

Department meeting-13

17-04-2021

Department meeting NO. 13 dated on 17/04/2021 held under the chairmanship of department chair. Sora Palapattay and discussed the following agenda.

1. Recruitment of new guest faculty for the academic year 2020-21 for VIIth, Ist, IVth Semesters.

2. Declared result is also will keep under discussion.

3. Online class Percentage enhancement methodes.

* It is resolved that that the recruitment of new guest faculty in place of existed guest faculty due to health issues.

* Decided to take Semidial classes to backlogs in Ind and Final Year.

* Decided to enhance online attendance percentage to motivate them towards subject.

Dr. San
Lecturer in charge

Faculty members

y. Anurag Bar

1. Niharika.

Ch. Md.

V. S. Prasad

17/04/21

Department Meeting No. 14 dated on 31/3/2021 held under the chairmanship of department Smt. Sarra Palaparthi and discussed the following agenda

1. Payment of Special fee fund resolutions taken and Staff meeting 2020-2021 for botany and Comminbals and B. Voc Horticulture Comminbals

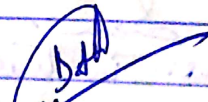
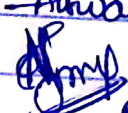
2. Proper utilization of Special fee fund for laboratory Experiments in the academic year 2020-2021

It is resolved that the total allocated Special fee fund is utilized for laboratory experiments for botany and Comminbals are utilized for Horticulture field Experiments.

Special fee fund is properly utilized in the department of Botany and B. Voc Horticulture that is 25,000

Lecturer in-charge
P. Sarra

Faculty members

- 1, 
- 2, A. Srinivas Beera
- 3, 
- 4, Divya
- 5, Niharika

Department meeting - 15

17-09-2021

Department meeting NO-15 dated on 17-06-2021 held under the chairmanship of department Smt. P. Sora and discussed the following agenda

1. Spending of Sp National Science Day amount 3500/- to the Department of Botany and B.Voc Horticulture. which will be conducted on 19-08-2021
2. Proper utilization of Special fee fund for National Science day i.e on (19-02-2021).

It is resolved that the total allotted National Science day fund i.e 3500/- is utilized properly for student prizes, certificates etc.

National Science day sanctioned amount is properly utilized for B.Sc B.Z.C, M.B.C and B.Voc Horticulture students.

P. Sora
Lecturer in-charge

- Faculty members
1. T. Alimkha
 2. V. S. Prasad
 3. Ch. Mohan
 4. B. Ashok
 5. P. R. Reddy
 6. N. S. Reddy

Department Meeting - 16

22/7/2021

Department meeting no-16 dated on 22/7/2021 held under the Chairmanship of department Smt. Sara palaparthi and discussed under the agenda.

1. Sanctioned posts in Botany Department of Duee to scarcity of one faculty we are decided to engage new faculty for 01 post
2. To balance Online classes for I, II, III Semesters in B.Sc. Botany and B.UOC Botany, B.UOC Horticulture
3. We are going to conduct interviews with demo classes for few members.

Decided to take one Guest faculty in BOTANY Department

1. B. Grace Vinoothna joined on 20-7-21
M.Sc. Botany (SET).

S. Sara
Lecturer Incharge.

Faculty members :-

- 1, Ch. Abhinav. - *Ch. Abhinav*
- 2, T. Niharika. - *T. Niharika*
- 3, V. Sai priya. - *V.S. Priya*
- 4, P. Rajesh - *Rajesh*
- 5, V. Davick Samson - *Davick Samson*

Agenda :-

The staff members of Department of Botany met on 26, July 2021 under the chairmanship of the lecturer incharge and resolved the following regarding the conversion of Telugu medium B.Sc B2C programme into English medium.

Resolution :-

It is resolved to convert the existing BSc B2C course from Telugu medium into English medium owing to the following reasons and as policy decision.

The BSc B2C course is being offered in English and Telugu medium. Due to the overwhelming demand from the student fraternity for English medium the Telugu medium section is being converted to English medium, so that many students get benefited.

