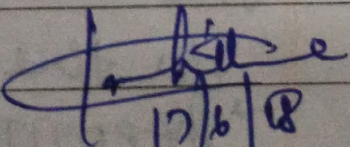


17-06-2018

- classes for the first year to be commenced from 18-06-18.
- Need to conduct ANTI RAGGING Counselling to the senior students on the same day.
- Bridge Course for the 1st year students to be started from 19-6-18 onwards.
- Time table for the 1st yr students to be finalised. Principal instructed to adhere strictly to the provided timetable by faculty members.
- Biometric attendance is mandatory for both teachers and students.
- Need to prepare annual plans for all the semesters of the current year.
- Teaching diaries and notes are to be maintained regularly.
- Principal instructed to conduct virtual classes for students of same subject so that students from all over the district will be listening to the content.


17/6/18

11-07-2018

- INDUCTION TRAINING programme for 1st yr students is scheduled to be held from 12-07-18 to 13-7-18 to create awareness on Autonomous calendar, syllabus, course outcomes, question paper pattern, mid examinations pattern, semester end examinations, internal external system, Credit system, code of conduct, usage of books and any other matter related to the curricular, co-curricular such as quiz, student seminars, group discussions, poster presentations, elocution, debate and extra-curricular such as sports, games, cultural etc.

- Need to complete syllabus for the 1st & 2nd SEMESTER exam going to be held from 30-07-2018 to 02-08-2018.

- World Hepatitis Day is ahead on 26th July. Microbiology department organizes and the event every year. This year planning for the Student Group Discussion on "HEPATITIS" on 26th July. Students are to be divided into groups and raise the issue which is useful to control the disease. Students those who are not participating in G.D are invited to foregone posters for compaigning purpose.

[Signature]
11/7/2018

04-08-2018

- It is announced that there is an upcoming visit by the Autonomous Team on 6th and 7th August 2018.

- Need to prepare perspective presentation of the department and the in-charge will be presenting it before the Autonomous Team during the visit. The members are mentioned as follows:

1. Prof. Pratap Singh Chauhan - chairperson
Ex-vice-chancellor, Saurashtra University,
Gujarat.
2. Prof. Gnanesh Kewadkar - member
Former HOD, School of Economics, Devi Ahilya
Vishwavidyalaya, Indore, Madhya Pradesh.
3. Dr. R. Damodaran - member
Arum Sri Puspam College (A), Porudi, Thanjavur,
Tamil Nadu
4. Prof V. V. Nageswara Rao, University nominee
Dept. of Geology, Andhra University, Visakhapatnam
5. Dr. D. Giri - State Government Nominee,
Academic Guidance Officer,
of Commissioner of Collegiate Education,
Amravathi, Andhra Pradesh.
6. Sri. Nanda Kishore - Coordinating Officer,
Personal Secretary, University Grants
Commission, Bahadur Shah Zafar Marg,
New Delhi.

- Need to prepare proposals for workshop / Seminar / conferences.
- Mid semester result to be observed. Slow learners and average learners to be identified.
- Special classes for slow learners to be conducted from 05-8-2018 to 9-8-18.

Chit
4/8/18

24-09-2018

- Dr. Ch. Lalitha, HOD of the department has been nominated as IQAC Coordinator of the institution.
- Government has issued a G.O. stating the hike in remuneration for guest lecturers from Rs. 100/- to Rs. 200/- per an hour. The maximum remuneration should not exceed Rs. 14000/-
Principal instructed the department heads that this work with subject to the availability of funds in the department after lab and department expenses.
- Dr. Ch. Lalitha received AP STATE BEST TEACHER AWARD for the year 2018 on 5-9-2018 from Hon'ble Chief Minister Sri Nara Chandrababu Naidu, Education Minister Sri Ganta Srinivasa Rao and in the presence of Hon'ble Commissioner of Collegiate Education Smt. Sujatha Sharma.
- Mid Sem-2 exams were held from 7-9-18 to 11-9-18 and need to focus on completion of pending syllabus so that they can appear for final exams.

Preparation for BOS Meeting & Curriculum revision should be done shortly and get approved by the 5th Board of Studies members on or before 10th of October. One copy of BOS to be submitted to IDAC for approval in the forthcoming Academic Council meeting.

World Rabies Day is on 29th September. Need to prepare all the final year students and few second year students to participate in the programme and speak about the virus, source of infection, its transmission, treatment and prophylaxis.

[Signature]
24/9/18

23-10-2018

- 5th BoE meeting was held on 10th October successfully in the department of microbiology Dr. V-S-K Adc(A). Prof. P.K. Patra Kumar, Dept. of Botany, Andhra University as subject expert from university, Dr. K. Anura, Lecturer in microbiology, GDC(W) Kakinada(A), Adikavi Nannaya University and Ms A-Jyothi, Lecturer in microbiology, GDC(W) Srikakulam (Autonomous), Dr. B.R. Ambedkar University as subject experts from other than parent university are the committee members.
- Academic council meeting is scheduled on 25th October. One copy of BoE to be submitted for the review of committee members.
- Semester end exams for sem-5 are going to begin from this month end i.e., 29-10-18 to 5-11-18 from 10 Am to 1pm. Lecturers are instructed to run the classwork for sem-1 & 2 from 2pm to 5:30 pm during final year examinations.
- In view of upcoming practical examinations, practical timetable committee has been constituted. Dr. Chitalthe, HOD microbiology, has been nominated for restructured courses schedule. ~~See the~~

Sem-1 & 3 theory exams will be commencing
from 9-11-18 and continue till 19-11-18.
After wards Sem-5 practical exams will commence.

