

Circular

Wednesday  
08/7/2024

A department review meeting was conducted on 17/7/2024 at 5pm in the department of zoology with H.O.D., faculty of zoology and botany to review and resolve the following issues

Agenda

- To review on the conduct of admission campaign -2024-25, registration of OAMDC-2024-25 for students.
- To review <sup>awareness</sup> on single major subject zoology - Honours for newly joining students.
- To review <sup>awareness</sup> on population day
- To review on the allotment of class work as per time table to the staff/faculty
- To review on the allotment of minor lecture to the staff/faculty
- To review on the allotment of subject and paper wise to the staff/faculty
- To review on the department activities for 2024-25 academic year.

To  
All the staff members

1 B. Vijayakumar

2 P. Perachi

3



S. Srinivas  
H.O.D. signature

*(Signature)*  
PRINCIPAL  
J.K.V. Govt. DEGREE COLLEGE  
KOTHAPETA, E.S. Dist.

Minutes of the departmental meeting

Resolutions

17/7/2024  
Wednesday

- ⇒ It is resolved to the conduct of admission campaign -2024-2025 at various colleges, villages and registration of OAMDC -2024-25 for newly admitted students.
- ⇒ It is resolved to <sup>awareness</sup> give single major zoology - Honours subject obligatory, out coming for newly joined students
- ⇒ It is resolved to conduct awareness programme on population day
- ⇒ It is resolved on allotment of class work as per time table
- ⇒ I year I sem - Introduction to classical biology - R. Vijayakumar
- I year I sem - Introduction to applied biology - P.P. Jyothsna
- II year - III sem - Principles of Genetics - R. Vijayakumar
- II year - III sem - Evolution & zoogeography - B. Vijayakumar
- II year - III sem - Animal diversity, ecology of chordates - P.P. Jyothsna
- II year - III sem - Animal Biotechnology - P. Prasanna Jyothsna
- III year - IV sem - GA - Sustainable Aquaculture management - P.P. Jyothsna
- III year - V sem - TA - Post harvest technology of fish & fisheries - B.V.K.
- ⇒ It is resolved to the preparation of department activities for 2024-2025 academic year.

Signatures of the staff

1 B. Vijayakumar

2 P. Perachi

3

Signature of the principal.

*(Signature)*  
H.O.D. signature

03/8/2024  
Saturday

Circular

There will be departmental meeting on 03/8/2024  
Saturday at 5pm venue - zoology lab  
All the staff members are requested to attend the meeting

Agenda

=> to review on the previous meeting discussions

=> To review on the CAMDC-2024-2025 admissions  
online registration for students

=> to conduct orientation class for single major honours  
zoology students

=> To review on the conduct of regular classes &  
practical classes as per the time table

=> To review on the conduct of awareness  
programme on world breast-feeding awareness week

- To review the conduct of awareness programme on  
world organ donation day

=> to conduct identification of blood groups to the staffs

- To review on the bigi locker, ABC for II, III year students

To  
All the staff members

1. B vijayalakshmi

2. R. Koushik

3. H. H. ...  
Asst Lecturer in Botany

G. Srinidhi  
H.O.D. signature

03/8/2024  
Saturday

Minutes of the Departmental meeting

Resolutions

=> It is resolved to the previous meeting discussions

=> It is resolved to the CAMDC-2024-25 admissions, online  
registration for newly admitted students

=> It is resolved to the conduct of orientation class for major  
zoology honours students at zoology lab

=> It is resolved to the conduct of awareness programme on  
world breast-feeding week

=> It is resolved to conducting blood group identification to the students

=> It is resolved to the conduct of awareness programme on  
world organ donation day



signature of the staff

1) B. vijayalakshmi

2) R. Koushik

3) H. H. ...  
Asst Lecturer in Botany

signature of the

principal  
PRINCIPAL  
J.K.V. Govt. DEGREE COLLEGE  
KOTHAPETA, E.G.D. Dist.