The English medium at Degree level is more desirable because the students after completion of Degree, if they wish to pursue higher education the post-graduation is being offered through English medium only. Hence the students transfer from Degree to post graduation will be smooth & peaceful.

Apart from higher education the instruction in English medium will be very much beneficial to the students to explore job opportunities globally as English is international language and exposure to it will make the students to compete internationally.

Keeping in the above points the Telugu medium stream is converted to English medium with effect from 2021 academic year onwards.

So all the faculty members of Botany department have agreed for the above resolution i.e to convert Telugu medium to English medium.

P. Saini 26/7/21
Lecturer in charge

Faculty Members:-

1. Ch. Abinay - Ch. Abinay
2. T. Niharika - T. Niharika
3. V. Sai priya - V. S. Priya
4. P. Rajesh - P. Rajesh
5. V. David Samson - David

Department meeting-20

29-10-2021

Agenda:-

The Staff members of the Department met on 29th October 2021 under the chairmanship of lecturer in charge and resolved the following regarding the conversion of Telugu medium B.Sc. BZC Programme and clubbing of classes for 60 members.

Resolution:-

- It is resolved that medging of 60 members per section.
- Teacher should be present at 9:45 AM sharp to the college.
- class must be start at 10:00 AM
- He/she will be maintain quality in the class without taking any book/paper

Faculty Members

P. Sauri , P. Shara

M. N. Li - M. K. Mithnara

R. N. Li - N. Li

A. S. Li - P. Swarya

A. S. Li - Sh. Abhinav

P. R. Li - P. Rajesh

29/10/21
Lecturer in Charge
Dept. of Botany & Microbiology
R. Govt. College (Autonomous)
HARINADA

Agenda:-

The Staff members of the department met on 26-11-2021 under the chairmanship of lecturer-in-charge and resolved the following regarding engaging of guest faculty to the requiring sanctioned posts for Botany and Horticulture (B.Voc & B.Sc)

Resolution :-

- It is resolved to take guest faculty to sanctioned posts - 7, existed - 3
- It is resolved to conduct interviews with demo classes with few members in presence of Biology stream coordinator, academic coordinator, Botany faculty.
- It is resolved to take feedback from students and committee.
- It is resolved to conduct interviews on 29-11-2021.

P. Saran
Lecturer in-charge
LECTURER-IN CHARGE
Dept. of Botany & Microbiology
P.R. Govt. College (Autonomous)
BAMINA

Faculty Members

- 1, M. K. ...
- 2, P. Niece.
- 3, P. Resosh

Department meeting-22

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06-12-2021

Agenda:-

The Staff members of the department met on 06-12-2021 under the chairmanship of lecturer-in-charge and resolved the following regarding engaging of guest faculty to the sanctioned posts for Botany and Semestered course B.Voc & B.Sc-Horticulture:

Resolution:-

- It is resolved to take 3 guest faculty to the remaining vacant posts - 3
 - It is resolved to assign work and engaging of classes to B.Sc Botany and B.Voc non-core Botany.
 - It is resolved that the faculty recruitment and assigning of work is completely based on the feedback forms of the students and the results given by the committee members.
- It is resolved 3 guest faculty recruited for Botany
It is resolved that one guest faculty recruited for B.Voc & B.Sc Horticulture.

Botany faculty - 03 faculty

Ijjina Ani joined will going to report on 07-12-21

Nagabathula Navya joined " " " 09-12-21

Jartha Venkata Sina Ramakrishna joined -

will going to report on 13-12-21

Horticulture faculty - 01 faculty

Pyna Rajeswari joined, will going to report

on 13-12-21

It is resolved to submit ^{total} workload and individual workload and resolutions to Principal Sir and office.

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

Faculty Members

1. M. Kumar
2. P. Nicce
3. P. Ramesh

B.V. ? [Signature]
6 Dec 21 '17

Department meeting - 23

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28-12-2021

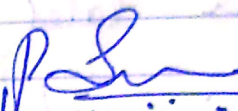
Agenda:

The Staff members of the department met on 28-12-2021 under the chairmanship of lecturer-in-charge and resolved the following regarding Botanical tour to Araker valley and Virakhapatnam.

