

Departmental Meeting

28

28/6/2024

The Departmental meeting of Microbiology, Department held under chairmanship of department HOD. Sri G.P. Chakravathi to discuss the following Agenda

AGENDA:

1. Preparation of SCP, DS as per Calendar
2. Upload time table in OTLM app by 28th June
3. Allocation of Paper for Odd sem - I, III, V
4. Determination of Departmental and Individual workload for sem - I, III, V

In the departmental meeting on 28/6/2024 at 11:00am in Department of Microbiology and discussed the agenda mentioned above and the following unanimously.

1. It is resolved to submit SCP, DS by 29/6/2024
2. It is resolved to update time table for III, V semester in OTLM app by 29/6/2024
3. It is resolve to distribute papers of I, III, V sem, in the following manner among the faculty members.

| <u>S.No.</u> | <u>Title of Paper</u> | <u>Theory</u> | <u>Practical</u> |
|--------------|---|--------------------|----------------------------------|
| 1. | Course - 2 Applied Biology is [Biotech/Micro] ii) [Botany/Zoo] | Dr. Ch.S. Sudhakar | - |
| 2. | Course - 5 Eukaryotic Microorganisms | V. Ramya | V. Ramya / N.G.F |
| 3. | Course - 6 Biomolecules & Enzymology | N.G.F | V. Ramya / Dr. Ch.S. Sudhakar |
| 4. | Course - 7 Microbial & Analytical techniques | Dr. Ch.S. Sudhakar | Dr. Ch.S. Sudhakar / N.G.F |
| 5. | Course - 8 Cell Biology & Genetics | N.G.F | N.G.F / Dr. Ch.S. Sudhakar |
| 6. | Paper - 6A Food, Agriculture & Environmental Microbiology | V. Ramya | V. Ramya / N.G.F |
| 7. | Paper - 7A Management of Human Microbial Diseases & Diagnosis. | Dr. Ch.S. Sudhakar | Dr. Ch.S. Sudhakar / N.G.F |

4. It is determined that the department workload for Academic year ²⁰²⁴⁻²⁰²⁵ - odd semester I, III, V
is "62 hours/week"

G.P. Chakravathi
28/6/2024

Departmental Meeting

19/07/2024

The Departmental Meeting of microbiology Department held under chairmanship of department HOD Sai G.P Chakravathi to discuss the following Agenda.

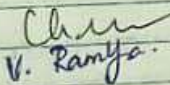
AGENDA :-

1. To depute 1 B & Faculty members as per availability to map the Ametables in English language lab beside JKC.
2. Discussed about Jal Shakti Abhiyan.
3. Submission of SCP's and DS's on time through mail
4. CO calculation by each faculty member of department for courses handled will be monitored.
5. To follow 3rd Friday of every month as plastic free day

In the departmental meeting on 12/07/2024 at 4.00 PM in Department of microbiology and discussed the agenda mentioned above and the following unanimously

- 1) It is resolved to submit the Timetables and upload them in JKC at English language lab beside JKC.
- 2) To resolve the CO calculation by each faculty member.
- 3) To follow the guidelines of Jal Shakti Abhiyan.
- 4) To submit the SCP's and DS's on time.
- 5) To follow the guidelines of plastic free day.

Signature of HOD


V. Ramya.

In-Charge

Departmental Meeting

31
18/11/2024.

The Departmental meeting of Microbiology Department held under the chairmanship of Department HOD Sri G.P. Chakravasthi to discuss the following agenda -

AGENDA:

- 1) To complete the syllabus for III Semester & IV Semester Students and obtain Syllabus completion Certificate.
- 2) To monitor the students attendance carefully.
- 3) To implement mission-100 in the upcoming I-Semester Exams.

In the departmental meeting held on 18/11/2024 at 11:30 am the above mentioned agenda was discussed and the following resolutions were made unanimously.

1) It is resolved to pass the instructions to complete the syllabus for III Semester and IV Semester and obtain the syllabus completion certificate from the students of III and IV Semester.

2) It is resolved to pass the instructions given by the principal that every

Student must maintain 90% of Personal attendance.

3) It is resolved to implement mission-100 in the upcoming I-Semester Examinations.

Department members.

Lecturer - In - Charge.

John = N

Departmental Meeting

33

08/10/2024

The Departmental meeting of Microbiology Department held under the chairmanship of Department HOD Sri G.P. Chakravasthi to discuss the following agenda.

AGENDA:

- 1) To recruit guest faculty in Department for Academic year 2024-2025.
- 2) To allocate papers among the newly recruited guest faculty.
- 3) To update the Department records for NAAC Assessment.

