

2017-18

Minutes.

22-6-2017

The staff members of Botany Department met in the department on 22-6-2017 at 4 p.m. and discussed the following Agenda.

Agenda:-

1. work load particulars
2. Distribution of Syllabus for the academic year 2017-18.

Discussion:-

The Committee discussed the above agenda points to distribute the syllabus and work load particulars.

Resolution:-

1. Total work load particulars for I, II & III

BSc Students — 46 hours.

(B2C, MBC, TM & EM)

2. Distribution of papers:-

1. Dr. E. K. Dorkas Joy

Paper III 1 MBC.

Paper IV B2C & MBC = 18 hours.

2. Smt. B. Raja Rajeswari.

Paper III B2C.

Paper VI B2C & MBC = 18 hours.

3. Remaining workload is 18 hours for
I year B2C & MBC TM & EM.

It is resolved to complete the syllabus

in time.

Done
32/6/17
Convenor:

Principal.

Members.

1. B. Raja Rajeswari.

2. V. Vasundhara Devi.

Minutes

03-07-2017

The staff members of Botany department met in the department to discuss about the Bridge Course for Ist Year B2C & MBC students.

Agenda:-

1. Bridge Course for Ist B2C & MBC students.

Discussion:-

The committee discussed about the above agenda point and distribute the course content.

Resolution:-

1. It is Resolved to take Bridge Course classes for MBC & B2C (EM) by Dr. Dorcas Joy.
2. It is Resolved to take Bridge Course classes for B2C (TM) by Smt. B. Raja Rajeswari

Date 03/07/17
Convener.

Principal
Principal

Member.

B. Raja Rajeswari
N. Vasundhara Devi

Minutes

10-07-2017.

The Com staff members of Botany Department to Discuss about the I year IBZC & MBC. workload and allotment to the Smt. V. Vasundhara Devi.

Agenda:-

1. Allotment of Syllabus particulars of IBZC & MBC classes to the Smt. V. Vasundhara Devi

Discussion:-

The staff members of Botany Department discuss about I year class work allotted to the Smt. V. Vasundhara Devi

Resolution:-

1. All the staff members resolved to allot the I year BSc. class workload to the Smt. V. Vasundhara Devi

Done
10/7/17
Caretaker.


Principal 10.7.17

members.

B. Raja Raju Bawa

- V. Vasundhara Devi

Minutes.

21-8-17.

The staff members of the Department met in the Department and discussed about the following Agenda. dated on.
21-08-17: 11AM.

Agenda:-

1. The Coverage of Syllabus.
2. Conducting Seminars & Quiz.
3. planning for field trip.

Discussion:-

The staff members are discussed about the Agenda.

Resolution:-

1. All staff members are Resolved to that to Complete the Syllabus before the Semester end exams.
2. Resolved to that to Conduct Seminars, Quiz programmes for All Bsc students.
3. Resolved to plan for field trip before the Dussehra holidays.

Cartherton
21/8/17

members.

1. B. Rajakumar Swami

2. N. Vaidhyanathan

Principal
21.8.17

Minutes.

21-8-17.

The staff members of the Department met in the Department and discussed about the following Agenda. dated on.
21-08-17, 11AM.

Agenda:-

1. The Coverage of Syllabus.
2. Conducting Seminars & Quiz.
3. planning for field trip.

Discussion:-

The staff members are discussed about the Agenda.

Resolution:-

1. All staff members are resolved to that to complete the syllabus before the semester end exams.
2. Resolved to that to conduct Seminars, Quiz programmes for All Bsc students.
3. Resolved to plan for field trip before the Dussehra holidays.

Carried over
21/8/17

members.

1. B. Rajaraj Swami

2. V. Vaidhyanathan

Principal
21/8/17

The staff members of the Botany Department
met in the Department to discuss about
the following Agenda:-

Agenda:-

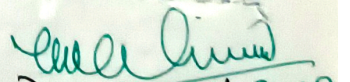
1. Result Analysis of II & IV semester.
2. posting of Marks in

Discussion:- ~~To~~ All the staff members are
discussed about the Results.

Resolution:-

1. It is resolved to conduct sleep test &
quiz to increase the Marks percentage of the
students.
2. posted the Marks in the Marks register.

