

Minutes of the meeting 08/2022

Date: 3/09/2022

The Department of Botany, Srik Government Degree college - Vinukonda met in the department room to discuss the following academic matters.

Members Present:-

1. Sri. G. Mani Kumar, lecturer in Botany.
2. Sri. B.R.K. Kishore, lecturer in Zoology.
3. Sri. K.V.S. Koteswara Rao, lecturer in Chemistry.

Agenda:

1. Remedial teaching
2. Completion of Syllabus
3. Mid - Exams
4. Ozone day celebration
5. University Exams.

Resolutions:

1. To conduct remedial classes for the slow learners and take necessary steps to improved the overall Pass Percentage.
2. Unanimously resolved that to complete the syllabus by the end of first week of the month and revise the Syllabus for all Semester Student. Unanimously resolved to prepare Semester wise academic curricular plans and Synopsis for I and IV Semester and Submit in the next week.
3. To arrange Guest lecturer in the last week of this month.
4. To conduct review meeting on Community Service project.

Signature:-

- 1) G. Mani Kumar
- 2) 
- 3) K.V.S. Koteswara Rao

108/2022
3/9/22

Minutes of the meeting 09/2022

Date: 1/10/2022

The department of Botany, Sak Govt. Degree college, Vinukonda, was held on 1st October 2020 at the Department of Botany.

meeting minutesAgenda:

1. Admission campaign
2. Conduct of Practical Examinations
3. Commencement of 1-Year classes

members present:-

1. B.R.K. Kishore, HoD of Botany
2. Dr. K.V.S. Koteswara Rao, IQAC Coordinator
3. D. Siva Phanindra, Lecturer in Computer Science.
4. B. Nageswara Rao, Lecturer in Physics
5. G. Mani Kumar, Lecturer in Botany.

Agenda 1: Admission campaign:-

1. The department discussed the upcoming admissions campaign for the new academic year.
2. It was decided to actively participate in the campaign to promote the college and attract potential students.
3. Faculty members will assist in organizing & conducting admission-related activities.

Agenda 2:- Conduct of Practical Examinations:-

1. The practical examinations for the current academic year were discussed.
2. A schedule for practical exams will be prepared and shared with students in advance.
3. Faculty members will ensure that all necessary resources and facilities are available for conducting practical exams smoothly.

Agenda 3:- Commencement of 1-year classes

1. The department discussed the commencement of 1-year classes for the new academic year.
2. It was decided that the classes would begin on [insert date]
3. faculty members will prepared the course out-lines and necessary materials for the 1-year classes.

Signatures:-

- 1) 
- 2) K.V.S. Kotamraju ✓
- 3) D. Murthy ✓
- 4) B. Reddy ✓
- 5) G. Mani Rani ✓

 Principal

SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

minutes of the meeting 10/2022

Date: 01-11-2022

The department meeting of Sakshat degree college -
vinukonda, was held on 1st November 2022 at
the department of botany.

meeting minutesAgenda:-

1. commencement of II - Year classes
2. field visit
3. Student induction Programme
4. Status of 2 - month Internship.

members present:-

1. B.R.K. Ishore, HOD of Botany
2. Dr. K.V.S Koteswara Rao, IQAC Coordinator.
3. D. Siva Phanindra, Lecturer in computer sciences
4. B. Nageswara Rao, lecture in physics
5. G. mani kumar, Lecture in Botany

Agenda 1:- commencement of II - Year classes

1. The department discussed the commencement of II-year classes for the current academic year.
2. It was decided that the classes would begin on [insert date]
3. Faculty members will review the syllabus and prepare the course outline for II-year students.

Agenda 2: field visit:-

1. The department discussed the upcoming field visit planned for [insert date]
2. Faculty members will coordinate the logistics and educational aspects of the field visit.
3. Students will be informed about the details and requirements of the field visit in advance.

Agenda 3:- Student Induction Programme:-

1. The department discussed organizing a student induction programme to welcome new students.
2. It was agreed to schedule the program for [insert date].
3. Faculty members will prepare the agenda and activities for the induction program.

