

SGK Government Degree college, Vinukonda

10 Department of Zoology

Dept Meeting Minutes 06/2022 01.08.2022

The department meeting of SGK Govt Degree college, Vinukonda, was held on 1st August 2022 at The Department of Zoology. Members present:

- Dr. K.V.S. Koteswara Rao, Lecturer in Chemistry
- Sri D. Siva phanindra, Lecturer in computer sciences
- Sri B. Nageswara Rao, Lectures in physics

Agenda:

1. Azadi Ka Amrut celebrations
2. Preparation of Academic Records for Academic Audit.
3. Conduct of 1st Internal Examination for II & IV Semesters.

Venue: Department of Zoology

Minutes:

The department meeting of SGK Govt Degree college, Vinukonda, was held on 1st August 2022 at The Department of Zoology. The meeting was called to order at [Insert Meeting start time]

Agenda 1: Azadi Ka Amrut celebrations.

Dr. K.V.S. Koteswara Rao discussed the upcoming Azadi Ka Amrut celebrations and proposed that our department actively participate in organizing and conducting various events to commemorate this important occasion. It was unanimously agreed upon, and Dr. Koteswara Rao will lead a subcommittee to plan and coordinate these activities.

Agenda 2: preparation of Academic Records for Academic Audit.

Sri D. Siva phanindra presented the second agenda item, focusing on the preparation of academic records for the upcoming academic audit. It was decided that each faculty member would ensure that all necessary documents, including syllabi, attendance records, and assessment records, are up-to-date and readily available. A checklist will be created and distributed to ensure compliance.

Agenda 3: conduct of 1st Internal Examination for II & IV Semesters.

Sri B. Nageswara Rao brought up the matter of the 1st internal examination for the II and IV Semesters. It was agreed that the examination schedule would be shared with students and adhered to strictly.

the faculty members were assigned specific responsibilities for setting and evaluating the papers.

signatures:

Dr. K. V. S. Koteswara Rao : K.V.S. Koteswara Rao ✓
Sri P. Siva Phanindra : P. Siva Phanindra ✓
Sri B. Nageswara Rao : B. Nageswara Rao ✓

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The department meeting of SRK Govt Degree College, Vinukonda, was held on 1st September 2022 at the Department of Zoology.

Meeting Minutes:

Agenda:

1. coverage of syllabus.
2. Ward counselling
3. Remedial coaching
4. continuous internal Assessment.

Members present:

- Dr. K.V.S Kateswara Rao, Lect in Chemistry
- Sri D. Siva phanindra, Lect in CS
- Sri B Nageswara Rao, Lect in Physics.

Agenda 1: coverage of syllabus

- The department discussed the progress in syllabus coverage for the ongoing academic year.
- It was decided to review the syllabus coverage and ensure alignment with the academic calendar.
- Faculty members were encouraged to provide additional resources for students to aid in understanding the syllabus.

Agenda 2: Ward counseling

- The importance of ward counseling for students was emphasized.
- Faculty members will actively engage in counseling students regarding their academic progress and provide guidance.
- A schedule for ward counseling sessions will be prepared and shared.

Agenda 3:

- The need for remedial coaching for students facing challenges in specific subjects was discussed.

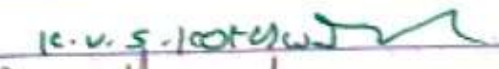
Faculty members will identify students in need of remedial coaching and provide extra support. A plan for remedial coaching sessions will be developed.

Agenda 4: Continuous Internal Assessment
The department discussed the implementation of continuous internal assessment.

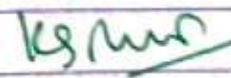
It was agreed to maintain the regularity and fairness of assessments.

Faculty members will ensure that assessment criteria are clear to students.

Signatures:

1. Dr. K.V.S. Koteswara Rao: 
2. Sri D. Siva phanindra : 
3. Sri B. Nageswara Rao: 


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 11/9/20

SNK Govt Degree college, Vinukona Department of Zoology
08/2022 Date: 01-10-2022 Venue: Department of Zoology.

14

The department meeting of SNK Govt Degree college, Vinukona, was held on 1st October 2022 at the Department of Zoology.

Meeting Minutes.