G. Srinidhi  
H.O.D. signature

03/10/2024

Tuesday

There will be a departmental meeting on 22/10/2024 Tuesday at 4:30pm at zoology lab. All the staff members are requested to attend the meeting.

Agenda

- ⇒ To review on previous meeting discussions
- ⇒ To review on finalisation of first year 2024-25 admissions
- ⇒ To review on coverage of I, III, V Semesters syllabus
- ⇒ To review on conduct of MID-II Examination
- ⇒ To review on Results 2023-24 Academic year
- ⇒ To review on ABC IDs and ABWA IDs for students & staff
- ⇒ To review on conduct of Parents Teaching meeting
- ⇒ To review on CCE job portal for III year students
- ⇒ To review on the conduct of regular classes & practical classes
- ⇒ To conduct awareness programme on world <sup>with</sup> animal <sup>protection</sup> day

To, all the staff members

1) B. Vijayakumar

2) T. Ramesh

3) M. H. ...



Signature of H.O.D.

Signature of Principal, J.K.V. Govt. Degree College, Kothapeta, E.G. Dist.

03/10/2024

Tuesday

Minutes of The departmental meeting Resolutions

- ⇒ It is resolved to the previous meeting discussions
- ⇒ It is resolved to the finalization of first year Major Zoology Admissions 2024-25 Academic year
- ⇒ It is resolved to the coverage of I, III, V Semesters Theory & practical syllabus
- ⇒ It is resolved to the conduct of MID-II Examination as per Sop.
- ⇒ It is resolved to the Results of 2023-24 Academic year
- ⇒ It is resolved to the creation of ABC IDs and ABWA IDs for the staff & students
- ⇒ It is resolved to the conduct of parent teaching meeting
- ⇒ It is resolved to conduct awareness programme on world <sup>with</sup> animal <sup>protection</sup> day
- ⇒ It is resolved to the registration of CCE job portal for III year students
- ⇒ It is resolved to the conduct of regular classes and practical classes

Signatures of the staff members

1) B. Vijayakumar

2) T. Ramesh

3) M. H. ...

Signature of the

Principal, J.K.V. Govt. Degree College, Kothapeta, E.G. Dist.



20/11/2024,  
Wednesday,

There will be a Department meeting on 20/11/2024 4:30 pm at  
zoology Lb  
All the staff members are requested to attend the meeting

Agenda

- => To review on previous meeting discussions
- => To review on conduct of MID-II & posting of marks in CIA register
- => To review on allotment of single Major papers as per work load & time table to the faculty
- => To review on allotment of Mentor-mentee for the sixth month Internship as per the principal staff order.
- => To review on conduct of HIV-AIDS awareness programme.
- => To review on conduct of guest lecture

To  
all the staff members

1. B. Vijayakumar

2. P. Durubini



G. Srinivas  
H.O.D. signature

Minutes of the departmental meeting

IResolutions

- => It is resolved to the previous meeting discussions & their implications
- => It is resolved to the conduct of MID-II Examination, re-conduct for who absent in their Exam. & posting of marks in CIA register
- => It is resolved to the allotment of single Major papers as per work load & time table to the faculty
- => It is resolved to the allotment of Mentor-mentee for sixth month Internship students as per principal staff order
- => It is resolved to the conduct of HIV-AIDS awareness programme along with NSS.
- => It is resolved to the conduct of guest lecture for the single major - II semester students as Non characters.

signature of the members

1. B. Vijayakumar

2. P. Durubini

3. H. H. ...

*[Handwritten signature]*

signature president

of the meeting  
PRINCIPAL  
J.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA, E.G. DIST.

