

2022-23

12

02-9-2022
Friday

A departmental review meeting was conducted on 02-9-22 at 3:0pm in the department of zoology with all the faculty members of zoology and botany departments and reviewed discussed and made the following resolutions

Agenda (Issues:)

- 1- updation of department activities in college website
- 2- I, III, V semesters result analysis.
- 3- 2022-2023 1st year admission campaigns (Campaigns)
- 4- ~~2020~~ 2021 - BSc CBZ Industrial internship (2nd BSc CBZ)
- 5- a Update of Department NAAC Records and upload in (Department) college website
b- Deworming day observance
- 6- preparation departmental activities for AQAR (of) 2021-2022. Submission.
- 7- a TLP app updation recuping of classes.
b- Guest lecture
8. preparation of LMS class videos
9. Identification Advanced, medium & slow learners
- 10- conduct Remedial classes for slow learners.
11. conduct Co-curricular. Extracurricular activities

2022-23

02-9-22
13 Friday

Minutes of the departmental meeting Resolutions

- 1- It's resolved to updation of Department activities in the college website
 - 2- It's resolved to I, III, V semester result analysis and identified the failure students and Guid & counselling for supplementary examinations
 - 3- It's resolved to Industrial Internship programme for 2020-21 Batch. II BSc CBZ students. its mandatory for II BSc students between IV and V semesters
 - 4- It's resolved to updation NAAC department registers and upload in college website
 - 5- a It's resolved to 2022-2023 year 1st year BSc CBZ admission and admission campaign programming
b- To conduct awareness programme on - Deworming day
 - 6- It's resolved to Departmental activities documentation for AQAR of 2021-2022 academic year
 - 7- a It's resolved to updation of classes in TLP app and recuping of class in TLP app.
b- To conduct Guest lecture
 - 8- It's resolved to preparation LMS videos
Every lecturer should prepare 2 LMS videos compulsory.
 - 9- It's resolved to identify the Advanced, Medium slow learners from MID examinations & semester marks.
 - 10- It's resolved to conducting of Remedial classes for slow learners
 - 11- It's resolved to conducting of co-curricular & extra-curricular activities
- 1- Sri. N. Nageswara Rao
lecturer in charge. Zoology
 - 2- B. Vijay Kumar
lecturer in zoology



HEAD
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Brijraj Kumar
LECTURER IN ZOOLOGY
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11/11/22

A departmental review meeting was conducted on 11/11/22 at 5:30 pm in the department of zoology with all faculty members zoology and Botany departments and reviewed discussed and made the following resolutions

Agenda Issues:-

- 1) Implementation of FRS attendance both staff & students before 10 Am and after 5:pm.
- 2) Instruct to all students to pay college fee by E app.
- 3) Conduct 7th hour activity from 4-5pm
- 4) Campus clean and Green.
- 5) Utilization of first aid facility available in the zoology department
- 6) Vth semester results
- 7) Mentor - mentee meeting at least twice a month

Minutes of the Departmental meeting

Resolutions

11/11/2022

- 1) Its resolved to implementation of FRS attendance both staff and students before 10 Am - 5pm.
- 2) Its resolved to instruct all the students to pay college term fees by using E-App.
- 3) Its resolved to conduct 7th hour activity in 4-5pm as CCE proceedings
- 4) Its resolved to maintain beauty of college campus conduct clean campus and Green campus programmes
- 5) Its resolved to inform to all the students & staff utilize the first aid facility available in zoology department whenever they needed.
- 6) Its resolved to Vth semester result analysis
- 7) Its resolved to conduct mentor - mentee meeting twice a month.

1) Sri. N. Nageswara Rao
H.O.D of zoology

2) B. Vijaya Kumar
lecturer in zoology

3) Kum. P. Prasanna Jyo
lecturer in zoology

4) Kum. Ch. R. Jayasi
lecturer in Botany.



