

26/9/2023

Principal :- Dr. K. Ramesh Chandra Rao.

- \* Academic calendar implementation, should be done.
- \* Manual attendance should be taken.
- \* CIE evaluation should be maintained by register
- \* Attendance should be uploaded in Gramabhoomi portal.
- \* Online attendance should be taken.
- \* Consolidate month wise attendance and get it signed by student also
- \* CR and LR must be appointed.
- \* CR - To control the students.
- \* Internal Exams :- Int Internal - 20m.  
online and Internal - 10m. (20 Questions max)  
Attendance - 5m  
Seminars - 5m  
assignments - 5m  
pedagogics - 5m.
- \* Each Lecturer has to maintain C/E.
- \* Fixed timetable to conduct Internal exams
- \* If CIE - 1 is missed by the student.  
CIE - 2 Eligibility may not be given.
- \* Annual curricular plans from all lecturers to be submitted to IQAC
- \* Teaching notes, Teaching Diary should be maintained.

\* Activities of Dept: - plan atleast one activity per month  
FDP, Training, workshop, hands on experiment

\* To capture - student centric activities

Few student should be participated in GD

" " " " " Quiz

" " " " " seminars

" " " " " Assignment with dates

Document  
to be endorsed  
HOD, Academic  
cell, or  
IQAC or  
Principal SV

\* Documentation of each activity should be done

Signatures.

Name of the Lecturer's

1) Dr. B. Nagarwari

Lect in charge, Dept of Biotechnology

B. Nagarwari

2) Mrs. K. Anusha

Lect in Biotechnology



3) Ms. T. Parnika Sai

Guest Faculty in Biotechnology.

T. Parnika Sai