Agenda:

1. Admissions Campaign
2. Conduct of Practical Examinations.
3. Commencement of 1-year classes.

Members Present:

- Dr. K.V.S Koteswara Rao, Lect. in Chemistry.
- Sri D. Siva phanindra Lect in CS
- Sri B. Nageswara Rao, Lect in physics

Agenda 1: Admissions Campaign.

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

Agenda 2: Conduct of Practical Examinations.

- The practical examinations for the current academic year were discussed.
- A schedule for practical exams will be prepared and shared with students in advance.

Agenda 3: Commencement of 1-year classes.

- The department discussed the commencement of 1-year classes for the New academic year.
- It was decided that the classes would begin on [Insert Date]

Faculty members will prepare the course
lines and necessary materials for the 1-y
asses.

natures:

Dr. K.V.S. Koteswara Rao: K.V.S. Koteswara Rao ✓
Dr. D. Siva phanindra: D. Siva phanindra ✓
Dr. B. Nageswara Rao: B. Nageswara Rao ✓

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SGR Govt Degree college, Vinukonda Department of Zoology
09/22 Date: 01-11-2022 Venue: Department of Zoology.

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The department meeting of SGR Govt Degree college, Vinukonda, was held on 1st November 2022 at the Department of Zoology.

Meeting Minutes

Agenda:

1. commencement of 11-year classes
2. Field visit
3. student induction programme
4. status of 2-month internship

Members present:

- Dr. K.V.S. Koteswara Rao
- Sri D. Siva phanindra
- Sri B. Nageswara Rao.

Agenda 1: Commencement of II-year classes

The department discussed the commencement of II-year classes for the current academic year.

- It was decided that the classes would begin on
- Faculty members will review the syllabus and prepare the course outlines for 11-year students

Agenda 2: Field visit

- The department discussed the upcoming field visit planned for
- Faculty members will coordinate the logistics and educational aspects of the field visit.
- Students will be informed about the details and requirements of the field visit in advance.

Agenda 3: Student- Induction programme

- The department discussed organizing a student induction program to welcome new students.
- It was agreed to schedule the program

Faculty members will prepare the agenda and activities for the induction program.

agenda 4: status of 2-month Internship.

The status of ongoing 2-month internship for students was reviewed.

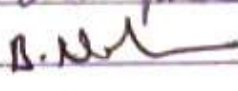
Faculty members reported on the progress of students during their internships.

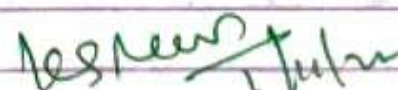
Any concerns or challenges faced by students during their internships were discussed and necessary support measures will be taken.

signatures:

Dr. K.V.S. Koteswara Rao: 

Sri D. Siva phanindra: 

Sri B. Nageswara Rao: 


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The department meeting of SURK GAOVT Degree College Vinuxonda, was held on 1st January 2023 at the Department of Zoology.

Meeting Minutes:

1. Internal Examinations for I, III & V semester Students
2. Syllabus completion
3. Remedial coaching

Members Present:

- Dr. K.V.S. Kateswara Rao, Lect in Chemistry.
- Sri D. Siva phanindra, Lect in CS
- Sri B. Nageswara Rao, Lect in Physics.

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

- The department discussed the schedule for internal examinations for I, III and V-semester students.
- It was agreed that the exams would be conducted as per the previously decided timetable.
- Faculty members will ensure the smooth conduct of these examinations and timely evaluation of answer scripts.

Agenda 2: Syllabus completion:

- Progress of syllabus completion for the ongoing academic year was discussed.
- Faculty members reviewed the syllabi and discussed any delay or concerns.
- Efforts will be made to expedite the completion of the remaining syllabus to ensure timely coverage.

Agenda 3: Remedial coaching.

- The department discussed the ongoing remedial coaching sessions for students facing academic

challenges

- Faculty members provided updates on the progress and attendance of students in these sessions.
- The department reaffirmed its commitment to supporting students through remedial coaching.

Signatures

- Dr. K.V.S. Koteswara Rao: 
- Sri D. Siva phanindra: 
- Sri B. Nageswara Rao: 

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SUK Govt Degree College, Vinukonda Department of Zoology
02/2023 Date: 01-02-2023 Venue: Department of Zoology

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The department meeting of SUK Govt degree college,
vinukonda, was held on 1st February 2023 at the
Department of Zoology.