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S. Vijayakumar
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LECTURER IN ZOOLOGY
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Ch. G. R. Jayasi
V.K.V. Govt. Degree College
KOTHAPETA

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

5/12/2022

Departmental review meeting was conducted on 05/12/22 at 11:40 AM in the department of zoology under the chairmanship of H.O.D Sri N. Nageswara Rao and all the faculty members of zoology and botany were attended and made the following resolutions.

Agenda:-

- 1) To reviews the regular classes & regular activities
- 2) To conduct the bridge course classes for freshmen
- 3) C.E visit to the (Institution) for colleges.
- 4) a) To conduct Swacha Bharat and Campy cleaning.
- 5) b) To parent meeting
- 5) To conduct the M.T.D Term Examination
- 5- To conduct world cancer day



Signature

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Dr. B.R. Ambedkar Konaseema Dist. (A.P)

Minutes of The Departmental meeting

Resolutions

05/12/2022

- 1) Reviewed the regular classes and regular activities and resolved to improve the academic standards.
- 2) Resolved to conduct bridge course classes for the first year students
- 3) Resolved to make necessary arrangements and keep ready all records for visit CCE Dr. Kda. Bhaskar Gaur.
- 4) a) Resolved to conduct swacha bharat and clean campy
- b) To conduct parents teachers meeting
- 5) Resolved to conduct M.T.D. Term Examination in the last week of December - 2022.
- 6- Resolved to conduct world cancer day awareness program

Attendance

1) Sri. N. NAGESWARA RAO - *Signature*
Dept Incharge E.H.O.D.
V.K.V. Govt. Degree College
KOTHAPETA.

2) Sri. B. vijayakumar - *Signature*
lecturer in zoology
LECTURER IN ZOOLOGY
V.K.V. GOVT. DEGREE COLLEGE
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3) Kom: p. prasanna Jyothi - *Signature*
lecturer in zoology
LECTURER IN ZOOLOGY
V.K.V. GOVT. DEGREE COLLEGE
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4) Kom. CH. G.R. Jayasi - *Signature*
lecturer in Botany



06-02-2023

A departmental review meeting was conducted on 06-2-2023, at 3:30 pm in the department of zoology with faculty of zoology and botany departments to review and resolve the following issues.

Agenda:-

- 1) - To review the coverage of syllabus in theory and practicals
- 2) To conduct the MID Term Examinations and pre final Examinations
- 3) - To conduct the remedial classes and study hours
- 4) To review an updation of NAAC files



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 Dr. B.R. Ambedkar Konaseema Dist. (A.P.)

Ministry of The Departmental meeting 06/2/2023

Resolutions

- 1) Reviewed the coverage of the theory and practical syllabus, to submit syllabus completion report, & prepare the students for Examinations
- 2) Resolved to conduct MID term Examinations and pre final Examinations in this february month.
- 3) Resolved to conduct study hours and remedial classes for the slow learners.
- 4) Resolved to update NAAC files and preparation of SSR work.

Attendance

- 1) Sri. N. NAGESWARA RAU
 Dept. H.O.D.
- 2) Sri. B. vijayakumar
 lecturer in zoology
- 3) Kum. P. prasanna jyothis
 lecturer in zoology
- 4) Kum. CH. R. Jayasi
 lecturer in Botany



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B. vijayakumar
 LECTURER IN ZOOLOGY
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P. prasanna jyothis
 LECTURER IN ZOOLOGY
 V.K.V. GOVT. DEGREE COLLEGE
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Ch. G.R. Jayasi
 LECTURER IN BOTANY

03-03-2023

A departmental review meeting was conducted on 03-03-2023 at 3:30pm in the department of zoology with faculty of zoology and Botany departments to review and resolve the following issues

Agenda

- 1) To review (the) to conduct the sem-III Examinations from 03-3-2023 onwards.
- 2) To review the prepare LMS videos lecturer & topic wise
- 3) To review the submit pre-final Examinations marks for Semester-III students
- 4) To review the conduct study hours for the final year students to well prepare them for semester Examinations
- 5) To review the upload the ASAR into the CCE website
- 6) To review the prepare the SSR and submit the soft copy to the CCE



