

Dt: 9.11.2023

The staff members of the Zoology Department met in the Department to discuss the following Agenda.

1. Academic inspection by R.T.G. Jaru
2. U.G. Final year students Ist internal Exams on 6th, 7th, 8th Conduction
3. P.G. IVth Sem Theory and Practical Exams.
4. O.T.L.P and Recouping of classes.
5. First Sem Internal Exams award lists and Exams conduct for not attended students
6. To conduct First Year Frather's Day on November 3rd week.
7. About News letter - curricular, Co-curricular etc.
8. To discuss about "one day National workshop" - conducting on Nov-29th and advance amount for different expenditures.
9. All Teaching and Non-Teaching Staff wear Compulsory I.P. Cards
10. P.G. Co-ordinator and U.G. Co-ordinators - guide the Faculty Submitt award lists, curricular - Co-curricular Reports interne.

Resolutions: ① It is resolved update all the records and Reports

② It is resolved to prepare question paper and smooth setting of Exams.

③ It is resolved complete syllabus and complete all internal Assessment.

- (2) It is resolved update O.T.L.P classes, when apply ch. or other ~~work~~
 ~~measures~~ measure the classes.
- (3) It is resolved First-Year student award lists and those who have not attended the 1st-internal Exam particularly late joining, Medical reasons, and other acceptable reasons to conduct Internal Exam. but they have attend Remedial classes.
- (4) It is resolved to conduct Freshers day
- (5) It is resolved every Faculty members submit reports of Curricular and co-curricular activities. in time for Monthly News letter.
- (6) It is resolved to conduct one day National Workshop on "Statistical Data Analysis for Multi-Disciplinary Research Methodology" on 01.12.2023.
 In this purpose it take an ~~amount~~ amount. In this purpose take an advance amount Rs 20,000/- (Twenty thousand only).
- (7) It is resolved all staff members to wear I.D. Cards in College campus
- (8) It is resolved U.G and P.G. Co-ordinators collect data from Faculty members in the department and submit in time for smooth running of the Institution

1. Smt. Dr. Sailaja
Lec. in Zoology

D. Sailaja
2/11/23

2. Sri. K. Babu
Lec. in zoology

~~K. Babu~~
2/11/23

3 Smt. K. Subhashini Devi
Lec. in zoology

K. Subhashini Devi

4. Sri. G. Ravi Teja

G. Ravi Teja

