

1-6-2022

- Community Service Project (CSP) is due for 2021 & 2022 admitted batches which is to be conducted in Summer break.
- So all the students are added to the online meeting and announced for the procedure of CSP and how it is done.
- Log book template and project report template will be circulated.
- Each mentor is assigned 10-15 students to guide them since 2 batches are going for the same.
- CSP is done for a period of 4 weeks i.e., from 1-6-2022 to 28-6-22. Students are advised to conduct Socio Economic survey on selected topics and take GPS pictures at their own places (native place i.e., they should conduct survey at or near to their native places).
- Topics may differ. Survey is to be designed well and further checked by the mentor.
- Survey will be in English - But for local people convenient it is to be translated in regional language.

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14-6-2022

- Special classes should be taken for the failures of final year batch since number is more.
- The instant exam for these students is scheduled on 30th June. So from 15th June 2022 to 23rd June 2022 all the failures must attend the online classes.
- Need to maintain record for these special classes with topic.
- Due to discontinuation of cluster system all the failures must attend the exam without fail.

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27-7-22

- Dr. PNR is going to attend^{ed} 5 Day Faculty Induction Programme at AU from 29-6-22 to 3-7-22
- Dr. Ch. Lalitha delivered a talk on 2-7-22 on NAAC standards and records to be maintained in the Colleges at AU HRDE.
- Mid-1 exams were conducted from 4-7-22 to 7-7-22.

NAAC phase-1 review:

It was discussed that in preparation for the upcoming NAAC phase-1 review the ~~College~~^{Commissioner} of Collegiate Education (CEE) has directed 3 academic officers for the physical verification of records. The appointed officers are:

- Dr. K. Vyaya Babu, Coordinator, ARCEE NAAC
- Dr. E. Vasa Prasad, Academic Officer
- Dr. N. Srinivasa Rao, Academic Officer

Updation of forms for Academic Audit:

- It was instructed to update the forms for the Academic Audit, which is likely to be held soon. This is a crucial step in ensuring compliance and readiness for the upcoming NAAC review.

- Dr. K. P. N. attending FIP at AU HRDC 14-7-22 to 10-8-22.

- Conducted viva-voce on Community Service Projects from 21st onwards. Since the students have given ppt presentations of their projects it took over 5 days to complete it.

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16-8-2022

- Organized a 5 Day TOT training programme on "Dairy Technology" by the dept of microbiology from 10-8-22 to 14-8-22.

- 30 faculty members from all over the zone-1 attended the training programme.

Dr. Ch. Lalitha, HOD, Microbiology, VSKADC(A), VIZAG - Programme Coordinator

Dr. Ankamma, HOD Zoology, ADC(W), Guntur - Master Trainer

Dr. Anita Susan, Dept. of Zoology, ADC(W), Guntur - Master Trainer

Dr. Naja Prasanna, Dept. of Zoology, ADC(W), Guntur - Master Trainer

Dr. T. Samuel Daird Ray, Dept. of Zoology, VSKADC(A), VIZAG - Master Trainer.

- All mentors are directed by the Principal to make students register in LMS-11CE APS CHE by the CCE. This registration is mandatory for all students.

1. Time tables at lecture-wise, department wise and class-wise need to be maintained.

2. classwork details need to be uploaded in TLP App daily before the faculty leaves the college.

. All the lecturers are reminded to strictly follow the Covid protocol among students due to the increase in the number of cases.

3. Development of Grievance App:

- As per the instructions of the Commissioner of Collegiate Education, Manee media works will develop a grievance app. The expenditure for developing the app need to be met from the college funds.

4. Nomination for Administrative tasks:

- Dr. D.S. Madhava Rao, Lecturer in Botany, is nominated to sign the bus passes, Transfer Certificates (TC), and hostel applications for students of the biology stream.

5. Identification of Essential Equipment:

- All the departments are instructed by the principal to identify equipments / items that are essential for the department and submit the details in the provided proforma.

- Academic and Administrative Audit is scheduled on 29th and 30th August. Need to update all the records of the department.