~~Done~~
20/9/17
Chairman.


Principal 20.9.17

members.

B. Rujarajeevan

H. Vaidhyanathan

Dt. - 30-11-2017

The staff members of the Botany Department met in the Department on 30-11-2017. at 4.P.M. and discussed the following Agenda.

Agenda:-

1. Distribution of the syllabus for the Next Semesters.

Discussion:- The Committee discussed the above agenda points to distribute the syllabus of the Next Semester.

Resolution:-

1. It is Resolved to allot the papers for II, IV & VI th Semesters.

II Semester - Diversity of Archaeogoniatex & plant Anatomy.

by. V. Vasundhara Devi

IV th Semester : plant physiology & Metabolism

by - Dr. Dorcas Joy.

VI th Semester:- Elective & clusters.

Elective :- Nurseries, gardening and floriculture. - E.M. Dorcas Joy.

T. M. B. Raja Rajeswari

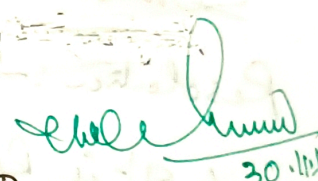
Clusters — A₁
 — A₂
 — A₃

A₁ — Plant Diversity and Human Welfare.
 by B. Raja Rajeswari

A₂ — Ethnobotany and Medicinal Botany
 — by M. Vasudhena Devi

A₃ — Pharmacognosy & Phytochemistry —
 by B. Raja Rajeswari

30/11/14
 Convenor


 30.11.14
 Principal

Members :-
 1. B. Raja Rajeswari
 2. M. Vasudhena Devi

Minutes.

dt: 28.03.2018.

The staff members of the Botany Dept met in the dept. To Discuss about - The I, II, IV Semester Results. dated on 28.3.2018.

Agenda: -

1. Discuss about the Semester Results.
2. Steps taken for improvement.

Discussion: - The Committee members discussed about the results of 2017-2018.

1. I semester I - 77.7 %.
2. I Semester - III - 88. %.
3. Semester V paper - V - 100 %.
paper VI - 100 %.

Resolution: -

1. Remedial classes should be taken for slow learners.

D. S. 28/3/18
Carvermor.

members:

1. B. Rajarajan
2. K. K. K. K. K.

Principal

Minutes

11.06.2018

The staff members of Botany met in the department to discuss about the following
 ⇒ Agenda ↓

- 1, Enhancing the no. of Admissions by counselling the students
- 2, Educating the students about course outcomes.
- 3, Distribution of Syllabus

⇒ Resolutions:-

- It is resolved to increase the no. of students in B2C. (Admissions)
- The course outcomes were given to the students.
- Use of ICT, Virtual classes, E-classes, Digital classes is explained.
- Co-curricular activities were explained & encouraged.
- Syllabus is equally distributed to the staff

Done 11/6/2018
 Convener

Principal
 Principal
 11.6.18

Members

Dr. P. Victoria Rani, P.V. 11/6/18
 Smt. B. Lajarajeevari 11-6-18
 Smt. V. Vasundara Devi 11/6/18

Minutes

14.6.2018

The Staff members of Botany met in the department to discuss the following Agenda.

⇒ Agenda :-

- Time table for 2018-19 Academic Year
- Work load particulars
- Syllabus distribution for I, III, V Semester
- Conducting Slip test regularly.
- Analysis of Results - II, IV & VI ^{VII} Semester _{VIII}

Resolutions :-

- ⇒ II Semester -
IV Semester - 100%.
VI → VII Paper - 100%.
VIII → VIII Paper - 100%.

⇒ Allotment of Syllabus →

- Year Sem I → Paper I - Smt. V. Vasundara Devi
Year Sem II → Paper III - Dr. E.K. Dorcas Joy
Year Sem III → Paper V - V :- Dr. P. Victoria Rani
Paper I - VI :- Smt. B. Rajarajeswari

Done
14/6/18
Coordinator

Principal
14.6.18

- 1) Dr. P. Victoria Rani. P.P.T. 14.6.18
2) Smt. B. Rajarajeswari 14.6.18
3) Smt. V. Vasundara Devi 14/6/18

Minutes

DE: 30.06.18

The Staff members of Dept. of Botany conducted a Review meeting to discuss the following Agenda

- ⇒ AGENDA :-
1. → 1, Review on completion of Syllabus by the Staff members according to the Annual Circular Plan
 - 2 → Conduction of Co-Curricular Activities
 - 3 → Conduction of Practical
 - 4 → Substituting the lecturers in their Absence
 - 5 → Conduction of discussion Assignment

⇒ It is noticed that all the faculty members of the department completed their Syllabus according to the Annual circular plan they have given.