Agenda-4 Status of 2-month Internship:-

1. The status of the ongoing 2-month internship for students was reviewed.
2. Faculty members reported on the progress of students during their internship.
3. Any concerns or challenges faced by students during their internships were discussed, and necessary support measures will be taken.

Signatures

- 1) 
- 2) K.V.S. Kalyan 
- 3) D. N. 
- 4) D. N. 
- 5) G. Mani Kumar 


SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

minutes of the meeting 11/2023

Date : 02-01-2023

The department meeting of S.K. Degree College - Vinukonda, was held on 1st January 2023 at The Department of Botany.

meeting minutesAgenda:-

1. Internal Examinations for I, III & V Semester Students
2. Syllabus Completion
3. Remedial Coaching

members present:-

1. B.R.K. Kishore, HOD of Botany
2. Dr. K.V.S. Koteswara Rao, IQAC Coordinator
3. B. Nagaswara Rao, lecture in physics
4. G. Mani Kumar, lecture in Botany

Agenda 1: Internal Examinations for I, III & V Semester Students

1. The department discussed the schedule for Internal Examinations for I, III, and V Semester Students.
2. It was agreed that the exams would be conducted as per the previously decided Timetable.
3. Faculty members will ensure the smooth conduct of these examinations and timely evaluation of Answer scripts.

Agenda-2: Syllabus Completion:-

1. The progress of syllabus completion for the ongoing academic year was discussed.
2. Faculty members reviewed the syllabi and discussed any delays or concerns.
3. Efforts will be made to expedite the completion of the remaining syllabus to ensure timely coverage.

Agenda-3 Remedial coaching

1. The department discussed the ongoing remedial coaching sessions for Students facing academic Challenges.
 2. Faculty members provided updates on the Progress and attendance of Students in these sessions.
 3. The department reaffirmed its commitment to Supporting Students Through remedial coaching
- Signatures

1) 

2) K. WS. Kotam ✓

3) B. N. ✓

4) G. Nani ✓

Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

minutes of the meeting 12/2023

Date : 01-02-2023

The department meeting of Srik Govt Degree college - Vinukonda, was held on 1st February 2023 at the Department of Botany.

meeting minutesAgenda:

1. Refresher course
2. Status of Academic Records
3. website updation.

Members present:-

1. B.R.K Kishore, HOD of Botany
2. Dr. K.V.S Koteswara Rao, IITC Coordinator
3. D. Siva phanindra, Lecture in Computer Science
4. B. Nageswara Rao, Lecture in Physics
5. G. Mani Kumar, Lecture in Botany.

Agenda-1. Refresher Course:-

1. The department discussed the organization of a refresher course for faculty members.
2. It was decided to plan and schedule the course to enhance teaching and research skills.
3. The topics and duration of the refresher course will be finalized & communicated to all members.

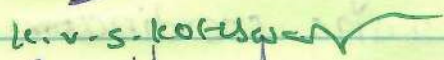
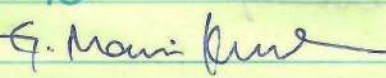
Agenda-2 Status of Academic records

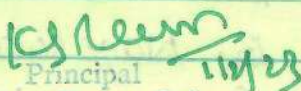
1. The status of academic records, including attendance and assessment records, was reviewed.
2. Faculty members provide updates on the completeness and accuracy of these records.
3. It was agreed to ensure that all records are up to date and well-maintained.

Agenda 3: website updation:-

1. The department discussed the need to update the college website with the latest information.
2. Responsibility for website content updates were assigned to specific faculty members.
3. The updates will include information on courses, faculty, events, and other relevant content.

Signatures:-

- 1) 
- 2) 
- 3) 
- 4) 
- 5) 


Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

minutes of the meeting 13/2023

date: 01-03-2023.