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17-09-2022

- Academic Audit was held on 2nd & 3rd of September due to sudden demise of Dr. Ch. M. K. Hari, L/Cec on 28th August.
- Students and staff of Microbiology were actively involved in BEACH CLEANING Activity on 26th August.
- Mid sem-2 is scheduled to be held from 19-9-22 to 22-9-22.

• 7th BOS meeting is to be conducted soon. The topics should be studied well and customize the syllabus based on Bloom's Taxonomy and National Education Policy (NEP). The inclusion of examiner lists is mandatory. Thorough understanding of assessment procedures, both internal and external evaluations, is essential.

TLP Monitoring Committee:

• The Teaching Learning Process (TLP) monitoring committee is headed by H. Sudheer, L/Physics, Dr. K. PNR for Life Sciences stream is appointed to monitor the classes and uploading of data from Microbiology, Biotechnology & Botany, Zoology and Biochemistry departments.

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25-09-2022

- The BOS meeting for Microbiology and Biochemistry is scheduled on 27th September. So need to prepare 3 hard copies of syllabus, agenda, add-on course, internal and external assessment model papers and also inform the members about the meeting.
- Practical examinations for sem-2 & 4 are scheduled to be held from 26-9-22 to 29-9-22.
- World Rabies Day on 29th September need to be observed. We must make the students get ready about the programme and make them involve in speech.

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11-10-2022

- B. Srevanth, Research Scholar of Dr Ch. Salitha qualified Rec-ph.D & got the proceedings on 10-10-2022. Pre-ph.D talk was conducted on September 19th 2022.
- Practical exams for Sem-2 are scheduled from 12-10-22 to 18-10-22. ~~at~~ Sem end exams for Sem-2 & 3 are scheduled from 19-10-22 to 29-10-22.
- Dr. Ch. Salitha attending Online Refresher Course in Nano Biotechnology & Bioinformatics organised by UAC-HRDC, Osmania University Hyderabad, Telangana from 11-10-22 to 25-10-22.

Salitha
11/10/22

Praveen
11/10/22

17-11-2022

- 8th Academic Council meeting was held on 28-10-22.
- classes to be commenced for 1st yr and Sem-3 by from 17th & 21st respectively.
- Students of final year attended training at Andhra university Avanthi Aquaculture Skill Development Centre (AU-Avanti ASDC). Skill development programme on water & soil analysis and microbiological techniques for disease diagnosis of fish & shrimp of Aquaculture ponds from 12-11-22 to 21-11-22.

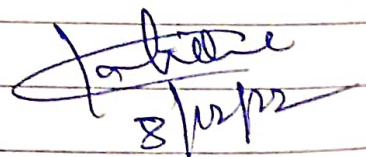
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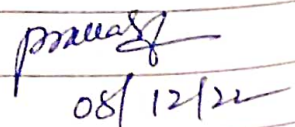
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8-12-22

- There will be a convocation on 10th December, 2022. We need to call all the 2018-21 and 2019-22 passed out students to receive their Original Degree from ^{Vice-Chancellor and Registrar, Andhra University}. Whatsapp group is created for common announcements and circulars. Batch wise mentors will be announced by the COE office. They must see the seating arrangements and collect attendance. Venue will be the Conference Hall of Dredging Corporation Building. Those who got the highest marks are going to receive the gold medal. The Programme starts at 10.00 Am sharp and will continue till afternoon. Snacks and refreshments may be distributed to the mentors for further distribution to the students.

- In the afternoon of 10th December 2022, 3rd Governing Body meeting is going to held in the College. Dr. Ch. Lalitha is going to organize the meeting as Member Secretary.


8/12/22


08/12/22

20-1-2023

- Midsem -1 for Sem-1,3 & 5 held on 27-12-22 to 29-12-22.
- special classes for Sem-1,3 & 5 slow learners were conducted from 5-1-23 to 7-1-23.
- Mid Sem-2 for Sem-1,3 & 5 to be held from 20-1-23 to 23-1-23.
- CCE is going to organize Tot on Jms & Internships and allotted training for the staff in various batches.
- Dr. Ch. Lalitha attending in 3rd batch from 23-1-23 to 25-1-23.
- Dr. K. PNR attending in 4th batch from 30-1-23 to 1-2-23.
- N. Yerusha and D. Rupa Devi attending in 5th batch from 2-2-23 to 4-2-23.
- Rs. 600/- for each faculty has to be paid to the CCE as organizing charges. For 4 members the amount will be Rs. 2400/-.

