

ACADEMIC YEAR 2016-17 Dt 05/7/2016

The Department of Zoology held a meeting on 05/7/2016 at 11.00 AM and unanimously resolved the following -

- 1) To submit the annual academic plan on or before 25/07/2016.
- 2) To follow the time-table scrupulously.
- 3) To participate in all the best-practices of our college is recognised as Autonomous college.
- 4) To engage guest faculty in M.Sc zoology classy of per work load.
- 5) In view of Semester system, syllabus is to be completed on time.
- 6) To conduct special seminars by inviting subject-experts.
- 7) To conduct curricular and co-curricular activities in the Department.
- 8) To conduct field trips and study tours to the UG and PG students.
- 9) To utilise the service of K-Yasodamma as lab attendant.
- 10) To conduct atleast one National Seminar in 2015-16

 05/7/2016

 5/7/2016

B.N. 05/07/2016

CIRCULAR

12-8-16

All the staff members are requested to submit the Annual curricular plans and Teaching Synopsis and individual Time Table on or before

12-8-16

[Signature]
12/8/16

[Signature]
R. Nirupama
12/8/16

CIRCULAR

06-09-16

In view of the Board of Studies meeting on 07-09-16 all the staff members are requested to take necessary arrangements.

[Signature]
6/09/16

[Signature]
R. Nirupama
6/9/16

CIRCULAR

In view of the Board of Studies meeting on 13-06-2017, all the staff members are requested to make it to attend and arrange necessary arrangements.

[Signature]
12/06/17

R. N
12/06/17

The Department of Zoology held a meeting on 23/6/2017 at 11.00 Am and Unanimously resolved the following

- 1) To Submit annual Circular plan on or before 20/7/2017.
- 2) To follow time-table scrupulously.
- 3) To participate in all the best practices of our college is granted Autonomous with CPE status
- 4) To Conduct National Seminar (UGC Suggested) in the month of September
- 5) To engage Guest faculty for degree and HSE Zoology as per work load
- 6) To Conduct curricular and Co-curricular activities in the Department.
- 7) To Conduct field trips and study tours for both UG & PG students
- 8) To motivate students to join in the newly introduced Restructured Courses
- 9) To ~~add~~ complete Syllabus in view of semester Syllabus.

Dr. R.N.

Signature
23/06/2017

R.N. 23/06/17

CIRCULAR

08-07-2017

In view of newly introduced Restructured Course Aquaculture Technology, student admission are taken up and B.Z.C E.M is introduced upon demand from students. To meet the work load, Kum - H. Swathi is appointed as Guest Faculty in the department of Zoology.

[Signature] 8/8/17

R.N. 08/07/17

CIRCULAR

03-08-2017

All the Staff members of the Dept of Zoology resolved to organise a field Trip to Dodla diary in view of newly introduced Syllabus Animal Husbandry for III year Students (B.Z.C and Biotech).

[Signature] 3/8/17

H. Swathi 3/8/17
R.N. 3/8/17

CIRCULAR

07/09/2017

The Department of Zoology held a meeting on 07/09/2017 at 3.00 PM and discussed the following agenda

- Arrangements for Conducting U.G.C Sponsored National Seminar on 15th to 16th September 2017
- To encourage students to submit and present papers in the seminar
- To form different committees to look after the arrangements of the seminar
- Completion of syllabus as per semester, Schedule.
 - To hand-over one set of keys of P.H (Lab) to Smt. K. Saisudha, Lec in Biotechnology for doing Biotech Practicals.

S. Sanyal
07/09/12

R. N. 07/09/12

H. Sanyal
7/9/17

Meeting

12-12-2017

The Department of Zoology held a meeting on 12/12/2017 at 3:00 pm and discussed the following agenda

= To arrange a guest lecture on 14-12-2017 with the Co-ordination of members of "Breakthrough Science Society (BSS)" on the occasion of 150th Birth Anniversary of Nobel Laureate "Madam Curie" by inviting 'AIMS' President Smt. G. Lalitha, Motivational Speaker to all Zoology students of 1st, 2nd and 3rd B.Sc.

- To procure equipment by inviting best quotation from scientific companies out of the Grants (1,08,000) from the CPE funds.

1, R.N. 12/12/17

2, H. Sudhi 12/12/17

3, T. Veerheesha 12/12/17

Y. Shanjani 12/12/17

Departmental meeting

22-12-2017

All the staff members of Dept of Zoology held a meeting on 22-12-2017 to discuss at 3:00 pm to discuss the following issues.

- 1, To place order to "Indian Scientific Company" ~~as~~ ~~to~~ to procure equipment under the funds of C.P.E.
- 2, In view of clusters introduced for final year students, Syllabus and practicals and ~~work~~ time table allotment is discussed.
- 3, To follow the action plan scrupulously.
- 4, To procure dissection Software "disifrog" in view of dissection banned by U.G.C and to call (Procure) invoice from the "disifrog" company by post.

+ Subramaniam
22/12/17

1, R. N. 22/12/17

2, H. S. 22/12/17

3, T. V. 22/12/2017

Department meeting

10-01-2018

Department of Zoology held a meeting on 10-01-2018 at 12:00 pm and discussed the following issues.

1. Out of Received C.P.E funds of amount 1,08,000 to department of Zoology, 1,08,000 rupees order is placed to procure equipment for Lab.