Resolution:-

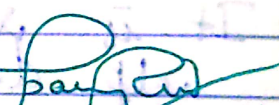
- It is resolved to finalize Botanical tour dates from 05-01-2022 to 07-01-2022
- It is resolved to collect willing letters from all parents
- It is resolved to go for Botanical tour with all final years from III B.Z.C.E.M, III B.Z.C.T.M, III HBC, III MBC, III B.Voc students
- It is resolved to engage guest faculty help during Botanical tour along with non teaching faculty.
- It is resolved to study of vegetation and endemic Sps as a part of curriculum and makes assigned to study as a project report:-
- It is resolved to advice all students to necessary precautions regarding COVID-19 Proto. All-

It is resolved to take permission from principal Sir and get financial assistance like travelling allowances and expenditure for Botanical tour from P.R. Govt. college (A) funds.


Lecturer in charge

Lecturer in Botany Department

- 1) Main
- 2) Name
- 3) P.A. @
- 4) P. Ramesh
- 5) P. Nices

B.V.D. 
28 Dec 2021

Department meeting - 24

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18-01-2022

Agenda:

The Staff members of the department met on 18-01-2022 under the Chairmanship of lecturer-in-charge and resolved the following regarding engagement of guest faculty and allotment of work to IIIrd Semester Botany Papers.

Resolution: -

- It is resolved to finalize one guest faculty instead of J. Sivakrishna in Botany
- It is resolved to submit syllabus completion certificates from Vth Semester Papers teaching faculty
- It is resolved to update OTLM app with Sem III papers
- It is resolved to complete IIIrd Semester within stipulated time.
- It is resolved to conduct Arguments, Quiz Seminars to 1st Sem & IIIrd Sem Students
- It is resolved to take nearby lanes for Plant Nursery to complete syllabus.

Department meeting - 25

(6)

20-01-2022

Department meeting No:12 dated on 19-12-20
held under the chairmanship of department of
Smt. Sara Palaparthi and discussed the
following agenda.

1. To complete the syllabus upto 2 units for II & IV Semesters.
2. To conduct Workshop
3. To provide material as pdf to all students.
4. To conduct Virtual lab for II & IV Semesters.
5. Planning to conduct mid-I examinations in the month of January.
6. It is resolved that the syllabus will be completed upto 2 units before Mid-I examinations
7. Workshop will be conducted on

Department meeting - 26

25-01-2022

Agenda:-

The Staff meeting held at the department of Botany Vmet on 25-01-2022 under the chairmanship of lecturer-in-charge and resolved the following regarding repairing of computer systems and installing of antivirus to the systems, to replace old projectors with new working projectors.

- It is resolved to take 10mt. VGA cable for lab projector
- It is resolved to take 120 GB SSD for Lab-1 System.
- It is resolved to take 2GB DDR2 RAM for Lab-2 System
- It is resolved to take 5 volts 2amps adaptor for 8 port Switch
- It is resolved to take K7 total Security antivirus for Lab-1, 2 and dept. PC.
- It is resolved to take wireless key board and mouse for Projector PC.
- It is resolved to take CMOS Batteries for 3 Systems

- It is resolved to ^{take news} repair lab-I LCD projects in the Botany department

- It is resolved to get solar for continuous net-streaming for Botany lab I, lab II and the department of Botany

P. S. S.
Lecturer in-charge

Faculty of Botany & Horticulture dept

1) Capt Dr. M. Krishna Rao Signature

2) P. Rajesh Signature

3) N. Nanyra N. Nanyra

4) I. Ani I. A. Anani

P. Rajeswari Signature

Student Name	Group	Signature
1. M. Vijaya Kumari	III HRC	Y. H. Vijaya Kumari
2. S. Vaidhika	III HRC	Y. S. Vaidhika
3. K. Ganga Bhavani	III HRC	Y. K. Ganga Bhavani
4. B. Sai Aditya	II BZC	Y. B. Sai Aditya

S. V. S. Signature

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Department meeting - 27

01-02-2022

Agenda:-

The Staff members of the department met on 01-02-2022 under the chairmanship of lecturer-in-charge and resolved the following regarding renovation of existed pond and ploughing of pits for organic farming. Making arrangements for the academic extension visit by UGC in the department of Botany.