Lalitha
20/1/23

Prasad
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6-2-2023

- Practical exams are going on from 1-2-23 to 7-2-23.
- World Cancer Day was ~~celebrated~~ observed on 3-2-23 in G-11 Seminar hall. Dr. Rakesh Reddy Boya from Apollo hospital addressed the gathering and updated the prevalence of cancer among the world to the students and staff.
- ABC ID Cards: Mentors are instructed to check and verify ABC ID card details for all students. All class counselors are instructed to collect a copy of the ABC ID card from the students.
- FRS & Jana Bhoomi Enrollment - class counselors are instructed to ensure that students are enrolled in FRS and Jana Bhoomi. ABC ID Cards should be collected at the time of issuing hall tickets.
- Syllabus Completion Certificate Submission - All lecturers are required to submit the syllabus completion certificate for their respective classes. The academic coordinator Dr. Ch. Lalitha will collect these certificates before issuing hall tickets.

- TLP App Uploading : All lecturers are instructed to upload details in the TLP App before leaving the campus.

Readmission for discontinued students - Students who have discontinued will be given readmission in the respective 2nd & 4th semesters. Readmission will be granted for valid reasons and candidates must follow the admission procedure and pay the prescribed fee.

- Removal of long absences : Long absences must be removed from the roll after thorough verification by class mentors.

- Fee payment - Students who haven't paid fees are instructed to do so through Vidyas or F'Map app.

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14-03-23

- Open Day - Admission Campaigning ^{for inter students} done on 15-2-23.
- classes for sem-2 & 4 started from 20-2-23
- Sem-5 exams were completed from 20-2-23 to 28-2-23.
- Science Day was observed on 28th Feb, 2023. Students prepared charts and live models related to the applied microbiology and Biochemistry. Few of ethnic fermented food are prepared and distributed to the viewers.
- final yr students left for On-Job-Training (OJT) on 1-3-23 and continue there till 30-6-23. ~~to~~ at Sree Balaji Diagnostics Computerised Lab, VSKP.
- International Women's Day was celebrated on 8-3-23. Prof. K. Nirupa Rani, former Vice-Chancellor of Adikavi Mannaya University graced the programme as chief guest. All students have given presentations on the legendary women personalities.

Intermediate Public Examinations - Modifications of timings -

- Dr VS Krishna, CADC(A), has been designated as the Examinations Centre for Intermediate Public Examinations (IPE).
- The IPE ~~exam~~ are scheduled to take place from 15-03-23 to 04-04-23 with timings from 9:00 AM to 12:00 PM.
- To accommodate the IPE schedule, the college timings will be rescheduled from 12:30 PM to 5:30 PM during that period.

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30-4-23

- Poe-phd examination for Madhuri and Jayashree research scholars ~~to be~~ was held on 23-3-23 & 24-3-23. Seminar and Viva-voce was conducted on 3-4-23 online by AUTDR hub. Both the scholars qualified Poe-phd as per the results declared on 7-4-23 by Andhra University.

- Dr. Ch. Lalitha attended 3 day Residential training programme for the Administrators of Government Autonomous Colleges at Mangalagiri from 25-4-23 to 27-4-23 and delivered a talk on Framing of Academic Calendar on 25th April to all the participants - Regional Joint Director, Academic Guidance Officer, Principals, Vice-principals, IOAC coordinators, Academic coordinators and Controller of Examinations.

- Community Service project and Short Term ^{work} Internship for Sem-2 & 4 respectively ~~to be~~ dated from 1-5-23 to 15-6-23. Need to inform all students by the mentors. CSP should be done at their own places by Sem-2 students. STI should be done at Opath Labs, Jagadamba.

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