Shah
23/10/18

14-12-2018

- Principal instructed all the lecturers to concentrate on 6th semester students in view of final results.
- Project work is mandatory for final year students as it carries 100 marks.
- Special classes for slow learners for 5 days to be conducted from 20th Jan 2019 to 24th Jan 2019.
- Today i.e., on 14-12-18 Mega blood donation camp has been organised by the NSS and RRC of the College. NTR Blood Bank and Govt. Victoria Hospital Blood Bank of Vizag have attended for the blood collection. Since the response is heavy due to awareness campaigning done 2 days before huge response was seen. To assist the hospital and blood bank staff department of microbiology extended its cooperation and involved students of microbiology in "Screening of Hemograms in Blood donors" and also done preliminary investigations such as Blood grouping, Age, weight, hemoglobin Percentage.
- Alumni Association Meeting is scheduled on 20th December 2018 (Sunday) at 3:00 pm in A-11 Seminar hall. All lecturers instructed to attend the meeting without fail. Need to inform all the microbiology passed out batches to attend the meeting without fail since it is scheduled on Sunday.

- All the staff and students are instructed to enroll in MOOCs online courses and obtain certificates.

- Syllabus to be completed soon for the mid semester exam scheduled next month from 7th Jan onwards. Later ^{sp} classes for slow learners need to be conducted.

[Signature]
14/12/2018

06-02-2019

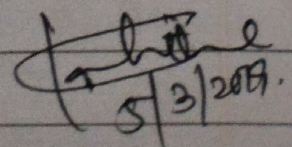
- An awareness campaigning on Leprosy Elimination has to be conducted tomorrow i.e., 7th February as per WHO Guidelines.
- There will be a guest lecture on "Mental health illness" by doctors from KCH on tomorrow morning. Sr. doctor of Psychology Dr. Ramesh, Jr doctor Dr. Keerthi and other 2 PG medical residents will be delivering a lecture to control the suicidal attempts made by adolescent groups for various reasons. Later leprosy campaigning may be done in the near by residential areas.
- Student study projects on isolation of bacteria and fungi from various food samples as well as study of different water samples have been initiated and in progress. Need to document the results for the evaluation purpose.
- The last date for the submission of project work is set for 12th March '19. The valuation of project works will be conducted on 15th March 2019.
-
- An announcement was made regarding the commencement of the Academic Audit ~~from~~ ⁱⁿ the last week of February. Department in-charges are instructed to update records, including Teaching Diaries, notes and Academic registers.

- It was discussed that the College Anniversary will be celebrated on either 1st or 2nd March 2019, depending on guest availability.
- Dr. Ch. Lalitha, Microbiology has been nominated as coordinator for admission committee for campaigning and advisory purposes.
- Need to complete the syllabus as the second mid is scheduled at the end of this month.

[Signature]
6/2/19

5-3-2019.

- Academic and Administrative Audit was held on 25-2-19. Dr. P. padma from yelamanchili CDC, Dr. G. Srinivasa Rao from Narsipatnam CDC and Manikya Kumari from St. Joseph's College, Visakhapatnam visited the department and verified all the department as well as college records.
- Annual Day was celebrated grandly with 5 former principals of the college as Chief Guest on 2nd March on the occasion of successful 50 years of completion.
- The toppers of passed out batches in microbiology were awarded gold medal and a prize along with certificate from the Chief Guest.
 1. E16206006 - M. Jhansi
 2. E16205005 - K. Geetha
 3. E16205026 - P. Yashoda Krishna.
- Practical Exams for Sem-2, 4 & 6 are scheduled to be held from 11-3-19 to 20-3-19. All the records must be verified and stamping should be done.


5/3/2019.

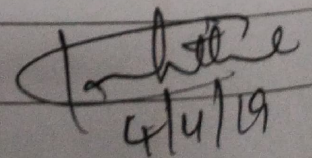
4-4-2019

Sem-6 Exams are going on from 1-4-19 and continue till 9-4-19.

Later Sem-2 & 4 exams will begin from 10-4-19 and 18-4-19.

Last working day is tentatively set as 18-4-19 on 2-4-19 Dr. Ch. Lalitha as IOAC coordinator along with Principal Dr. V. Chandra Sekhar attended "CONSORTIUM OF AUTONOMOUS COLLEGES" meeting held at CEE, Vijayanagara.

During summer break wherever student or parent visit the college with BiPC / MLT combination or Inter or 12th should be counselled for admission into B.Sc Micro-biology / Biotechnology / Chemistry and/or B.Sc microbiology / Biochemistry / Chemistry combinations.


4/4/19