2. Out of Remaining 5,000 rupees, it is resolved to utilise Rs "4250" to procure "digi frog" dissection software from Health Education Bureau from which invoice/quotation is received on 06-01-2018.

Sulayman
10/1/2018

1. R.N. 10/1/18

2. H. Senthil
10/1/18

3. T. reenuhepsini 10/1/2018

4. SK-Schin 10/1/2018.

5. G. Senthil
10/1/18

[Signature]
10/1/18

2018-2019

Meeting: 01

Nellore
27-6-2018

A meeting was held with Zoology dept staff members on 27/6/2018 to discuss about the activities to be conducted for the academic year 2018-19 in the Dept of Zoology.

Agenda:

- Discussion and finalization of action plan for the academic year 2018-19
- Discussion on submission of Annual Curricular plan 2018-19.
- To discuss the workload adjustments for U.G and P.G Zoology.
- Discussion on curricular and Co-curricular activities to be conducted in the dept for the academic year 2018-19.

Resolutions:

- It is resolved to conduct programmes as per action plan discussed for the academic year 2018-19
- To conduct Curricular and Co-curricular activities ~~to be~~ as per action plan for the academic year 2018-19.

To Submit the annual circular
plans, Teaching Diaries and Teaching plan
for the academic year 2018-19.

[Signature]
27/6/18

Signatures

1. G. Caltherin
27/6/18
2. R. Nirupama 27/6/18
3. H. Suresh
27/6/18
4. T. Veenahesiba
27/6/18

[Signature]
27.06.18

Meeting: 02

02/07/2018

A meeting was arranged with Zoology
dept staff members on 02/07/2018 to discuss
on arrangements to be made for
Guest lecture. Dr. P. Copi Krishna, Artist
Professor, Dept of Zoology - V.S. University P. U
College, Kavali shall be invited as
resource person to give lecture on "Circus trained
Reptiles"

[Signature] 02/7/2018

Signature

01. R. Nirupama 02/07/18

02. T. Venkatesh Babu 2/7/18

03. H. Swathi 02/07/18

Meeting: 03

A meeting was arranged with Zoology
dept staff members on 19/07/2018 to
discuss on the arrangements to be made
for conducting Free Dermatology Camp in association
with Youth Red Cross (YRC) of the D.K.W.A.
College. Dr. K. Harshavardhan is invited

for this Dermatology Camp. Zoology
Staff members are requested to
look after the arrangements.

y. Jayaraj 19/07/2018.

1. R. Nirupama 09/07/18
2. T. Veenukepsi 09/07/18
3. H. Swathi 09/07/18

Meeting: 04

~~This~~ A meeting was held
in the Dept of Zoology on 25/08/2018
at 3:00 pm with all the Zoology staff
members to discuss the following agenda.

- Arrangements for Conducting U.A.C
Sponsored National Level workshop on
" Foldscope - Usage and Assembly " on 27/08/2018
- To form different committees to look after
the arrangement of the workshop successfully
- Completion of NAAC records

y. Jayaraj 25/08/2018

1. R. Nirupama 25/08/18
2. T. Veenukepsi 25/08/18
3. H. Swathi 25/08/18

Meeting: 05

07/09/2018

A meeting was held on 07/09/2018 at 2:00 pm to discuss on the field trip to be organized for Aquaculture students to SIFT, Kakinada from 10/09/2018 to 16/09/2018. Smt. R. Nirupama and T. Veena Harsiba are requested to look after the department for smooth running of classes.

y. Chaitanya 07/09/2018

1. R. Nirupama 07/09/18

2. T. Veena Harsiba

3. H. Swathi
Harsiba

Meeting: 06

A meeting was held on 24/09/2018 at 4:00 pm to discuss on the following agenda.

1. Distribution of Free mineral water packets as a part of social service in association with VRC

2. Completion of all records for the timely submission of SSR for NAAK

y. Chaitanya 24/09/2018

1. R. Nirupama 24/09/18

3. H. Swathi

2. T. Veena Harsiba 24/09/18

Harsiba

Meeting: 07

29/09/2018

A meeting was held on 29/09/2018 at 6:00 pm to discuss the following activities in the month of October-2018.

Agenda:

→ Discussion to conduct free blood grouping test on occasion of "International voluntary Blood Donor Day" on October 1st 2018.

→ Discussion on organization of Workshop for D.K.W(A) college and V.R.College Nellore students on "Animal Biotechnology" practicals

→ To discuss on field trip to Animal Husbandry units for 5th Semester students as part of syllabus

→ To discuss to conduct of Open Book System in Zoology for 1st Semester students and completion of syllabus of I, II & VI Semesters.

Resolutions:

→ It is resolved to conduct ~~Free~~ Blood Grouping Test in association with VRC on October 1st.

→ It is resolved to conduct workshop for both V.R college and D.K.W(A) 5th semester students on Animal Biotechnology (5th sem) students on 4th October 2018 and also resolved to invite Dr. P. Gopi Krishna, Asst Professor, Dept of Zoology, V.S.U P.U. Centre, Kavali as resource person

→ It is resolved to conduct field visit to Animal Husbandry farms on 11/10/2018 for 5th semester students.

→ It is resolved to conduct open Book System on 30/10/2018 for 1st sem students as Best Practice.

y. shanjai 29/09/2018.

