

Department meeting

Today, Dept of microbiology conducted a meeting by D. Jayasree, HoD along with staff members in the laboratory. The following agenda were discussed.

Agenda:-

- ① Admissions for 1 year students
- ② Dept Almanac (Dept. level Academic Schedule preparation)
- ③ DBT-STAR - Presentation preparation (Smt. D. Jayasree)
- ④ proceeding: A+ Grade - & its effective maintenance Committee.
- ⑤ Attendance APP - IAMS: Strict posting of Attendance.
- ⑥ minutes book maintenance & updation abt proceedings.
- ⑦ Question Bank/Model, Imp questions revision to the students for final Sem exams.

Resolutions:- All the above agenda points were unanimously accepted. and also resolutions regarding all necessary documents updation were discussed.

1. D. Jayasree - *[Signature]*

2. Dr. P. Suneeta *[Signature]*
23/1/24

[Signature]
D. Jayasree
Lecturer in Charge,
Dept. of Microbiology,
Government College (A)
RAJAHMUNDRY-533 105. (A.P.)