Meeting Minutes:

Agenda:

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

Members Present

- Dr. K.V.S. Koteswara Rao
- Sri D. Siva phanindra
- Sri B. Nageswara Rao

Agenda 1: Refresher course

- The department discussed The organization of the refresher course for faculty members.
- it was decided to plan and schedule the course to enhance teaching and research skills.
- The topics and duration of the refresher course will be finalized and communicated to all members.

Agenda 2: status of Academic Records:

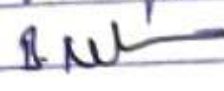
- The status of Academic records, including attendance and assessment records, was reviewed.
- Faculty members provided updates on the completeness and accuracy of these records.
- It was agreed to ensure that all records are upto-date and well-maintained.

Agenda 3: website updation

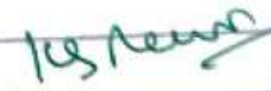
- The department discussed the need to update the college website with the latest information.

- Responsibilities for website content updates are assigned to specific faculty members.
- The updates will include information on courses, faculty, events, and other relevant content.

signatures:

- Dr. K.V.S. Koteswara Rao: 
- Sri D. Silva Phanindra: 
- Sri B. Nageswara Rao: 


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11/2/23

Sri K Govt Degree college, Vinukonda Department of Zoology
03/23 Date: 01-03-2023 Venue: Department of Zoology.

22

- The department meeting of Sri K Govt Degree college, Vinukonda, was held on 1st March 2023 at the Department of Zoology.

Meeting Minutes

Agenda:

1. Refresher Course
2. Status of Academic Records
3. Website Updation

Members present:

- Dr. K.V.S Koteswara Rao
- Sri D. Silva phanindra
- Sri B. Nageswara Rao

Agenda 1: Refresher Course

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

Agenda 2: Status of Academic Records

- The status of Academic records, including attendance and assessment records, was reviewed.
- Faculty Members provided updates on the completeness and accuracy of these records.
- 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.

Sri K. Govt Degree College, Vinukonda Department of Zoology
03/23 Date: 01-03-2023 Venue: Department of Zoology.

22

- The department meeting of Sri K. Govt Degree College, Vinukonda, was held on 1st March 2023 at the Department of Zoology.

Meeting Minutes

Agenda:

1. Refresher Course
2. Status of Academic Records
3. Website Updation

Members Present:

- Dr. K.V.S. Koteswara Rao
- Sri D. Silva phanindra
- Sri B. Nageswara Rao

Agenda 1: Refresher Course

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

Agenda 2: Status of Academic Records

- The status of Academic records, including attendance and assessment records, was reviewed.
- Faculty Members provided updates on the completeness and accuracy of these records.
- 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:

- Dr. K.V.S. Rakeswara Rao : K.V.S. Rakeswara Rao
- Sri D. Siva phanindra : D. Siva phanindra
- Sri B. Nageswara Rao : B. Nageswara Rao

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10/10/23

The department meeting of SGK Govt Degree College, Vinukonda, was held on 1st April 2023 at the Department of Zoology.

Meeting Minutes

Agenda:

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

Members present:

- Dr. K.V.S Koteswara Rao
- Sri D. Siva phanindra
- Sri B. Nageswara Rao

Agenda 1: status of NAAC preparation

- The department discussed the current status of NAAC (National Assessment and Accreditation Council) preparation.
- updates on the documentation, reports, and Criteria required for accreditation were provided.
- Faculty Members will collaborate to ensure that all necessary documentation and processes are in place for NAAC assessment.

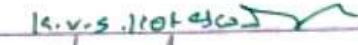
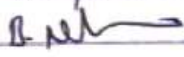
Agenda 2: Website updation.

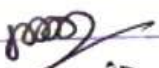
- The department discussed the need for ongoing to the college website.
- Faculty Members responsible for website content updates provided progress reports.
- The importance of keeping the website current with accurate information was emphasized.

Agenda 3: syllabus Completion

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

Signatures:

- Dr. K.V.S. Kateswara Rao: 
- Sri D. Siva phanindra: 
- Sri B. Nageswara Rao: 


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SGK Govt Degree College, Vinukonda Department of Zoology
05/23 Date: 06-05-2023 Venue: Department of Zoology

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The department meeting of SGK Govt Degree College, Vinukonda, was held on 6th May 2023 at the Department of Zoology.