⇒ It is also noticed that the Co-curricular activities like Garden work and Field work were carried out in the department Quadrangle.

⇒ The Assignments given to the Students were properly viewed and signed.

⇒ Absence of lecturers is covered by the lecturer (with leisure).

⇒ Students are counselled well for their discipline and Time management.

Done
Commer

Principal
Principal 30.06.18

- 1, Dr. P. Victoria Rani P.V.R.
- 2, Smt. B. Rajarajeswari B.R.
- 3, Smt. V. Vasundara Devi V.D.

12.7.2018

Minutes

The staff members of Dept. of Botany met to discuss the following Agenda

⇒ Agenda :-

- 1) Preparing Question Papers for Internal Exams.
- 2) Conducting Quiz Competition for II & III year BSc, BAC & MBE Students
- 3) Conducting Seminar (Student) and Quiz competition for I BSc, BAC & MBE Students.
- 4) Submission of Assignments, Seminars and participation in Garden work.

⇒ Discussion :-

- Question Papers were prepared by the Lecturers according to the given BOS Model.
- Quiz competitions were conducted by all the Lecturers
- Seminars were conducted by the Lecturers
- Students submitted the Seminar presentations
- Students participated in Garden work.

⇒ Resolutions :- It was resolved to continue the same spirit in conducting all the activities & to follow the time-lines well.

Done by
Convenor 12/7/18

Principal
12/7/18

1. Dr. P. Victoria Ravi 14/7/18 12/7/18
2. Smt. B. Rajarajewari 12/7/18
3. Smt. V. Vasundara Devi 12/7/18

30.7.2018

Minutes

Staff members of Botany met in the department to discuss the following Agenda on 30.7.2018 at 4 pm.

- ⇒ Agenda :-
- (1) Result Analysis of Internals
 - (2) Taking utmost care for slow learners with poor marks
 - (3) Posting of Marks in Registers.
 - (4) Coverage of Syllabus.

⇒ Resolutions :-

- (1) Taking steps for improving the Percentage of results
- (2) Providing proper notes/material to the students by
- (3) To post marks in the Register on time
- (4) Syllabus coverage should be on time.
- (5) Counselling for the slow learners should be given by all the lecturers.

Date 30/7/18
Dr. E. K. Dorcas Joy
Incharge of the Dept

Signature
Signature of the Principal
30.07.18

- (1) Dr. P. Victoria Rani P.V.R. 30-7-18
- (2) Smt. B. Rajarajeswari B.R. 30-7-18
- (3) Smt. V. Vasundhara Devi V.V. 30/7/18.

The Staff members of Botany department met in the chamber to discuss the following agenda. on 13.8.18 at 4.P.M.

⇒ AGENDA :-

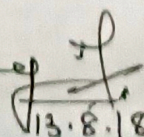
- 1, Coverage of Syllabus
- 2, Conducting Seminars & Quiz programme.
- 3, Planning for Botanical tour
- 4, Steps to be taken for improving students performance (Slow learners)
- 5, Preparing the students for II Internals.

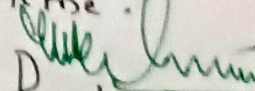
Discussion:- 1, It is discussed to cover the syllabus according to the Annual Curricular Plan.
 2, It is discussed to Assess the performance of students in Quiz & Seminar programmes.
 3, It is discussed to take utmost care for slow learners.
 4, It is discussed to prepare the students for II internal Exams by giving proper notes.

⇒ RESOLUTIONS:-

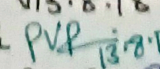
- 1, It is resolved to complete the syllabus according to the Annual Curricular plans.
- 2, It is resolved to prepare the students to participate in Quiz & Seminar programmes to enhance their performance in Subject.
- 3, It is resolved to prepare the Question Papers for II Internal Exams on time.