1. R. Nirmala 29/09/18

2. T. Venkatesh 29/9/18

3. H. Suresh 29/09/18

Meeting 08

04/12/2018

A meeting was held on 04/12/2018 at 4:00pm with Zoology staff members for the activities to be conducted in the month of December 2018.

Agenda:

→ To discuss on the participation and presentation of Research papers in DRC Seminar on "Recent Trends in Immunology" to be conducted in Govt Degree College, Udayagiri, Melkote.

→ To discuss on "Earn while Learn" programme of selling fish bowls as part of aquaculture activity.

Discussion & Resolution:

→ It is resolved to participate and to present papers by 4 students in DRC Seminar to be conducted in Govt Degree College, Udayagiri.

→ It is resolved to conduct "Earn while Learn" Programme on 19/12/2018.

→ It is resolved to prepare and get ready for NAAC visit by peer team.

J. Sanyal
04/12/18.

1. R. Nityanand
04/12/18
2. T. Venkatesh
04/12/18
3. H. Swathi
04/12/18

Meeting: 09

10/01/2019

A meeting was held on 10/01/2019 at 4:00 pm with Zoology staff members to discuss on Result analysis of the Semester end examination (I, III & IV) conducted in the month of October & November 2018.

Agenda:

To discuss on the Zoology and Aquaculture Subjects result analysis of I, II & IV semester end examinations conducted in the month of October & November 2018.

To discuss on the measures to be taken to improve the results in the Papers (I Semester) with low pass percentage.

To discuss on the NAAC work to be submitted to IQAC regarding on the reports of the activities conducted for the year 2018-2019.

~~Resolution~~

Discussion:

Discussion was done on the result analysis of the Semester end examinations for I, II & IV Semesters.

Discussions were done on the measures to be taken to improve the results. Remedial classes for failures in I Semester Zoology subject are discussed and IV Semester Animal Husbandry papers.

Discussions were done on the timely submission of reports of the activities conducted for the academic year 2018-2019.

Resolutions:

It is resolved to take extra measures and remedial classes for the students for the Pass percentage (I semester Zoology - 79% and II semester Zoology - 86%.)

It is resolved to submit the reports of the activities conducted for the academic year 2018 - 2019 on or before 12/01/2019 and further resolved to get all the records ready for the NAAC visit.

[Signature] 10/01/2019

1.

2. T. Venkatesh 10/1/19.

3. H. Swathi

2019-20

Meeting 1

A meeting was held with the staff members of the Zoology department on 17/06/2019 to discuss about the points in the agenda in the department of Zoology.

Agenda:

1. To discuss and finalise the action plan for the academic year 2019-20.
2. To discuss on the allotment of syllabi to the individual staff members.
3. To discuss about the submission of Annual Curricular plans for the academic year 2019-20.
4. To discuss the work load adjustment for UG & PG Zoology Courses.
5. To discuss about the conduction of Bridge Course & Entry level test for first year 1st Semester degree students.

Discussion: The above points in the agenda were discussed and resolved in the meeting.

Resolutions:

1. It is resolved to finalise the Action plan for the academic year 2019-20 & to conduct various activities in the action plan accordingly.
2. The allotment of syllabi to individual faculty members was done. The above proposal is resolved in the meeting.
3. It is resolved to submit the annual curricular plans for the academic year 2019-20.

4. It is resolved to adjust the work load for
UG & PG Courses.

5. It is resolved to Conduct Bridge Course & Entry
level test for first year 1st semester degree
students.

Handwritten signature

1. G. Catherin 17/6/19
2. H. Swathi 17/6/19
3. T. Veenalekshmi 17/6/19
- 4.

Meeting-2

A departmental level staff meeting was conducted in the department of Zoology on 24/07/19 to discuss the points in the Agenda.

Agenda:

1. To discuss the results of Entry level test & Categorization of students.
2. To discuss the Conduction of Remedial Coaching to the slow learners.
3. To discuss about the organization of Student Centric learning activities.
4. To discuss about the organisation of Guest Lecture by Dr P. Gopi Krishna on Animal Biotechnology.
5. To discuss about the celebration of "International Tiger Day" on July 29th.

Discussion: All the above points of agenda were discussed and resolved in the meeting.

Resolutions:

1. It is resolved to Categorize the students into Slow learners, average learners & Advanced learners based on the results of the Entry level Test.
2. It is resolved to Conduct Remedial Coaching to the slow learners.
3. It is resolved to organise student centric learning activities.
4. It is resolved to organise a Guest Lecture by Dr. P. Gopi Krishna, VSU on Animal Biotechnology.

5. It is resolved to Conduct "Poster Painting" Competitions on the occasion of International Tiger Day on July 29th.

1. G.

2.

3.

4.

1. G. Catherin 24/7/19

2. H. Surothi 24/7/19

3. T. Veenukepsibaw 24/7/19

4.

24/7/19

Meeting - 3

A meeting was held with the staff members of the Zoology department on 21/08/2019 to discuss about the agenda points in the department of Zoology.

Agenda:

1. To discuss about the Conduction of Student Seminars
2. To discuss about the preparation of Models by the Students
3. To discuss about the Conduction of Student Centred Learning activities.
4. To discuss about the allotment of project work to the students for both UG & PG

Discussion:- All the above agenda points were discussed and resolved in the meeting.

