

DEPARTMENT MEETING 6.6.2019

The faculty members of the Botany held a meeting on 6.6.19 in the staff room of Botany Dept. and the following resolutions were taken.

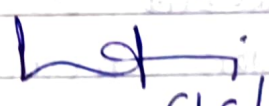
The Head of the Dept. of Botany Dr. P. Sreerani, expressed her gratitude to the faculty of the Dept. for getting good academic results, completing syllabus in time and their co-operation during the year 2018-19. This academic year also hope the same for the faculty of Botany.

2019-2020

1. Workload distributed among the faculty members as per the last academic year.
2. Resolved to prepare academic plan and follow the same.
3. Academic plan will be submitted within a week.
4. Resolved to update all the academic record as per the Department plan and also maintain regularly teaching Diary, Teaching plan and annual academic plan.
5. Resolved to update Mark Register with Semester End grades for I, II & III year.
6. Resolved to Conduc Bridge Course for Non BIPC students from

2. 7.19 to 5.7.19 during 9 AM-10 AM and 5 PM-6 PM.
7. Resolved to Conduct practical classes and Assignments as per the plan.
8. Resolved to Conduct Important Days of Botany related to celebrate and Create awareness by programmes, Rallies, Debates & Quiz.
9. Resolved to prepare lessons for Virtual classes to be held in the next month.
10. Resolved to update all the records of NAAC and Autonomous

Total Department Workload
Distribution Theory - 28 }
Practicals - 96 }


6/6/19.
(Dr. P. SREEVANI)

S.No.	Name of the Lecturer	Class	Theory	Practical	Total	Sig.
1.	Dr. P. Sreevani	III yr P-VI cluster	3+3	6x3=18 9	24	6
2.	Dr. TMA. Niveditha	II yr	2+2	4x3=12 2x3=6	22	
3.	Dr. Di Appa Rao	II yr	2+2	4x3=12 2x3=6	22	
4.	Dr. K. Vijaya Lakshmi	III yr P-V cluster	3+3	6x3=18 9+9	24	
5.	Dr. D.S.M. Rao	I yr	2+2	5x3=15 1x3=3	22	
6.	Guest Faculty	I yr	2+2	5x3=15 1x3=3	22	

1. Signature
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Staff Meeting

1.7.19

It is resolved to engage Guest faculty for the existing vacancy in the Department of Botany from 17.7.2019 hence I request the Principal kindly permission may be granted to engage Guest faculty in the vacancy place to handle the classes for I year B.Sc B2C (TN), B2C (EM) and BTBC students.

With the above read resolution P. Sowjanya with all required qualification, has been engaged as Guest faculty from 17.7.2019 in Dept. of Botany until a regular faculty member is posted in existing vacancy.

Members

- 1) K. K. S. S. (Dr. B. K. Nark) (L in chemistry) (Dr. P. SREEVANI) HOD, Botany
- 2) (Dr. D. Appa Rao, L, Botany)
- 3)

(L in Zoology) (Dr. G. V. Pratap)

Principal
Dr. V. S. Krishna Govt. Degree College
VISAKHAPATNAM-530013

Department Staff Meeting.



4.8.2019

The Department meeting was held on 4.8.2019 and the following resolutions were taken.

Resolved to give assignments for I, II and III year students as a part of Curriculum activity.

As per the principal's Instructions it is resolved to conduct classes for add-on Course (Certificate Course) "Horticulture Techniques" and enroll the students for the same.

It is resolved to conduct student seminar for II and final year students.

Resolved to evaluate the Mid Semester papers and put the marks in the Concern register.

Staff Members attended

Wti
(Dr. P. SREEVANI)

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Departmental Staff Meeting. 2.12.2019.

The Department meeting was held in the Laboratory 1 of the Botany department and the following resolutions were made.

Resolved to Complete Semester VI syllabus as per the annual plan.

Resolved to follow the resolution made in the Staff Council meeting held on 18.11.2019 at 11:30 PM, which was chaired by principal, In this meeting it was decided to allot lecture to each subject ~~to deal~~ with clusters in semester VI.

As per the Staff Council meeting IV B2C (EN) and BTBE students will be given were opted for Botany where Paper VIII clusters were A₁ - Plant Diversity and Human Welfare A₂ - Lithobotany and Medical Botany A₃ - Pharmacognosy & Phytochemistry.

It is resolved to share the workload among all the staff of the Department and the subjects were distributed as following.

- ① Dr. P. Sreevani } Paper - VII
② Dr. K. Vijayalakshmi } ① Nursery, Gardening
Floriculture

- ① B2C EM & BTBC ② B2C (TH)
Dr. P. Sreevani } — 8 A1 — Plant Diversity &
Dr. K. V. Lakshmi } Human Welfare.

① 8 A1 cluster will be shared by Dr. P. S. Vani
& Dr. K. V. Lakshmi (Plant Diversity & Human Welfare)

② 8 A2 cluster will be shared by
(Ethnobotany & Medical Botany) Dr. TNA.
Niveditha and Dr. D. Appa Rao.

③ 8 A3 cluster will be shared by
Pharmacognosy & Phytochemistry

2/12/19
(Dr. P. Sreevani)

Staff Signature

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Departmental Staff Meeting

12-3-20

The departmental meeting was held at Staff Room of Dept. of Botany and the following resolutions were made.

It is resolved by the Departmental Committee of Department of Botany for the Landscaping of Botanical Garden in the campus. The renovation activity includes:

- 1) Constructing a pathway in the garden (Straight & sides also) with cement tiles.
- 2) Beautification with cement circles around the trees.
- 3) Creating borders with ornamental trees as a part of beautification of garden.
- 4) Colouring the required parts.
- 5) Development of slanty lawns in the campus as per design.
- 6) Display of Name Plates in the garden.
- 7) Display Board preparation for the garden.

COMMITTEE :-

1. Dr D. Appa Rao - GA
2. Dr K. Vijaya Lakshmi - kl
3. Dr D.S. Madhava Rao - DM

GA
HOD of Botany
12/3/2020

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PRINCIPAL
12/3/2020