Convenor

DR. E. K. Doreas 
 Incharge.


 PRINCIPAL

13.08.18

- 1, Dr. P. Victoria Rani  13.8.18
- 2, Mrs. B. Rajarajeswari  13.8.18
- 3, Mrs. V. Vasundhara Devi  13.8.18

MINUTES

29.8.2018

The Staff members of Botany met in the department on 29.8.2018 at 4 PM to discuss the following Agenda :-

⇒ AGENDA :-

- 1, Preparation of Students for I Internals
- (2) Coverage of Syllabus in the month of August
- 3, Retirement of Herbarium Keeper of Botany department, Mr. Ghose Khan.
- (4) Topics for Virtual classes.
- (5) Submission of Question Papers.
- (6) Plan for Botanical tour.

⇒ DISCUSSION :- 1, It is discussed to prepare the students for Examinations

- (2) It is discussed to complete the prescribed Syllabus for the month of August.
- 3, It is discussed to conduct the retirement program of Mr. Ghose Khan.
- (4) It is discussed to share the tough topics for virtual classes.
- (5) Preparation of Question papers & Submission

⇒ RESOLUTIONS :- 1, It is resolved to prepare the students for curricular & extracurricular activities.

- (2) It is resolved to complete the syllabus and to provide the notes to the students.
- 3, It is resolved to contribute for the conduction of retirement program.
- (4) It is resolved to take the students for Botanical trip.

Convenor :- Dr. E.K. Dorcas

DR. E.K. Dorcas Incharge

1, Dr. P. Victoria Rani

(2) Mrs. B. Rajarajeswari

(3) Mrs. V. Vasundhara Devi

PRINCIPAL

29-8-18

14.9.2018

Minutes

The staff members of Botany met in the department on 16.9.2018 to discuss the following Agenda :-

⇒ AGENDA :-

- 1, Coverage of Syllabus
- 2, Correction of Internal Exam papers
- 3, Result Analysis
- 4, Submission of Assignments
- 5, " " Project work
- 6, Conduction of Student Seminars

⇒ Discussion :- It is discussed to cover the syllabus in a stipulated time

- 2, It is advised to all the staff members to correct the papers and post the marks on time
- 3, The result for all years is discussed and advised the measures to be taken for slow learners
- 4, It is discussed to pursue the assignment given to the students.
- 5, Discussed to conduct Student Seminars & project-works.

⇒ Resolutions :- Above discussed agenda is resolved.

Conveners :-

Dr. E. K. Dorcas Jay (HOD)

Dr. P. Victorine Rani

Smt. B. Rajarajeswari

Smt. V. Vasundara Devi

[Signature]
14/9/18

[Signature]

[Signature]
14/9-18

[Signature]
14-9-18

PRINCIPAL

MINUTES

01-10-2018

The Staff members of Botany met in the dept. of Botany to discuss the following
⇒ Agenda

- 1, Conduction of Practicals regularly
- (2), Exhibiting laboratory equipment
- (3) Covering the Absence of lecturers who are on C.L.
- (4) Conducting Quiz & Group discussion
- (5) Botanical Tour

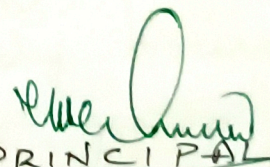
⇒ Discussion :-

- 1, It is discussed to conduct the Practicals regularly & the ^{usage of} equipment by the students
- (2), It is discussed to engage the classes in the absence of any lecturer on leave
- 3, conducting Quiz programs
- (4) conducting co-curricular Activities.
- (5) To take the Students Tirupathi (Field visit)

⇒ Resolutions :- All the above discussed agenda were resolved.

Dr. E.K. Dorcas ^{Dr. E.K. Dorcas}
Incharge 19/10/18

Dr. P. Victoria Rani P.V.R.
Smt. B. Rajarajeswari B.R.R.
Smt. V. Vasundhara Devi V.V.D.