Resolution:-

- It is resolved to renovate the existed pond for conservation of endangered hydrophytes in Botany T. Chako Garden located at Botany department backside
- It is resolved to pay amount of 8,500/-Rs to workers who are working for renovation of pond and ploughing of pits for organic farming. Total amount to complete work is 9500/-Rs Nine thousand five hundred Rupees.
- It is resolved to spend amount of 5000/-Rs from P.R Govt college (A), for academic extension visit by UGC in the department of Botany.
- Assign work to all faculty for completion of records of department and flexy preparation.
- It is resolved to take students help for

garden work and extracurricular activities.

P. Jayaram
Lecturer in charge

Faculty of Botany department
Members

Signatures

- 1) M.K.R
- 2) P. Rajesh
- 3) P. Niece
- 4) T. Ani
- 5) N. Nanya
- 6) P. Rajeswari

- M.K.R
- P. Rajesh
- ~~P. Niece~~
- T. Ani
- N. Nanya
- P. Rajeswari

Student Signatures
Name

Group

M. Vijaya Kumari	M. Vijaya Kumari	III HBC
S. Vidhika	S. Vidhika	III HBC
K. Ganga Bhavani	K. Ganga Bhavani	III HBC
B. Sai Aditya	B. Sai Aditya	II BZC

B.V.G. Panigrahy
Resident

74
Department meeting - 28

05-02-2022

Agenda:-

The Staff meeting held on 05-02-22 under the chairmanship of lecturer-in-charge and resolved the following regarding Nadep chamber construction and earth work in the T.V. Chako garden and college gardens, planing to get plants from kadiyapu hanka to beautify the surrounding of college campus including garden and seed, horticultural tools for performing nursery and garden work.

Resolution:-

- It is resolved to pay 9500/- for construction of Nadep chamber
- It is resolved to complete landscaping and earth work including cleaning of campus through daily labours and to pay 18,200/- Rs Eighteen thousand and two hundred rupees for seven days with 26 labours
- It is resolved to get plants from kadiyapu hanka to beautify the surrounding and to pay 23,261/- Rs in words Twenty three thousand and two hundred and sixty one.
- The total work done is engaged and

all expenses are spend by the
 Dr. M. Krishna Rao guru, lecturer in Botany.
 - It is resolved to pay 5000/- Rs five thousand Rupees
 for getting medicinal plants from Addathigala P. Salu
 Vanantharam. Lecturer in-charge

Faculty of Botany

- M. Krishna Rao
- P. Ramesh
- P. Alice
- P. Rameswari
- D. Ananya
- S. Anil

Signatures

- M. Krishna Rao
- P. Ramesh
- P. Rajeswar
- N. Ananya
- S. Anil

Department meeting - 28 (B)

06-02-2022

Agenda :- The staff meeting held on 06-02-22 under the
 chairmanship of lecturer-in-charge and resolved the following
 regarding cleaning of T.V. Chacko garden.

Resolution :- It is resolved to assign workers
 to clean the back garden and removing
 of weeds and plantation as well.

- Plantation and cleaning of all Botany
 gardens.

Faculty of Botany

- 1) M. Krishna Rao
- 2) P. Ramesh
- 3) S. Anil

P. Salu
 Lecturer in charge

Students
 1) K. Karthik
 2) D. Roshini Laya
 Ch. Suresh

Principal
 P. Salu

Department meeting - 29

26-02-2022

Agenda: - The Staff meeting held on 06-02-22 under the chairmanship of lecturer incharge and resolved the following regarding repairing of microscopes No-28 in the Botany Lab, cleaning of T.V. Chacko garden and planting with white wash of pots and garden wall. Surroundings of Botany departments physics garden, Principal office garden, horticulture block area cleaning and plantation.