Resolutions:

1. It is resolved to Conduct student seminars
2. It is resolved to make the students prepare the models.
3. It is resolved to Conduct Student Centred Learning activities.
4. It is resolved to allot project works to the students for both UG & PG.

Silviya 21/8/19

1. G. Catherine 21/8/19
2. H. Swathi 21/8/19
3. T. Venkatesh Babu 21/8/19
- 4.

Meeting-04

A meeting was held with the staff members of the Zoology department to discuss about the following in the department of Zoology on 19/09/19.

Agenda:

1. To discuss about the percentage of completion of syllabus for UG & PG
2. To discuss about the planning on the conduction of Certificate Course by the department of Zoology.
3. To discuss about the Conduction of Practicals with the available chemicals and apparatus.
4. To discuss about the use of ICT based teaching methods.
5. To discuss about the 1st internal assessment results
6. To discuss about the arrangement of field trip for final year students (Degree).
7. To discuss about the Conduction of 1st internals for PG students.

Discussion: All the above agenda points are discussed & proposed the following resolutions.

1. It is resolved to complete the syllabus by every faculty members ^{one week} prior to the Exams (final).
2. → It is resolved to take special classes for the completion of the syllabus.
2. It is resolved to conduct the Certificate course in the month of November.
3. It is resolved to conduct the practicals with all the available chemicals and apparatus.
4. It is resolved to use ICT based teaching methods by

the faculty members like PPTs, Youtube videos etc.,

5. It is resolved to take remedial classes for slow learners based on the Continuous Internal Assessment I results.

→ It is resolved to conduct special assignments to the slow learners.

6. It is resolved to arrange a field trip for final year students in last week of September.

7. It is resolved to conduct 1st internal exams for PG students.

y. S. Srinivas 19/9/19

1. G. Catherine 19/09/19

2. H. Swathi 19/9/19

3. T. Veenaheptiba 19/9/19

4.

Meeting - 05

A meeting was held with the staff members of the Zoology department on 11/10/19 to discuss about the points in the Agenda in the department of Zoology.

Agenda:

1. To discuss about the completion of syllabus for I, III and V semesters.
2. To discuss about the strategies to be followed to make students prepare for semester end examinations.
3. To discuss about the steps taken to improve the results.
4. To discuss about the percentage of syllabus coverage for the PG students.
5. To discuss about the preparation of list of Consumables to conduct PG practicals.
6. To discuss about the submission of NAAC reports.
7. To discuss about the progress of Vermicomposting project.

Discussions: All the points in the agenda are discussed and proposed the following resolutions.

1. It is resolved to do revision of the syllabus as the syllabus is completed and prepare the students for semester end examinations.
2. It is resolved to conduct study hours, assignments, special assignments for slow learners etc., to improve the results.
3. It is resolved to complete the syllabus for PG students 2 weeks prior to the final examinations.

4. It is resolved to prepare the list of Consumables needed to conduct PG practicals.
5. It is resolved to forward a request letter to the principal to allocate funds to the list of Consumables^{needed} to conduct PG practicals.
6. It is resolved to submit the NAAC reports to the concerned by the right time.
7. It is resolved to continue the Vermicomposting project work for I semester students upto October 4th week.

Handwritten signature
11/10/19

1. G Catherin 11/10/19
2. H. Swathi 11/10/19
3. T. Neenahepsiba 11/10/19
- 4.

Meeting - 06

A department level staff meeting was held with the staff members on 06/11/2019 to discuss about the following agenda points.

Agenda:

1. To discuss about the Conduction of Internal Practical exams for 1st, 2nd & 3rd year students as per the timelines given by the COE.
2. To discuss about the distribution of papers for teaching for II, IV and VI semesters.
3. To discuss about the Submission of reports for AQAR 2018-19.
4. To discuss about the Conduction of 2nd Internal exams for PG students.
5. To discuss about the Conduction of Cleanliness Campaign before the department premises.
6. To discuss about the inauguration of Certificate course (Zoology)

Discussion: All the agenda points are discussed and passed the resolutions accordingly.

Resolutions:

1. It is resolved to conduct the Internal practical exams for 1st, 2nd & 3rd year students as per the COE timelines.
2. It is resolved to distribute the papers for teaching to the following faculty members paper's wise:
 - (i) Smt T. SriRanjani → VI Semester ^{Zoology} Elective ^{Immunology}
→ 1. Basic Principles of Aquaculture
(Cluster paper-I)
→ 2. Fresh water & Brackish water Aquaculture & Fish Nutrition (I & II Semester)
→ 3. Zoology of Chordates
 - (ii) Smt G. Catherine → II Semester ^{General} Embedded-Biology of Chordates, Genetics & Evolution
→ 1. Aquaculture Management (Cluster paper-II)

(iii) Smt H. Swathi → VI semester
 Aqua culture Technology Elective
 1. (Ornamental fish rearing)
 2. Freshwater & Brackishwater Aquaculture
 & Fish Nutrition (IAZC, II Semester)
 3. Freshwater & Brackishwater Aquaculture
 (II AZC, IV Semester)
 4. Certificate Course

(iv) Smt T. Veena Hepsiba - IV Semester - Embryology,
 1. Animal Physiology & Ecology
 2. Toxicology - (II PG - IV Semester -
 Paper-I)

I Smt B. Akhila - 1. Bio-Informatics } II PG
 2. Genetic Engineering }
 3. Neurobiology & Animal Behaviour
 4. Post Harvesting Technology
 Research Methodology (cluster paper III)

* As there is a need it is resolved to request the principal for the recruitment of another faculty member to teach cluster papers for (I, II, III)
VI semester Aquaculture Technology students.