PRINCIPAL
19.10.18

MINUTES

All the staff members of Botany dept. met in the dept. to discuss the following Agenda :-

- (1) completion of Syllabus
- (2) Preparing the students for End Exams
- (3) Providing necessary Material
- (4) Solving old Question papers
- (5) Special care for slow learners.
- (6) Pursuing the record work

Discussion:-

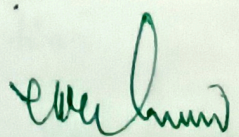
- (1) It is discussed to complete the Syllabus
- (2) To prepare the students for examination
- (3) Giving study material downloaded from NET.
- (4) To solve old question papers.
- (5) To take utmost care for poor students

Resolution:-

- (1) It is resolved to look after the incomplete topics in syllabus
- (2) Preparing the students for Exams.
- (3) Resolved to conduct study hours
- (4) Resolved to conduct group study for slow learners.

Dr. E. K. Dorcas Joy of
Incharge

Dr. P. Victoria Ravi
Smt. B. Rajarajeswari
Smt. V. Vasundhara Devi


PRINCIPAL
05.10.2018

MINUTES

Staff members of the dept met to discuss the following Agenda.

⇒ Agenda:-

- (1) New Semester Syllabus [II, IV, cluster]
- (2) Distribution of syllabus.
- (3) Conducting classes regularly
- (4) Giving Course outcomes & Job opportunities of B.Sc. B2C to the students
- (5) Giving cluster Awareness.

⇒ Discussion:-

- (1) It is discussed to carryout the new Semester
- (2) To conduct classes regularly
- (3) Distributing the Syllabus regularly
- (4) To give an awareness to the students about course outcomes & Job opportunities

⇒ Resolutions:- (1) It is resolved to give an awareness class to the final year students about cluster.

- (2) It is resolved to warn the students about their absence to the classes.
- (3) It is resolved to give awareness about co-curricular activities.

I Dated 20/12/18

A. Victoria Rani

3. B. Rajarajam

4. V. Vasudhara Devi

Principal
20.12.18

MINUTES

The staff members of Botany met in the department to discuss the following
 ⇒ Agenda :-

- (1) Analysis of Results for I, II, V & VI Semesters.
- (2) ~~Go~~ Measures to be taken for poor learners
- (3) Commencement of classes
- (4) Conduction of Practicals.
- (5) NAAC work

⇒ Discussion :- It is discussed to improve the Pass percentage in I BSc. as it got 57%.

- (2) It is discussed to take additional care to the failed students of I BSc & MBC.
- (3) Arranging the Remedial coaching for I BSc

I BSc. BSc & MBC = 57% ~~100~~

II BSc BSc = 100%

II BSc. MBC = 88% { 100% / 11.1.19 }

III year

V Paper = 91% P.T.O.

VI Paper = 100% B.K. Prasad

- (4) It is discussed to conduct Practicals regularly
- (5) It is discussed to complete the NAAC pending work before 11.1.2019 of January
- (6) It is discussed to conduct co-curricular activities apart from curricular aspects.

(P.T.O.)

⇒ RESOLUTIONS:-

1. It is resolved to take Remedial coaching for the students those who failed in getting pass marks in I Sem Botany.
2. It is resolved to complete the Pending work of NAAC before 11.1.20.
3. It is resolved to conduct practical classes in a stipulated time.
4. It is resolved to complete the syllabus for the upcoming Internal Assessment.
5. It is resolved to conduct co-curricular activities like Student Seminars, Assignments, Project work, Group discussions etc, apart from Curricular aspects.

Dr. E.K. Dorcas By Dr. E.K. Dorcas
Incharge. 8/1/19

Principal
PRINCIPAL 08-01/19

Dr. P. Victoria Rani P. V. Rani 8-1-19
Smt. B. Rajarajeswari B. Rajarajeswari
Smt. V. Vasundhara Devi V. Vasundhara Devi
8/1/19

Minutes

7.2.19

Department of Botany conducted staff meeting on 7.2.19 to discuss the following Agenda :-

- 1, Academic Audit
- 2, Completion of NAAC work
- 3, Development of Medicinal Garden.
- 4, Listing out campus Trees & Planning for Name plates & Tree guards.
- 5, II Internal Examinations - Paper Setting.
- 6, Result analysis of I Internal Exams.
- 7, conduction of Seminar & presentation of Report.