G. Srinivas  
signature of the H.O.D.



22/01/2025,  
Wednesday

There will be a department meeting on 22/01/2025 Wednesday  
4:30 pm at Zoology lab.  
All the staff members are attend to the meeting

Agenda

- To review on the previous meeting discussions
- To review on the syllabus coverage and conduct of regular class for II, & IV Semester students
- ⇒ To review on the conduct of MID-I Examination as per CCEE AKNU norms.
- ⇒ To review on the conduct of world Career day awareness programme.
- To review on the conduct of field visit at Fishery nursery ponds at Kadigera EILGIDD: AP
- ⇒ To review on conduct of regular classes & practicals as per college time table as well as individual time table
- ⇒ To review on conduct of about awareness day awareness

G. Sankar  
H.O.D Signature

All the staff members

1) G. Sankar

2) P. Dorelvi

3) M. H. ...



Minutes of the department meeting

Resolutions

- It is resolved to the previous meeting discussions & implementation
- ⇒ It is resolved to the syllabus coverage and conduct of regular classes II, & IV Semester students, monitoring the student attendance.
- ⇒ It is resolved to the conduct of MID-I Examination as per CCEE AKNU norms.
- ⇒ It is review on the conduct of world "Career day awareness programme to the students & staff
- ⇒ It is review on the conduct of field visit to fishery breeding & Nursing ponds at Kadigera for IV Semester students
- ⇒
- ⇒ It is review on the conduct of regular classes & practical classes as per college time table & individual time table.
- ⇒ It is resolved to conduct awareness programme national awareness day

Signature of the members

1) G. Sankar

2) P. Dorelvi

3) M. H. ...

*[Signature]*  
Signature of the  
Principal of the Meeting

PRINCIPAL  
J.K.V. Govt. DEGREE COLLEGE  
KOTHAPETA, E.G. Dist.

G. Sankar  
H.O.D Signature



Monday,  
03/02/2025

There will be a departmental meeting on 03/02/2025, Monday  
time 4:PM at zoology lab.  
All the staff members are to attend this meeting

Agenda :-

- To review on the previous meeting discussions
- To review on the syllabus coverage and to conduct of regular theory classes, practical classes.
- To review on the conduct of awareness programme on World Cancer Day.
- To review on the conduct of field trip to II<sup>nd</sup> year students to seeking of fishery breeding centre at Kaduram village.
- To review on the conduct of awareness programme on National Deworming Day & Distribution of Albendazole -400mg tablets to the students community of college.
- To review on the conduct of MID-I Examination for II<sup>nd</sup> & IV<sup>th</sup> semester students.
- To review on the celebrate <sup>National</sup> Science Day - Exhibit Museum specimens
- To review on the conduct of Swatch Ishwathi - SASA and participation in SASA pledge programme
- To review on the B. Vijayakumar
- To attend Guest lecture at GDC Kurudhapalem.

To - All the staff members.

1) B. Vijayakumar 03/02/2025

2) M. H. [Signature]

3) P. Parvathi [Signature]



[Signature]  
H.O.D. Signature.

03/02/2025

Minutes of the department meeting

Resolutions

- It is resolved to the previous meeting discussions & implementations
- It is resolved to the coverage of theory & practical syllabus & smooth conducting of regular classes.
- It is resolved to the conduct of field visit - visiting of fish breeding Centre at Kaduram village as per University syllabus for II<sup>nd</sup> year students
- It is resolved to conduct an awareness programme on World Cancer Day.
- It is resolved to the conduct of awareness programme on National Deworming Day & Distribution Albendazole 400mg tablets to students by the Government Hospital staff of Kothapeta
- It is resolved to conduct of MID-I. Examination for II<sup>nd</sup> & IV<sup>th</sup> semester students.
- It is resolved to celebrate Science Day & Exhibit Specimens to the seeking of Girls High School students.
- It is resolved to participation of SASA pledge & Swatch Ishwathi programme. at college campus,
- It is resolved to B. Vijayakumar to attend Guest lecture at GDC Kurudhapalem.

Signature of the staff members signature of the

1) B. Vijayakumar 03/02/2025

Principal

2) M. H. [Signature]

3) P. Parvathi [Signature]

[Signature]  
H.O.D. Signature

PRINCIPAL  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-533223  
Dr. B.R. Ambedkar, Kanaseema Dist. (A.P.)



