

Circular

05/06/2023

A department review meeting was conducted on 5/6/2023 at 5pm in the department of zoology with faculty of zoology and department of Botany to review and resolve the following issues

Agenda

⇒ 1-a To review the conduct of Admission campaign - 2023-24 awareness on single major subject for joining students  
b- Guest lecture

⇒ 2- To review complete the syllabus to 4th & 2nd semester students by 10th of July - 2023

⇒ 3-a To review to conduct MID-II Examinations for the 2nd and 1st year students during the 3rd week of June - 2023  
b- Dewammy day observation

⇒ 4- To review the upload class in TLP app by 6pm on the same day without fail

Minutes of The departmental meeting

05/06/2023

Resolutions

⇒ 1-a Its resolved to conduct admission campaign for the academic year - 2023-24 and awareness on single major subject for new joining students  
b) To conduct Guest lecture.

⇒ 2 - Its resolved to complete the syllabus to 4th and 2nd semester students by 10th of July 2023

⇒ 3-a- Its resolved to conduct MID-II Examinations for the 2nd & 1st year students during the 3rd week of June - 2023.

b) Its resolved to Dewammy day observation awareness programme.

⇒ 4 - Its resolved to upload class in TLP app by 6pm on the same day without fail

Attendance

1) N. Nageswararao -  
Dept. H.O.D

2) B. Vijayakumar -  
Lecturer in zoology

3) Kom - P. Prasanna Jyothi -  
Lecturer in zoology

4) Kum. CH. GR. Jayasi -  
Lecturer in Botany

HEAD  
DEPARTMENT OF BOTANY  
V.K.V. Govt Degree College  
KOTHAPETA.

B. Vijayakumar  
LECTURER IN ZOOLOGY  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-532223, A.P.

P. Prasanna Jyothi  
LECTURER IN ZOOLOGY  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-532223, A.P.





## CIRCULAR

There will be Department meeting on 03/10/2023  
at Zoology Lab 4:30pm

Venue:- zoology lab.

All the members are requested to attend the meeting

## Agenda :-

- 1) Academic plans for - 2023-2024 Academic year
- 2) Student attendance
- 3) NAAC work
- 4) Distribution of papers taught
- 5) Coverage of syllabus
- 6) Conduct of world animal day.

Head of The Department

G. Sridhar  
LECTURER IN CHEMISTRY  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-533223, A.P.

To

All the members

- 1) B. vijayakumar
- 2) R. Koushik
- 3) Ch. G. R. Jayaraj



## MINUTES OF THE DEPARTMENTAL MEETING

## Resolutions

1- preparation of Annual Curricular plans for I, III, V semester Academic year - 2023-2024.

2) - Attendance should be maintain in the department as class monitor

3) - Maintain NAAC Registry as per Department wise and lecture wise.

4) - Distribution of paper taught-

Sri B. vijayakumar

I BSc - Major zoology - Introduction to classical biology - 3hrs/week

II BSc - MPC; MPCs - CB2 - SDC - poultry farming - 2hrs/week

III BSc - BZC - practicals - 2hrs/week

IV BSc - 7A - post harvest technology fish and fisheries - 4+4=hrs/week  
Introduction to Applied Biology - 3hr/week

cell biology, genetics, Evolution 4hrs/week

V BSc - 6A - sustainable salmon management 4+4hrs/week

5- coverage of syllabus as per schedule.

6- To conduct of world animal day at department

signatures of The members - signature of The

1 B. vijayakumar

president of The

Meeting

2 R. Koushik

signature of The

Head of the

Department.



3 Ch. G. R. Jayaraj

G. Sridhar  
LECTURER IN CHEMISTRY  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-533223, A.P.

CIRCULAR

There will be departmental meeting on 04/11/2023 at zoology lab 5pm  
venue zoology lab 5pm  
All the members are requested to attend the meeting

Agenda:

- 1) Distribution of classes as per time table
- 2) posting of community internship and industry internship in award lists
- 3) conduct of mentor mentee meeting
- 4) student attendance
- 5) IV - semester result analysis
- 6) HIV, AIDS awareness program & conduct AIDS awareness Rally
- ⇒ 7) Conduct of Quiz lecture

TO  
All the members  
1) B. Vijayakumar, Head of the Department  
LECTURER IN ZOOLOGY  
V. K. V. Govt. Degree College  
KOTHAPETA

2) P. Parvathi, LECTURER IN CHEMISTRY  
V. K. V. GOVT. DEGREE COLLEGE  
KOTHAPETA-533223, A.P.

3) Ch. G. R. Jayas, LECTURER IN ZOOLOGY  
V. K. V. Govt. Degree College  
KOTHAPETA



Signature of P. Parvathi

MINUTES OF THE DEPARTMENTAL MEETING

Resolutions

- 1) Distribution of subject wise classes as per department timetable and individual timetable - 2023-2024
- 2) verification of community Internship & Industry Internship Records and posting marks in award lists
- 3) Conduct of ward counselling as per mentor mentee in the department
- 4) Departmental student attendance as per lab - practical register wise and class wise and Mentor wise.  
take counselling class for low percentage of attendance students.
- 5) Discussion about IV semester AKNH Result - 2023, analysis paper wise - IV A and IV B.
- 6) Conduct HIV, AIDS awareness programme and conduct HIV & AIDS awareness Rally with Area Hospital Health center Kothapeta, & Red Ribbon Club.  
⇒ Conduct of Quiz lecture

Signature of the members      Signature of the      Signature of the  
1) B. Vijayakumar, LECTURER IN ZOOLOGY, V. K. V. Govt. Degree College Meeting, president of the      Head of the  
KOTHAPETA      department.