Principal
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Minutes of the Departmental meeting 03/03/2023

Resolutions

- 1) It is resolved to conduct the Semester III - Examinations from 03-03-2023
- 2) It is resolved to prepare LMS videos of LMS content generators
- 3) It is resolved to submit pre final Examinations Marks for Sem-III students
- 4) It is resolved to conduct study hour for the final year students to prepare them to semester Examinations
- 5) It is resolved to upload the ASAR to the lectures into the CCE website
- 6) It is resolved to prepare the SSR and submit the soft copy to the CCE website

Attendance

- 1) Sri N. NAGESWARA RAO
Dept. H.O.
- 2) Sri B. Vijayakumar
Lecturer in zoology
- 3) Kom. p. prasanna joshi
Lecturer in zoology
- 4) Kom. ch. GR. Jayasi
Lecturer in Botany

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B. Vijayakumar
 LECTURER IN ZOOLOGY
 V.K.V. GOVT. DEGREE COLLEGE
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Ch. G. R. Jayasi
 LECTURER IN BOTANY
 V.K.V. GOVT. DEGREE COLLEGE



02-04-2023

A department review meeting was conducted on 02-4-2023 at 4:00 pm in the Department of Zoology with faculty of zoology and Department of Botany to review and resolve the following issues.

Agenda

- 1) To review the conduct MID-I Examinations for the 2nd year students for the 4th semester on or before 10th May - 2023
- 2) To review the submit the IQA by the end of April 2023
- 3) a) To review the prepare the statistical, Numerical data for the year 2022-23
b) To conduct World Biodiversity day
- 4) To review the constitute committees for the stock verification for the year 2022-2023
- 5) To review the conduct certificate course for the final year students who are completed the 5th semester Examinations
- 6) To review the 6 months internship for final year students



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Minutes of the Departmental meeting

02/04/2023

Resolutions:-

- 1) It's resolved to conduct MID-I Examinations for the 2nd year students for the 4th semester on or before 10th May 2023
- 2) It's resolved to submit the IQA by the end of April - 2023
- 3) a) It's resolved to prepare the statistical and numerical data for the 2022-23 year
b- It's resolved to conduct awareness programme on world Biodiversity day
- 4) It's resolved to constitute committees for the stock verification for the 2022-23 year
- 5) It's resolved to certificate conduct for the final year students who are completed the 5th semester Examinations
- 6) It's resolved to identify and map the final year students 6th months internship.

Attendance

1) Sri. N. NAGESWARA RAO —
Dept. H.O.D

2) Sri. B. Vijayakumar —
Lecturer in zoology

3) Kum. P. prasanna Jyothi —
Lecturer in zoology

4) Kum. Ch.G.R. Jayasi —
Lecturer in Botany

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B. Vijayakumar
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30/05/2023

A department review meeting was conducted on 30/5/23 at 5pm in the department of zoology with faculty of zoology and department of Botany to review and resolve the following issues

Agenda

1) To review the major subjects - Bsc - zoology with -30 seats and Botany is selected as minor subject.

2) - To conduct anti tobacco day - awareness programmes

3) - To review the six month internship for final year students
Maintained records log book & project work

4) - To review the preparation of log book for six months internship viva at July month 2023



Minutes of The departmental meeting

30/05/2023

Resolutions

1 - It's resolved to continue Bsc as major subject with seats and Botany is selected as minor subject

2 a) It's resolved to six month internship for final year students
Maintained records logbook & project work.

b) It's resolve to conduct awareness programmes on Anti tobacco day

3 - It's resolved to the preparation of log book for six months internship viva during July - 2023.

Attendance

1) - N. Nageswara Rao
Dep - H.O

2) B. vijayakumar
Lecturer in zoology

3) Kum - P. Prasanna Jyothi
Lecturer in zoology

4) Kom - CH. G.R. Jayasi
Lecturer in zoology Botany

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