Resolution:-

- ⇒ It is resolved to do the Academic Audit
- ⇒ ~~It is~~ ^{work} It is resolved to complete the NAAC work.
- ⇒ It is decided to go to the field to collect Medicinal plant for Botanical garden.
- ⇒ It is resolved to do the campus survey to find out the tree to be named.
- ⇒ It is resolved to take special care to the student who secured poor marks
- ⇒ It is resolved to provide study material to the student (slow learners).
- ⇒ conduction of student Seminars is reviewed.

Dr. E. K. Doncas Joy

Incharge

Dr. P. Victoria Rani

Smt. B. Rajanapswari

Smt. V. Vasundara Devi


PRINCIPAL

Minutes - 1

14-6-2019

The staff members of the Botany department met in the Department *on 14.6.2019 to discuss about the following agenda.

Agenda:-

- Enhancing the no. of admissions by counselling the students.
- Educating the students about course out-comes
- Distribution of syllabus.

Resolution:-

- It is resolved to increase the no. of admissions in B.Z.C
- The course out-comes given to the students.
- Resolved that use of ICT, E-clases, Digital classes to explain
- co-curricular activities encouraged to students.
- syllabus is equally distributed to the staff.

Dr. P. Victoria Pami
Lecturer in charge.

PVP
14.6.2019

Smt. B. Rajarajeswari
Lecturer in Botany

RE
14.6.2019

Smt. V. Vasundhara Delle
Lecturer in Botany

Principal
14.06.19

Minutes - 2

21.8.19

The staff members of the Botany department met in the department on 21.8.19 to discuss about the following agenda.

Agenda:-

1. work load Particulars.
2. Distribution of syllabus for the academic year - 2019-20.
3. Result Analysis for II and VI semesters.

Discussion:- The staff members discussed the above agenda points to distribute the syllabus and work load particulars.

Resolutions:-

Total work load Particulars for, I, II, III, IV, V, VI
BSc, students — 78 hours
(BZC (EM & TM) and MBC)

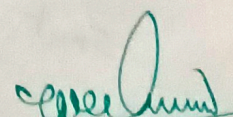
Distribution of Papers:-

1. Dr. P. Victoria for I & V Papers.
2. Smt. B. Rajarajeswari - I & VI Papers
3. D. Sangeetha - II & III Papers.

It is resolved to complete the syllabus in time.

Staff members.

Dr. P. Victoria ²⁶ P.P. 21.8.19
B. Rajarajeswari ²⁶ 21.8.19
D. Sangeetha ²⁶


Principal 21.08.19

The staff members of the Botany department met in the department on 4.9.19 to discuss about the following agenda.

Agenda:-

1. The coverage of syllabus.
2. Conducting seminars and quizzes.
3. Planning for Field trip.

Discussion:-

The staff members are discussed about the Agenda points.

Resolution:-

All the staff members resolved to that the complete the syllabus before semester end exams.

Resolved to that to conduct seminars, quizzes for all Bsc students

Resolved to plan for field trip before the Dasera holidays.

D.S.P. Victoria for.

sent B. Rajarajawari

sent D. Sangeetha.

P.V.P.
4.9.2019

B.B.
4.9.2019

Principals
04.09.2019

The stable members of the Botany department met in the department on 20-11-19 to discuss about the following agenda.

Agenda :- Distribution of syllabus for the semester II, IV, VI.

Discussion :-

1. Stable members ^{discussed} ~~discussed~~ the above agenda points to distribute the syllabus of the next semester.

Resolution :-

1. It is resolved to allot the paper for II, IV & VI the semester.
2. II Paper allotted to Kun. SK. Anshika Begun, Grant faculty for II semester.
3. IV Paper allotted to Dr. Sangeetha for IVth semester.
4. ~~V & VI~~ ^{V & VI} Papers Allotted to Dr. P. Victoria Rani for VI semester.
5. cluster papers - A₁ and A₂ Papers Allotted to Smt. B. Rajarajeswari.

Dr. P. Victoria Rani
Smt. B. Rajarajeswari
Smt. D. Sangeetha
Kun. SK. Anshika Begun.

PVP
20/11/19

Principal
20.11.19

Minutes

04-11-2020

Virtual departmental meeting held on 04/11/2020 at 4 PM. through zoom app and discussed the following agenda.