3. It is resolved to submit the reports for the submission of AQAR 2018-19 in various aspects.

4. It is resolved to conduct the 2nd internal exams for PG students.

5. It is resolved to conduct cleanliness & plantation Campaign near the department premises.

6. It is resolved to inaugurate the Certificate course in "Ornamental fish rearing" by Nov 25th 2019.

1. G. Catherin 06/11/19

2. H. Swathi 06/11/19

3. T. Veena Hepsiba 06/11/19

4.

06/11/19

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Meeting - 07

A meeting was conducted with the staff members of the Zoology department to discuss about the following agenda points on 17/12/2019 at 4:00 PM.

Agenda:

1. To discuss about the inauguration of Certificate Course.
2. To discuss about the preparation of schedule for the Certificate Course.
3. To discuss about the timely completion of syllabus by the staff.

Discussion: All the agenda points are discussed in full length and proposed the following resolutions.

Resolutions:

1. It is resolved to inaugurate the certificate on Ornamental fish rearing and breeding on 19/12/2019.
2. It is resolved to invite Dr. Ch. Venkatrayulu Assistant Professor, Department of Marine Biology, VSU for the inauguration of the Certificate Course.
3. It is resolved to complete the syllabus in time

1. G. Catherine 17/12/19

2. H. Swathy 17/12/19

3. T. Veenakhepibow 17/12/19

4. D. Anurag 17/12/19

Dr. Subash 17/12/19

2020 - 2021

2022

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2021

Meeting - 1

A meeting was held with the staff members of the Zoology department on 8.10.2021 to discuss about the points in the agenda in the department of Zoology.

Agenda:

- ① To discuss and finalise the action plan for the academic year 2021-22.
- ② To discuss on the allotment of syllabi to the individual staff members
- ③ To discuss about the submission of Annual Curricular plans for the academic year 2021-22.
- ④ To discuss the work load adjustment for UG & PG Zoology courses
- ⑤ To discuss about the conduction of Bridge Course & entry level test for first year 1st semester degree students.

Discussion: The above points in the agenda were discussed and resolved in the meeting.

Resolutions:

- ① It is resolved to finalise the Action plan for the academic year 2021-22 & to conduct various activities in the action plan accordingly.

② The allotment of syllabi to individual faculty members was done the above proposal is resolved in the meeting.

③ It is resolved to submit the annual curricular plans the academic year 2021-2022.

④ It is resolved to adjust the work load for UG & PG courses.

⑤ It is resolved to conduct Bridge Course Entry level test for first year 1st semester degree students.

1. ~~Arora~~
8/10

2. Hb ✓

3. S

4. H. Arora

5. R. Nigam

Signature of the principal

Meeting - 2

A departmental level staff meeting was conducted in the department of zoology on 28.10.2021 to discuss the points in the agenda.

Agenda:

1. To discuss the results of entry level test & categorization of students.
2. To discuss the conduct of Remedial coaching to the slow learners.
3. To discuss about the organization of student centric learning activities.
4. To discuss about the organization of Guest Lecture by Dr. P. Gopi Krishna on "Agribusiness".

Discussion: All the above points of agenda were discussed and resolved in the meeting.

Resolutions:

1. It is resolved to categorize the students into slow learners, average learners & Advanced learners based on the results of the entry level Test.
2. It is resolved to organise student centric learning activities.

③ It is resolved to organise student conduct Remedial coaching to the slow learners.

④ It is resolved to organise a Guest Lecture by Dr. P. Gopi Krishna VSC on "Aqua culture".

⑤

4/5/21
29/10/21

1. N.A.

2. 1

3. H. Qu

4. Qu

5. R. Nigim.

Signature of the Principal

Meeting - 3

A meeting was held with the staff members of the Zoology department on 4.11.2021 to discuss about the agenda points in the department of Zoology.

Agenda:

1. To discuss about the conduction of student seminars.
2. To discuss about the preparation of Models by the students.
3. To discuss about the conduction of student Centred Learning activities.
4. To discuss about the allotment of project work to the students for both UG & PG.

Discussion: All the above agenda points were discussed and resolved in the meeting.

Resolutions:

- ① It is resolved to conduct student seminar.
- ② It is resolved to make the students prepare the models.
- ③ It is resolved to conduct student centred learning activities.

④ It is resolved to conduct the Quiz competition.

Y. Jayaraj

Signature of the staff

1. H. Anand

2. N. D.

3. R. Nigam

4. J.

5. Anand

Signature of the Principal

Meeting - 4

A meeting was held with the staff members of the Zoology department to discuss about the following in the department of Zoology on 08/11/22

Agenda

1. To discuss about the percentage of completion of syllabus for uB and PB
2. To discuss about the planning on the conduction of certificate course by the dept of Zoology
3. To discuss about the conduction of practicals with the available chemicals and apparatus
4. To discuss about the 1st Internal assessment results
5. To discuss about the arrangement of field trip for the final year students
6. To discuss about the conduction of 1st internals for PB students

Discussion - All the above agenda points are discussed and proposed the following resolutions

1. It is resolved to complete the syllabus by every faculty members one week prior to the exams
2. It is resolved to take special classes for the completion of the syllabus
3. It is resolved to conduct the practicals with all the above chemicals and apparatus

4. It is resolved to take remedial classes for slow learners based on the continuous internal Assessment result
5. It is resolved to conduct special assignments to the slow learners
6. It is resolved to arrange a field trip for final year students
7. It is resolved to conduct 1st Internal Exams for the PG students.