Resolution: -

- It is resolved to pay - 4,200/- Rs per 28 microscopes each one 150/- ($28 \times 150/-$)
Total - 4,200/- (Four thousand and two hundred Rupees).
- It is resolved to pay - 45,150/- Rs
In words forty five thousand and one hundred and fifty Rupees for cleaning and plantation of all gardens in the college campus.
- Day I - 2 workers - 1,050/- (Per day 700/- for 9 hours \nearrow i.e 6 hours)
- Day II - 3 workers - 3,150/-
- Day III - 8 workers - 8,400/-
- Day IV - 8 workers - 8,400/-

Day - V - 8 workers - 8,400/-

Day - VI - 8 workers - 8,400/-

Day - VII - Six workers - 6,300/-

Total - 45,150/- Rs

In words - forty five thousand one hundred and fifty Rupees.

- It is resolved that the total amount is paid and will be claimed by Dr. M. Krishna Rao Sir

P. San Lecturer in-charge

Modification in the Bill

Faculty members	Day	Workers	Amount
Day I	11-02-22	2 workers	2x700=1400
Y P. Rajeswari	Day II	14-02-22 - 3 "	3x700=2,100
Y S.A. (20)	Day III	15-02-22 - 6 "	6x700=4,200
Y P. Niree	Day IV	16-02-22 - 8 "	8x700=5,600
Y P. Roberts	Day V	18-02-22 - 8 "	8x700=5,600
Y M. K...	Day VI	19-02-22 - 8 "	8x700=5,600
Y	Day VII	21-02-22 - 8 "	8x700=5,600
Y	Day VIII	22-02-22 - 8 "	8x700=5,600
Y	Day IX	23-02-22 - 8 "	8x700=5,600
Student members	Day X	24-02-22 - 6 "	6x700=4,200
Y T. Pragmima			Total - 45,500/-

In words - Forty five thousand five hundred Rupees.

- It is resolved that the total amount is paid and will be claimed by Dr. M. Krishna Rao Sir.

Handwritten signature and date: 26/2/22

Mr. M. 26/2/22

P. San Lecturer in-charge

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Department meeting - 30

28-2-2021

The Staff meeting held on 08-02-2021 under the chairmanship of lecturer in charge and resolved the following regarding Academy extension visit

- Sticking of name boards
- Flowers for invitation of guests
- Table cloths and curtains
- preparation for jeevanmutham
- Succeds and dry fruits refreshments
- Barographs & Pie charts design and Printing
- Name boards sticking
- Tape

flexies of department Profile

flexy of student Profile

Jeevanmutham flexy

Innovative projects flexy

best Practices flexy

brief abstract of B.Sc & B.Voc

Horticulture

Course outcomes of Botany and

course outcomes of Horticulture

Stationary for all department arrangements.

Resolution:-

It is resolved to pay amount for the following regarding Academy extension visit, the following works are engaged for Academy extension -

- Stickering of name boards	= 1750/-
Floured biscuits	= 175/-
Table cloths & curtains	= 3,156/-
Jeevanmuktam preparation	= 230/-
Sweets Refreshments	= 590/-
Sweets & dry fruits	= 417/-
Coconut water	= 240/-
flexes (9)	= 3020/-
Stationary	= 1265/-
Pie charts, bar graphs	= 1980/-
Department Name boards	= 600/-
Total	= <u>13,423/-</u>

- Already given advance from P.R Govt college - 5000/-

- It is resolved to apply letter to claim bills for amount \rightarrow 8,423/- (13,423 - 5000)

- It is resolved that the bills are claimed by Dr. M. Krishna Rao Esq for 8,423/- Rs in words Eight thousand and four hundred and twenty three.