In the Departmental meeting held on 08/10/2024 at 11:00 am in Department of Microbiology the above mentioned agenda was discussed the following resolutions were made unanimously.

- 1) It is resolved to appoint the following guest faculty in the department for the Academic year 2024-2025 based on their performance in the interview conducted on 16.09.2024

1) N. Jessica.

- 2) The following papers were allocated among the respective faculty.

| S. no | title of paper | theory | practical |
|-------|---|---------------------|-------------------------------------|
| i) | course - 2 Applied Biology 1) [Biotech/micro] ii) [Botany (200)] | Dr. Ch. S. Sudhakar | - |
| ii) | course - 5 Eukaryotic microorganisms. | V. Ramya | V. Ramya/ N. Jessica. |
| iii) | course - 6 Biomolecules & Enzymology | N. Jessica. | V. Ramya/ N. Jessica. |
| iv) | course - 7 microbial Analytical Tech's | Dr. Ch. S. Sudhakar | Dr. Ch. S. Sudhakar/ N. Jessica. |
| v) | course - 8 Cell biology & Genetics | N. Jessica | N. Jessica / V. Ramya. |
| vi) | course - 6A Food Agriculture & Environmental microbiology | Dr. Ch. S. Sudhakar | V. Ramya / N. Jessica. |
| vii) | paper - 7th human microbial diseases / | Dr. Ch. S. Sudhakar | Dr. Ch. S. Sudhakar / V. Ramya. |

Departmental Meeting

09/09/24

The Departmental meeting of Microbiology Department held under the chairmanship of Department HOD Ssi G.P. Chakravasthi to discuss the following agenda.

AGENDA:

- 1) To complete the syllabus for I-Mid Examinations
- 2) To start the certificate course for final MBC group in "Medical Diagnostic Techniques"
- 3) To review the result for previous semester.

In the departmental meeting held on 09/09/24 at 4:00 pm in the Microbiology department the above mentioned agenda was discussed the following resolutions were made unanimously.

- 1) It is resolved to complete the syllabus for upcoming I mid examinations.
- 2) It is resolved to start a certificate course on "Medical Diagnostic Techniques" for 45 hours with 30 theory classes and 15 practical sessions.
- 3) It is resolved to review the result of previous semester.

Department members -

Lectures - In-Charge -

(Signature)

Departmental Meeting

04/08/24

The Departmental meeting of microbiology Department held under the chairmanship of Department HOD Sri G.P. Chakravarthi to discuss the following agenda.

AGENDA:

1. Mentors are requested to consolidate theory and practical attendance separately of UG and PG students for July month by 05-08-2024.
2. Instructions were given to prepare a document of PO, PSO and CO's.
3. To prepare for NAAC visit.
4. To renovate the department by the time of NAAC visit.

In the departmental meeting held on 04/08/24 ~~held on~~ at 4.00 pm in the microbiology department and discussed the above mentioned agenda and the following unanimously

- 1) It is resolved to consolidate theory and practical attendance for July month.
- 2) It is resolved to prepare the documents of PO, PSO and CO's.
- 3) It is resolved to prepare for NAAC visit.
- 4) It is resolved to renovate the department by the time of NAAC visit.

Signature of HOD

Signature of department members:

Departmental Meeting

23/04/2024

The Departmental meeting of Microbiology Dept. held under the chairmanship of Head of Department - in-charge, G.P. Chakravarti to discuss the following agenda

Agenda :

- 1) To conduct pre BOS online
- 2) To conduct BOS for the academic year 2024-2025 on 30/04/2024
- 3) To start Certificate course
- 4) To complete the syllabus before 2nd Mid examination

In the department meeting held on 23/04/2024, 4:00 pm in Microbiology department on the above agenda, the following resolutions were made unanimously.

- (i) It is resolved to conduct the pre BOS on 25/04/2024 as per the guidelines of Principal in the connection it is resolved to prepare the draft syllabus by 25th April forenoon
- (ii) It is resolved to conduct BOS for academic year 2024-2025 for UG Microbiology on 30/04/2024. A correspondence has to be sent to the subject experts, University nominees and Industrial nominees by 28/04/2024
- (iii) It is further resolved to start certificate courses at the end of April for 4th Sem students
- (iv) Finally it is resolved to complete the syllabus before the 2nd Mid examinations, by 8/05/2024

G.P. Ch. th
24/4/24

HOD

V. Ranganath
Lecturer in charge