2) P. Parvathi, LECTURER IN ZOOLOGY, V. K. V. Govt. Degree College, KOTHAPETA

3) Ch. G. R. Jayas, LECTURER IN ZOOLOGY, V. K. V. Govt. Degree College, KOTHAPETA



Signature of G. Saral  
LECTURER IN CHEMISTRY  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-533223, A.P.

Circular

11/12/2023

There will be department meeting on 11-12-2023 - 3.00  
at zoology lab

All the staff members are requested to attend the meeting

Agenda

=> 1) Syllabus coverage and completion of I, III, V Semesters

=> 2) conduct of student class seminars for I, III, V semesters


=> 3) conduct of AKNU - semester and practical Examinations for III and V semester students


=> 4) conduct of Remedial classes for slow learners

=> 5) conduct of world environment day, field visit to nursing pond, kadapa and conduct of National day awareness to students

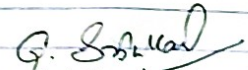
To

All the department staff members

1)  Lecturer in Zoology  
V. K. V. Govt. Degree College  
KOTHAPETA

2)  Lecturer in Zoology  
V. K. V. Govt. Degree College  
KOTHAPETA



  
Head of the department  
Dr. G. SRINIVASULU M.Sc, Ph.D.  
HOD OF CHEMISTRY  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA - 533 223, A.P.

Minutes of The departmental Meeting

11/12/2023

Resolutions

=> 1) Resolved to syllabus coverage and completion of I, III, V Semesters.

=> 2) Resolved to conduct of student class seminars for I, III, V semester students.



=> 3) Resolved to conduct of III semester & V semester practical Examinations as per AKNU schedule time

=> 4) conduct of Remedial classes for slow learners.


=> 5) It is resolved to conduct of world environment day, field visit to nursing pond, kadapa and conduct of National day awareness programme to students

Signature of the members - signature of the president of the meeting

Signature of the Head of the department

1)  Lecturer in Zoology  
V. K. V. Govt. Degree College  
KOTHAPETA  
2)  Lecturer in Zoology  
V. K. V. Govt. Degree College  
KOTHAPETA



  
Dr. G. SRINIVASULU M.Sc, Ph.D.  
HOD OF CHEMISTRY  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA - 533 223, A.P.

  
22/12/23  
PRINCIPAL  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA, E.G. Dist.

Circular 16/02/2024

There will be department meeting on 16/02/2024.  
5pm. at zoology lab  
All the staff members are request to attend  
the meeting

Agenda:-

- 1 - Syllabus coverage of theory and practicals.
- 2 - Conduct of sixmonth's internship for final year students
- 3 - Conduct of MID-I Examinations as per CCE & AKAU norms.
- 4 - Conduct of field visit for students
- 5 - Conduct of Certificate course / value added course
- 6 - Updation of departmental activities

To

All the department staff members

- 1) B. Vijayakumar
- 2) T. Parashis
- 3) D. Devi Sini

G. Srinidhi  
Head of the department

Minutes of The departmental meeting  
Resolutions

16/02/2024

- ⇒ 1 - It's resolved to coverage of syllabus in theory and practicals
- ⇒ 2 - It's resolved to conduct of sixmonth's internship for 3rd year students as per CCE norms
- ⇒ 3 - It's resolved to conduct of MID-I Examinations as per CIA & CCE norms
- ⇒ 4 - It's resolved to conduct of field visit to students near the local hospital
- ⇒ 5 - It's resolved to conduct of certificate course / value added course for the interested students
- ⇒ It's resolved to updation of departmental activities

Attendants

- 1) B. Vijayakumar
- 2) T. Parashis
- 3) D. Devi Sini
- 4)

Signature of the  
president of the  
meeting

G. Srinidhi  
Signature of the  
H.O.D.



Srinidhi

PRINCIPAL  
K.V. Govt. DEGREE COLLEGE  
KOTHAPETA, E.S. Dist.

## Circular

4)

There will be departmental meeting on 19-4-2024  
at 5pm zone- zoology lab  
All the staff members are requested to attend  
the meeting

## Agenda

→ Syllabus coverage of theory and practicals.

⇒ Conduct of MID-II Examinations for II, E, IV  
Semester students.

⇒ Review of 6th monthly scholarship of final year students.

⇒ Review on class attendance as well as frobhooni attendance.

⇒ Implementation of Edex certificate course.

⇒ Departmental stock verification.

⇒ Conduct of Remedial classes for slow learners.

⇒ Admissions for 2024-2025 Academic year.

To  
All the staff members  
D. S. Singh

Head of the Department

1) P. Koulis

2) D. Devi Sini

3)

5)

Minutes of the departmental meeting 19/4/2024,

## Resolutions

⇒ It is resolved to syllabus coverage for II, E, IV semester,  
theory & practical syllabus.

⇒ It is resolved to conduct of MID-II Examinations for  
II, IV, semester students as per CCE, CIA norms.

⇒ It is resolved to review on 6th monthly scholarship  
of final year students.

⇒ It is resolved to review on frobhooni attendance as well  
as class room attendance.

⇒ It is resolved to implementation of Edex  
certificate course for first year students by CCE.

⇒ It is resolved to conduct of remedial  
classes for slow learners.

⇒ It is resolved to admissions for 2024-2025  
academic year.

Signature of the members

1) D. Singh

2) P. Koulis

3) D. Devi Sini

4)

G. S. Singh  
Signature of the  
Head of the Department



Signature of the  
President of the meeting

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