Faculty members

P. Suresh
Lecturer in charge

Dr. M. Krishna Rao
Mr. [Signature]

Student members

1. B. Venkata Ramana
2. U.S.L.D. Prasad
3. M. Maha Devi

[Signature]

Department meeting - 31

16-03-2022

Agenda:-

The Staff meeting was held in Botany department. The Staff members of the department met on 16-03-22 under the chairmanship of lecturer-in-charge and resolved the following regarding engagement of guest faculty to the requiring sanctioned posts for Botany and Horticulture (B.Voc & B.Sc)

Resolution:-

- It is resolved to take guest faculty to sanctioned posts - 7, existed - 5 and the faculty required - 2, Horticulture existed - 2 required Horticulture - 01
- It is resolved to conduct interviews with demo classes with few members, in presence of biology stream coordinator, academic coordinator, Botany faculty.
- It is resolved to take feedback from students and committee.
- It is resolved to conduct interviews on 17-03-2022.

Faculty Members

1. P. Rajesulani
2. N. Nanya
3. P. Niced
4. S. Anil

P. Sar
Lecturer in charge

Department meeting - 32

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17-03-2022

Agenda :-

The Staff members of the department met on 17-03-2022 under the chairmanship of lecturer-in-charge and resolved the following regarding engaging of guest faculty to the sanctioned posts for Botany and restructured course B.Voc & B.Sc Horticulture.

Resolution:-

- It is resolved to take 3 guest faculty to the remaining vacant posts - 3
- It is resolved to assign work and engaging of classes to B.Sc Botany and B.Voc non-core Botany.
- It is resolved that the faculty recruitment and assigning of work is completely based on the feedback forms of the students and the results given by the Committee members.
- It is resolved 2 guest faculty recruited for Botany and one guest faculty recruited for B.Voc & B.Sc Horticulture.

Botany faculty :- 02 faculty.

- G. Mishra Kumari joined will going to report on - 19/3/22
- G. Lakshmi Chandini joined will going to report on - 19/3/22
- M. Prabhu Raj joined will going to report on - 19/3/22

It is resolved to submit total workload and individual workload and

resolutions to Principal Sir and office.

P. Saru
Lecturer in-charge

Faculty Members

1. D. Ani
2. P. Rajesulani
3. P. Nicese.
4. N. Nanya

Department meeting - 33

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17-04-2022

Agenda:-

The staff meeting was held in Botany department. The staff members of the department met on 17-04-22 under the chairmanship of lecturer-in-charge and resolved the following regarding repairing of printer and filling of cartridge.

Resolution:-

It is resolved to pay 800/- for repairing of printer and filling of cartridge in the department of Botany and Horticulture.

P. Saran
Lecturer in charge

Faculty members

- 1) M. S. S.
- 2) P. R. S.
- 3) P. Rajeswari
- 4) P. S. S.

Student members.

- 1) D. Gorotham
- 2) Dr. Swami
- 3) Ch. S. S. Charan
- 4) Ch. Sri Ramani

Department meeting - 34

20-04-2022

Agenda:-

The Staff meeting was held in Botany department. The Staff members of the department met on 20-04-2022 under the chairmanship of lecturer-in-charge and resolved the following regarding life Science PG entrance examination.

Resolution:-

- It is resolved to conduct Induction Programme in life Science P.G entrance examination
- It is resolved to collect 500/- Per student from Final Year B.Z.C, H.B.C & M.B.C
- It is resolved to pay 300/- Per hour for a resource person for PG entrance examination.
- It is resolved to assign 72 hours for completion of P.G entrance test.
- It is resolved to conduct weekly exams
- It is resolved to assign one course coordinator to look after the total students who are attending classes.
- It is resolved to pay 4000/- to course coordinator for taking care of all the students enrolled in the course.
- It is resolved to get receipt from office for corresponding fee paid by students.

Faculty members

- 1) Mr.
- 2) P.
- 3)

Student members:

- 1) L.
- 2) K.