Agenda:-

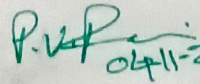
1. Distribution of syllabus for the academic year-2020-21

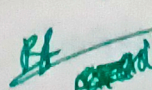
Discussion:-

The staff members discussed the above agenda points to distribute the syllabus and work load particulars.

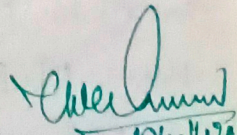
Resolutions:-

1. It is resolved ^{to} that the allotted the papers for III and V semester.
2. III & V Papers for II & V semester allotted to Dr. P. Victoria Rani
3. III & VI papers for II & V semester allotted to Smt. B. Rajarajeswari.
4. It is resolved that taking classes online and offline by using online tools either zoom app, Google meet, Cisco webex, Google class room with the following covid-19 pandemic guideline
5. It is resolved to the distribute work load equal

Dr. P. Victoria Rani  04/11/2020

Smt. B. Rajarajeswari  04/11/2020

Kum. M. Penehala Pushpa ²⁹ Mi M. P. Pushpa.
(Microbiology) ↑


Principal
04/11/2020

The staff meeting was conducted on 27-12-2020 at 2pm. in the Botany department and discussed the following agenda.

Agenda Points:-

1. Discuss about the II & IV semester results.
2. steps take for improvement.
3. Taking utmost care for slow learners with poor marks.

Resolutions:

Discussion:- The staff members discussed the above agenda topics points.

Resolutions:-

1. It is resolved to taking steps for improving the percentage of results.
2. It is resolved that take special care to the students who secured poor marks.
3. Remedial classes should be take for slow learners.
4. It is resolved to conduct group study and provide study material for slow learners.

Dr. P. Victoria Pini PVP 27-12-2020

Smt. B. Rajalakshmi H 27/12/2020

Kum. M. Penchala Pushpa. M.P. Pushpa

Microbiology

Principal 27/12/2020

The staff members of Botany met in the department to discuss about the following.

Agenda:-

- ⇒ Planning of Celebration of Science day.
- ⇒ Completion of 3rd, 5th & 6th semesters syllabous.
- ⇒ Conduction of online quiz on the eve of world wild life day.
- ⇒ Distribution of 1st sem and 3rd sem syllabous to the guest faculty.
- ⇒ Organization of Nakshatranavnam.
- ⇒ Conduction of entry level test to 1st BSL, BZL & MBL students.

Discussion:- The staff members discussed the above agenda points.

Resolutions:-

- > It is resolved to celebrate science day on 27-2-2021 in Department of Botany to encourage the students by conducting PPT Presentation Competitions on women role in science.
- > It is resolve to complete 3rd, 5th and 6th semesters syllabous at the end of february 2021.
- > It is resolve to conduct online quiz to give an awareness on world wild life day on 3-3-2021.

> It is resolved to teach 1st semester botany syllabus by Shaik. Arshiya Begum & 2nd semester botany syllabus by Ch. Naga shyamala.

> It is resolved to opening of Nakshatrawaram in botanical garden with cooperation of ~~Aluminy~~ Alumni Smt. Basumi on world forest day 21-3-2021.

> It is resolved to conduct entry level test to 1st BSc, BZC & MBC students for the identification of below average students to give remedial classes.

Dr. P. Victoria Rani

Smt. B. Raja Rajeswari

Shaik. Arshiya Begum

Ch. Naga shyamala.

P.V. Rani

23/2/21

S. Arshiya Begum

23/2/21

23/2/21

Principal

14-9-2021

The stable members of the Botany department met in the department on 14.9.2021 at 4 P.m. to discuss about the following agenda.

Agenda :-

1. V & II sem classes.
2. Enhancing the no. of admission by counselling the students.
3. Educating the students about course outcome.
4. Distribution of syllabus.

Resolutions

1. V & II semester ^{office} classes will start from 20th and 17th of September 2021 according to stable resolution.
2. It is resolved to increase no. of online admissions in BZC and MBC groups.
3. It is resolved to advise on Botany subject ~~with~~ by given ~~at~~ course outcomes.
4. It is resolved to use of Ict tools, E-class rooms, digital class rooms to explain.
5. It is resolved to encourage co-curricular to students.
6. Syllabus is equally distributed to the stable.