The department meeting of S.G.K. Govt. Degree College - Vinukonda, was held on 1st March 2023 at the department of botany.

meeting minutes

Agenda:-

1. Refresher Course
2. Status of Academic Records
3. website updation.

Members Present:-

1. B.R.K. Kishore, HoD of Botany.
2. Dr. K.V.S. Koteswara Rao, IQAC coordinator
3. B. Nageswara Rao, lecture in physics
4. G. mani kumar, lecture in Botany.

Agenda-1: Refresher Course

1. The department discussed the organization of a refresher course for faculty members.
2. It was decided to plan and schedule the course to enhance teaching and research skills.
3. The topic and duration of the refresher course will be finalized and communicated to all members.

Agenda-2 Status of Academic Records

1. The status of academic records, including attendance and assessment records, was reviewed.
2. Faculty members provide updates on the completeness and accuracy of these records.
3. It was agreed to ensure that all records are up-to-date and well-maintained.

Agenda 3: website updation:-

The department discussed the need to update the college website with the latest information

Signatures

- 1) 
- 2) K. V. S. Reddy ✓
- 3) D. Reddy ✓
- 4) G. Mani Reddy ✓
- 5) 


Principal 11/3/23

SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

minutes of the meeting 14/2023

Date: 01-04-2023

The department meeting of S.K. Govt Degree college - Vinukonda, was held on 1st April 2023 at the Department of Botany.
meeting minutes

Agenda:-

1. Status of NAAC Preparation
2. Website updation
3. Syllabus completion

members present:-

1. B.R.K. Kishore, HoD of Botany
2. Dr. K.V.S. Koteswara Rao, IQAC coordinator.
3. D. Siva phanindra, Lecturer in Computer science
4. B. Nageswara Rao, Lecturer in physics
5. G. Mani kumar, Lecturer in Botany

Agenda 1: Status of NAAC preparation.

1. The department discussed the current status of NAAC (National Assessment & Accreditation Council) preparation.
2. updates on the documentation, reports, and criteria required for accreditation were provide.
3. faculty members will collaborate to ensure that all necessary documentation and process are in place for NAAC assessment.

Agenda 2: website updation:-

1. The department discussed the need for ongoing updates to the college website.
2. faculty members responsible for website content updates provided progress reports.
3. The importance of keeping the website current with

accurate information was emphasized.

Agenda:3: Syllabus Completion:-

1. The progress of syllabus completion for the ongoing academic year was reviewed.
2. Faculty members provide updates on the coverage and delays in syllabus completion.
3. Efforts will be made to expedite the remaining syllabus coverage to align with the academic calendar.

Signatures:-

1) 

2) K.V.S. Koteswari ✓

3) 

4) P.V.S. ✓

5) G. Mani (Sd)


Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

minutes of the meeting 15/2023Date: 06/05/2023

The department meeting of SGIK Govt Degree college - Vinukonda, was held on 6th May 2023 at the department of Botany.
meeting minutes

Agenda:-

1. Review of NAAC Preparedness
2. Syllabus Completion
3. Community Service Project for II Semester Students.

Members present:-

1. B.R.K. Kishore, HOD of Botany
2. Dr. K.V.S. Koteswara Rao, NAAC coordinator
3. B. Nageswara Rao, Lecture in physics
4. G. Mani Kumar, Lecturer in Botany

Agenda 1: Review of NAAC Preparedness

1. The department reviewed the progress made in NAAC (National Assessment and Accreditation Council) preparedness.
2. Updates on documentation, reports, and compliance with NAAC Criteria were discussed.
3. Faculty members will continue to collaborate to ensure that all required documents and processes are in order for the NAAC assessment.

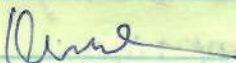
Agenda 2: Syllabus Completion:-

1. The department discussed the status of syllabus completion for the ongoing academic year.
2. Faculty members provide updates on the coverage and any challenges faced in completing the syllabus.
3. It was emphasized to expedite syllabus coverage at the academic calendar.

Agenda 3: Community Service project for II Semester Students

1. The department discussed the initiation of a community service project for II-Semester Students.
2. The project's objectives, scope, and schedule were deliberated.
3. Faculty members were assigned roles to organize and supervise the project activities for student engagement.