Signature of Staff

1. N. S.

2. J.

3. K. Nigam.

4. 

5. H. 

Signature of HOD

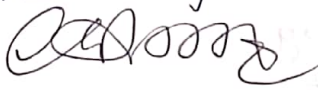


Signature of the  Principal

BOS Meeting

Zoology department organised BOS meeting on 8th November 2021. In this programme the university nominee Dr. P. Gopi Krishna (HOD) and Dr. M. Suseela Assistant professor Dept of Zoology, Vikrama Simhapuri university (Nellore), PG centre, Kavali, Subject experts Dr. Y. Savithri, Lec in Zoology, GDC, Kadapa & Smt G. Katherin lecturer in Zoology GDC, Guntur attended through online.

Signature of Staff

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Signature of HOD



Signature of the  Principal

Meeting - 6

A meeting was held with the staff members of the Zoology dept on 11/12/2021 to discuss about the points in the Agenda in the department of Zoology.

Agenda :-

1. To discuss about the completion of syllabus for III, V and PBI.
2. To discuss about the strategies to be followed to make students prepare for semester end examination.
3. To discuss about the steps taken to improve the result.
4. To discuss about the preparation of list of consumables to conduct PBI practicals.
5. To discuss about the submission of NAAC report.
6. To discuss about the percentage of syllabus coverage for the PBI students.

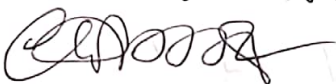
Discussion :-

All the points in the Agenda are discussed and proposed the following resolutions.

1. It is resolved to conduct study hours, Assignments, special assignments for slow learners etc to improve the result.
2. It is resolved to complete the syllabus for PBI students 2 weeks prior to the final exams.
3. It is resolved to prepare the list of consumables needed to conduct PBI practicals.
4. It is resolved to forward a request letter to the principal to allocate funds to the list of consumables needed to conduct PBI practicals.
5. It is resolved to submit the NAAC report to the concerned by the right time.

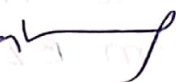
6. It is resolved to organize a guest lecture by Dr J.S. Chakrapani, GRC, Vidavalur on "Reproductive technology".
7. It is resolved to organize a guest lecture by Prof. Jacob Das sir, Dept of Zoology, SV university Tirupati on "Recent developments in Zoology and opportunities".
8. It is resolved to organize a guest lecture by Dr. P. Gopi Krishna, Assistant Prof, Dept of Zoology, VSPU, PBI centre, Kavali, Nellore Dt. on "Genomic DNA".

Signature of Staff

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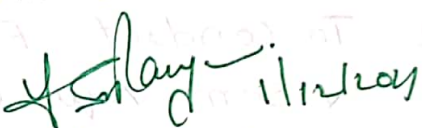
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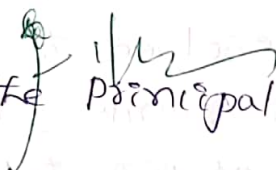
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Signature of HOD


Signature of the Principal

Meeting - 7

A meeting was held with the staff members of the Zoology dept on 28/12/21 to discuss about the points in the Agenda in the dept of Zoology

Agenda

1. To discuss about the conduction of Internal practical exams for 1st, 2nd and 3rd year UG students as per the time line given by the COE
2. To conduct Fish and Prawn fest by the V Sem Aquaculture students in order to earn while you learn.
3. To attend medical camp by the volunteers of YRC DKW at Kagitalapur village with the collaboration of YRC Nellore.
4. To organize field visit to Hi-tech Pharma Kovur with the 5th Sem BZC, AZC, BTZC

★ DISCUSSION

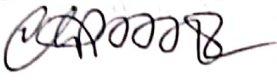
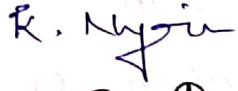
All the points in the agenda are discussed and proposed the following resolutions.

1. It is resolved to conduct the Internal practical exams for 1st, 2nd, 3rd year students as per the COE time lines
2. It is resolved to conduct fish and Prawn fest by the V sem Aquaculture students
3. It is resolved to attend medical camp at Kagitalapur village with the volunteers of YRC DKW - which will be conducted by YRC Nellore

4. It is resolved to organize field visit to Hi-Tech pharma with students of 5th Sem BZC, AZC, BLZC

signature of the Staff

signature of the HOD

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2. H. d. 
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4. R. N. 
5. H. 


Signature of the Principal

Meeting - 8

A meeting was held with the staff members of the Zoology dept on 20/1/22 to discuss about the points in the agenda in the dept of Zoology.

Agenda

1. To discuss about the completion of Syllabus to 3rd and 5th Sem.
2. To discuss about the conduction of Student seminars.
3. To discuss about the conduction of student centered learning activity.
4. To discuss about the remedial teaching to the slow learners.
5. To conduct awareness programme on 'Thalassemia' by Dr. Ramya uppulari, hematologist, Apollo, Chennai, and Dr. Seetha ARCS, Nellore.
6. To conduct 'Blood grouping test & voluntary blood donation camp at JKW with the association of YRC and NGOs.

