

2017-18

DEPARTMENT MEETING

The faculty members of the Botany met on 6.6.17 in the Dept. of Botany and the following resolutions were made.

The HOD of Botany expressed her gratitude to faculty members for getting good academic results and their Co-operation during the year 2016-17, and hope the same Co-operation to be continued for the academic year 2017-18.

1. Workload distribution among the faculty members is discussed.
2. Resolved to prepare and follow the department academic plan.
3. Academic plan will be submitted within a week.
4. Resolved to update mark register with semester and marks.
5. Resolved to conduct Bridge Course from first week of July for new B.I.P.C. student.
6. Conduct Practical classes as per the academic plan and correct the sheets as per the semester syllabus in order to improve student interest in practicals as well as record maintenance.

1. Resolved to update NAAC registers

Work Load Distribution
Theory - 38 Practicals - ~~20~~ 96

C.No.	Name of the Lecturer	Class	Theory	Practicals	Total	
1.	Dr. P. Sreevani	III B.Sc P ₃ + Elective	3+3	5×3=III 1×3=II	24	1st
2.	Dr. D. Appa Rao	II B.Sc	2+2	6×3=(II +III) 2×3=II	24	L.A.
3.	Dr. K.V. Lakshmi	III B.Sc P ₃ + Elective	3+3	5×3=IV 1×3=II	24	KV
4.	Dr. T. Srinivas	I B.Sc II B.Sc	2+2 = I yr 2 = II yr	5×3 = I 1×3 = II	28	✓
5.	Sri. D.S. Madha Vij Rao	I B.Sc II B.Sc	2+2 = I yr 2 = II yr	5×3 = I 1×3 = II	28	Dr.

1. 1st
2. L.A.
3. KV
4. ✓
5. Dr.

Department Meeting - 2

The Departmental Meeting was held in the second week of July i.e. on 10.7.2017 (Monday) and the following resolutions were moved.

1. Resolved to prepare Department annual plan for the academic year 2017-18
2. Resolved to submit Annual academic annual plan for 2017-18 by the end of this month.
3. Resolved to update department Marks register with semester end Marks.
4. All the Department Register to be updated for NAAC Visit
5. Resolved to Conduct plantation programme by "Haritha Krishna Geo" club on 24 July and also perform plantation for Vanam Manam programme.

Staff Members Present

1. 

2. 

3. 

4. K.V. Lakshmi

5. 

2.8.17.

Department Meeting - 3

The Departmental meeting was held on 2/8/17 and the following resolutions were taken

Resolved to give assignments for I, II, III year students as a part of co-curricular activity.

As per the principal's instructions to conduct classes for Add-on Course "Horticulture technique" and enroll the students for the same.

It is resolved to conduct Student Seminar for I, II and III year students.

Resolved to set paper for I, II, III, IV Semester mid examination.

Departmental Register to be updated for NAAC purpose.

1. L. S. i
2. pur
3. L. A.
4. K. V. Lakshmi
- 5.

The Departmental meeting was held on 2/9/17 and the following resolutions were taken:

Resolved to give all the Schedules and Concom material useful for the IQ AC. and resolved to Conduct Mission Harithandra prarthana and Coconut day.

Resolved to post and mark for Sem-I, II, III in Marks register.

Resolved to update all the NAAC registers and look after MoV's Concom-takes, linkages to Conduct related activities.

Resolved to Maintain Botanical garden and perform Go Green-Campus Clean Campus as a part of monthly activity.

We are happy that one regular staff member Dr. T. A. Nivedita Lect. in Botany was transferred to the existing vacancy. We all in Dept. of Botany welcome her.

Let's

2/9/17

Let's

K. V. Lakshmi

Dr. Nivedita

Phelan

Department Meeting 4.12.2017
 The Departmental meeting
 was held on 4.12.17 and discussed
 following and taken resolutions
 as follows.

Resolved to Complete syllabus for
 theory and practicals by the end of
 this month.

Resolved to Complete the surged work
 by the end of the January 2018.

Resolved to Conduct assignment for
 I, II, III students

Resolved to Assign project work to
 IV year students and see that
 they complete and submit project
 report by January third week for
 the evaluation.

Resolved to Conduct Examination
 for Horticulture technique add-on-
 Course (Certificate Course) in the
 last week of December.

Resolved to update all the department
 records. ~~for~~ and stock registers.

Resolved to maintain Botanical garden
and Conduct activity Go Green - Campus
Clean Campus as a part of monthly
activity

Signature of the faculty

Wtj
9/12/17

2018-19