

8/4/24

Government college (A) Rajahmundry

Department of Biotechnology

Principal: Dr. K.

Ramachandra Rao

Time: 12:30 PM

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- 1) Website updation needs to be done.
- 2) Teaching notes and Teaching Diary should be completed
- 3) Commissioner Sir will visit on 12th
- 4) To prepare and update all docs
- 5) Department annual report 2023-24 templates - 1*
- 6) Activities need to be uploaded in to website
- 7) Individual achievement (for both sem) hard copies to be maintained at department. for academic audit
- 8) Annual report presentation to principal Sir along with department members.
- 9) Every month activities - soft and hard copies to be submitted.
- 10) Encourage students to take online courses
- 11) 2019-23 - CLO PLO attachments to be handed over
- 12) CBLS - should appear on front page and in resolutions in Res
- 13) Club activities to be updated
- 14) Every document should be signed by in-charge and IQAC
- 15) NAAC will be in March 2025 and should be ready
- 16) Feed back on curriculum and teachers from students should be collected.
- 17) Enrolve complete curriculum for sem I - new year
- 18) BOS should be conducted in may 1st week.
- 19) Dept activities for 2024-25 needs to be submitted to IQAC

Names of the Lecturers

Signature

1) Dr. B. Nagarajan

(Lecturer - In-charge - Dpt Biotech)

2) Dr. K. Anusha

(Lecturer in Biotechnology)

3) Ms. S. Parvika SRI

(Guest Lecturer in Biotechnology)

J. U. L.