* Discussion

All the points in the agenda are discussed and proposed the following resolutions.

1. It is resolved to complete the syllabus within given period.
2. It is resolved to conduct seminars by

the students.

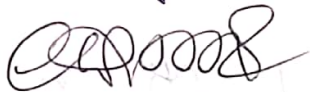
3. It is resolved to prepare student centred learning activities
4. It is resolved to identify slow learners for remedial teaching.
5. It is resolved to conduct the awareness programme on "Thalassemia" by Dr. Ramya & Dr. See tha to the staff and students of DKW
6. It is resolved to conduct "Blood grouping test & Hb test & voluntary blood donation camp at DKW, Nellore with the Association of YRC DKW & NGOs

Signature of the Staff

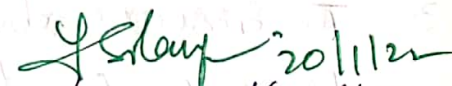
1. 

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3. K. Nigam

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5. H. Suresh

 20/11/20
Signature of the HOD

 20/11
Signature of Principal

Meeting - 9

A department level staff meeting was held with the staff members on 5/3/2022 to discuss about the following agenda points.

Agenda

1. To discuss about the completion of syllabus to U61 and P61
2. To discuss about the conduction of internal practical exams for 2nd Year and 3rd Year U61 students as per the time line given by the COE.
3. To discuss about the distribution of Papers for teaching 4th sem & 5th sem U61 and 1st sem of P61
4. To discuss about the conduction of different activity on behalf of "International women's day - March 8th 2022."

(Discussion :- All the agenda points are discussed and passed the resolutions accordingly

Resolutions

1. It is resolved to complete the syllabus and todo revision of the syllabus as the syllabus is completed and prepare the students for semester end examinations
2. It is resolved to conduct study hours, assignments to improve the result.

3. It is resolved to distribute the papers for faculty as follows

1. Smt Dr. T. Sri Ranjani -

VI Sem Zoology - Immunology - BZC, AZC
(VIIA) (IIA)

VI Sem Zoology - cluster - Post harvest
technology^(VIII B₂) - BZC, AZC, BTZC

IV Sem Zoology - Animal biotechnology
BZC, AZC, BTZC

2. Smt Dr. Ch. Ramadevi -

VI Sem Zoology - Immunology (VIIA) - BZC(TM)
elective

- Principles of Aquaculture
manage (cluster II) - BZC(TM)

- Post harvesting technology
(cluster III) - BZC(TM)

- Principles of Aquaculture - "
(cluster I)

3. Smt Dr. N. Anitha

M.Sc, Zoology I Sem - Invertebrata & chordata

VI Sem Zoology - Aquaculture management
cluster II - AZC, BZC, BTZC

IV Sem Aquaculture - Fresh water and
Brackish water Aquaculture

II Sem Zoology - Animal diversity - Biology
of chordates

4. Smt Dr. Ch. Lalitha Kumari -

M.Sc, Zoology I Sem - Invertebrata & chordata

VI Sem Zoology - principle of Aquaculture
cluster I - AZC, BZC, BTZC

IV Sem Aquaculture - fish pathology & Ornamental
fishery

II Sem Zoology - Animal diversity - Biology
of chordates

5. Sri K. Nagaraju -
M.Sc, Zoology I Sem - Animal Physiology
I Sem - cell biology & Immunology

IV Sem Zoology - Animal Physiology, Molecular
Biology, Embryology - AZC, BZC, Btzc.

IV Sem Zoology - Immunology - AZC, BZC, Btzc

6. Smt H. Swathi

M.Sc, Zoology I Sem - Endocrinology

I Sem - Biophysical and chemical
technique behaviour

M.Sc, Zoology IV Sem - NeuroBiology & Animal

- Applied toxicology
- Statistics & Bioinformatics
- Wild life conservation Biology

Signature of the Staff

Signature of the HoD

1. H. Anand

2. [Signature]

3. H. Anand

4. R. Nysin

5. Ch. Litar

Signature of the Principal

Meeting - 10

A meeting was held with the staff members of the Zoology dept on 4/4/22 to discuss about the points in the agenda in the dept of Zoology.

Agenda

1. To discuss about the ~~com~~ strategies to be followed to make students prepare for semester end examination.
2. To discuss about the steps taken to improve the result.
3. To discuss about the preparation of list of consumables to conduct UG practicals (1st and 3rd Sem)
4. To discuss about the conduction of Internal practical exams for the 1st and 3rd sem students as per the time lines given by the COE
5. To discuss about the percentage of syllabus coverage for the PG students

Discussion :- All the agenda points are discussed and passed the resolutions accordingly.

Resolutions

1. It is resolved to guide students properly to appear and write the Sem end exams and to get good percentage
2. It is resolved to prepare the list of consumables needed to conduct practicals

3. It is resolved to conduct the Internal Practical exams for the UOI students with all the above chemicals and apparatus.
4. It is resolved to complete the syllabus within the given period.

Signature of the Staff

S. Sanyal
Sign of the HOD

1. H. *Quell*
2. *I*
3. *HA*
4. R. Nigam.
5. *AM*

Signature of *S. Sanyal* the Principal

Meeting - II

A department level staff meeting was held with the staff members on 16/5/2022 to discuss about the following agenda points.