Signature:-

- 1) 
- 2) K.V.S. Lakshmi 
- 3) 
- 4) K. Mani 
- 5) 


Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

minutes of the meeting 01/2023.

Date: 01/06/2023

The department meeting of S.G.K. Govt Degree college - virukonda, was held on 1st June 2023 at The department of Botany.

meeting minutes

Agenda:-

1. Admission campaign
2. Result Analysis
3. Status of 6-month Internship.

members present:-

1. B.R.K. kishore, HoD of Botany
2. Dr. K.V.S koteswara Rao, IQAC Coordinator.
3. B. Nageswara Rao, Lecturer in physics
4. G. mani kumar, Lecturer in botany

Agenda 1: Admission campaign:-

1. The department discussed the strategies and progress of the ongoing admission campaign.
2. Efforts made in promoting the college and attracting potential students were reviewed.
3. Faculty members will continue to actively participate in admission-related activities to ensure a successful campaign.

Agenda 2 Result Analysis:-

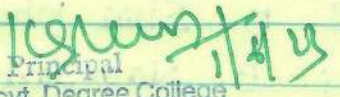
1. The department reviewed the academic results of the previous semester.
2. The analysis includes a discussion of the performance of students, identifying areas of improvement, and recognizing outstanding achievements.
3. Faculty members will work on strategies to support students in areas where improvements are needed.

Agenda 3: Status of 6-month Internship.

1. The department discussed the Status of The ongoing 6-month Internship for students.
2. Faculty members provided updates on the progress and experience of Students during their Internship.
3. Any Challenges faced by Students during their Internships were discussed, and necessary support measures will be taken.

Signatures

- 1)
- 1) 
- 2) K.V.S. Kothuru ✓
- 3) B. M. 
- 4) G. Nani 
- 5) 


Principal
SGK Govt. Degree College
Vinukonda - 522647
Palnadu Dist., A.P.

minutes of the meeting 02/2023

Date: 01-08-2023

The department meeting of St. Govt Degree College - Vinukonda, was held on 1st August 2023 at department of Botany.

meeting minutesAgenda:

1. To play Active Role in Azadi ka Amrut mahotsav
2. preparation of Academic records for NAAC
3. Conduct of Internal Exams for Semester II & IV

members present

1. B.R.K. kishore, lecture in Zoology
2. Dr. K. V. S. Koteswara Rao, IQAC coordinator
3. D. Siva phanindra, lecturer in computer science
4. B. Nageswara Rao, lecturer in physics
5. G. mani kumar, lecturer in Botany

Agenda 1: play Active Role in Azadi ka Amrut mahotsav.

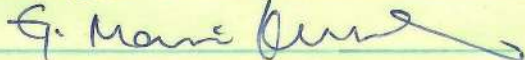
1. The department discussed the importance of actively participating in the Azadi ka Amrut mahotsav celebrations.
2. plans for organizing and conducting various events to commemorate this historic occasion were discussed.
3. Faculty members committed to taking a lead role in coordinating and executing these activities.

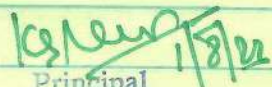
Agenda - 2 preparation of Academic Records for NAAC

1. The department reviewed the ongoing preparation for the upcoming NAAC (National Assessment and Accreditation Council) assessment.
2. Ensuring the completeness and accuracy of academic records, including syllabi, attendance records, and assessment records, was emphasized.

3. faculty members were assigned responsibilities to ensure all necessary documents and data are in order for the NAAC assessment.
4. The department discussed the schedule and logistics for conducting internal examinations for students in semester II & IV.
5. faculty members will ensure the timely distribution of examination schedules and examination materials.
6. It was agreed to maintain fairness and transparency in the conduct of these examinations.

Signatures

- 1) 
- 2) K.V.S. Kotam 
- 3) D. Hepheda 
- 4) B. W. 
- 5) G. Mani Kumar 


Principal
SGK Govt. Degree College
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