

2021-2022

Minutes

23.02.2021

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

Agenda:-

- ⇒ planning of celebration of science day.
- ⇒ completion of 3<sup>rd</sup>, 5<sup>th</sup> & 6<sup>th</sup> semester syllabus
- ⇒ conduction of online quiz on the eve of world wild life day.
- ⇒ distribution of 1<sup>st</sup> sem and 3<sup>rd</sup> sem syllabus to the guest faculty.
- ⇒ Organization of Nakshatranamam
- ⇒ Conduction of entry level test to 1<sup>st</sup> BSc, BZC & MBC 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 Competition on women role in science.
- > It is resolve to complete 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters syllabus 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 1<sup>st</sup> semester botany syllabus by Shaik. Arshiya Begum & 2<sup>nd</sup> semester botany syllabus by Ch. Naga Shyamala. (31)

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

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

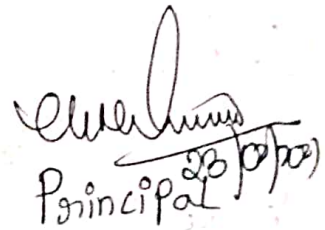
Dr. P. Victoria Rani P.V. Rani

Smt. B. Raja Rajeswari 23/2/21

Shaik. Arshiya Begum S. Arshiya Begum 23/2/21

Ch. Naga Shyamala Ch. Naga Shyamala 23/2/21

Kum. M. Tenchala Pushpa M.P. Pushpa

  
Principal

minutes

Dt. 5-10-2021

The Staff meeting was held on 5/10/21 at 2 pm. in the department of microbiology along with Botany dept. and discussed about the various agenda points.

Agenda:

1. charge handover from Botany dept. to microbiology department.
2. Discussed about the various activities of microbiology.
3. Discuss about the result & student strength.

Resolution :-> It is resolved to handover charge microbiology dept. from Botany department HOD. Dr. P. Victoria Poni man.

-> It is resolved to conduct proposed activities for curricular, co-curricular activities & college-like bridge course, ~~proposed~~ for all semesters.

-> we resolved to improve student

strength of results.  
-> It is resolved to conduct remedial classes

→ It is resolved to analyse the students <sup>categorised</sup> ~~proble~~ as advance, moderate & slow learners.

E. Kanyakumari & Kanyakumari  
(Incharge)

Dr. P. Victoria Rani. *P.V. Rani*

Dr. B. Raja Rajeswari *B.Raj Rajeswari*

*P. V. Rani*  
Principal  
D.K. Govt. College for Women (A)  
NELLORE.

minutes

Dt. 3.3.2022

The staff meeting was held on 3/3/2022 at 2 P.M. in the department of microbiology along with neighbour dept Botany to discuss various agenda points.

Agenda:

- coverage of syllabus
- conducting seminar & quiz programmes
- steps to taken for improving students (slow learners)
- preparing the students for III, I, VI sem internally
- planning for guest lecture programme.

Resolutions:


- It is resolved to complete the syllabus
- It is resolved to conduct quiz & seminar programmes
- It is resolved to taken special care for slow learners through remedial classes.
- It is resolved to conduct guest lectures.

→ It is resolved to conduct practical examinations  
→ to give an awareness to the students about course outcomes & opportunities

Incharge:

e. kanyasulkani e. kanyasulkani 21/3/22

Dr. P. Victoria Rani PVR

  
Principal

D.K. Govt. College for Women (A)  
NELLORE.

minutes

Dt.: 6.8.2022

Department of microbiology conducted staff meeting on 6.8.2022 to discuss the following agenda.

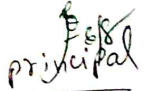
- Agenda: → Completion of syllabus
- preparing the students for end exams
  - providing necessary material
  - special care for slow learners
  - conducting seminars or group discussions

Resolutions:

- It is resolved to complete whole syllabus for exams.
- preparing students for exams
- Resolved to conduct study hours
- Resolved to conduct group study for slow learners.
- It is resolved to completion of CSP project.

e. kanyasulkani  
(Incharge) (K)

Dr. P. Victoria Rani PVR  
(Botany MOD)

  
Principal

D.K. Govt. College for Women (A)  
NELLORE.

minutes

Dt. 16/11/2022.

Dept. of microbiology conducted  
staff meeting on 16.11.2022 to discuss  
the following agenda.

Agenda:-

- coverage of syllabus
- Giving Course outcomes
- Discussion of results
- Given projects to students
- Conduct of seminars (Students).
- Give an awareness to the students about  
Course opportunities

Resolutions :-

- It is resolved to complete the syllabus
- It is resolved to give Course  
outcomes to the students.
- It is resolved to conduct student  
seminars.
- It is resolved to give awareness  
about their absence to the classes
- It is resolved to give awareness  
about co-curricular activities.

→ It is resolved to analyse the results of IV SEM students

G. KANAKUMARI  
(MOD) *gkanakumari*

Dr. P. Victoria Rani *PVR*  
(Botany MOD)

*P. Rani*  
Principal

Principal  
D.K. Govt. College for Women (A)  
NELLORE.

minutes

Dt. 01/11/2023.

Department of microbiology conducted staff meeting on 01/11/2023 to discuss the following agenda.

Agenda:-

1. Completion of syllabus
2. Taking care of slow learners
3. Conducting seminars & quiz programmes
4. planning for field trip
5. ~~give~~ awareness about internship to the students.
- 6.

Resolutions:-

- It is resolved to completion of syllabus for III SEM students.
- It is resolved to take care of slow learners by taking remedial classes.
- It is resolved to conducting quiz programme & group discussions.
- It is resolved to take the students to field trip.

→ It is resolved to prepare the students for internship

→ It is resolved to conduct quiz programme.

→

E. KANYA KUNARI (HOD)  
E. Kanyakunari

Dr. P. Victoria Pani PVR -  
(Botany HOD)

Principal

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