Lecturer in-charge

B.D:

20 April 2022

Department meeting - 35

22-04-2022

Agenda:-

The staff meeting was held in Botany department. The staff members of the department meet on 22-04-2022 under the chairmanship of lecturer-in-charge and resolved the following regarding life science Botany Seminar on "Recent trends in taxonomy & Identification of flora of PRGC campus for Geotagging"

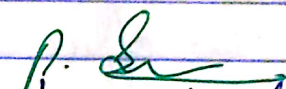
Resolution:-

It is resolved to conduct invited talk on "Recent trends in taxonomy & Identification of flora of PRGC campus for Geotagging"

It is resolved to pay 1000/- honorarium to the speaker person Dr. Vatharaya Satyanarayana Raju, garu (Retd professor of Kakatiya university).

It is resolved to take Project for geotagging of PRGC campus flora

It is resolved to take 15,000/- Rs as advance from P.R college for doing geotagging as the part of Green Audit.

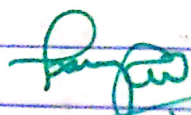

Lecturer-in-charge

Faculty members

- 1) M. K. ...
- 2) P. ...
- 3) T. A. ...
- 4) N. Nam...

Student members

- 1) D. Rajesh
- 2) L. Harika
- 3) SK. Grani

B.W: 
22 April 2022

Department meeting - 36

13-05-2022

Agenda:-

The Staff members were gathered in Botany department. The staff members of the department meet on 13-05-2022, under the chairmanship of lecturer-in-charge and resolve the following regarding training programme at BSI for Six days (23-05-2022 to 28-05-2022)

Discussion:-

The Staff members discussed about the following agenda

- Training programme dates
- Expenditure amount for lodging and boarding
- Total budget required from organization.

Resolutions:-

- It is resolved to send III B Voc Horticulture students to Botanical Survey of India
- It is resolved to send students from 23-05-2022 to 28-05-22 (i.e 6 days) from Kakinada to Hyderabad.
- It is resolved to pay 45,000/- Rs forty five thousand Rupees for the training programme.
- It is resolved to submit proper bills to the office for spending amount on training programme.
- It is resolved to pay 70% amount of the total budget from the P.R Govt college (CA).

It is resolved to send request letter to BSE.

Total expenditure for training - 64,800/-
 70% of the total amount - 45,000/-
 Advance Required - 40,000/-

P. Sar
 Lecturer in charge

Faculty Members

- 1) P. Sar
- 2) N. Sar
- 3) N. Sar
- 4)

Student Members:

- K. Devi Nagini
 B. Renu
 H. V. V. Saranyan
 Y. Mahesh Kumar

Agenda:-

The staff members were gathered in Botany department. The staff members of the department meet on 13-06-22, under the chairmanship of lecturer in charge and resolve the following regarding curricular aspects, completion of the syllabus, CSP evaluation and completion updates, student training programmes, introducing projects and certificate courses, completion of MID-I syllabus.

Discussion:-

The following members discussed about the following agenda.

- curricular aspects
- completion of the syllabus
- CSP evaluation and completion updates
- student training programmes
- completion of the CSP and evaluation
- student training programmes
- introducing projects and certificate courses
- completion of MID-I syllabus.

Resolutions:-

- It is resolved to complete syllabus as per academic calendar
- It is resolved to complete and evaluate CSP as per the committees assigned by principal Sir.

- It is resolved to send students to local nurseries for learning of gardening skills.
- It is resolved to introduce certificate course i.e Herbal products and completion within 30 days.
- It is resolved to complete projects at the end of the month.
- It is resolved to complete MID-I Syllabus within stipulated period.

P. S.
 Signature of in-charge

Faculty Signatures

Department meeting - 38

12-07-2022

Agenda:-

The staff members were gathered in the Botany department. The staff members of the department meet on 12-07-22 under the chairmanship of lecturer in charge and resolved the following regarding value added course introduction, completion of CSP and submit to academic cell.

Discussion:-

The following members discussed on the following agenda.

- CSP evaluation reports submission
- value added course on Ornamental gardening.

Resolutions -

- It is resolved to complete CSP evaluation and submit to academic cell
- It is resolved to introduce Ornamental gardening course in the dept. of Botany.
- It is resolved to change exhibits in the dept. of Botany and Horticulture.

It is resolved to assign MANS syllabus to all teaching faculty. 9

[Signature]
Lecturer in charge

Faculty Signature