminar on PRGST Present Research on Green Sustainable Technologies.
- 2) planning for Botanical tour to Y.S.R Horticulture university.
- 3) Support student activities in college
- 4) Given ✓ revision to all degree students.

The following activities are discussed to all the faculty.

- 1) Botany department is associated with physics department and will conduct National Seminar on PRGST.
- 2) Going to Botanical tour to Y.S.R Horticulture university.
- 3) Projects, Quiz, Seminars are conducted to all degree students
- 4) Projects are restricted to only final P.Z.C students.

~~P. Sarin~~ 05/10/20
Lecturer in-charge

Faculty

* T. Balgani

* B. Rajarajeswari

Department meeting 11/11/2019

Department meeting 11/11/2019
The following agenda was distributed to

1. Planning for extension activity at P.R. Junior college.
 2. Going for Botanical tour
 3. cluster projects assign to all students
- to all the faculty.

1. planned to go extension activity at P.R. Junior college - on medicinal plants and their applications.
2. Botanical tour visit to H.S.R Horticulture university tissue culture visit
3. cluster projects assigned to all year students.
4. practical syllabus will be completed in the month of November
5. theory syllabus will be completed and conduct of class with all B.Sc students.

P. Saran 11/11/20
Lecturer in charge.

Faculty

- 1. T. Raju
- 2. B. Rajarajswari

Department meeting NO: 07

Date - 09-12-2019

Department of meeting NO: 07 dated on 09-12-19
held under the chairmanship of department
Sara Palaparthi and discussed the
following agenda

- 1, Completion of Record work
- 2, Introduction of Certificate course
- 3, Conduct of Guest Lecture on BIOGENESIS-2019

The following activities are discussed to all faculty

1, Record work should be complete in the month of December

2, Biopesticides and Biofertilizers Certificate course is introduced for one month

3, Guest Lecture will be conducted on BIOGENESIS-2019 on eve of Pasteur birthday on 27-12-2019

It is resolved that minimum 30 members strength may be require to conduct certificate course for 30 hrs i.e. one month. Field visit to certificate course is also planned accordingly, hands on training on

- Azolla cultivation, Rice cultivation
with Azolla etc

P. Saravanan 9/12/20
Lecturer in charge

Faculty

B. Rajarajeswari

Department meeting NO: 08
15-01-2020

Department meeting NO: 08 dated on 15-01-2020 held under the chairmanship of department head. Sava Palaparthi and discussed the following agenda.

- 1, completion of certificate course.
- 2, completion of Syllabus for both theory and practical.
- 3, planned to field trip

The following activities are discussed to all faculty.

- 1, Certificate course of Biofertilizer and Biopesticide hands on training
- 2, Syllabus completion of theory and practical.
- 3, Planned to field trip to Biofertilizer, Biopesticides to Samalikota
- 4, planning for conduct of competitive test for certificate course for 50 Marks
- 5, Hands on training will be conducted on Rotary department
- 6, cultivation of Biofertilizer at the department

P. Saru
Lecturer in charge ^{15/1/20}

Faculty
T. P. J.
B. Rajarajawari

Department meeting NO: 09

10-02-2020

Department meeting NO: 9 dated on 10-02-2020 held under the chairmanship of the department. Sara Palaparthi and discussed the following agenda.

1. Distribution of work to all guest faculty for practical work
2. practicals schedule is distributed and time-table will be given
3. Completion of Record work.

The following activities are discussed to all faculty.

1. Distribution of work to all guest faculty for Practical work.
2. practical schedule is distributed and time table will be given
3. Completion of Record work

It is resolved that conduct of practical exams as per batch and schedule. Record work should be completed with in before commencement of practical examinations.

Faculty

P. Sari 10/2/20
Lecturer in charge

T. Petyar
B. Rajakajewari