1. Dr. P. Victoria Ran ^{PR} 14.9.2021
 2. Smt. B. Rajakumari ³³ 14-9-21
 3.

Principal

PRINCIPAL

D.K. Govt. Degree College for Women
 NEELORE

The staff members of the Botany department met in the department on 17.12.2021 at 4 pm and discussed various points.

Agenda :-

1. syllabus distribution for II & I year students
2. Plan for field trip
3. Life skill course (Environmental studies) distribution
4. Allotment of Lab work
5. stage of completion of syllabus.

Resolution :-

1. It is resolved to distribute the syllabus of II year III-semester, III-Paper to smt. V. Vasundhara Devi. she transferred from J.B. college, Kavali and joined in this department in the month of October-2021.
2. smt. K. Venkata Ramana joined as contract Botany lecturer in the month of October-2021 and directed to take class I year I sem I Paper.
3. It is resolved to propose the field trip in the month January-2022.
4. It is resolved to allot the EVS syllabus for all ^{II sem} BA, Bcom students to smt. V. Vasundhara Devi and smt. K. Venkata Ramana.
5. N. Sriani Vaguly and P. Ratnaamma joined in this department in the month of October-2021 and directed to Lab work.
6. It is resolved ^{B4} to and confirm the completion of syllabus for III and I sem I st internal exams.

1. Dr. P. Victoriafa. *PVR 12/22*
2. Smt. B. Rajarajeswari. *P. Rajarajeswari 12-2-21*
3. V. Vagundhara Devi
4. K. Venkata Rama *KVRamane 14/12/21*
5. N. Srima Vagulu (Herbarium Keeper)
6. P. Rathnamma (Record Asst.) *PR*

Principal
PRINCIPAL
J.K. Govt. Degree College for Women
NELLORE.

The stable meeting was held on 2.5.2022 at 4 PM. in the department of Botany, and discussed about various agenda points.

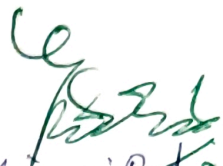
Agenda :-

1. completion of Practical and theory syllabus.
2. ~~Plant~~ Plan to field trips for VI sem students.
3. completion of cluster Project work.
" Vermicompost "
4. Plan to organise certificate course.
5. Preparation for Academic Audit 20-21

Resolutions:-

1. It is resolved to complete the both Practical and theory syllabus for VI sem.
2. It is resolved to ~~propose~~ organise field trips for VI sem students.
3. It is resolved to complete the cluster Project " Vermicompost " for VI sem cluster students.
4. It is resolved to organise certificate course. " Biological composting & Marketing " from 29.7.2022.
5. It is resolved ³⁶ to prepare records for Academic Audit - 2020-21.

1. Dr. P. Victoria Rani P.V.Rani 7.5.2022
2. Dr. B. Raja Rajeswari B. Raja Rajeswari 7.5.22
3. K. Venkata Ramana K.V.Ramana 7/5/22
4. P. Rathamma (R.A) PR


Principal
PRINCIPAL
D.K. Govt. Degree College for Women
NELLORE.

Departmental Meeting - (4)

33
22-03-2016

The Staff members of Botany are assembled in the department of Botany for Departmental Stock verification and preparation for Academic Audit.

K. Gul 22/3/16

- ① P.V. Sani: Lec in Botany
- ② D. S. Sani
Lecturer in Botany
- ③ B. S. Sani
Lecturer in Botany

Meeting - 5

4/4/16

All the staff members of the department of Botany met in the department, after the Academic audit visit, to discuss the issues which they are suggested.

They suggest the department - to maintain the Registers according to the Academic file individually and they keep it in the department, prepare all the Evidences for all activities which you show in the Records.

(Academic advisor - sk. Shariffuddin -
G.D.C - Tadepalligudem)

K. Andel 4/4/16

~~Members~~

Members - Dept of Botany

1. Smt. P. Victoria Rani — P.V.Rani
2. Dr. E.K. Polcar Joy — Dr. E.K. Polcar Joy
3. Smt. B. Raja Rajeswari — BK