Meeting Minutes

Agenda:

1. Review of NAAC preparedness.
2. syllabus completion
3. community service Project for II semester students.

Members present:

- Dr. K. V. S. Koteswara Rao
- Sri D. Siva phanindra
- Sri B. Nageswara Rao

Agenda 1: Review of NAAC preparedness

- The department reviewed the progress made in NAAC (National Assessment and Accreditation Council) preparedness.
- updates on documentation, reports, and compliance with NAAC criteria were discussed.
- Faculty Members will continue to collaborate to ensure that all required documents and process are in order for the NAAC assessment.

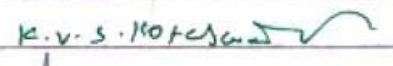
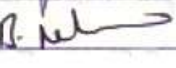
Agenda 2: syllabus completion

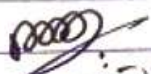
- The department discussed the status of syllabus completion for the ongoing academic year.
- Faculty Members provided updates on the coverage and any challenges faced in completing the syllabus.
- It was emphasized to expedite syllabus coverage to meet the academic calendar.

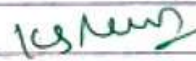
Agenda 3: Community service project for II semester students.

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- The department discussed the initiation of a community service project for 11-semester students.
 - The project's objectives, scope, and schedule were deliberated.
 - Faculty members were assigned roles to organize and supervise the project activities for student engagement.

signatures:

- Dr. K.V.S. Koteswarara Rao: 
- Sri D. Siva phanindra: 
- Sri B. Nageswarara Rao: 


K.V.S. Koteswarara Rao


10/11/2024

Sri K Govt Degree College, Vinukonda Department of Zoology

06/23, Dated 01-06-2023

Meeting Minutes

28

The department meeting of Sri K Govt Degree College Vinukonda was held on 1st June 2023 at the Department of Zoology.

Meeting Minutes

Agenda:

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

Members Present:

- Dr. K-V-S Rakeswara Rao
- Sri D. Siva phanindra
- Sri B. Nageswara Rao

Agenda 1: Admission Campaign

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

Agenda 2:

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

29
Agenda 3: status of 6-month Internship.

- The department discussed the status of the ongoing 6-month internship for students.
- Faculty members provided updates on the progress and experiences of students during their internships.
- Any challenges faced by students during their internships were discussed, and necessary support measures will be taken.

Signatures:

- Dr. K.V.S. Koteswara Rao: *K.V.S. Koteswara Rao*
- Sri D. Siva phanindra *D. Siva phanindra*
- Sri B. Nageswara Rao: *B. Nageswara Rao*

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SGK Govt Degree college, Vinukonda Department of Zoology
07/23 Date: 01-08-2023 Venue: Department of Zoology.

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The department meeting of SGK Govt Degree college, Vinukonda, was held on 1st August 2023 at the Department of Zoology.

Meeting minutes

Agenda:

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:

- Dr. K.V.S. Kateswara Rao
- Sri D. Siva phanindra
- Sri B. Nageswara Rao

Agenda 1: to play Active Role in Azadi Ka Amrut Mahotsav

- The department discussed the importance of actively participating in the Azadi Ka Amrut Mahotsav celebrations.
- Plans for organizing and conducting various events to commemorate this historic occasion were discussed.
- Faculty Members committed to taking a lead role in coordinating and executing these activities.

Agenda 2: Preparation of Academic Records for NAAC

- The department reviewed the ongoing preparations for the upcoming NAAC (National Assessment and Accreditation Council) assessment.
- Ensuring the completeness and accuracy of Academic records, including syllabi, attendance records and assessment records, was emphasized.
- Faculty members were assigned responsibilities to ensure all necessary documents and data

one in order for the NAAC assessment.

Agenda 3: conduct of internal Exams for Semester II & IV

- The department discussed the schedule and logistics for conducting internal examinations for students in Semester II & IV.
- Faculty members will ensure the timely distribution of examination schedules and examination materials.
- It was agreed to maintain fairness and transparency in the conduct of these examinations.

Signatures:

Dr. K.V.S. Kateswara Rao

K.V.S. Kateswara Rao

Sri. D. Siva phanindra

D. Siva phanindra

Sri B. Nageswara Rao

B. Nageswara Rao

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