Agenda

1. To discuss about the attendance of students.
2. To discuss about the implementation of CSP as per the CCE guidelines.
3. To discuss about the conduction of student centred learning activity.
4. To discuss about the conduction of 2nd Internal Exam to the 1st Sem Per Students.
5. To discuss about the completion of syllabus for the Per Students.

DISCUSSION - All the agenda points are discussed and passed the resolutions accordingly. Resolutions :-

1. It is resolved to monitor students attendance.
2. It is resolved to implement CSP as per the CCE guidelines.
3. It is resolved to prepare student centred learning activities.
4. It is resolved to conduct 2nd internal exams to the 1st Sem Per Students.

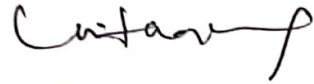
6. It is resolved to complete the syllabus
within given time period to PGT students

16/5/20

Signature of the staff

Signature of the HOD

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4. R. Nigam

5. H. 

Signature of the ^{Principal} Principal

Meeting - 12

A meeting was held with the staff members of the Zoology dept on 13/7/2022 to discuss about the points in the agenda in the dept of Zoology.

Agenda

1. To discuss about the results of 1st Sem and 3rd Sem.
2. To discuss about the preparation of list of consumables to conduct practicals for UG (6th Sem) and PG (1st Sem)
3. To discuss about the conduction of External Practical exams for the UG (6th Sem) and PG (1st Sem)
4. To discuss about the percentage of syllabus coverage for the PG (4th Sem) students
5. To discuss about the follow up of CSP as per the guide lines of CCE.
6. To discuss about the admissions in the 1st Sem as per the guidelines of principal

Discussion :-

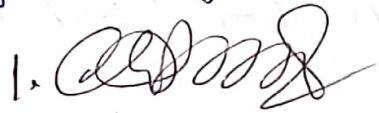
All the agenda points are discussed and Passed the resolutions accordingly.

Resolutions :-

1. It is resolved that the results of 1st sem and 3rd sem.

2. It is resolved to prepare the list of consumables needed to conduct practicals.
3. It is resolved to conduct the external Practical exams for the VET (6th Sem) and PGT (1st Sem) as per the guidelines of Higher Authorities.
4. It is resolved to complete the syllabus to PGT (4th Sem) within time period.
5. It is resolved to complete guide the students to complete the CSP in given time.
6. It is resolved to participate in admission campaign to improve enrolment in Zoology, Aquaculture.

Signature of the staff

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3. 

4. R. Nigam

5. H. 


Signature of the HoI


Signature of the Principal

Meeting - 13

A department level staff meeting was held with the staff members on 19/7/22 to discuss about the following agenda points.

Agenda

1. To discuss about the distribution of 2nd Sem PBI Papers to the staff.

Discussion

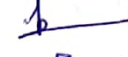
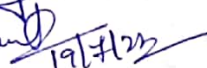
The above agenda point was discussed and Passed the resolution accordingly.

Resolution

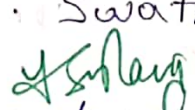
The following papers are distributed among staff as follows

1. Genetics and Evolution - by
Dr. Ch. Ramadevi,
Dr. N. Anitha
2. Molecular Biology - by
R. Nagaraju
3. Chemistry of Biomolecules - by
H. Swathi
4. Developmental Biology - by
Dr. Ch. Ramadevi.
H. Swathi

Signature of the staff

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2. 
3. 
4. R. Nagaraju
5. H. Swathi 

Signature of HOD

 19/7/22



Meeting - 14

A meeting was held with the staff members of the zoology dept on 29/8/22 to discuss about the points in the agenda in the dept of Zoology.

Agenda

1. To discuss about the distribution of 3rd Sem and 5th Sem UG Papers to the staff.
2. To discuss about the conducting of BOS meeting.
3. To discuss about the conducting of 2nd and 4th Sem practical exams as per the time lines given by the COE

Discussion

- All the agenda points are discussed and passed the resolutions accordingly.

Resolutions

1. It is resolved that the following Papers are distributed among staff as follows

☞ I Year UG - Zoology - Animal diversity - Biology & Non chordates

BZC - Dr. CH. Lalitha Kumari

BtZC - Dr. H. N. Anitha

AZC

☞ II Year UG - Zoology - cell biology - Genetics, Molecular Biology, Evolution

BZC - Dr. CH. Lalitha Kumari

BtZC & AZC - K. Nagaraju

III Year - Zoology

Paper - I BZC - Dr. Ch. Lalitha Kumari

BtZC & AZC - H. Swathi

Paper - II BZC - Dr. T. Sri Ranjani

BtZC

AZC

Aquaculture Technology

I - Year - Sem I - K. Nagaraju.

II - Year - Sem III - Dr. Ch. Ramadevi

III - Year - Sem V - Paper V - N. Anitha

Paper VI - T. Sri Ranjani

2. It is resolved to conduct the BOS meeting on 3/9/22

3. It is resolved to conduct the external practical exams for the UG (2nd and 4th Sem) as per the dates of COE.

Signature of the Staff

1. CH. Chitram

2. N. A.

3. K. Nagaraju.

4. 

5. H. Swathi

Signature of the Hon

 29/8/22

Signature of the  Principal.