Monday  
03/03/2025

There will be a departmental meeting on  
time 4:30pm at Zoology lab.

All the staff members are to attend this meeting

Agenda:-

- To review on the previous meeting discussions
- To review on the syllabus & to conduct of MID-II examinations for IV semester students
- To review on the conduct of practical records verification and conduct of ANUR - March - 2025 practical examinations as per schedule.
- To review on the preparation academic audit of 2023-2024 and 2024-2025. Academic year activities.
- To review on the preparation of sixth monthly internship viva as per ANUR - March - 2025. schedule for the final year students
- To review on the prepare the students for IV semester Theory ANUR - 2025 - Examinations as per schedule
- To review on the prepare the conduct of an awareness programme on World Tuberculosis Day 2025.

To, All the staff members

- 1) B. Vijayakumar
- 2) H. H. [Signature]
- 3) P. Karolin



[Signature]  
H.O.D. signature

Monday<sup>57</sup>  
03/03/2025

Minutes of The Departmental meeting

Resolutions

- It's resolved to the previous meeting discussing and implementation
- It's resolved to the coverage of syllabus & conduct of MID-II Examinations for the IV semester students.
- It's resolved to the conduct of practical records verification and conduct of IV semester practical Examinations as per ANUR - 2025 - March - schedule
- It's resolved to the preparation of academic audits of 2023-24 & 2024-25. Academic year activities
- It's resolved to the participation of sixth monthly internship viva as per ANUR - March - 2025 schedule for the III<sup>rd</sup> year students
- It's resolved to the preparation of the students for IV semester Theory Examinations as per ANUR - 2025 March schedule.
- It's resolved to the conduct of an awareness programme on world tuberculosis day - 2025.

signature of the staff members.

- 1) B. Vijayakumar
- 2) H. H. [Signature]
- 3) P. Karolin

signature of the

principal  
[Signature]  
PRINCIPAL  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-533223  
Dr. B. R. Ambedkar Konaseema Dist. (A.P.)

[Signature]  
H.O.D. signature



03/04/2025  
Thursday

There will be a departmental meeting on 03/04/2025, Thursday  
Time 4:30pm at zodoff lab.  
All the staff members are required to attend this meeting

Agenda :-

- > To review on the previous meeting discussions
- > To review on the to conduct an awareness programme on world health day - 2025.
- > To review on the conduct of Certificate course - 2024-25 on Ornamental fishery as Add on course for the students
- > To review on the conduct MID-II Examinations for II<sup>nd</sup> Semester students
- > To review on departmental stock
- > To review on the conduct of pre final Examinations for II semester students
- > To review on the coverage of theory & practical syllabus for II<sup>nd</sup> semester students
- > To review on the conduct of parents and teachers meeting for Academic year - 2025, & participation in inauguration of college pamphlet - for 2025-2026 Academic year Admission

To All the staff members

- 1) B. vijayakumar
- 2) H. ...
- 3) P. ...



G. ...  
H.O.D. Signature

03/4/2025, 59  
Thursday

Minutes of The Departmental meeting  
Resolutions

- > It's resolved to the previous meeting discussions & implementation
- > It's resolved to the conduct of an awareness programme on world health day - 2025
- > It's resolved to the conduct of Certificate course on Ornamental fishery as Add on course for the students 2024-2025 Academic year.
- > It's resolved to the conduct of MID-II Examinations for II<sup>nd</sup> semester students
- > It's resolved to the conduct of pre final Examinations as per schedule for II<sup>nd</sup> semester students
- > It's resolved to the coverage of theory & practical syllabus for II year II semester students
- > It's resolved to the participation in parents and teachers meeting for Academic year 2024-25 and participation of college pamphlet for 2025-2026 for 2025-2026 Academic year Admission

To All the staff members

- 1) B. vijayakumar
- 2) H. ...
- 3) P. ...

signature of the principal

K. ...  
PRINCIPAL  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-533223  
Dr. B.R. Ambedkar-Kenaseema-Dist. (A.P)



G. ...  
H.O.D. Signature